



भारतीय समुद्री विश्वविद्यालय Indian Maritime University

(केन्द्रीय विश्वविद्यालय, भारत सरकार / A Central University, Govt. of India)
कोलकाता परिसर / Kolkata Campus

No. IMU-KC/Printing/17-18

Date: 10.11.2017

Sub: Quotation for procurement of A4 size B/W Photocopy and Spiral Binding at IMU-Kolkata Campus

Sealed quotations are invited towards procurement of A4 size B/W Photocopy and Spiral Binding at IMU-Kolkata Campus. Requirements are as follows:

Sl No.	Course Materials	No. of Copies Required	No. of Pages	Total no. of Pages
01	PST (Personal Survival Techniques)	500	71	35500
02	PSSR (Personal Safety & Social Responsibility Course)	500	66	33000
03	EFA (Elementary First Aid Course)	500	85	42500
04	STSDSD (Security Training for Seafarers with Designated Security Duties)	500	51	25500
05	MEO CL-1	150	47	7050
Total				143550
Spiral Binding				2150

Bidders are requested to submit their rates in the following format:

Sl. No.	Details of Scope of Work	Quantity	Rate per unit (in Rs.)	Applicable Taxes per unit	HSN Code	Total rate per unit (including taxes)	Total amount (Rs.)
A	B	C	D	E	F	G = D+E	H = C x G
1	A4 Size B/W Photocopying	143550 pages					
2	Spiral Binding	2150 booklets					

Terms & Conditions:

- Bidders are to quote their rates strictly as per above format in their letterhead with official stamp and signature.
- The rates quoted should be inclusive of delivery but excluding Taxes which should be clearly mentioned separately.

Amulya

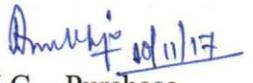
Cont./2

पि-19, तारातला रोड, कोलकाता - 700 088 / P-19, Taratala Road, Kolkata - 700 088

Email : director.kol@imu.co.in

Phone : (033) 2401 4673/74/76/78/1946, Fax : (033) 2401 4333, Hostel : 2401 4675

- (iii) Items should be delivered preferably within 3 (three) weeks of placing order.
- (iv) Rate quoted should be valid for a period of three months from the last date of submission of quotation. IMU-KC may place further orders during the said period depending on requirements.
- (v) Samples of the above item can be seen by contacting Shri S. N. Hansda, Store Keeper at IMU-KC during 10:00 Hrs & 16:00 Hrs on working days.
- (vi) Actual Quantities may vary (+/- 15%) as per requirement.
- (vii) Submission of multiple bids by a single firm will lead to rejection of the bids and IMU-KC may black list such firms from future participation.
- (viii) IMU-KC reserves the right to split the order between different bidders.
- (ix) Last date of submission of quotation is 24.11.2017
- (x) The quotation is to be submitted in sealed envelope clearly subscribing "Quotation for Procurement of A4 size B/W Photocopy and Spiral Binding" and deposit the same addressing to the Director at Indian Maritime University, Kolkata – 700 088.
- (xi) Payment will be made through Bank Transfer after successful delivery of the items and their acceptance.


O.I.C. - Purchase