



भारतीय समुद्रीय विश्वविद्यालय Indian Maritime University

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



IMU-KC/Printing/22-23

Date: 22.06.2022

Sub: Quotation for Printing of Admission Forms for IMU-KC

Sealed quotations are invited towards Printing of Admission Forms for IMU-KC. Bidders are requested to submit their rates in the following format:

| Sl. No. | Name of the Item | 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+G |
| 1. | ADM-2 (both side printed) Size: A4, GSM: 75 | 10 pads | | | | | |
| 2. | No Demand Certificate (one side printed) Size: A4, GSM: 75 | 05 pads | | | | | |

Terms & Conditions:

1. Bidders should quote their rates as per the above format in their letterhead with official stamp and signature.
2. **1 Pad consists of 100 nos. of printed sheets. The sample of all printed sheets are attached herewith.**
3. The rates quoted should be inclusive of all but excluding taxes, which should be stated separately.
4. IMU-KC reserves the right to increase or decrease the required quantities as mentioned above.
5. The rates quoted should be valid for two months from the last date of submission of quotation. IMU-KC may place further orders during the said period depending on requirements.
6. Quality of above items may be checked and confirmed by visiting Smt. Sonali Bal, Trining Section, IMU-KC.
7. The work should be completed preferably within 10 days of placing order.
8. 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.
9. Last date of submission of quotation is 06.07.2022.
10. IMU-KC reserves the right to split the order between different bidders in case of tie.
11. The quotation is to be submitted in sealed envelope clearly subscribing "Quotation for Admission Forms for IMU-KC".

Cntd...2

Anantji

: 2 :

12. The envelope should be addressed to the Dy. Registrar, Indian Maritime University, P – 19, Taratala Road, Kolkata — 700 088 and deposited in the Tender Box kept at the Dy. Registrar's office (1st floor, Room No. 130) or can be sent by post.
13. The envelopes are to be sealed properly with gum and not by stapler pin.
14. Payment will be made through Bank Transfer after successful delivery of the items and their acceptance.
15. Evaluation would be done based on item-wise L1 rate quoted by the prospective firms.
16. Notwithstanding anything specified in this letter inviting quotation, IMU-KC at its sole discretion, unconditionally and without assigning any reason, reserves the right:
 - (a) To accept or reject lowest bid or any other bid or all the bids.
 - (b) To accept any bid in full or in part.
 - (c) To reject the bid offer not conforming to the tender conditions.
17. Micro and Small Enterprises should provide valid MSME certificate along with the quotation.
18. MSME quoting within the price band of L1+15% shall be allowed to supply the requirement up to 25% of the tender quantity subject to the condition that such Enterprises bring down their price to L1 price where L1 price is from other than a Micro and Small Enterprise. If L1 offer is from a Micro / Small Enterprise, this provision will not be applicable. In case more than one Micro and Small Enterprise is there within this span, the supply shall be shared proportionately to the tender quantity. For availing the advantage of L1+15%, bidders have to provide the MSME certificate along with the quotation.

Anurag 22/6/22
O.I.C. - Purchase



1. First Name Middle name.....
Last Name
2. C.E.T. Registration No.....CET Rank
3. Programme Name : B. Tech(ME) /M.Tech(MTM)/M.B.A(ITLM).....
4. Session joined Year/Sem
5. Date of Birth
6. Place of Birth State of domicile
7. Gender : Male/Female
8. Email ID of Cadet :
9. Alternative email ID
10. Mobile Number of Cadet
11. Nationality Religion
12. Category: GEN/SC/ST/OBC/EWS.....
13. Blood GroupAadhar No.Passport No.....
14. Permanent Address :
Street.....
City.....State Pin code
- Police StationPost OfficeDist.....
Nearest Railway Station.....
15. Correspondence Address
Street.....
City.....State Pin code
- Police StationPost OfficeDist.....

16. Correspondence to whom: Father/Mother/Guardian
17. Name of Father.....
Father's occupation
- Office Address
-
- Father's monthly income.....Father's E-mail ID.....
- Father's mobile No..... Telephone No.....
18. Name of Mother
- Mother's occupation (if employed).....
- Office Address
- Mother's monthly income (if employed)
- Mather's E-mail ID
- Mother's mobile No.....Telephone No.....
19. Name of Local Guardian.....
20. Address & telephone Number of Local Guardian
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21. Language Spoken:.....
22. Medium of last EducationLast class studied

I hereby declare that all information furnished above are true and correct.

Signature of Candidate

Signature of Dealing Asstt.



**INDIAN MARITIME UNIVERSITY
KOLKATA CAMPUS**

P-19, Taratala Road, Kolkata – 700088

E-mail: director.kolkata@imu.ac.in

Phone: Office: 2401-4673/74/76/77/78 Fax: 2401- 4333 Hostel: 2401 4675

IMU/KC/TRG/4002/20

Dated:.....

NO DEMAND CERTIFICATE

Cadet.....Roll No.....Regd. No.....
is hereby directed to obtain a Certificate in columns below about clearance of his dues, stores etc. from the under mentioned sections of this Institute and to submit it to the Training Section. Provisional Passing-Out Certificate will be issued to him only after this Certificate is submitted.

| Sl. No. | Section | Recovery, if any | Initial of O-I-C | Initial of Dealing Asstt. |
|---------|---|------------------|------------------|---------------------------|
| 01. | Cadets' Hostel | | | |
| 02. | College Stores, (Recreation, Sports & Band) | | | |
| 03. | Chem./Mech. Laboratory | | | |
| 04. | Elec. Laboratory | | | |
| 05. | Workshop Stores | | | |
| 06. | Library | | | |
| 07. | College Mess | | | |
| 08. | Govt. Accounts | | | |
| 09. | P.L. Account | | | |
| 13. | Audiovisual Equipment | | | |
| 14. | Examination Section | | | |
| 15. | Computer Laboratory | | | |
| 16. | Asstt. Engineer (Electrical) | | | |
| 17. | Asstt. Engineer (Civil) | | | |
| 18. | Deputy Registrar/Asstt. Registrar | | | |

N.B. : All Section concerned are also informed that no claim for recovery for any loss/damage/short payment will be accepted afterwards.