



Notice Inviting Tender (NIT)

IMU-KC/Tender/Consumables/Fire Fighting Lab/BST Course/25-26

Dated: 11.09.2025

1. Indian Maritime University – Kolkata Campus, located at P-19, Taratala Road, Kolkata-700088 invites offline bid in **single bid systems** i.e. Techno-commercial bid & financial bid in the same envelope from eligible and qualified firms towards supply of consumable items for Fire Fighting Lab / BST Course of the Campus. **Partial bids shall not be accepted.**

2. **Name of the work:** Supply of consumable items for Fire Fighting Lab / BST Course of IMU – Kolkata Campus.

3. **Item Description & Quantity:**

a. CO2 Cartridge 60 gm	:	100 nos.
b. CO2 Cartridge 200 gm	:	50 nos.
c. Refilling of CO2 Cartridge 60 gm	:	70 nos.
d. Syphon Aluminium Pipe	:	50 nos.
e. Fire Hose 63 mm x 15 mtr	:	05 nos.
f. Life Jacket with Whistle	:	50 nos.
g. Life Jacket Light	:	50 nos.

4. **Tender Schedule:**

01.	Closing date and time for submission of tender	24.09.2025 / 1800 Hrs.
02.	Tender opening dated & time	25.09.2025 / 1000 Hrs.
03.	Place of Tender opening	Conference Hall of the Administrative Building of IMU-Kolkata Campus P-19, Taratala Road Kolkata – 700088

5. Purchaser: The Campus Director
Indian Maritime University – Kolkata Campus
P-19, Taratala Road, Kolkata – 700088

6. Consignee: The Campus Director
Indian Maritime University – Kolkata Campus
P-19, Taratala Road, Kolkata – 700088

7. Acceptance Authority: The Campus Director
Indian Maritime University – Kolkata Campus
P-19, Taratala Road, Kolkata – 700088



TENDER DOCUMENT (TD)

IMU-KC/Tender/Consumables/Fire Fighting Lab/BST Course/25-26

Dated: 11.09.2025

SECTION – I

GENERAL INSTRUCTIONS TO BIDDERS

1. The tender consisting of following documents is to be sent to consignee.
 - i. Tender Acceptance Form duly stamped and signed (i.e. bidder has agreed to all the terms & conditions of tender enquiry document). Bidders shall have to agree/accept all the terms and conditions of tender including payment etc. Acceptance shall be unconditional and bidders shall have no claim and right in future on their terms if any.
 - ii. **Techno-Commercial proposal as per Annexures**
 - iii. **Price Bid**
The price bid should be signed by authorized signatory.
 - (a) Prices should be quoted in **INR** and as per price schedule format (**Annexure-III**). The bidder shall indicate on the Price Schedule specifying all components of prices shown therein.
 - (b) In case any charges not mentioned in the price bid, it will be treated as all the charges are free of cost for that item.
 - (c) Unless otherwise specified, prices quoted by the bidder shall remain firm and fixed during the currency of the contract and not subject to variation on any account except statutory taxes and duties etc., if any, chargeable on the items are payable.
 - (d) If there is a discrepancy between the amount expressed in words and figures, the amount in words shall prevail.
2. **Opening of Tenders:** The purchaser will open the bid at the specified date and time and at the specified place as indicated in the NIT. Authorized representatives of the bidders, who have submitted tenders on time may attend the tender opening, provided they bring with them letters of authority from the corresponding bidders.
3. **Security of tenders**

Unresponsive bids: The tenders will be scrutinized before further evaluation to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribed in the document. The tenders are liable to be treated as non- responsive and will be summarily ignored, if following documents not attached along with the bid.

- i. Tender form (Annexure – II) not duly signed and stamped. (i.e. all the terms &

- conditions of tender documents are acceptable.)
- ii. Tender is unsigned and incomplete in any aspect.
 - iii. Tender validity is shorter than the required period.
 - iv. Tender which does not contain duly filled in and signed Annexure- I, II, III & IV

4. Tender evaluation:

The bids will be evaluated by the Evaluation Committee duly approved by the competent authority to decide the lowest bidder (L-1) on the basis of total cost provided by each bidder.

SECTION – II

GENERAL CONDITIONS OF CONTRACT (GCC)

1. Eligibility Conditions: Firms submitting bids should send following documents for consideration of their bids for evaluation.

- a. Proof of GST Number
- b. Copy of Pan Card Number
- c. An undertaking that the firm is not blacklisted/debarred from any Govt. organization / Department

2. Tender Validity: The tenders shall remain valid for acceptance for a period of 60 days (Sixty days) after the date of tender opening prescribed in the document.

3. Taxes and Duties:

Income Tax and Service Tax etc.: Deduction of Tax at Sources from payment to the suppliers as per existing law in force. The bidders may visit website of Income Tax Department of India for details of Tax Liabilities, Rules and Procedures etc. The bidders shall have to provide their Permanent Income Tax Number (PAN). Firm may also mention the applicable rates of TDS.

4. Terms and Mode of Payment

Payment Terms: Payment shall be made subject to recoveries, if any, by way of penalty clause/TDS or any other charges as per terms & conditions of contract if not specified elsewhere in the document.

- i. 100% payment will be made after getting satisfactory report from the consignee upon successful delivery of the items and their acceptance.
 - ii. The bidder shall submit the following details of his bank account for payment:
(a) Account Number (b) Bank Name (c) Branch Name (d) Address (e) IFS (f) MICR No. (g) Telephone No. etc.
- 5. IMU-KC reserves the right to increase or decrease the required quantity upto 25% with the proportionate rate within the validity period of tender.**
- 6. Liquidated Damage (LD):** Item should be delivered within 21 days from the date of issue of the Purchase Order, failing which LD @ 0.5% per week or part of the week may be

imposed upto a maximum of 10% of the value of the Purchase Order.

7. Submission of multiple bids by a single firm will lead to rejection of the bids and IMU-KC may blacklist such firm from future participation.
8. The quotation is to be submitted in sealed envelope clearly subscribing “Quotation for supply of consumable items for Fire Fighting Lab / BST Course of IMU – Kolkata Campus”.
9. Micro and Small Enterprises should provide valid MSME certificate along with the quotation.
10. 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.
11. 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.

12. Arbitration clause:

Any dispute arising out of or in connection with this contract, including any question regarding its existence, validity or termination, shall be referred to and finally resolved by arbitration administered by the India International Arbitration Centre (“IIAC”) in accordance with the India International Arbitration Centre (Conduct of Arbitration) Regulations (“IIAC Regulation”) for the time being in force, which regulation are deemed to be incorporated by reference in this clause.

The place/seat of the arbitration shall be Kolkata, India

The Tribunal shall consist of three arbitrators.

The law governing the arbitration agreement shall be Indian Law.

The language of the arbitration shall be English.

Applicable Law: The governing Law of the contract shall be Indian Law.

13. **Acceptance of the Work Order:** Within 02 (two) days from the date of issue of the Work Order.

CHECKLIST

This checklist shall be attached in the beginning of the tender.

S. N.	Activity	Compliance Yes / No / NA
01.	Have you kept validity of tender for acceptance by the purchaser as per the document?	
02.	Have you enclosed duly filled and signed Tender Form accepting all terms and conditions of the tender document? Tenders may be ignored if not signed.	
03.	(i) Permanent Account No. of bidding firm with proof.	
	(ii) Is GST Number with registration certificate attached?	
04.	Name of the firm with complete address and their bank details who quoted the price.	
05.	Are the all bidding documents properly signed?	

(Signature with date)
(Seal of the Bidder)

TENDER ACCEPTANCE FORM

(For all the terms & conditions of tender document acceptable to bidder)

To
The Director
Indian Maritime University
(Kolkata Campus)
P-19, Taratala Road
Kolkata – 700088

Ref: Your document no. _____ dated _____

I/We, the undersigned have examined the above mentioned document, including amendment/corrigendum no. _____, dated _____ (if any), the receipt of which is hereby confirmed. We now offer to supply the item in conformity with your above referred document.

If tender is accepted, we undertake to supply the item within time as mentioned in the tender document.

I/We agree to keep our tender valid for acceptance as required in tender document or for subsequently extended period, if any, agreed by us. I/We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period.

I/We further understand that you are not bound to accept the lowest or any tender you may receive against your above referred tender enquiry.

We confirm that we do not stand deregistered/banned/blacklisted by any Govt. Authorities. I/We confirm that we fully agree to the terms and conditions specified in above mentioned document, including amendment/corrigendum etc. if any.

(Signature with date)

(Name and designation)

Duly authorized to sign tender for and on behalf of bidder

(To be submitted on the letterhead of the firm)**Quotation for Supply of Consumable Items for Fire Fighting Lab / BST Course of
IMU – Kolkata Campus**

Sl. No.	Description	Qty.	Rate per unit (in Rs.)	Applicable taxes per unit	HSN / SAC Code	Total rate per unit (including taxes)	Total Amount (in Rs.)
A	B	C	D	E	F	G = D + E	H = G x C
01.	CO2 Cartridge 60 gm	100 nos.					
02.	CO2 Cartridge 200 gm	50 nos.					
03.	Refilling of CO2 Cartridge 60 gm	70 nos.					
04.	Syphon Aluminium Pipe	50 nos.					
05.	Fire Hose 63 mm - 15 mtr	05 nos.					
06.	Life Jacket with Whistle	50 nos.					
07.	Life Jacket Light	50 nos.					
Total Amount (inclusive of all)							

Total Quoted Price:

(In figures): _____

(In words): Rupees _____Only.**Note:**

1. The quote shall be in INR only.
2. If there is a discrepancy between the unit price and total price THE UNIT PRICE shall prevail.
3. All applicable taxes must be mentioned against each item. Rate of each applicable tax must be mentioned in price bid.
4. Payment would be made based on actual supply.

Signature of Bidder _____

Seal of the Bidder _____

Place: _____

Date: _____

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Dated: 11.09.2025

**PROFORMA FOR PRICE REASONABILITY CERTIFICATE
(Company's/Firm Letterhead)
PRICE REASONABILITY CERTIFICATE**

It is certified that the rates quoted **towards Supply of Consumable Items for Fire Fighting Lab / BST Course at Indian Maritime University – Kolkata Campus, located at P-19, Taratala Road, Kolkata – 700088** vide our Quotation No. _____ dated _____ for **INR _____ (Rupees _____ Only)** **(inclusive of all)** is exclusively for Government Institutions and are not more than as charged to other Government /PSU/Autonomous Body/Statutory Organization/Universities for same supplies made in recent past.

We would like to certify that the quoted price is the minimum and neither we have quoted the same item on lesser rates than those being offered to IMU Kolkata Campus, to any other customer for same made in recent past, and nor we will do so till the validity of offer or execution of Purchase/Work order, whichever is later.

If these rates are approved by the Director, IMU Kolkata Campus and if at any stage the quoted rates are found higher than the rates applicable to Government /PSU/Autonomous Body/Statutory Organization/Universities, then in such condition IMU Kolkata Campus will have the right to cancel the approved rates/Purchase/Work order and to take legal action against the undersigned.

Yours faithfully,

(Signature with date)

Name:

Designation:

Seal:

Duly authorized to sign tender/enquiry for and on behalf of: