



भारतीय समुद्रीय विश्वविद्यालय Indian Maritime University

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

No. IMU-KC/Stationery/18-19

Date: 03.09.2018

Sub: Quotation for procurement of Cover File at IMU-Kolkata Campus

Sealed quotations are invited towards procurement of Cover File along with long lace for IMU-Kolkata Campus. Bidders are requested to submit their rates in the following format:

Sl. No	Name of Form & Stationery items	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	Cover File along with long lace; 1. Size: a. File: 35cm (L) x 23 cm (B) b. Lace: 60 cm 2. Quality for the file board: 450 GSM (Approx)	100 pcs.					

Terms & Conditions:

1. Bidders are to quote their rates strictly as per above format in their letterhead with official stamp and signature.
2. The rates quoted should be inclusive of delivery but excluding Taxes which should be stated separately as mentioned above.
3. The bidder should submit the GST certificate.
4. Items should be delivered preferably within 3 (three) weeks of placing order.
5. Rate quoted should be valid for a period of two months from the last date of submission of quotation. IMU-KC may place further orders during the said period depending on requirements.
6. Bidders are requested to check the samples of the above item, if required by contacting Shri S. N. Hansda Storekeeper of IMU-KC during 10:00 Hrs & 16:00 Hrs on working days.
7. 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.
8. Last date of submission of quotation is 17.09.2018.
9. The quotation is to be submitted in sealed envelope clearly subscribing "Quotation for Cover File".
10. The envelope should be addressed to the Director, Indian Maritime University, P - 19 Taratala Road, Kolkata — 700 088 and is to be deposited in tender box kept at Dy. Registrar's office (1st floor, Room No. 130) or to be sent by post within due date and time.
11. Payment will be made through Bank Transfer after successful delivery of the items and their acceptance.
12. The envelopes are to be sealed properly with gum and not by stapler pin.

O.I.C. - Purchase