



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



IMU-KC/Printing/Identity Card/20-21

Date: 22.12.2020

Sub: Quotation for Preparation of Identity Cards for IMU-KC

Sealed quotations are invited towards preparation of Identity Cards for the employees of IMU-KC. Bidders are requested to submit their rates in the following format:

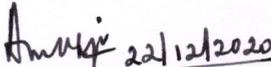
Sl. No.	Name of the Item	Quantity	Rate per unit (in Rs.)	Applicable taxes per unit	HSN Code	Total rate per unit (including taxes)	Total Amount (Rs.)
A	B	C	D	E	F	G=D+E	H=C+G
1.	Identity Cards as per the following specifications: Tamper Proof All plastic Identity Card with Digital Printing consisting of three layers: i) Layer 1 – Polyester PE lamination film 250 Micron in thickness, heat treated to bond with Layer 2. ii) Layer 2 – Tamper proof synthetic polypropylene sheet, non-tearable & flame resistant, Teslin. All data base including photograph is printed on the surface of this material by means of digital printing at 1200 Dpi to avoid decay or fading away in the coming years. iii) Layer 3 – Polyester PE lamination film 250 Micron in thickness, heat treated to bond with Layer 2 iv) Size of the card – 85X54 mm (International Standard size)	90 pcs. approx					

Annex

Cntd.....2

Terms & Conditions:

1. The card should have suitable ribbon (with IMU Logo pasted on it) for hanging along with clip and cardholder.
2. Bidders should quote their rates as per the above format in their letterhead with official stamp and signature.
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 six 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 Shri S. N. Hansda, Store Keeper at IMU-KC before submission of your quotation.
7. Items should be delivered preferably within 2 (Two) weeks 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 31.12.2020.
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 Preparation of Identity Cards for IMU-KC".
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. Successful Bidder has to come to the office located at the address mentioned in point no.11 to collect the database with the details of the employees along with photograph to be printed on the Identity Cards on the very next day of placing the Work Order.
15. Compiled database to be handed over to the authorities of the organization upon completion of job. No data or signature should be shared with any outside agency.
16. Payment will be made through Bank Transfer after successful delivery of the items and their acceptance.
17. E-invoicing is mandatory as per Notification No. 61/2020 – Central Tax dated 30.07.2020.


O.I.C. – Purchase