



IMU-KC/PUR/OFFLINE/12/Name Plate & Number Plate/25-26

Date: 05.06.2025

Sub: Quotation for Name Plates & Number Plates for IMU – Kolkata Campus

Sealed quotations are invited towards preparation and installation of Name Plates and Number Plates for the rooms inside the New Academic Building and Administrative Building of Indian Maritime University – Kolkata Campus, located at P-19, Taratala Road, Kolkata - 700088. The total requirement of Name Plates and Number Plates to be prepared and installed at the Campus are given below:

Statement showing requirement of Name Plates and Number Plates for the Rooms in New Academic Building & Administrative Building of IMU - Kolkata Campus			
Building	Floor	Requirement (in nos.)	
		Name Plate	Number Plate
New Academic Building	Ground Floor	15	12
	1st Floor	13	11
	2nd Floor	12	20
	3rd Floor	9	20
	4th Floor	8	20
	5th Floor	3	5
Administrative Building	Ground Floor	30	38
	1st Floor	36	43
	2nd Floor	8	13
	3rd Floor	7	19
Total Requirement (in nos.)		141	201

The specifications of the required Name Plates and Number Plates are as follows:

Description	Name Plate	Number Plate
Size	12" x 4"	5" x 2.5"
Colour	Plate: Blue & Front: White	Plate: White & Front: Blue
Material	Acrylic	Acrylic
Thickness	5 mm	5 mm

Amrta

Prospective bidders are requested to submit their quotations in the format in **Annexure – I**.

Terms & Conditions:

1. Bidders should quote their rates as per the format in **Annexure – I** on their letterhead with official stamp and signature.
2. Prospective bidders must visit the office of IMU-KC on any working day (Monday to Friday) between 10:00 A.M. and 5:00 P.M. before submission of their quotations.
3. The rates quoted should be inclusive of all but excluding taxes, which should be stated separately.
4. E-invoicing is mandatory as per Notification No. 61/2020 – Central Tax dated 30.07.2020.
5. IMU-KC reserves the right to increase or decrease the required quantities by maximum of 25% as mentioned above.
6. The rates quoted should be valid for two months from the issuance of the letter inviting quotations. IMU-KC may place further orders with the same rates during the said period depending on requirements.
7. The work (preparation and installation) should be completed within 01 (one) month of placing 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.
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 19.06.2025.
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 Name Plates and Number Plates”.
12. The envelope should be addressed to the Assistant Registrar, Indian Maritime University, P – 19, Taratala Road, Kolkata — 700 088 and deposited in the Tender Box kept at the office of Director’s Secretariat (1st floor, Room No. 124) or can be sent by post.
13. The envelopes are to be sealed properly with gum and not by stapler pin.
14. Evaluation would be done based on the L1 in total amount quoted by the prospective firms.
15. Payment will be made through NEFT after successful completion of the work.
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 of appropriate category 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.



O.I.C. – Purchase

ANNEXURE – I

**Quotation for preparation and fixing of Name Plates & Number Plates at
IMU – Kolkata Campus**

Sl. No.	Description	Qty. (in nos.)	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.	Name Plate (Name with Designation): Size- 12" x 4" Colour- Plate: Blue & Front: White Material- Acrylic Thickness- 5 mm	141					
02.	Number Plate: Size- 5" x 2.5" Colour- Plate: White & Front: Blue Material- Acrylic Thickness- 5 mm	201					
03.	All other charges for fixing the plates on the doors	01 job					

Total Quoted Price:

(In figures): _____

(In words): Rupees _____

_____Only.

Note:

1. The quoted rates shall be in INR only.
2. If there is a discrepancy between the unit price and total price THE UNIT PRICE shall prevail and for any discrepancy between word and figure, word will 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 nos. of Name Plates and Number Plates prepared and installed.

Signature of Bidder _____

Seal of the Bidder _____

Place: _____

Date: _____

