



# भारतीय समुद्री विश्वविद्यालय Indian Maritime University

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

No. IMU-KC/Misc/18-19

Date: 16.10.2018

Sub: Quotation for Plastic Certificate Folder at IMU-Kolkata Campus

Sealed quotations are invited towards procurement of Plastic Certificate Folder for MDPs at IMU-Kolkata Campus. Bidders are requested to submit their rates in the following format:

Sl. No.	Details of 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.	Plastic Certificate Folder <b>Specification:</b> Size: 34.5cm x 24 cm (L x B)	300 nos.					
Total							

## 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 charges but excluding taxes which should be stated separately as mentioned above. The bidder should submit the GST certificate.
3. Bidders are requested to check the samples of the above item by contacting Shri S. N. Hansda, Storekeeper of IMU-KC during 10:00 Hrs & 16:00 Hrs on working days.
4. 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.
5. IMU-KC reserves the right to split the order between different bidders in case of tie.
6. Last date of submission of quotation is 05.11.2018.
7. Items should be delivered preferably within 10 days of placing order.
8. The quotation is to be submitted in sealed envelope clearly subscribing "Quotation for procurement of Certificate Folder".
9. The envelope should be addressed to the Deputy Registrar, Indian Maritime University, P – 19 Taratala Road, Kolkata — 700 088 and deposited in the Tender Box kept at the Dy. Registrar's office (1<sup>st</sup> floor, Room No. 130) or can be sent by the post. Quotations not superscribed will be rejected. The envelopes are to be sealed properly with gum and not by stapler pin.
10. Payment will be made through Bank Transfer after successful delivery of the items and their acceptance.

  
Assistant Registrar