



# भारतीय समुद्रीय विश्वविद्यालय Indian Maritime University

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



IMU-KC/Printing/19-20

Date: 18.11.2019

## Sub: Quotation for Printing of Prescription Pads for the Dispensary of IMU-KC

Sealed quotations are invited towards Printing of Prescription Pads for the Dispensary 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.	Prescription Pad: Size: A4 1 Pad consists of 100 nos. of printed sheets (the sample of a printed sheet is attached herewith)	60 nos.					

### **Terms & Conditions:**

1. Bidders should quote their rates as per the above format in their letterhead with official stamp and signature.
2. The rates quoted should be inclusive of all but excluding taxes, which should be stated separately.
3. IMU-KC reserves the right to increase or decrease the required quantities as mentioned above.
4. The rates quoted should be valid for three months from the last date of submission of quotation. IMU-KC may place further orders during the said period depending on requirements.
5. The work should be completed preferably within 1 (One) week of placing order.
6. 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.
7. Last date of submission of quotation is 27.11.2019.
8. IMU-KC reserves the right to split the order between different bidders in case of tie.
9. The quotation is to be submitted in sealed envelope clearly subscribing "Quotation for Prescription Pad for Dispensary of IMU-KC".
10. 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 (1<sup>st</sup> floor, Room No. 130) or can be sent by post.
11. The envelopes are to be sealed properly with gum and not by stapler pin.
12. Payment will be made through Bank Transfer after successful delivery of the items and their acceptance.

*Amkhiy 18/11/19*  
O.I.C. - Purchase

पी-19, तारातला रोड, कोलकता -700 088 / P-19, Taratala Road, Kolkata - 700 088

Phone : (033) 2401 4673 / 74 / 76 / 78 / 1946, Fax : (033) 2401 4333, Hostel : 2401 4675

E-mail : director.kolkata@imu.ac.in

Website : www.merical.ac.in & www.imu.edu.in

DISPENSARY

INDIAN MARITIME UNIVERSITY

P-19 Taratala Road, Kolkata – 700088

Date:-

Name:-

Roll No:-

Hostel Name:-

Age:-

Sex:

Brief Note:-

Advise:-

Dispensed

Doctors Signature

with stamp

Pharmacist Signature

A = REST

B = Exemption From strenuous activities including physical training, march past, games and sports, gymnastics, swimming, workshop job, like others

C = Exemption from shaving

D= Exemption from putting shocks and shoes

Medical Officer

IMU KOLKATA CAMPUS

P-19, Taratala Road, Kolkata 700088