



IMU-KC/PUR/OFFLINE/12/AC Shifting/25-26

Date: 11.09.2025

Sub: Quotation for shifting of 02 nos. Air-Conditioner from Motivation Hall to Room No. 104 of the New Academic Building of IMU – Kolkata Campus

Sealed quotations are invited towards shifting of 02 nos. Air-Conditioner from Motivation Hall to Room No. 104 of the New Academic Building of Indian Maritime University – Kolkata Campus, located at P-19, Taratala Road, Kolkata - 700088. The details of the total requirements towards undertaking the subject work are as follows:

Sl. No.	Item Name	Qty.	Unit
1.	Supply & fixing of 1/4 Copper pipe with Nitrile Insulation	50	Feet
2.	Supply & fixing of 1/2 Copper pipe with Nitrile Insulation	50	Feet
3.	Supply & Fixing of Copper cable 3 core x 2.5 sq. mm.	60	Feet
4.	Supply & Fixing of Drain Pipe	60	Feet
5.	Supply & fixing of outdoor bracket	2	Nos
6.	Supply & Charging of R 22 Refrigerant	2	Job
7.	Dismantling of existing split AC machines	2	Job
8.	Installation of Split AC Machines	2	Job
9.	Labour charges for the wall cutting	2	Job

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

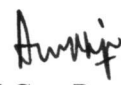
Note: - The above quantities are tentative in nature. The payment will be made on pro-rata basis as per actuals.

#### 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 may visit the site 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.

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5. IMU-KC reserves the right to increase or decrease the required quantities as mentioned above upto 25%.
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 should be completed within 02 (two) weeks 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 19.09.2025.
10. The quotation is to be submitted in sealed envelope clearly subscribing "Quotation for shifting of 02 nos. Air-Conditioner from Motivation Hall to Room No. 104 of the New Academic Building of IMU-KC".
11. 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 (1<sup>st</sup> floor, Room No. 124) or can be sent by post.
12. The envelopes are to be sealed properly with gum and not by stapler pin.
13. Evaluation would be done based on the L1 in total amount quoted by the prospective firms.
14. Payment will be made through NEFT after successful completion of the work.
15. 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.

  
O.I.C. – Purchase

**ANNEXURE – I**

(To be submitted on the letterhead of the firm)

**Quotation for shifting of 02 nos. Air-Conditioner from Motivation Hall to Room No. 104 of the New Academic Building 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.	Supply & fixing of 1/4 Copper pipe with Nitrile Insulation	50 Feet					
02.	Supply & fixing of 1/2 Copper pipe with Nitrile Insulation	50 Feet					
03.	Supply & Fixing of Copper cable 3 core x 2.5 sq. mm.	60 Feet					
04.	Supply & Fixing of Drain Pipe	60 Feet					
05.	Supply & fixing of outdoor bracket	2 Nos.					
06.	Supply & Charging of R 22 Refrigerant	2 Job					
07.	Dismantling of existing split AC machines	2 Job					
08.	Installation of Split AC Machines	2 Job					
09.	Labour charges for the wall cutting	2 Job					
Total Amount (inclusive of all)							

**Total Quoted Price:**

(In figures): \_\_\_\_\_

(In words): Rupees \_\_\_\_\_\_\_\_\_\_  
Only.**Note:**

1. The quote shall be in INR only.
2. If there is a discrepancy between the unit price and total price THE UNIT PRICE shall 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 consumption.

Signature of Bidder \_\_\_\_\_

Seal of the Bidder \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

