



Indian Maritime University Kolkata
भारतीय समुद्री विश्वविद्यालय - कोलकाता
A Central University, Ministry of Ports, Shipping and Waterways, Govt. of India
केंद्रीय विश्वविद्यालय, पत्तन, पोत परिवहन और जलमार्ग मंत्रालय, भारत सरकार
P-19, Taratala Road, Kolkata - 700088
पी-१९, तारताला रोड, कोलकाता - ७०००८८
Established: 1949



IMU-KC/Stationery Items/26-27

Date: 11.05.2026

Sub: Quotation for Stationery Items for IMU-KC

Sealed quotations are invited towards the following Stationery Items for Indian Maritime University – Kolkata Campus, located at P-19, Taratala Road, Kolkata - 700088. Bidders are requested to submit their rates in the following format:


Sl. No.	Description 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×G
1.	Cover File along with long lace: File size: 14.5”(L) x 10”(B) Lace size: 24” Thickness of the File: 450 GSM (Approx.)	250 nos.					
2.	Black Clip (for clipping the documents with file): Material: Plastic & SS Size: 4 cm. width	100 nos.					
3.	Folding Cover (4 Folder File): Size: 14”(L) x 10”(B)	04 nos.					
4.	SS Paper Clip: Material: Stainless Steel Size: 5cm (L) x 1cm (B)	150 nos.					
5.	Sketch Pen (Black)	06 nos.					
6.	Sketch Pen (Blue)	06 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 date of issue of the tender. IMU-KC may place further orders during the said period depending on requirements.

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5. Quality of above items may be checked and confirmed by visiting Shri S. N. Hansda, College Store Keeper at IMU-KC before submission of their quotations within 10.00 AM to 5.00 PM in any working day from Monday to Friday (except Holiday).
6. Items should be delivered preferably within 10 days of placing order.
7. 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.
8. Last date of submission of quotation is 21.05.2026.
9. IMU-KC reserves the right to split the order between different bidders in case of tie.
10. The quotation is to be submitted in sealed envelope clearly subscribing "Quotation for Stationery Items".
11. The envelope should be addressed to The Director, 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.
12. The envelopes are to be sealed properly with gum and not by stapler pin.
13. Payment will be made through Bank Transfer after successful delivery of the items and their acceptance.
14. Evaluation would be done based on item-wise L1 rate quoted by the prospective firms.
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.
16. Micro and Small Enterprises should provide valid MSME certificate along with the quotation.
17. 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