



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



IMU-KC/Furniture (Library)/22-23

Date: 27.06.2022

Sub: Quotation for Steel Book Racks and Book Supporters for the Library of IMU-KC

Sealed quotations are invited towards supply of Steel Book Racks and Book Supporters for the Library 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.	Both Side Open Steel Book Racks as per the Specifications in Annexure – I	14 nos.					
2.	Book Supporters	336 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. **EMD:** Quotations should be accompanied by an Earnest Money Deposit (EMD) amounting to Rs. 10,000.00 (Rupees Ten Thousand Only), in the form of Demand Draft from any Nationalized / Scheduled Bank drawn in favour of "Indian Maritime University – Kolkata Campus", payable at Kolkata. No other form of deposit towards Earnest Money shall be accepted. However, exemption from EMD may be considered upon submission of relevant and valid exemption certificates from MSME / NSIC. No exemption from EMD is available for any other reason whatsoever.
4. IMU-KC reserves the right to increase or decrease the required quantities as mentioned above.
5. The rates quoted should be valid for two months from the last date of submission of quotation. IMU-KC may place further orders during the said period depending on requirements.
6. Prospective bidders may visit the Library of IMU-KC for checking and confirmation of the item before submission of their quotations.
7. The successful bidder / bidders should get approval on the sample from the competent authority of IMU-KC within 15 days from the date of the Purchase Order before bulk supply of the item.

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8. The supply of the item should be completed within 30 days from the date of issue of the Purchase Order failing which LD @ 0.5% per week or part of a week may be deducted upto a maximum of 10% of the value of the Purchase Order.
9. 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.
10. Last date of submission of quotation is 18.07.2022.
11. IMU-KC reserves the right to split the order between different bidders in case of tie.
12. The quotation is to be submitted in sealed envelope clearly subscribing "Quotation for Steel Book Racks & Book Supporters for the Library of IMU-KC".
13. 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.
14. The envelopes are to be sealed properly with gum and not by stapler pin.
15. Payment will be made through Bank Transfer after successful delivery of the items and their acceptance.
16. Evaluation would be done based on L1 rate quoted by the prospective firms.
17. 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.
18. Micro and Small Enterprises should provide valid MSME certificate along with the quotation.
19. 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.

  
27/6/22  
O.I.C. – Purchase

**ANNEXURE – I**

Prospective bidders should submit their quotations for the Steel Book Rack and Book Supporters for the Library of IMU-KC according to the following specifications:

Sl. No.	Description	Specification
01.	Size	84”(H) x 36”(W) x 20”(D) for Double Side
02.	Operation	The Book Racks should be knockdown in construction and can be operated from both the sides
03.	Aesthetics	Laminated MDF/Plywood board and metal combination to be used for better aesthetics
04.	Holder	Self-adhesive clear A4 Size list/label holder
05.	Loading Level	06 Shelf
06.	Side and Middle Partition	The side and middle partition of the Book Rack made of 25 mm thick plain particle board interior grade
07.	Shelf Bracket Thickness	MS Sheet 1.6 mm minimum (Powder Coated)
08.	Shelf Thickness	MS Sheet 0.8 mm minimum (Powder Coated)
09.	Vertical Channel Thickness	MS Sheet 1.6 mm minimum (Powder Coated)
10.	End Panel	Post formed particle board with approved laminate
11.	Bottom Channel Thickness	MS Sheet 1.6 mm (Powder Coated) at least
12.	Load Bearing Capacity	300 kg minimum
13.	MS Material Colour	Ivory Colour (Powder Coated)
14.	Colour of Side Plate MS Sheet	Mahogany Colour

*Amrith* 27/6/22