



भारतीय समुद्रीय विश्वविद्यालय Indian Maritime University

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

No: IMU-KC/Printing/19-20

Date: 29.07.2019

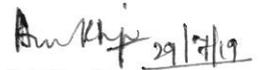
Sub: Quotation for Printing of Class Attendance Booklet for IMU-KC

Sealed quotations are invited for Printing of 100 nos. Class Attendance Booklets for IMU-KC. Bidders are requested to submit their rates in the following format:

Sl. No.	Details of work	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.	Printing of Class Attendance Booklet; front and back cover with transparent sheet; 25 sheets inside with both side printing; booklet should be spiral bound; size of sheet: 13.5"L x 16.5"B; sheets to be of 60 GSM	100 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. Items should be delivered preferably within 1 (One) week of placing order.
6. Bidders may check the samples of the above item by contacting Shri S. N. Hansda, Storekeeper at IMU-KC during 10.00 am and 4.00 pm on working days.
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 07.08.2019.
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 Printing of Class Attendance Booklet".
11. 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 (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.


O.I.C. - Purchase

