



भारतीय समुद्री विश्वविद्यालय INDIAN MARITIME UNIVERSITY

(Central University, Govt. of India)
HEADQUARTERS

Ref: IMU-HQ/R/70/14/02/2019-PUR

06/09/2019

To

Sir,

Sub: Quotation call notice for Designing and Conceptualisation of Annual Reports 2018-19 of IMU.

&

Translation of Annual Accounts & Annual Reports 2018-19 of IMU from English to Hindi - Reg.

The Indian Maritime University (IMU) is a Central University, Under Ministry of Shipping established in the year 2008. IMU-Headquarters has requirement for Designing and Conceptualisation of Annual Reports 2018-19 (English & Hindi) and also Translation of Annual Accounts 2018-19 & Annual Reports 2018-19 from English to Hindi. In this regard, sealed quotations are invited from the eligible reputed and well established service providers for the same.

Service Provider has to submit his quotation for both works, Quotations for single work shall not be considered.

The Last date for submitting quotation is **13.09.2019** till 03:00 PM hours.

The Sealed Quotations will be opened tentatively at 05:00 PM on **13.09.2019**.

A. The Requirement and Eligibility Details are as follows:

Sl. No.	Name of the Work	Eligibility
1.	Designing & Conceptualisation of Annual Reports 2018-19 (English & Hindi): Approx. Pages:- Total No. of Pages - 81 [#] (Approx.) Wrapper Pages - 4 Inner Pages - 77 [#]	1.1. Experience:- Service Provider should have successfully completed at least Two (02) similar works [i.e. Designing & Conceptualisation of Annual Reports (or) Annual Accounts any Government/ Public Sector Undertakings/Well Established Institutes (or) Companies.] during the last five years. 1.2. Mode of Proof: Service provider has to submit copies of work Orders along with Work

		Completion Certificate as proof for having experience.
2	<p>Translation of Annual Accounts 2018-19 & Annual Reports 2018-19 from English to Hindi:</p> <p>Approx. Pages:-</p> <p><u>Annual Accounts:</u> Total No. of Pages – 107* (Approx) Wrapper Pages - 4 Inner Pages – 103*</p> <p><u>Annual Reports:</u> Total No. of Pages – 81* (Aprox.) Wrapper Pages - 4 Inner Pages – 77*</p>	<p>2.1. Experience:- Service Provider should have successfully completed at least Two (02) similar works [i.e. Translation of Annual Accounts (or) Annual Reports from English to Hindi any Government/Public Sector Undertakings/Well Established Institutes (or) Companies.] during the last five years.</p> <p>2.2. Mode of Proof: Service provider has to submit copies of work Orders along with Work Completion Certificate as proof for having experience.</p>
<p>Note: (#):- The Number of Pages are estimation only. The Actual Pages may slightly vary up to 10 pages either increase/decrease.</p>		

3. Other Terms & Conditions:

a) **Scope of Work:**

Regarding Designing of Annual Reports the contents will be handed over to you in **Plain MS-Word** format, you have to design it by inserting charts, diagrams & photographs where ever suitable in English and Hindi Versions. For your reference the Last year Designed Annual Report in English can be seen at our web site at www.imu.ac.in under Option - **"About US"** or follow the link [https://www.imu.edu.in//index.php?prod_id=410].

Regarding Translation of Annual Accounts & Annual Reports the contents will be handed over to you in MS-Word format, you have to translate from English to Hindi.

- b) **Work Completion Period:** The Work mentioned in table-1 above should be completed within 15 working days from the date of handing over of the Data after awarding the work.
- c) **Work Completion Period:** The Work mentioned in table-2 above should be completed within 20 working days from the date of handing over of the Data after awarding the work.
- d) The Service Provider should submit his quotation along with supporting copies of experience in Sealed Covers addressing to Registrar, IMU as per the format at Annexure-A within prescribed time period.

- e) The Envelope containing the quotations shall be properly sealed. Envelope stapled shall not be accepted. Further, the envelope shall be super scribed as "**Quotation for Designing and Conceptualisation of Annual Reports 2018-19 & Translation of Annual Accounts 2018-19 & Annual Reports 2018-19 from English to Hindi**" and addressed to Registrar, Indian Maritime University-Headquarters, East Coast Road, Sholinganallur Post, Uthandi, Chennai 600119.
- f) Quotations received after the due date and at the time of opening of Sealed Quotations will be out rightly rejected.
- g) **Offer validity:** The validity of Quotation is 90 days from the date of submission.
- h) The University reserves the right to accept in part or in full any quote(s) or reject any one or more quote(s) without assigning any reason.
- i) The Work would be awarded to the Eligible Service Provider who quoted with **L-1 Rate**.
- j) The work can be extended one year at a time for further two more years on same rates and terms on satisfactory performance and mutual agreement.
- k) Liquidation Damage: Any damage or inconvenience caused either in terms of delivery or quality of the above mentioned products/Delivery of Services, IMU reserves full rights to impose penalty or return the products. For delay in delivery for every week or part thereof, a penalty of 0.5% (point five percent) of the Purchase order/Work Order amount, subject to maximum of 10% of the Purchase order amount will be deducted.
- l) In the event of unsatisfactory performance or non-performance of any of the steps/activities in processing of the above scope of work, IMU shall have the right to withhold the corresponding payment for these steps/ activities either full or in part after giving a 3-day notice to the service provider to show cause against the same, and to take such other legal action to make good the losses caused by service provider to IMU. IMU shall also have the right to terminate the contract altogether and to entrust the remaining work to another Agencies.
- m) **Payment Terms & Conditions:**
- i. No Advance or Part Payment will be made.
 - ii. No claim for escalation of the rate will be considered until completion of the work.
 - iii. The Bill should be raised for actual no. of pages translated/conceptualised.
 - iv. The Tax Invoice raised by the service provider must be in compliance of relevant GST acts, rules & notifications made thereunder and should bear the IMU-HQ's GST Registration no. **33AAAI2610K223**.

- v. IMU will make the payment within 15 working days on full and satisfactory performance of obligations and certification of Bill by Concern Department.
- vi. The Service Provider, whom the work will be awarded, he should submit the Bill along with IMU-Mandate Form (Annexure-B) for clearance of Bill.

Please read all instructions before submitting the quotation.



Registrar

Annexure-A

(Format for submission of Quotation on Letter Head of the Service Provider)

Please read all instructions before submitting the quotation.

To

The Registrar
INDIAN MARITIME UNIVERSITY-HQ
ECR, Semmencherry,
Sholinganallur (Post)
Chennai-600119.

Sir,

Sub: Submission of Quote for Quotation Call Notice for **Designing and Conceptualisation of Annual Reports 2018-19 & Translation of Annual Accounts 2018-19 & Annual Reports 2018-19 from English to Hindi** with ref.no: IMU-HQ/R/70/14/02/2019-PUR, Dated:06.09.2019.

1. Price quotation for the following requirement shall be as follows:

Sl. No	Item & Specifications	No. Pages	Rate per Page in Rs.	Total Cost (Excl. GST)
1	Designing & Conceptualisation of Annual Reports 2018-19 (English & Hindi): Approx. Pages:- Total No. of Pages – 81* (Approx.) Wrapper Pages - 4 Inner Pages – 77*	80 Pages (Approx)		
(Rupees in words:)				
GST – HSN (8 digit code)/SAC Code (6 digit Code)				
Applicable GST Rate				

2. Price quotation for the following requirement shall be as follows:

Sl. No	Item & Specifications	No. Pages	Rate per Page in Rs.	Total Cost (Excl. GST)
1	<p>Translation of Annual Accounts 2018-19 & Annual Reports 2018-19 from English to Hindi:</p> <p>Approx. Pages:-</p> <p><u>Annual Accounts:</u> Total No. of Pages – 107# (Approx.) Wrapper Pages - 4 Inner Pages – 103#</p> <p><u>Annual Reports</u> Total No. of Pages – 81# (Approx.) Wrapper Pages - 4 Inner Pages – 77#</p>	180# (Approx.)		
(Rupees in words:)				
GST -HSN (8 digit code)/SAC Code (6 digit Code)				
Applicable GST Rate				
Note: (#):- The Number of Pages are estimation only. The Actual Pages may slightly vary up to 10 pages either increase/decrease.				

3. Contact Details:

Name:

Mobile No:

Office Phone No:

Communication Address:

Signature of Service Provider with Seal

(Annexure-B)
MANDATE FORM (Account/s Information form)
ELECTRONIC CLEARING SERVICE (CREDIT CLEARING) / REAL TIME GROSS SETTLEMENT (RTGS)/ NATIONAL ELECTRONIC TRANSFER (NEFT) / INTRA BANK ACCOUNT TRANSFER FACILITY FOR RECEIVING PAYMENTS FROM INDIAN MARITIME UNIVERSITY (IMU).

A. DETAILS OF ACCOUNT HOLDER:

NAME OF ACCOUNT HOLDERER / FIRM:
COMPLETE CONTACT ADDRESS:
MOBILE NUMBER / PH NO:
E.MAIL:
PAN :

B. BANK ACCOUNT DETAILS:

ACCOUNT NAME (Name appearing in your Cheque Book)
BRANCH NAME WITH COMPLETE ADDRESS,
TELEPHONE NO
BRANCH CODE

Note: Please attach a Cancelled Cheque along with the account information form.

COMPLETE BANK ACCOUNT NUMBER (Please note that the Bank Account must be in the name of the Firm as appeared in the bill. In case of other Beneficiaries (Non-vendor) the Account name must be in the name of Applicant):

IFSC CODE
TYPE OF ACCOUNT (SB/CURRENT/CASH CREDIT)
MICR CODE OF BANK

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the IMU responsible.

(.....)

Signature of Beneficiary

Date:

Mandatory for Vendors/suppliers/Contractors etc., Payment:

Certified that the particulars furnished above are correct as per our records.

(Bank's Stamp with Date & Place)

(.....)

Signature of Bank Manager