



भारतीय समुद्री विश्वविद्यालय  
INDIAN MARITIME UNIVERSITY  
(Central University, Govt. of India)  
HEADQUARTERS

Tender No IMU-HQ/R/71/63-H/1/2020-PUR

Date: 20.07.2021

**Tender Abstract**

1.	Tender Title	:	Supply of material, Stitching and delivery of Curtains and supply of Curtain rods for Bungalow of the Vice Chancellor of Indian Maritime University
2.	Notice Inviting Tender No.	:	<b>Tender No. IMU-HQ/R/71/63-H/1/2020-PUR</b> dated 20.07.2021
3.	Tender Release Date ( <b>by Email</b> )	:	On 20.07.2021
4.	Pre bid meeting	:	4:00 PM on 22.07.2021 (through Video Conference due to COVID-19 pandemic. Prospective Bidders will be required to register through the Google Form link which will be intimated separately through email)
5.	Last date and time for receipt of Bids	:	03:00 PM on 27.07.2021
6.	Date and time for Bid opening	:	03:30 PM on 27.07.2021
7.	Estimated cost of Tender	:	Rs.4,00,000/- (Approximately).
8.	<b>Address for communication:</b> The Registrar, Indian Maritime University Headquarters , East Coast Road , Semmencherry, Sholinganallur (PO), Chennai-600 119 <b>Tel:</b> 044- 2453 9020 <b>Email:</b> registrar@imu.ac.in <b>Note:</b> For any information/queries/clarification relating to Terms & Conditions of this tender, the bidders can directly send mail TO dr.purchase@imu.ac.in & purchase.hq@imu.ac.in with a CC to registrar@imu.ac.in or can be contacted through mobile at 9840981612 and phone at 044-2453 9020 (IVR Ext:221/222) within the time laid down in the tender document.		

**Note:** Bidders are advised to study the Tender Document (including all Sections, Annexures and Schedule etc.) carefully. Submission of Tender shall deem to have been done after careful study and Tender Document with full understanding of its implications.

*[Signature]*



The Indian Maritime University wishes to seek quotation from established Vendors for the Supply of Curtains, Stitching of Selected Curtain Material, Delivery of Curtains and Selected Curtain Rods as per Annexure – I for the Bungalow of the Vice Chancellor of Indian Maritime University.

The Vendor will be required to present various Catalogues for Curtain material and Rods which have same specification as mentioned in Annexure – I. Each room in the Bungalow has been identified with a specific décor, therefore, the shade mentioned in specification is very crucial to this procurement.

**Pre-Bid Meeting** - A pre-bid meeting through Video Conference is scheduled on **22.07.2021 @ 16.00 Hours**, to clarify the doubts of the prospective Vendors. The link for the same will be notified through email.

**Terms & Conditions of the Contract:**

**1. Scope of Work:**

- 1.1. The successful Vendor on receipt of the Work Order will take measurements for the Windows/Doors at the site and confirm whether there is any variation.
- 1.2. Then the successful Vendor will have to provide catalogues as per the specifications provided at Annexure I for selecting Curtains for each room with a minimum of 30 options. The Catalogue provided should necessarily be for the shade and material design provided in the attached specification.
- 1.3. The selection of material as per specification will be done by the Interior Designer in consultation with the AE (Civil), IMU-HQ.
- 1.4. After selection of Curtain Material the matching Curtain rods will be selected, for which the successful Vendor would be required to provide catalogue or produce sample similar to the design give in the specifications.
- 1.5. Approval for both Curtain Material, Stitched Material and Rod specific for each room has to be exclusively taken from IMU, prior to starting the stitching or fixing work.
- 1.6. In case, of any queries, please contact AE (Civil), IMU-HQ.

**2. Deliverables:**

- 2.1 Delivery Period, from the date of receipt of Work Order, will be as follows for the various activities:
  - a) Measurement for each room – to be completed within 3 days.
  - b) Finalizing of Material for curtains and matching curtain Rods for each room – to be completed within 7 days.
  - c) Stitching of Curtains – to be completed within 14 days of confirmation under point b) above.
  - d) Fixing of Curtains and Curtain Rods – by 20th day of confirmation under point b) above.
- 2.2 At the time of Delivery of Goods, Certificate should be provided for the Materials used for making the Curtains is same as per the Quote.
- 2.3 All the materials should have guarantee of one year against manufacturing defects from the date of supply.
- 2.4 During the guarantee period, the Vendor is bound to take necessary action within a period of One week from the date of intimation, to resolve any issues





being raised by IMU in respect of Quality of Material supplied **at no additional cost to IMU.**

**2.5 IMU will not be responsible if the Vendor proceeds to stitch or deliver the Curtain without seeking explicit approval from IMU.**

**3. Execution of Contract:**

Upon receipt of the Work Order the Vendor has to enter in to an agreement with IMU incorporating all clauses of this Work Order and any other as may be agreed to by both the parties on a Non- Judicial Stamp Paper of Rs.100/- within five (5) days from date of receipt of Work Order. (Annexure II)

**4. Payment Terms:**

4.1 No advance payment will be made.

4.2 100% payment will be paid after certification of interior Designer, and AE (Civil) IMU-HQ within 15 days of submission of Tax Invoice subject to nil clarifications/observations. Tax Invoice raised by the successful Vendor should be addressed to The Registrar, IMU - Headquarters, Semmencherry, Sholinganallur [PO], Chennai-600119 and should have GST Registration No of IMU-HQ: 33AAAAI2610K2Z3.

4.3 Scanned Copy Invoice should be mailed to [dr.purchase@imu.ac.in](mailto:dr.purchase@imu.ac.in) & [purchase.hq@imu.ac.in](mailto:purchase.hq@imu.ac.in)

4.4 Mandate form to be duly filled by the successful bidder for making payment (Annexure I)

**5. Liquidity Damage:**

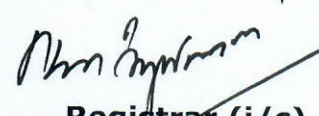
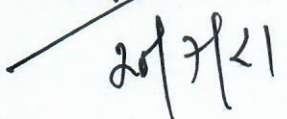
Penalty for the delay in activities mentioned in para 2.1 (a-d) beyond the stipulated delivery period will be charged at the rate of 0.5% per week up to a maximum of 10% of the value of work order.

**6. Applicable Law:**

The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be subject to place of jurisdiction of Chennai Courts only.

**7. Arbitration & Jurisdiction:**

In the event of disputes, differences, claims and questions arising between the parties hereto arising out of this Agreement or anyway relating hereto or any term, condition or provision herein mentioned or the construction or interpretation thereof or otherwise in relation hereto, the parties shall first endeavour to resolve such differences, disputes, claims or questions by mutual discussion and failing such settlement, the same shall be referred for arbitration by a sole Arbitrator appointed by IMU-HQ. Such arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act 1996 or re-enactment thereof for the time being in force and shall be held in Chennai. In case the Arbitration award is not acceptable to either of the parties, they may approach courts having jurisdiction at Chennai only.

  
**Registrar (i/c)**  


Copy to: 1. VC for information please

2. FO (i/c) / DR (P) / DR (F&A)/ AE (Civil) / PUR

**Detailed Specification of Curtain Material Room-wise and Curtain Rods is attached with the email as PDF file**

Vendors are requested to study this document in detail before giving their quote. Vendor should not make any changes to this document or any part thereof. If any changes are made the Bid will be rejected summarily. The Stitching requirements have also been shown and is a part of the specification for the acceptance of final stitched product.



**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:**

**NAME OF ACCOUNT HOLDERER / FIRM** (Name as appearing in your Cheque Book):

**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-Service Provider) the Account name must be in the name of Applicant):

NAME OF THE BANK:

BRANCH NAME WITH COMPLETE ADDRESS:

IFSC CODE:

TYPE OF ACCOUNT (SB/CURRENT/CASH CREDIT):

MICR CODE OF BANK:

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

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 Service Providers/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

**PRICE BID FORMAT**

(To be submitted along with letter head and to be signed by Authorized Signatory.)

<b>Vice Chancellor' Bungalow- Details of Door and Window Furnishings</b>														
		<b>Width</b>	<b>Material blend</b>	<b>Shade</b>	<b>Material Design</b>	<b>Thickness gsm</b>	<b>Stitching Type</b>	<b>Qty required in mtrs</b>	<b>Window/Do or</b>	<b>No of Windows or Door</b>	<b>Dimensions in Feet</b>	<b>Wall coverage s.ft.</b>	<b>Rate per mtr</b>	<b>Total with GST</b>
<b>Fabric</b>	Type A Curtain	48"	70% Polyester and 30% Cotton	Beige and Blue	Printed, Cotton or Linen Finish	200gsm	Fabric Loops behind the curtain using the same material	25	W4	2	8' x 6'5"	122sft		
<b>Fabric</b>	Type B Curtain	48"	70% Polyester and 30% Cotton	Light Blue and Green	Printed	320gsm	Fabric Loops behind the curtain using the same material	47	W3 W W5	3 2 1	6' x 4'6" 3' x 4'6" 10' x 6'6"	151sft 50sft 72sft		
<b>Fabric</b>	Type C Curtain	54"	100% Polyester Filament	Crea m and Light green	Thread work, Silk finish	280gsm	Fabric Loops behind the curtain using the same material	31	W4 W2	2 1	8' x 6'6" 5' x 4'6"	130sft 40sft		
<b>Fabric</b>	Type D Curtain	48" - 54"	100% Polyester Filament	Warm shade s of Red and Peach  Prefer ably	Thread work / Print, Silk finish	280gsm- 320gsm	Fabric Loops behind the curtain using the same material	33	W4 W W2	1 2 2	8' x 6'6" 3' x 4'6" 5' x 4'6"	64sft 57sft 72sft		



				silk finish.										
<b>Roman Blind</b>	Type E Curtain	54"	100% Polyester Filament	Beige and White	Embroid ered, Cotton or Linen finish	280gsm	Roman Blind	20	W2 CW	1 2	5' x 4'6" 5' x 4'6"	22sft 44sft		
<b>Sheer</b>	Type F Curtain	48"	100% Polyester	Crea m	Weaving Patterns	150- 200gsm	Fabric Loop for the rod to go through.	60	W4 W6 FD ED	2 1 1 1	8' x 6'6" 2' x 6'6" 10'2" x 7' 8'6" x 7'	122 22 74 70		
	Type G Curtain	48"	100% Polyester	Crea m	Weaving Patterns	150- 200gsm	Fabric Loop for the rod to go through.	103	W3 W W5 W4 W2	3 2 1 3 3	6' x 4'6" 3' x 4'6" 10' x 6'6" 8' x 6'6" 5' x 4'6"	151sft 52sft 72sft 195sft 120sft		
	Type H Curtain	48"	100% Polyester	Crea m	Weaving Patterns	150- 200gsm	Fabric Loop for the rod to go through.	44	W4 W2 FD1 Mast erBe droo m Door	1 1 1 1	8' x 6'6" 5' x 4'6" 12' x 7' 3' x 7'	65sft 43sft 94sft 22sft		
	Type I Curtain	48"	100% Polyester	Crea m	Weaving Patterns	150- 200gsm	Fabric Loop for the rod to go through.	33	W4 W W2	1 2 2	8' x 6'6" 3' x 4'6" 5' x 4'6"	64sft 58sft 72sft		
							<b>Sub Total</b>	<b>396</b>				<b>2120</b>		

							<b>Material Specification</b>	<b>Qty require d in ft.</b>					<b>Rate per Runnn ing feet</b>	<b>Total with GST</b>
<b>Curtain Rod Length</b>	Overall Length						Normal Steel rod, powder coated finishes	360 Running Feet						

<b>Overall Furnishing Cost (Curtains + Curtain Rods)</b>	
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The Bid should be submitted only as per above mentioned specification. Conditional Bid or with altered specifications will be rejected summarily.

Date:

Signature of Authorized Signatory.

Place: