



Sub: Quotation towards Structural Audit for Old Buildings (A-Type Quarter & 240 Seater Hostel including East Wing, West Wing, Mess and Dining) of IMU – Kolkata Campus

Sealed quotations are invited towards undertaking the Structural Audit for old building (A-Type Quarter & 240 Seater Hostel including East Wing, West Wing, Mess and Dining) of Indian Maritime University – Kolkata Campus, located at P-19, Taratala Road, Kolkata – 700088 with the following scope of work:

A. NDT testing of the buildings which includes the following:

- i. Rebound Hammer Test: 25 nos.
- ii. Ultrasonic Pulse Velocity Test: 25 nos.
- iii. Rebar Profometer: 10 nos.
- iv. Half Cell Potentiometer: 04 nos.
- v. Core Cutting Test: 04 nos.
- vi. Chemical Analysis: 04 nos.
- vii. Depth of Carbonation: 04 nos.

B. Preparation of building-wise report along with recommendations.

Prospective bidders are requested to submit their quotations in the format in **Annexure – I** complying with the above mentioned scope of work and the following terms and conditions.

Terms & Conditions:

1. Bidders should quote their rates as per the format in **Annexure – I** on their letterhead with official stamp and signature.
2. Bidder should submit the Price Reasonability Certificate as per the format in **Annexure – II** along with their quotations.
3. **Bidders must submit the following documents along with their quotations:**
 - a. **Copy of work completion certificate / work order for undertaking similar work in any Government / PSU / Autonomous Body / Statutory Organization / Universities.**
 - b. **Certification from National Accreditation Board for Testing and Calibration Laboratories (NABL), MoU or Collaboration with NABL / Similar Laboratories.**

***** (Failing in submission of the above mentioned documents, the submitted quotations by the prospective bidders will summarily be rejected).**

4. Prospective bidders may visit the office of IMU-KC on any working day (Monday to Friday) between 10:00 A.M. and 5:00 P.M. before submission of their quotations.
5. The rates quoted should be inclusive of all but excluding taxes, which should be stated separately.
6. E-invoicing is mandatory as per Notification No. 61/2020 – Central Tax dated 30.07.2020.
7. The rates quoted should be valid for two months from the issuance of the notice inviting quotations.
8. The work should be completed within 01 (one) month of placing order, failing which LD @ 0.5% per week or part of the week may be imposed upto a maximum of 10% of the value of the Work 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 07.01.2026.
11. The quotation is to be submitted in sealed envelope clearly subscribing “Quotation towards Structural Audit for Old Buildings (A-Type Quarter & 240 Seater Hostel including East Wing, West Wing, Mess and Dining) of IMU – Kolkata Campus”.
12. The envelope should be addressed to the Campus Director, Indian Maritime University, P – 19, Taratala Road, Kolkata — 700 088 and deposited in the Tender Box kept at the office of Director’s Secretariat (1st floor, Room No. 124) or can be sent by post.
13. The envelopes are to be sealed properly with gum and not by stapler pin.
14. Evaluation would be done based on the L1 in total amount quoted by the prospective firms.
15. Payment will be made through NEFT after successful completion of the work duly certified by the designated official of IMU-KC.
16. 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.

O.I.C. – Purchase

ANNEXURE – I

(To be submitted on the letterhead of the firm)

Quotation towards Structural Audit for Old Buildings (A-Type Quarter & 240 Seater Hostel including East Wing, West Wing, Mess and Dining) of IMU – Kolkata Campus

Sl. No.	Description	Quantity	Rate per unit (in Rs.)	Applicable taxes per unit	HSN / SAC Code	Total rate per unit (including taxes)	Total Amount (in Rs.)
A	B	C	D	E	F	G = D + E	H = G x C
01.	Service Charges in connection with the Structural Audit for Old Buildings (A-Type Quarter & 240 Seater Hostel including East Wing, West Wing, Mess and Dining) of IMU – KC complying with the scope of work and all other terms & conditions as stated in the NIQ	01 job					
02.	Any other charges related to the work	01 lot					
Total Amount (inclusive of all)							

Total Quoted Price:

(In figures): _____

(In words): Rupees _____

_____ Only.

Note:

1. The quoted amount shall be in INR only.
2. If there is a discrepancy between the unit price and total price THE UNIT PRICE shall prevail.
3. All applicable taxes must be mentioned against each item. Rate of each applicable tax must be mentioned in price bid.

Signature of Bidder _____

Seal of the Bidder _____

Place: _____

Date: _____

ANNEXURE – II

PROFORMA FOR PRICE REASONABILITY CERTIFICATE (Company's/Firm Letterhead) PRICE REASONABILITY CERTIFICATE

It is certified that the rates quoted towards Structural Audit for Old Buildings (A-Type Quarter & 240 Seater Hostel including East Wing, West Wing, Mess and Dining) of IMU – Kolkata Campus of Indian Maritime University – Kolkata Campus, located at P-19, Taratala Road, Kolkata – 700088 vide our Quotation No. _____ dated _____ against the IMU-KC's NIQ No. IMU-KC/NIQ/Offline/Structural Audit/25-26 dated 23.12.2025 is exclusively for Government Institutions and are not more than as charged to other Government /PSU/Autonomous Body/Statutory Organization/Universities for same services undertaken in recent past.

We would like to certify that the quoted price is the minimum and neither we have quoted the same item on lesser rates than those being offered to IMU Kolkata Campus, to any other customer for same made in recent past, and nor we will do so till the validity of offer or execution of Purchase/Work order, whichever is later.

If these rates are approved by the Director, IMU Kolkata Campus and if at any stage the quoted rates are found higher than the rates applicable to Government /PSU/Autonomous Body/Statutory Organization/Universities, then in such condition IMU Kolkata Campus will have the right to cancel the approved rates/Purchase/Work order and to take legal action against the undersigned.

Yours faithfully,

(Signature with date)

Name:

Designation:

Seal:

Duly authorized to sign tender/enquiry for and on behalf of: