



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



IMU-KC/POP/Decorations/2022-23

Date: 27.03.2023

Sub: Quotation towards Decorations for Passing Out Parade (POP) Ceremony - 2023
at IMU – Kolkata Campus

Sealed quotations are invited from prospective bidders towards decorations for the POP Ceremony – 2023 at Indian Maritime University – Kolkata Campus located at P-19, Taratala Road, Kolkata – 700 088. Bidders are requested to submit their quotations in the following format based on the requirements described in **ANNEXURE – I**:

Quotation towards Decorations for POP Ceremony-2023 at IMU-KC:	
Particulars	Amount (in Rs.)
Total Amount for Decoration (as per ANNEXURE-I)	
Add: Applicable GST @ _____%	
Total Amount (inclusive of all) (in Rs.)	
Total Amount (in words): Rupees _____	Only

Terms & Conditions:

1. Prospective bidders should visit the site at the above mentioned address on any working day (Monday to Friday) from 10.00 AM to 4.30 PM before submission of their quotations.
2. Bidders should quote their rates as per the above format in their letterhead with official stamp and signature.
3. The rates quoted should be inclusive of all but excluding taxes, which should be stated separately.
4. **IMU-KC reserves the right to increase or decrease the quantities as mentioned above by 10% based on the requirement.**
5. **Liquidated Damage:** Decorations should be completed within 07.04.2023 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.
6. 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.
7. Last date of submission of quotation is 31.03.2023.
8. E-invoicing is mandatory as per Notification No. 61/2020 – Central Tax dated 30.07.2020.
9. The quotation is to be submitted in sealed envelope clearly subscribing “Quotation towards Decorations for the POP Ceremony – 2023 at IMU-KC”.
10. 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.

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