



Indian Maritime University
Chennai Campus
(A Central University Govt. of India)
East Coast Road, Uthandi, Chennai - 600 119.

Date : 02nd January, 2018

To,

The prospective bidder/s

Sub: Enquiry for Rate Contract of various printing jobs for one year –reg.

Sir,

The Indian Maritime University, Chennai Campus proposes to award rate contract for the period of one year for various printing jobs and in this regard, you are requested to send your quotation in respect of same. The description of various printing jobs along with detailed terms & conditions are as below:-

Details for various printing jobs

| Sl. No. | Printing job name | Description & size | Qty | Unit Rate | GST/Tax (extra) |
|---------|-----------------------|-------------------------------------------------------------|------------------|-----------|-----------------|
| 1 | Letter Head | Single colour, Size-A4 & 85GSM Exe Bond | 100 Sheets | | |
| 2 | Letter Head | Multi colour, Size-A4 & 100GSM Exe Bond | 100 Sheets | | |
| 3 | Letter Head | Multi colour with Emboss, Size-A4 & 100GSM Exe Bond | 100 Sheets | | |
| 4 | Envelopes - Window | Single colour, Size 9.5cm x 4.5cm, 85 gms. (self adhesive) | 250 Nos. (1 Box) | | |
| 5 | Envelopes -Non Window | Single colour, Size 9.5cm x 4.5cm, 85 gms. (self adhesive) | 250 Nos. (1 Box) | | |
| 6 | Ruled Note | Long size, 192 pages with IMU Name, Logo and Colour in Blue | 1 Note | | |
| 7 | Un-Ruled Note | Long size, 192 pages with IMU Name, Logo and Colour in Blue | 1 Note | | |

| | | | | | |
|----|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|------------------|--|--|
| 8 | Record Note | Long size, 192 pages with IMU Name, Logo and Colour in Blue | 1 Note | | |
| 9 | Certificates Preprinted | Multi colour, Size-A4 & 250GSM art paper | 100 Certificate | | |
| 10 | Visiting Cards | Multi colour, 300GSM & Fine Art paper | 100 Nos. (1 Box) | | |
| 11 | Visiting Cards | Single colour, 300GSM & Fine Art | 100 Nos. (1 Box) | | |
| 12 | Identity Cards (Employee) | Multi colour, Normal size with rope and holder (IMU name & logo to be printed on rope) | 1 No. | | |
| 13 | Identity Cards (Students) | Single colour, Size 9cm x 6cm & 250GSM with rope and holder (IMU name & logo to be printed on rope) | 1 No. | | |
| 14 | Student Card | Single colour, Size 20cm X 8.5cms and 250GSM paper | 1 No. | | |
| 15 | Card Board Colour File for Office use (Blue, Green, Yellow, Pink or any other color) | 32 Kg Colour Board, Single Colour with IMU Name & Logo Printing, Calico Binding, 04 Nos. Hilit Punching and Scoring (as per sample) | 1 File | | |
| 16 | Attendance Register | Ledger paper, Single colour with IMU Name & Logo printing, two colour ruling, stitching and book binding with 200 sheets (400 pages) | 1 Register | | |
| 17 | Leave Register for CL | Ledger paper, Single colour with IMU Name & Logo printing, two colour ruling, stitching and book binding with 200 sheets (400 pages) | 1 Register | | |
| 18 | Leave Register for EL & SL | Ledger paper, Single colour with IMU Name & Logo printing, two colour ruling, stitching and book binding with 30 sheets (60 pages) | 1 Register | | |

| | | | | | |
|----|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|------------|--|--|
| 19 | Vehicle Log Book | Ledger paper, Single colour with IMU Name & Logo printing, two colour ruling, stitching and book binding with 100 sheets (200 pages) | 1 Book | | |
| 20 | Stock Register | Ledger paper, Single colour with IMU Name & Logo printing, two colour ruling, stitching and book binding with 200 sheets (400 pages) | 1 Register | | |
| 21 | Hostel/Guest House Occupation Register | Ledger paper, Single colour with IMU Name & Logo printing, two colour ruling, stitching and book binding with 100 sheets (200 pages) | 1 Register | | |
| 22 | Boarding & Lodging Bill Book | Single colour with IMU Name & Logo printing Size: 18cm x 22cm 1+2 (White-Pink-Yellow) Numbering and book binding with 300 sheet | 1 Book | | |
| 23 | Scribbling Pad (with line) | Size 18cm x 25cm, 30 sheets with IMU Name & Logo print | 1 Pad | | |
| 24 | Scribbling Pad (with line) | Size 14cm x 22cm, 30 sheets with IMU Name & Logo print | 1 Pad | | |
| 25 | Note Sheet | Full Scape Paper (printing both left side corner, single line on the top printing Indian Maritime University) printing colour is blue | 100 Nos. | | |
| 26 | Prescription pad for clinic | Single colour, 90 GSM, Size 12cm X 19cm, 50 sheets with IMU name & logo printing | 1 Pad | | |
| 27 | Ledger book for clinic | Ledger paper, single colour with IMU name & logo printing, two colour ruling, stitching & binding with 280 sheets (560 pages) | 1 Ledger | | |

| | | | | | |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|--|--|
| 28 | Green cover cloth line | Top printing in green colour Size: (38.5cm X 28cm) As per sample | 1 cover | | |
| 29 | Brown cover cloth line | Top printing in green colour Size: (41cm X 30cm) As per sample | 1 cover | | |
| 30 | Brown cover cloth line (Top open) Speed Post | Top printing in green colour Size: (33cm X 25cm) As per sample | 1 cover | | |
| 31 | Brown cover cloth line | Top printing in green colour Size: (30cm X 25cm) As per sample | 1 cover | | |
| 32 | Yellow cover cloth line | Top printing in green colour Size: (30cm X 25cm) As per sample | 1 cover | | |
| 33 | White Non Window Cover (Self Adhesive) | Top printing Size: (28cm X 13cm) As per sample | 1 cover | | |
| 34 | Placement brochure or Similar printing Normal Printing: 50 pages Wrapper Image Printing: 04 pages Additional white sheets: 02 pages (Note: the quantity and no. of pages may vary depending upon the actual requirement & in that case the payment will be made on pro-rata basis) | Wrapper: 300 GSM fine art board multi - colour print both side with lamination, ultra sharp impressions and no smudges Text and Images will be provided with which firm must design the wrapper. Inner: 170 GSM art paper with all multicolour printing. Binding: Centre Pinning | 1 Brochure | | |
| Total | | | | | |

The last date for submitting quotation is **12.01.2018 (Friday) till 03:00 PM.**

The quotations will be opened on **12.01.2018 (Friday) at 03:30 PM** in Director's Chamber.

Terms & Conditions for the quotation to be followed:-

1. **Price:** The quoted price should be Unit price & GST in the respective columns. Unit price should be inclusive of basic price, packing and forwarding charges if any and to deliver the goods at Stores, IMU Chennai Campus, Uthandi to the satisfaction. Supplier shall be responsible for safe delivery of materials up to destination.
2. **Price bid and Evaluation criteria:** The supplier should quote the rate as per the specifications/requirements given above. The quote given for any other specification will be rejected. The L-1 bidder shall be decided on the basis of the unit price excluding GST.
 - Bidders having GST Registration Certificate are required to indicate their GST Registration number and shall have to enclose a self-certified copy of GST Registration Certificate.
 - If bidder has opted for composition scheme under GST ACT 2017, they have to declare themselves as "Composition Scheme" in the bid and indicate their Registration number in the Price Bid. Bidder shall have to enclose a certificate in original from a practicing Chartered Accountant / Cost & Management Accountant / Company Secretary confirming that Bidder is eligible to opt the scheme and has fulfilled all the conditions as mentioned in notification in this regard. In addition bidder has to enclose the self-attested GST Registration Certificate in the commercial bid.
 - If the Bidder is unregistered i.e. exempted from GST registration, they have to declare themselves as "GST Unregistered Bidders" in the bid and shall have to enclose GST Exemption documents i.e. certificate in original from Practicing Chartered Accountant / Cost & Management Accountant / Company Secretary that Bidder is fulfilling all the conditions prescribed in GST Act, 2017 to make him exempt from registration.
3. **Offer validity:** The validity of Quotation is 90 days from the last date of submission.
4. **Rate Contract period:** The Rate contract shall initially be for the period of one year from award date. However, the contract may further be renewed on yearly

basis provided the services of the firm are satisfactory. The renewal will be done on the same rates, terms & conditions.

5. The successful supplier shall make Security Deposit of Rs.20,000/- (Rupees Twenty Thousand only) in the form of demand draft drawn in favour of **"Indian Maritime University, Chennai Campus"** payable at Chennai within 07 working days from the date of receipt of Rate Contract/Work Order. The Security Deposit amount will be returned within one month after the expiry of Rate Contract period without any interest.
6. **Delivery Period:** The delivery period shall be within 03 days from the issue of Purchase Order or approval of proof copy on each occasion.
7. **Payment terms:** No advance payment will be made. The payment will be made through RTGS after successful Delivery and installation at IMU-Chennai Campus to the satisfaction of IMU-CC, ECR Road, Uthandi, Chennai-600119.
8. **Mode of Payment:** The bank details (Name of the Bank, Account No & IFSC Code) should be enclosed along with the bid for the payment.
9. **TAXES AND DUTIES:** The Tax Invoice raised by the supplier must be in compliance of relevant GST acts, rules & notifications made thereunder and should bear the IMU-CC's GST Registration no. **33AAAI2610K3Z2**. The rate and amount of CGST, SGST, IGST and GST (Compensation to state) cess, related to supply of goods shall be shown separately in tax invoice for each item of supply. In case the bidder has opted for composition levy, the Bill of supply shall be raised by him in compliance of relevant GST Acts, rules & notifications made there-under.
10. **Statutory variation:** If there is any statutory change in CGST & SGST or IGST within contractual delivery period, the same shall be admissible and will be paid at actual based on the documentary evidence. However, no upward revision in the unit rates beyond original delivery period shall be admissible.
11. The envelope containing the quotations shall be properly sealed. Envelope stapled shall not be accepted. Further, the envelope shall be superscribed as "Quotation for rate contract of various printing jobs" addressed to **"The Director, Indian Maritime University, Chennai Campus, East Coast Road, Uthandi, Chennai-600119."**

12. Quotations received after the due date and time i.e. **12.01.2018 till 03:00 PM** will be outrightly rejected. Quotations received through e-mail or open envelope shall also be rejected.
13. The firm quoting the rates may inspect the samples of all the items to be supplied to IMU Chennai Campus. At later stages or after award of rate contract, no request for deviation from the samples or rate enhancement will be entertained.
14. 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. The University also reserves the right to postpone the date of receipt and opening of tenders or to cancel the tenders without assigning any reason whatsoever.
15. It is also required by the firms to provide the printed items as per the description/requirement specified. It shall be the sole prerogative of IMU Chennai Campus to accept or reject any particular item. If during the use or at the time of supply, it is found that supplied items are not as per specifications/descriptions, the same will be rejected and no payment will be made. If the payment has already been made, then the same will be adjusted in the subsequent bill or Security Deposit. However, the supplier will be liable to replace the rejected/damaged stores within 03 days failing which the amount will be adjusted against the Security Deposit.
16. The supplier must confirm in writing that the goods supplied by them shall be as per specifications/descriptions mentioned/required as mentioned in the quote and in case items of inferior quality are supplied, the responsibility lies with the contractor and if in any case, goods are to be purchased from open market due to this reason, then twice the MRP price will be recovered from the awarded bidder.
17. Since this is a rate contract, Purchase Order will be placed for actual quantity as and when requirement arises. The total estimated expenditure during one year shall be around 5-8 lakhs. However the exact value for the projected period of one year cannot be said, as it depends upon the requirement, which may vary.
18. The bidders are requested to read and understand the terms and conditions of the contract mentioned in the above paragraphs before sending their quotations as no violation of the aforesaid terms and conditions shall be permitted once the quotation is accepted by Indian Maritime University, Chennai Campus.

19. The printers are neither allowed to submit multiple quotes nor quote through a consortium. They are also not allowed to sub-contract any part or whole of this contract except with prior written permission of IMU Chennai Campus.

20. In case of any dispute or ambiguity during the rate contract, then the decision of Director, IMU Chennai Campus shall be final and binding on the contractor.

Sd/-

DEPUTY REGISTRAR (ADMIN)
IMU-CHENNAI CAMPUS