



भारतीय समुद्री विश्वविद्यालय

INDIAN MARITIME UNIVERSITY

(पत्तन, पोत परिवहन और जलमार्ग मंत्रालय के अधीन एक केंद्रीय विश्वविद्यालय)  
(A Central University under the Union Ministry of Ports, Shipping and Waterways)  
कोच्चि परिसर/ KOCHI CAMPUS

IMU/KoC/P/UNIFORM/28/2023

30/07/2024

### NOTICE INVITING QUOTATION

#### Quotation for the Purchase of Uniform Accessories for School of Nautical Science for the Academic Year 2024-25-Package B.

The Indian Maritime University Kochi Campus proposes to purchase Uniform Accessories (Package B) for Students of B Sc. (Nautical Science). Bidders are invited to submit the quotation for the same.

List of required items and specifications is attached as Annexure - I.

Price Schedule is attached as Annexure - II.

#### Terms and conditions for the quotation is given below:

##### A) General

- 1) The rate for the uniform items is to be kept in a confidential manner and has to be sent in a sealed envelope.
- 2) The quotation should be submitted either by post or by hand delivery at the address given.
- 3) The bidder should have a local office in the State of Kerala. Proof of office should be submitted along with the quotation.
- 4) L1 will be decided for Package B as a whole and not for each accessory.
- 5) It is mandatory to quote for all the items in the Package. If any item is left without rate (unquoted), bid will not be considered for price bid evaluation.
- 6) The quotation received through e-mail or open envelop will not be considered.
- 7) The supplier should quote the rate as per the format. The quote given other than this format will be rejected.
- 8) The sealed quotations shall be opened and awarded to the bidder who quoted the lowest rate subject to the acceptance of the samples by the Campus Director.

- 9) The quotations should have a validity of 90 days from the date of submission.
- 10) The submission of quotation shall be taken as the explicit acceptance of all the terms and conditions stipulated therein.
- 11) No request for change in the rate once quoted will be entertained for any reason during the currency of the contract. The rates of the contract shall be firm, fixed, final and binding on both the parties.
- 12) The Supplier should adhere to the schedule of Measurement taking as per the IMU instructions.
- 13) The supply should be made within the stipulated time; otherwise action will be taken for alternative arrangement for supplying uniform at the risk and cost of the contractor.
- 14) After the supply is completed, any alterations thereof should also be executed by the contractor.
- 15) Only after the completed execution and certification from the end user department payment will be processed.
- 16) Delay in supply will attract penalty at the rate of 0.5% value for every week of the delayed period subject to maximum of 10%.
- 17) All the materials should match with the specifications and as per the samples accepted by IMU Kochi Campus. The supplied stock will be rejected if the quality does not meet as per the specification and the sample supplied.
- 18) **Delivery:** The materials should be delivered at Indian Maritime University, Kochi Campus located at SERA, Matsyapuri PO, Kochi-682029.
- 19) **Price:** Inclusive of all charges including delivery at IMU Kochi Campus excluding GST. GST will be paid extra as applicable.
- 20) **Delivery period:** All the items ordered should be delivered within 30 days from the date of taking the measurement, of the available cadets at the Indian Maritime University Kochi. The commencement of date is within 5 days from the date of work order issued.

- 21) **Packing:** All the uniform accessories should be packed in cardboard boxes set wise separately with name and Reg no. in respect of each student. A representative of the firm should be present along with the IMU staff during distribution of uniform to the students.
- 22) Invoices should be numbered serially in the sequence as given in the purchase order to ensure clarity and accountability.
- 23) The quantity mentioned in the price bid is only approximate for the evaluation. They are liable to change and must be considered as advance information only to assist the Bidder. The quantity variation provided in the price bid are likely to vary 25% (+) or (-) for which there will not be any revision of rate whatsoever manner.
- 24) If any dispute arises between the Bidder and the IMU which cannot be resolved amicably through mutual negotiations, the same shall first be resolved through Arbitration, failing which in a Court of competent jurisdiction based in Kochi irrespective of the locus of the dispute.
- 25) The quotation should be signed in all the pages only by the duly authorized signatory (ies) of the entity.
- 26) IMU reserves the right to cancel or withdraw the Notice Inviting Quotation at any time. IMU also reserves the right to reject part /full of any or all quotations at any time prior to the award of work without thereby incurring any liability to the affected bidder/bidders or without incurring any obligation to inform the affected dealer/ dealers of the ground for the cancellation/ withdrawal of Notice Inviting Quotation.
- 27) IMU reserves the right to extent the last date of receipt of quotation if considered necessary.
- 28) The GST Number of IMU Kochi Campus is 32AAAAI2610K1Z6.
- 29) The contract shall be valid for period of one year from the date of award. IMU reserves the right to extent the contract for two more years by mutual agreement at the same rate, terms and conditions subject to the satisfactory performance of the work by the contractor.

### 30) **Samples of Items**

Samples of each item should be submitted along with quotation. In case you fail to submit the samples of the quoted items along with offer, your offer is liable for rejection without any further correspondence as decided by the competent authority. Samples must be labeled with the contractor's name, address and according to serial number of the item and brand should be specifically mentioned. The samples will be examined and accepted by the authorized person of IMU, Kochi.

### 31) **Security Deposit**

a) Within 7 days of the successful bidder's receipt of notification of award, the Bidder shall furnish a Security Deposit at the rate of 3% of the contract value in the form of an A/C Payee Demand Draft. If the bidder fails to submit the security deposit to IMU Kochi within the stipulated time, IMU Kochi shall without prejudice to any other right or remedy be at a liberty, at its sole discretion, to treat the bidder as having lost his eligibility for the award of the contract.

b) The Security Deposit will be discharged by the IMU Kochi and returned to the contractor not later than 90 days following the date of completion of the work.

c) The proceeds of the Security Deposit shall be payable to the IMU Kochi as compensation for any loss(es) incurred by IMU Kochi resulting from the failure of the contractor to meet out its obligations under the tender. This shall be in addition to any other action/penalty taken by IMU Kochi for delays/default/failure on the part of the contractor.

d) Delay in payment of Security deposit within the specified or extended time shall be paid with interest at the rate of 18% p.a. for the period of delay if IMU Kochi decides to award the contract even after such delay.

e) No interest will be allowed on the security deposit from the date of its receipt until it is refunded.

**The sealed quotation should reach the below address on or before 12<sup>th</sup> August, 2024 at 17:00 hrs. Quotation received after this date will be summarily rejected.**

The quotation shall be sent in a sealed envelope super-scribing "Quotation for Uniform Accessories (Package B) for IMU Kochi Campus" addressed to The Campus Director, Indian Maritime University, Kochi Campus, South End Reclamation Area, NH-966B, Near Alexander Parambithara Bridge, Matsyapuri P O, W Island, Kochi-682029.



*[Handwritten Signature]*  
Deputy Registrar

## ANNEXURE I-SPECIFICATION OF MATERIALS AND WORKS

1. The materials to be supplied by the contractor shall be of the quality or sort specified and in every respect equal to the pattern or samples submitted by him for the approval of the IMU Campus Director or his representative.
2. All materials used shall be new and no material shall be used on the work without the prior approval of the Campus Director or his representative. The decision of the Campus Director or his representative regarding the quality of any materials used on the work will be final and binding on the contractor. He shall remove any material rejected as unfit for use on the work at his own cost as soon as he is ordered to do so, failing which The Campus Director or his representative shall remove such materials and shall deduct the cost incurred by such removal by the IMU from any money due to the contractor.
3. All the work shall be carried out as per relevant specifications and to the satisfaction of the Campus Director or his representative.

The specification of all materials shall be given below.

### **Package B-Uniform Accessories**

Sl. No	Specifications for Accessories
1.	<b><u>White uniform peak cap with zari badge</u></b> White rexin on top Zari badge as per sample Black cap band of high quality equivalent to supplies to Indian Navy
2.	<b><u>White Nylon Belt with buckle</u></b> White colour belt Stainless steel/chromium plated buckle with monogram (as per sample) Material - Nylon Durable Length x Breadth x Thickness: 1250 mm x 34 mm x more than 2 mm (approx.)

3.	<p><b><u>Black Nylon Belt with buckle</u></b>  Black colour belt  Stainless steel/chromium plated buckle with monogram (as per sample)  Material - Nylon  Durable  Length x Breadth x Thickness: 1250 mm x 34 mm x more than 2 mm (approx.)</p>
4.	<p><b><u>Black Nylon socks in pairs</u></b>  Material 100% Nylon  Thickness of material &amp; Mass: as per ISI standard  Colour-Black. Length-Regular</p>
5.	<p><b><u>White Nylon socks in pairs</u></b>  Material 100% Nylon  Thickness of material &amp; Mass: as per ISI standard. Colour- White. Length-Regular</p>
6.	<p><b><u>White Nylon stocking in pairs</u></b>  Material -100% Nylon  Thickness of material &amp; Mass: as per ISI standard  Colour-White</p>
7.	<p><b><u>Epaulettes with full strip for cadets (lace type)</u></b>  Colour- Black  Material- Inside-PVC, Outside-lining Cotton  Underlining white cotton With laces  Brass button with brass ring  Brass Stars as per requirement (one star or two stars or three stars)  Brass anchor (as per sample)</p>
8.	<p><b><u>Name Plate</u></b>  Material- Fiber. Colour- white  Black letters engraved with brass safety pin attached to pass through two loops provided on uniform shirt  Size: length 3 " (pocket width), Width 20mm, Thickness 2 mm.</p>
9.	<p><b><u>Black terry cotton Tie with monogram</u></b>  Material Polyester / Cotton  IMU Monogram stitched / printed in front</p>
10.	<p><b><u>Navy Blue terry cotton Tie with monogram</u></b>  Material Polyester / Cotton  IMU Monogram stitched / printed in front</p>
11.	<p><b><u>Garter for Stockings</u></b>  as per size, elastic, 15 mm minimum width; Durable, high quality.</p>

### ANNEXURE-II-PRICE SCHEDULE

	<b>PACKAGE B-UNIFORM ACCESSORIES</b>	<b>Qty</b>	<b>Rate/unit (excl. GST)(Rs.)</b>	<b>Total (Rs.)</b>
1	White Uniform pea cap with Zari badge	79		
2	White Nylon Belt with Buckle	79		
3	Black Nylon Belt with Buckle	79		
4	Black Nylon Socks in pair	155		
5	White Nylon Socks in pair	155		
6	White Nylon Stockings in pair	80		
7	Epaulettes with full strips for Cadets as per sample	115		
8	Name Plate	79		
9	Black terry cot Tie with monogram	40		
10	Navy Blue Terry Cotton Tie with Monogram	40		
11	Garter	160		
	Total(in figures)			

Total (in words)

GST will be paid extra as applicable.

**NAME, ADDRESS & SIGNATURE OF THE BIDDER WITH SEAL**



**UNDERTAKING:**

1. I / we agree that the rates quoted shall be inclusive of cost of material, stitching charges and delivery excluding GST.
2. I / we agree that, for the item not supplied, the replacement cost will be recovered from me by procuring the item from the open market.
3. I / we agree that, all the items are subject to the approval of the IMU.
4. I / we agree that the sample of all the items shall be submitted along with the quotation. No separate charge will be paid for the samples supplied.
5. I/we have examined the Notice Inviting Quotations and have no reservations about the Notice Inviting Quotation.
6. I/we agree to abide by all the terms and conditions of the Notice Inviting Quotation.

Yours Truly,

**Date:**

**Name of the Organisation:**

**Address of the Organisation:**

**Name of the Authorised Signatory:**

**Designation:**

**Signature:**

**Official Seal**

**Contact No.**