



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/Es/RM/06/2018(B)/386

22.11.2024

Notice Inviting Quotation

Sub: Call for Quotation for Grass cutting and tree pruning & other related maintenance services at Indian Maritime University, Kochi Campus –reg.

The Indian Maritime University, Kochi Campus located at South End Reclamation Area, NH-966B, Near Alexander Parambithara Bridge, Matsyapuri PO, Wellington Island, Kochi -682029, is inviting quotations for providing Grass cutting and tree pruning & other related maintenance services for the campus premises. Interested parties need to submit the quotation in the format and description attached in **Annexure A**.

Terms and Conditions:

1. The rate quoted should be inclusive of all material, equipment and labour charges.
2. The rate quoted should be without GST and valid for 1 year and may be extended by IMU for further 2 years with extension of 1 year each at a time subject to satisfactory performance of the contractor. There should not be any additional or hidden charges. GST will be paid extra at applicable rates.
3. Sealed quotations should reach IMU Kochi Campus, South End Reclamation Area, NH-966B, Near Alexander Parambithara Bridge, Matsyapuri PO, Wellington Island, Kochi- 682029, **on or before 12.12.2024 before 05:00 PM** either by post or hand delivery.
4. The Contractor should have a valid PAN registration.
5. The Contractor should be ready to provide service within 3 days of raising a service request call from IMU Kochi Campus.
6. Payment will be made after completion of satisfactory service, against the bill raised by contractor and as per the register maintained by IMU Kochi Campus. It is the duty of the contractor or their authorised supervisor to check the bill timings with the IMU's register with actual work done on each day to avoid billing discrepancies.

7. The Contractor should ensure the safety of all its workers/labourers by providing protective gear and equipment and adhering to standard safety procedures and guidelines.
8. The contractor should provide and bring in all necessary tools and equipment necessary to perform their desired services.
9. IMU Kochi Campus shall not be liable for any compensation in case of any fatal injury/death caused to any Contractor's employees/personnel while performing/discharging their duties. The contractor shall alone be fully responsible for safety and security & insurance of their personnel who is working on the operation and maintenance works.
10. Copy of the PAN Card and copy of one Work Order or invoice for carrying out similar work should be attached along with the sealed quotation.
11. L1 for grass cutting and tree pruning will be decided separately based on the rate quoted for each work.
12. Bidders are free to quote either for a single work or both the works.
13. The submission of quotation shall be taken as the explicit acceptance of all terms and conditions stipulated herein.
14. Quotations should have a validity of 120 days from the date of opening of the quotation.
15. IMU Kochi Campus reserves the right to accept in part or full any quotation(s) or reject any one or more quotation(s) without assigning any reason or to cancel the process and reject all quotation(s) at any time prior to award of work order without incurring any liability, whatsoever to the affected bidder(s).
16. Format & signing of quotation:-The quotation submitted should be duly signed by the bidder. All pages of the quotation shall be signed & stamped by the person authorised for signing the quotation. The quotation submitted shall be sealed properly.


Deputy Registrar (i/c)
IMU Kochi Campus



Annexure A

Format for Price Quotation

Quotation for grass cutting & tree pruning and other related maintenance
(To be printed in their Letter Head of the Contractor)

Name and address of the bidder:

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Mobile No of Proprietor/Authorized person:

Price Quote

Particulars	Rate in (Rs.)
Grass cutting charges-Per Hour (including labour, material & equipment)	
Charges for tree Pruning and other related Maintenance-Per Hour (including labour, material & equipment)	

- ❖ GST if applicable will be paid extra.
- ❖ TDS as applicable will be deducted from payment.

Name & Designation of the Authorized Signatory

Date:

Place:

Signature with Seal



Handwritten signature and date: 21/11/24