



भारतीय समुद्री विश्वविद्यालय
INDIAN MARITIME UNIVERSITY
(A Central University, Government of India)
Established by an Act of the Parliament in 2008

Visakhapatnam Campus - Gandhigram - Visakhapatnam - 530005
Phone: 0891-2578360 Fax: 0891-2577754 www.imuv.edu.in

IMUV/2024/2016-2017/Maint./water cooler/12/

January 4, 2017

Sir,

**Sub. : Enquiry letter for supply and installation of 1 no. branded water cooler
– reg.**

1. You are requested to quote your price for the supply and installation of **one (01) no. branded Water Cooler such as VOLTAS / BLUE STAR / USHA etc., make of 60/120 liters capacity fully SS body.** The quotations are to be made on the letter-head of the firm / company duly signed in a sealed cover duly superscribed as **QUOTATION FOR 60/120 litres capacity WATER COOLER** with reference to above enquiry number and date and scheduled date of opening so as to reach The Director, Indian Maritime University, Visakhapatnam Campus, Gandhigram, Visakhapatnam-530005 on or before Tuesday, the **24th January 2017.**
 2. The terms and conditions are as follows :-
 3. **Bidder's requirement** :

The bidder must be authorized distributor / dealer for sales / service and should submit the following copies of required Certificate / Documents / Information:
 - a) Valid OEM authorization Certificate to sale the specified product.
 - b) Valid VAT / Sales Tax No. and IT PAN
 - c) Certificate of Incorporation / Shop Establishment Certificate.
 - d) The bidder should submit self declaration letter stating that they have not been blacklisted / debarred by any government department / agency.
 4. **Validity** : The minimum validity of the quotation will be three (03) months from the date of opening of the quotation.
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Head Quarters

**Indian Maritime University, East Coast Road, Uthandi, Chennai – 600119
Tamilnadu, India, Telephone: +91 (44) 24530343, Fax: +91 (44) 25430342**

5. **Destination** : F.O.R. destination i.e., Indian Maritime University, Gandhigram, Visakhapatnam and the rates must include the charges for Packing, Forwarding, Freight, etc., if any.
6. **CST / ST / GST / LST / PAN nos. etc.** : All the firms may invariably mention their CST / ST / GST / LST / PAN numbers on quotation failing which the quotations may not be considered valid. Further this campus does not issue any C/D concessional form, so the CST / ST / VAT applicable as per actual rates must be mentioned in the offer. In case CST / ST / VAT is not mentioned, the rates shall be treated as inclusive of all taxes.
7. **Warranty** : Warranty, if any, of the product supplied may please be mentioned.
8. **Payment** : Payment will be only after the material is received and installed in good condition and after inspection of the same by campus authorities.
9. **Right of Acceptance / Rejection** The right of acceptance / rejection of the quotation in part or in full without assigning any reason are reserved with the IMUV authorities. The number of items to be purchased could be increased or decreased depending upon the requirement of the end user.
10. The quotations not complying with any of the said minimum requirement / terms and conditions will be considered as rejected.
11. Quotations qualified by such vague and indefinite expressions such as “subject to prior confirmation”, “subject to immediate acceptance” etc., will be treated as vague offers and rejected accordingly. Any conditional quotation shall be rejected summarily.
12. The Director reserves the right to cancel any quotation (or) all quotations without assigning any reasons in the best advantages of IMU.

For & on behalf of Indian Maritime University
Visakhapatnam Campus

Head (Pers. &Trg.)