



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

IMUV/2024/16-17/Printer Cartridges/02/

05 May 2016

To

Sir,

Sub. : Quotation for supply of Printer Cartridges, A4 & A3 Printer Papers – reg.

You are requested to send your **sealed quotation** quoting your rate for the following :

- 1) HP LaserJet P1108 Cartridge P/N CC388AD (Dual Pack)... 3 nos.
- 2) HP LaserJet P3015 Cartridge P/N CE255A ... 3 nos.
- 3) HP Design jet D2668 P/N 818 and 818 B ... 1 set
- 4) A4 Laser Printer Paper JK Red 75 GSM ... 10 packets
(each packet should consist of 500 papers)
- 5) A3 Laser Printer Paper JK Red 75 GSM ... 5 packets
(each packet should consist of 500 papers)

2. The quotation may please be addressed to the Director, Indian Maritime University, Visakhapatnam Campus, Gandhigram, Visakhapatnam – 530 005. The quote should be submitted on or before **25th May 2016**. The quote should be superscribed as **QUOTATION FOR SUPPLY OF PRINTER CARTRIDGES, A4 & A3 LASER PRINTER PAPERS** on the envelope, failing which the offer/quote may not be considered and may remain unopened, or be opened with some other quotation or may be accidentally opened before due date rendering it to be treated invalid as per the discretion of IMU.

3. **The rates must be quoted on the letter head of the firm duly signed as per the format specified at Annexure-I otherwise the quotation will be summarily rejected.** If there is no explicit mention of taxes and other charges, if any, in the offer/quote, the price will be deemed as all inclusive including taxes. **The quote should be made for all the items and if incomplete the quotation will be rejected.** The quoted price shall be valid for at least three months from the date of closing of the quotation. The items should be delivered within 2 weeks of the date of the purchase order. If the supplier fails to deliver the material on or before the stipulated date, then a penalty at the rate of 0.5% per week of the total order value shall be levied subject to maximum of 10% of the total order value. Payment will be only after satisfactory delivery / commissioning of material.

Head Quarters

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

4. 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 range of Manufactured IT products from OEM in respect of **cartridges only**.
- 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.

5. 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.

6. 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.)

Enclo. : Annexure I

QUOTATION SHEET

Quote for Quotation for supply of **Printer Cartridges, A4 & A3 Laser Printer Papers** for Indian Maritime University, Visakhapatnam Campus.

Sl.no.	Item description	Quantity	Rate per unit Rs.	Total Rs.
01	HP LaserJet P1108 Cartridge P/N CC388AD (Dual Pack)	3 nos.		
02	HP LaserJet P3015 Cartridge P/N CE255A	3 nos.		
03	HP Design jet D2668 P/N 818 and 818 B	1 set		
04	A4 Laser Printer Paper JK Red 75 GSM (each packet should consist of 500 sheets)	10 packets		
05	A3 Laser Printer Paper JK Red 75 GSM (each packet should consist of 500 sheets)	5 packets		
	Taxes, if any			
	TOTAL QUOTED AMOUNT (Rupeesonly)			

Signature

Stamp & seal of the Agency