



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

Vangali, Tekkalipalem Post, Near Rayavarapu Agraharam, Sabbavaram Mandal,
Visakhapatnam Campus - Visakhapatnam – 531 035 Andhra Pradesh
Website : www.imuv.edu.in

IMUV/IT/CONSUMABLES/1008

01-Aug-2019

Sub: Quotation for supply of HP Printer Cartridges.

1. Sealed quotations are invited from reputed HP dealers for supply of Printer Cartridges for HP printers as per the Annexure on the bidder's letter head.
2. The sealed quotation may please be addressed to the Director, Indian Maritime University, Visakhapatnam Campus, Vangali, Tekkalipalem Post, Near Rayavarapu Agraharam, Sabbavaram Mandal, Visakhapatnam-531035 so as to reach on or before **22 August 2019**. The quote should be superscripted as **Quotation for supply of HP Printer Cartridges** on the envelope, failing which the offer / quote will not be considered and may remain unopened.
3. The tenderers should enclose copies of the following documents or otherwise the offer will be summarily rejected.
 - a) Permanent Account Number
 - b) GSTIN Registration Certificate
 - c) HP OEM authorization letter
 - d) The bidder should submit self-declaration on letter head stating that they have not been blacklisted / debarred by any government department / agency.
 - e) Offers submitted through E-Mail / Fax will not be considered. Only hard signed printed offers submitted will be considered. The quotation may be sent through post /courier.

Head Quarters

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

4. The rates must be quoted on the letter head of the firm duly signed. 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 quoted price shall be valid for at least three months from the date of closing of the quotation. The items should be delivered within **four weeks** from the date of the purchase order at Indian Maritime University, Visakhapatnam Campus, Vangali, Tekkalipalem Post, Near Rayavarapu Agraharam, Sabbavaram Mandal, Visakhapatnam-531035. If the supplier fails to deliver the items 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.
5. Payment will be released after testing and acceptancy by IMUV. In case the supplied items are found to be defective / damaged / duplicate / part number mismatch with the annexure that item will be rejected, tenderer should supply new item without any additional cost.
6. Director reserves the right to cancel any quotation or all quotations without assigning any reason in the best advantages of IMUV.

For & on behalf of Indian Maritime University
Visakhapatnam Campus

Head (Pers. & Trg)

“Quotation for supply of HP Printer Cartridges”

1. Name of the Firm / Agency : _____
2. Address : _____

3. Phone Number : _____
 Fax Number : _____
4. PAN Number : _____
5. GST Registration No. : _____
6. Email ID : _____

Sl. No	Description / Specification Make / Brand	Qty	Unit price (in Rs.)	GST (in Rs.)	Total (Rs.)
1	HP LaserJet MFP M725 Cartridge Part No 14A(CF214A)	3			
2	HP LaserJet P3005 Cartridge Part No. Q7551A,	2			
3	HP LJ P1008 Black Cartridge Part No. CC388AD	6			
4	HP Laserjet P3015 Printer Cartridge Part No. CE255A	2			
5	HP Laserjet 9040 Black Printer Cartridge Part No. C8543X	1			
6	HP LJ CP5220 Part No. CE740A	1			
7	HP LJ CP5220 Part No. CE741A	1			
Total					

Place :

Date :

Signature of the
Authorized person with company seal