



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/2024/2015-16/Journal and Books/004

11 December 2015

To

Sir,

Sub. : Quotation for Binding of Journals and Books – reg.

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

Binding of the following :

- (i) Back issues of **18** journals pertaining to 2009-2014 (approx. 368 loose issues) to be bounded into approx. 92 volumes. The type of binding required is half leather binding. Leather for spine and corners and rexin for remaining part and
- (ii) **30** books hard binding.

The rates should be inclusive of packing, transportation and delivery.

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 **31st December 2015**. The quote should be superscribed as **QUOTATION FOR BINDING OF JOURNALS AND BOOKS** 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 price shall be quoted in clear terms separately indicating the unit price and other incidentals, if any, chargeable. 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 selected vendor will have to bind the Journals and books within 2 weeks of the date of issue of the work order and supply the same to the office. After delivery, if any journal or book is seen not properly bounded, the work shall be re-done / carried out in an orderly manner and delivered within one week. Final payment will be released only after satisfactory completion of the work.

Head Quarters

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

4. The bidder should submit the following required Certificate / Documents / Information along with the quote :

- a) Certificate of Incorporation / Shop Establishment Certificate and Service / Sales Tax Certificate should be attached.

5. You may visit our Library to have more knowledge on the nature of work before quoting.

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

(V.V. Shiv Kumar)
Head (Pers. &Trg.)