



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

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IMUV/2024/15-16/Printer Cartridges/012

22 January 2016

To

**Sub. : Quotation for supply of Printer Cartridges – reg.**

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

- |  |           |
|--|-----------|
| 1) Canon MF 4680 Printer Cartridge “Canon FX9” | ... 1 no. |
| 2) HP Design jet D2668 – P/N - 818 and 818B    | ... 1 set |
| 3) HP Colour Laser jet 3800 P/N – Q6470A       | ... 1 no. |
| 4) HP Laser Jet 9040 Cartridge P/N 43x C8543X  | ... 1 no. |

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 **11<sup>th</sup> February 2016**. The quote should be superscribed as **QUOTATION FOR SUPPLY OF PRINTER CARTRIDGES**, 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 quotation must be in the enclosed prescribed proforma on the letter head of the firm duly signed by the Proprietor/Partner/Director or their authorized representative, in case of signing of quotation by the authorized representative, letter of authorization must be attached with the quotation. Rates must be quoted as per the format specified at **Annexure I**. 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 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.

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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**

4. The bidder must be authorized distributor / dealer for sales / service and 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.
- 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** for Indian Maritime University,  
Visakhapatnam Campus.

| Sl.no. | Item description                                   | Quantity | Rate in Rs. |
|--------|--|----------|-------------|
| 01     | Canon MF 4680 Printer Cartridge<br>"Canon FX9"     | 01 no.   |             |
| 02     | HP Design jet D2668 – P/N - 818<br>and 818B        | 01 set   |             |
| 03     | HP Colour Laser jet 3800 P/N –<br>Q6470A           | 01 no.   |             |
| 04     | HP Laser Jet 9040 Cartridge P/N<br>43x C8543X      | 01 no.   |             |
|        | Taxes, if any                                      |          |             |
|        | TOTAL QUOTED AMOUNT<br>(Rupees .....<br>.....only) |          |             |

Signature

Stamp &amp; seal of the Agency