



**INDIAN MARITIME UNIVERSITY
KOLKATA CAMPUS**

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IMU/KC/TBK/Book Bank/Tender/2024-25/02

Date: 20-03-2025

Sub: Inviting Quotation for Procurement of Data Books

The Indian Maritime University is a Central University established by an Act of Parliament and headquartered in Chennai. The Kolkata Campus of the Indian Maritime University (hereinafter referred to as the Buyer or IMU-KC) invites sealed quotations **for procurement of Data Books** from suppliers. The duly signed quotations/tenders with necessary supporting documents are to be sent to the address of **The Director, Indian Maritime University Kolkata Campus, P-19, Taratala Road, Kolkata - 700088 on or before 11th April 2025 at 11.00 AM**

1. Tender – General Conditions:

- i. Sealed Price Quotations with duly signed tender documents are invited to purchase textbooks from book suppliers/ distributors to supply at IMU-KC as per the list in “Annexure-II”.
- ii. Validity: The rates quoted by the intending bidder must be valid for 120 days from the opening date of bids. Once the bidder quotes the prices of books, they shall be final and shall not be increased in any case. The firm should be quoting the prices of books after many assurances.
- iii. One Bid: Each bidder will make one bid only. Any bidder submitting more than one bid shall be rejected.
- iv. No terms and conditions of the suppliers shall be accepted, and IMU-KC’s final decision will be supreme.
- v. The rate should be quoted in a detailed manner with Currency, Price, Unit Rate (INR), Discount %, Unit Price after Discount (INR) and Total Amount in (INR).
- vi. The supplier should be a registered member of the Federation of Publishers and Booksellers Association in India (FPBSA), GOC, vendors of national-level book trade associations and state-level book trade associations.
- vii. The Supplier shall provide the declaration for NOT being blacklisted in any organization.
- viii. The supplier shall provide the declaration for calculating the **RBI Exchange Rate only**. Quotations of the Vendors using **GOC Conversion rates are not accepted**.
- ix. The quotations will be received through Registered Post / Speed Post / Courier / by hand only. No quotations through E-mail or open envelope will be accepted.
- x. In the case of short / no discount titles (such as Central and State/ Government publications / Society Publications), attach the proof for the same with a quotation.

1. Price Bid Evaluation:

- a) Bidders should quote the rate of discount (in percentage) offered on publishers' price or printed rate as per Annexure-II.
- b) The Comparison will be made for each title. A Comparative Statement of Net price after discount will be prepared based on the price bids of all bidders. Orders will be placed to booksellers for the books in which the booksellers quoted the lowest price after a discount. If a delay is expected in delivery by the lowest quoted bidder because the lowest bookseller, etc., does not maintain the ready stock of books. IMU-KC reserve the right to place an order with the next higher net price quoted by bookseller(s) in part or in full, and the difference in cost may be recovered from the defaulting supplier who delays supplying the full or part quantity.
- c) In case of a tie for any title, the order shall be equally split.
- d) A comparative statement of price bids shall be calculated based on the RBI exchange rate prevailing at the rate of opening price bids for foreign currency-denominated books.

2. Purchase Preference to Micro, Small and Medium Enterprises (MSE)

- i. Price Quotations in Tenders - % (1) In tender, participating Micro and Small Enterprises quoting prices within the price band of L1+15 per cent shall also be allowed to supply a portion of requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than a Micro and Small Enterprise and such Micro and Small Enterprise shall be allowed to supply up to **25 per cent** of total tendered value.
- ii. In case of more than one such Micro and Small Enterprise, the supply shall be shared proportionately (to tendered quantity)

3. Cancellation of Tender:

Notwithstanding anything specified in this bidding document, Purchaser / IMU Kolkata, at its sole discretion, unconditionally and without assigning any reason, reserves the right:

- i. To accept OR reject the lowest bid or any other bid or all the bids.
- ii. To accept any bid in whole or in part.
- iii. To reject the bid offer that does not conform to the tender's terms.

4. Terms & Conditions for the supply of the books:

General:

- a) Accepted Price Proof is: Signed and stamped by the supplier any of the following – distributor's invoice to the supplier, Printout from the Publisher's Catalogue, Photocopy of the Publisher's Catalogue, the price mentioned on the book. Ordered books shall be supplied along with authentic price proof, only of Publisher's Catalogue in case of foreign books, and

in case of Indian books where the price is not printed on the book, submit an authentic document/s supporting price verification.

- b) If Supplied damaged books, books with missing pages, supply of wrong books, wrong titles, authors, and editions etc, shall have to be accepted back by the supplier even after they have been accessioned, stamped, and technical processing in the library at Vendor cost; otherwise, the cost of the book will be deducted from the Security Deposit.
- c) IMU-KC reserves the right to procure the whole or a part of the books / split the order.
- d) Part supply of ordered textbooks may be accepted if they are in ready stock with suppliers/publishers, and the remaining books shall be supplied within the specified time given in the purchase order. Keeping in view issues like out-of-print / non-availability, etc., the supplier should be able to supply at least 50% of the books that have been ordered.
- e) The supplier shall be responsible for the proper packages to avoid any damages during transportation/delivery of materials.
- f) As soon as the acceptance of the purchase order is communicated to the successful bidder, the contract shall be complete and binding upon him.
- g) Any other terms and conditions deemed fit by IMU-KC will be applicable and binding.
- h) A list of books proposed to be bought through this quotation is enclosed as Annexure-III.
- i) In case of any variation/confusion in author, titles, edition, etc., supply should be made after proper clarification from the Librarian, IMU-KC. Without clarification regarding any issue, the supplier will be responsible for losing and returning the books at his own cost.
- j) Wherever the books are available in both hardbound and paperback, the price applicable for paperback should be quoted. If the books are available in spiral binding, the bookseller shall not supply the book without consulting and receiving consent from the Librarian.

5. Price Schedule and Payment Terms:

- a) Booksellers shall submit their pre-receipted bills/bills on revenue stamp in Triplicate, duly supported by the necessary documents after satisfactory completion of the order.
- b) No advance payment shall be made, and payment shall be released after the complete supplies and report of the committee/ librarian.
- c) The original currency should be mentioned in the bill in case of foreign publication.
- d) The current bank exchange rate (RBI Exchange rate) on the date of the price bid opening for Books shall be used to convert foreign currencies supported by a certificate Issued by a scheduled bank and countersigned by the supplier. All payments will be made in Indian rupees only.
- e) Net amount payable by IMU-KC for the supply of the books will be:
For Indian books, the least of the publishers' printed price or the Gross Price proof, i.e. publisher invoice or Publisher Catalogue minus discount offered by the bidder. In case of price in foreign currency denominated books, equivalent price in INR shall be arrived at applying the conversion

date as on the date of invoice for supplied Library Books and other Monograph, payment will be made against pre-receipted bills after the supply is made against the proper purchase orders issued by the IMU-KC. The bill should bear the certificate from the supplier that the books supplied are the latest editions and that the prices have been charged correctly and by the latest publisher's catalogue/invoice or importer/distributor's invoice.

- f) The successful bidder shall have to certify on the bill that the rates charged are the lowest offered by the publishers/distributors on these books.
- g) Taxes as per rules of Government applicable from time to time shall have to be paid and borne by the supplier.
- h) IMU-KC reserves the right to increase or decrease the number of books (Maximum up to 25%), in which case an order will be issued with proportionately increased or decreased quantity (whole / part of the quantity).

6. Terms of Delivery: -

The delivery of textbooks shall be Free of cost at the Library Department, IMU- Kolkata Campus P-19, Taratala Road, Opp. Taratala Police Station, Kolkata – 700088, West Bengal, within a maximum of **30 days** for the Indian edition and **45 days** for the Foreign edition from the date of purchase order issuance. No freight/ transportation charges, loading and unloading charges, Insurance or any other charges shall be paid extra.

7. Liquidate Damages (LD):

For delays-if the supplier fails to deliver books as per the purchase order within the period specified in the contract, the purchaser shall deduct from the contract price a sum equivalent to 0.5 per cent (0.5%) of the price of delayed items for each week of delay or part thereof until actual delivery up to a maximum of **10% (Ten) per cent**. Once the maximum is reached, or even before, considering the urgency of the requirement, the purchaser may consider termination of the contract. This is without prejudice to the IMU-KC's right to cancel the contract immediately after the timeline given in the purchase order and procure books from the next higher quoted bidder (s) or from elsewhere in part or whole by recovering the difference in cost since the time is the essence of the contract.

8. SECURITY DEPOSIT:

To ensure due performance of the contract obligations arising out of these quotations, IMU-KC shall demand a security deposit @ 10% of the Purchase Order value in the form of a demand draft in favour of **Indian Maritime University, Kolkata Campus, and Payable at Kolkata** within **15 days** of placement of the purchase order. The Security Deposit shall be returned to the suppliers after the completion of the purchase order and the last delivery of items at the mentioned address.

9. RESOLUTION OF DISPUTES

In case of a dispute or difference between the book supplier and the purchaser relating to any matter arising out of or connected with the contract, such dispute or difference shall be referred to the Sole Arbitrator duly appointed by the IMU. The arbitrator's award shall be final and binding to the parties concerned. Disputes, if any, are subject to jurisdiction only in Kolkata.

10. Declaration:

I/we certify that all the particulars furnished above are true and correct and based on documentary evidence and that I/we understand that if any of the above particulars are found to be false or misleading, our bid is liable to be summarily rejected at any stage. My / our firm is liable to be blacklisted/debarred by IMU-KC for at least 3 years, in addition to any other right or remedy available to IMU-KC, including forfeiture of Security Deposit.

Director
Indian Maritime University
Kolkata Campus

Form of Application - Annexure-I
(To be filled by the Firm)

1	Quotation No. & Date	
2	Name of the Firm / Supplier:	
3	Postal Address of the Head Office of the Firm / Supplier	
4	Contact Information: (a) Name of the Contact person: (b) Telephone Number: (c) Mobile Number: (d) Fax Number: (e) E-mail: (f) Website address, if any:	
5	(a) Your Permanent Account No. (PAN): (Copy of PAN be attached) (b) GST No.:	
6	Bank A/C details (A copy of the Bank Pass Book be attached) (a) Name of the Bank: (b) Address: (c) Bank Account No.: (d) Name of the Account holder: (e) IFSC code : (f) MICR code : (g) Date of opening of account: (h) Type of account (Savings/Current):	

List of Data Books for Supply at IMU-Kolkata Campus – Annexure - II

SL. No.	Titles	Authors	Publishers	No. Of Copies	Cur.	Unit Price in Respective Currency	Unit Price in Indian Rupees	Gross Unit Price in Indian Rupees	Discount %	Net Amount after discount (Indian Rupees)
1	Design Data Handbook	S. Md. Jalaludeen	Anuradha Publications	280						
2	Machine Design Data Book	V.B. Bhandari	McGraw Hill	280						

Signature of the Authorized Signatories

Supplier's Name:

Place:

Date: