



**INDIAN MARITIME UNIVERSITY
KOLKATA CAMPUS**

P-19, Taratala Road, Kolkata – 700088

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IMU-KC/LIB/2016-17/4

Date: 02.02.2017

SUB: TENDER NOTICE FOR BOOKS OF M. TECH.

Sealed quotation is invited for supply of books, addressed to the Deputy Registrar, Indian Maritime University-Kolkata Campus, P-19, Taratala Road, Kolkata-700088, superscripting the envelope “**Sealed quotation for supply of books of M. Tech**” and duly filled in as per the enclosed scheduled format. The last date & time of tender submission is **15th February, 2017 at 4.30 PM.**

A. Tender – General Conditions:

- i. Validity: The rates quoted by the intending bidder must be valid for 120 days from the date of opening of financial bid.
- ii. One Bid: Each bidder will make one bid only. Any bidder submitting more than one bid shall be rejected.
- iii. Preparation and Submission of Tenders & Late Tenders:
Tender documents submitted should be complete & duly signed in all respects. Bidder should be carefully study the requirement and prepare his/her offer complying with all the provisions of the tender document and should fully satisfy with the Tender requirements etc. Tender found vague in part or otherwise in whatsoever form shall not be entertained. There should be no ambiguity whatsoever about the prices / discounts offered. All the pages / parts of Tender document of IMU-KC should be signed on all pages signifying the acceptance of the bidders (herein after referred to as booksellers / bidders) for various terms and conditions mentioned in the tender documents of IMU-KC. The Tender should be either posted or couriered so as to reach IMU-KC within the stipulated time and date. The Tender can also be deposited in the tender box kept in the IMU-KC Library prior to the time/date stipulated in the Tender Abstract above. Late tenders will be rejected. Bids sent by telex, fax, Email etc. (i.e. modes other than by way of speed post/ courier/ dropping in the box provided) shall not be accepted. The details sought through Forms in the Tender documents should be provided in the same format enclosed with the Tender document. **The tenders are to be furnished in Single sealed envelope duly signed by the bidder under single bid system.** The rates quoted in price bid enclosed in the Schedule format should be complete in all respects and should be all inclusive. No additional payments will be allowed over and above the

quoted rates. The suppliers should quote the rate as per the enclosed scheduled format. Discount should be mentioned item wise. If there are any discrepancies between % discount and Net prices, computation of amount stated in the Net price column shall be taken as final. All bids shall be made in accordance with the Tender Documents.

Financial Bid details are to be supplied in the format shown in Annexure -I with necessary documentary proofs. The list having the details like Titles and number of Copies for each title, author, etc. which are proposed to be procured through this tender is given in the Annexure -I.

B. Financial Bid Evaluation:

- i. Bidders should quote rate of discount (in percentage) offered on publishers' printed rate as per Annexure-I. IMU-KC is not bound to accept the lowest price quoted bid or any tender and also reserves the right of rejecting all or any of the tender without assigning any reason at any stage.
- ii. Booksellers have to quote for at least 80% of the books listed in Annexure-I (Titles / no. of copies). If the bookseller quotes less number of books (Titles / copies) in Annexure - I, the quote may be rejected by IMU-KC. The Comparison will be made for each title. A Comparative Statement of Net price after discount will be prepared based on the financial bids of all bidders. Orders will be placed on book sellers for the set of books in which the booksellers quoted the lowest price after discount. If delay is expected in delivery by the lowest quoted bidder due to the fact that the ready stock of books not maintained by the lowest bookseller, etc. IMU-KC reserve the right to place order with next higher net price quoted bookseller(s) in part or in full.
- iii. If there is same discount offered by the bidder, the decision of the committee shall be final.
- iv. Comparative Statement of financial bids shall be calculated as per tender opening date for exchange rate of foreign currency denominated books.
- v. Wherever the books are available in both hard bound and paper back, the price applicable for paperback should be quoted.

C. Cancellation of Tender at Any Stage:

- i. The IMU-KC reserves the right to accept or reject any tender and to annul the tendering process and reject any or all tenders at any time prior to award of the contract, without thereby incurring any liability to the affected Bidders or Bidders or any obligations to inform the affected Bidders or Bidders of the grounds for the purchaser's action
- ii. IMU-KC reserves the right to impose additional tender conditions or relax any of the tender conditions, as deemed fit by IMU-KC.
- iii. For any clarifications, the bidders / prospective bidders are requested to write to the following email id: **gjilani@imu.ac.in** with a copy to dradmin.kolkata@imu.ac.in

D. Amendment to Tender Documents

IMU KC may, for any reason, suo motu or in response to a clarification by a prospective bidder, modifies the tender documents by issuing amendments (addenda / corrigenda etc.) three days prior to the last date for submission of tenders.

Any amendments thus issued will be hosted on the website: www.merical.ac.in/tender up to three days prior to the last date specified for submission of the bids. All the bidders who have downloaded the Bid Document shall verify, whether any such amendments have been issued by IMU-KC, before submitting their bid and shall take cognizance of and include such amendment(s) in their submission. In any case, the amendment(s), if any, shall be binding on the Bidder. No separate notice / intimation of amendments will be sent to those who have downloaded the document from the web site/postal order.

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

(i) **General:**

- a) The books to be supplied should be of current edition only and be of good condition.
- b) 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 in support of price verification.
- c) RBI rate of exchange shall be used for currency conversion of foreign currency denominated books.
- d) Supplied damaged books, books with missing pages shall have to be accepted back by the supplier even after they have been stamped for accessioning with Vendor cost, otherwise the cost of the book will be deducted from the rest of the order value.
- e) IMU-KC reserves the right to procure the whole or a part of the books / split the order.
- f) The suppliers have to make the supplies of ordered books in total and supply of only portion of ordered books may not be accepted in any case. Keeping in view the issues like out of print/non availability etc. the supplier should be able to supply at least 90% of the ordered books.
- g) The Bidder shall be responsible for the proper packages so as to avoid any damages during transportation / delivery of materials.
- h) For any book which is not available in the market, the supplier has to intimate about its non-availability within a period of 5 days from the date of issuance of the order with a certificate/undertaking to that effect.
- i) As soon as the acceptance of the tender is communicated to the successful bidder, the contract shall be complete and binding upon him.
- j) The rates printed on books/price proof should not be altered /changed.
- k) Any other terms and conditions as deemed fit by IMU-KC will be applicable and binding.
- l) Books are to be delivered at Indian Maritime University-Kolkata Campus, P-19, Taratala Road, Kolkata-700088 (West Bengal)

- m) Books tendered may be varied, increased or decreased in future, according to the changes, if any, in the future.
- n) Publishers Rate as per list must be attached with discount in the format enclosed as Annexure-I.
- o) Certificate stating that only latest edition of books are quoted must be submitted by the Bidder
- p) List of books proposed to be bought through this tender is enclosed as Annexure-I.
- q) In case of any variation/confusion in author, titles, edition, etc supply should be made after proper clarification from the Assistant Librarian, IMU-KC

(ii) Price Schedule and Payment Terms:

- a) Booksellers shall submit their pre-receipted bill/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 receipt of supplies and report of committee/ librarian.
- c) The original currency should be mentioned in the bill in case of foreign publication.
- d) RBI exchange rate on the date of purchase order for Books shall be used for conversion of 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, 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 IMU's purchase order, and subsequently, the method described for Indian books as stated above will be adopted.
- f) The payment will be released only after the entire supply has been received to the satisfaction of the Assistant Librarian, IMU-KC.
- g) The bill should bear the certificate from the supplier that books supplied are latest editions and that the prices have been charged correctly and in accordance with the latest publishers catalogue/invoice or importer/distributors invoice.
- h) The delivery shall be through registered/Book Post/Parcel/Courier/in person on the risk & responsibility of the firm on Door delivery basis. No freight/ transportation charges, loading and unloading charges, postage, Insurance or any other charges whatsoever shall be paid extra.
- i) The successful bidder shall have to certify on the body of the bill that rates charged are lowest offered by the publishers/distributors on these books.
- j) Taxes as per rules of Government applicable from time to time shall have to be paid and borne by the supplier.
- k) IMU-KC reserves the right to increase or decrease in the number of books, in which case order will be issued with proportionately increased or decreased qty.

F. Terms of Delivery

Free of cost delivery at Library Department, IMU-KC, Taratala Road, Kolkata – 700 088 within a maximum of 30 days for Indian edition and 45 days for foreign edition from the date of purchase order.

G. Penalty Clauses

- i. For delays-if the supplier fails to supply books as per purchase order within the time period specified in the contract, the purchaser shall deduct from contract price a sum equivalent to 2 percent of the price of delayed items for each week of delay or part thereof until actual delivery up to a maximum of 10 (ten) percent. Once the maximum 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 tender immediately after the time line given in the purchase order and procure books from the next higher quoted bidder(s) or from elsewhere, since the time is the essence of the contract.
- ii. Termination for default: - The purchaser may, without prejudice to any other remedy or breach of contract, by written notice of default sent to the supplier, terminate the contract in whole or part if the supplier fails to deliver any or all publications ordered to him within the time period specified in the contract, or if the supplier fails to perform other obligation(s) under the contract. In the event of the termination of the contract by IMU-KC in whole or in part, the University may procure, upon such terms and in such manner as it deems appropriate the undelivered books and in which case IMU-KC reserve the right to determine that the supplier shall be liable to pay for any excess costs for such purchases. However, the supplier shall continue performance of the contract to the extent not terminated.
- iii. If the ordered books are not supplied, and the required "Non-availability Certificate" of the ordered books is not furnished within 5 days by the concerned supplier, IMU-KC reserve the right to deduct 10% amount of the unsupplied portion of the particular order from the bill(s) of the supplied books.

H. INSPECTION

Books will be accepted only after inspection by Assistant Librarian.

I. RESOLUTION OF DISPUTES

In case of a dispute or difference arising 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 award of the arbitrator shall be final and binding to the parties concerned. Disputes, if any, are subject to the jurisdiction of Kolkata only.

Assistant Librarian

Financial Bid Annexure-I

S. No.	Titles	Authors	Publishers	ISBN No.	Year s	whet her the editio n quote d is latest (Yes/ No)	No. of Co pies	Cu r.	Unit price in respective currency (least of prices printed in book, publisher catalogue, or publisher Invoice	Gross Price in Respective Currency	Disc out (%)	Net Amount after Discount (in respective currency)
1	2	3	4	5	6	7	8	9	10	11=8X10	12	13=11- 11X12
1	Combined-Cycle Gas & Steam Turbine Power Plants	R. Kehlhofer, F. Hannemann, B. Rukes, and F. Stirnimann	Penn Well	9781593701680	2009		4					
2	Fuel Cell Systems Explained	J. Larminie and A. Dicks	J. Wiley	9780768012590	2003		4					
3	Advanced Gas Turbine Cycles: A Brief Review of Power Generation Thermodynamics	J.H. Horlock	Elsevier Science	9780080442730	2013		4					
4	Analysis of Engineering Cycles: Power, Refrigerating and Gas Liquefaction Plant.	R.W. Haywood	Elsevier Science	9780080407388	2012		4					

	(Series: Thermodynamics and Fluid Mechanics for Mechanical Engineers)											
5	Combined Power Plants: Including Combined Cycle Gas Turbine CCGT Plants. Policy, Planning, and Critical Theory	J. Horlock and W.A. Woods	Elsevier Science	9780080405025	1992		4					
6	Introduction to Internal Combustion Engines 4/e	R. Stone	Palgrave Macmillan	9780230576636	2012		4					
7	Refrigeration and Air Conditioning	W.F. Stoecker and J.W. Jones	McGraw Hill International Editions	9780070665910	1982		4					
8	Composite Materials: A Vision for the Future	Nicolas, M. Meo, and E. Milella	Springer London	9780857291660	2011		4					
9	Corrosion and Corrosion Control	R.W. Revie	Wiley	9780471732792	2008		4					
10	Corrosion Control for Offshore Structures: Cathodic Protection and High-Efficiency Coating	R. Singh	Elsevier Science	9780124046153	2014		4					
11	Frontiers of Electronic Commerce	R. Kalakota and A.B. Whinston	Pearson Education	9788177583922	1996		4					
12	Management Information Systems: Managing the Digital Firm=14/e	K.C. Laudon and J.P. Laudon	Pearson Education	9789332548909	2016		4					
13	Business Statistics	Bhardwaj, R. S	Excel Books	9788174466792	2009		4					
14	Principles of Measurement Systems	J.P. Bentley	Pearson Prentice Hall	9780130430281	2005		4					

15	Robotics Technology and Flexible Automation	S.R. Deb S. Deb.	McGraw-Hill Education (India) Pvt. Limited	9780070077911	2010		4					
16	SENSORS AND TRANSDUCERS	D. PATRANABI	PHI Learning	9788120321984	2003		4					
17	Anti-fouling Systems: International Convention on the Control of Harmful Anti-fouling Systems on Ships, 2001 (AFS 2001)	IMO	IMO	9789280141955	2005		4					
18	Guidelines for Ensuring the Adequacy of Port Waste	IMO	IMO	978-92-801-51015			4					
19	Guidelines for the Control and Management of Ships' Ballast Water to Minimize the Transfer of Harmful Aquatic Organisms and Pathogens: Resolution A.868(20)	IMO	IMO-Publication	9789280114546	1998		4					
20	Guidelines for the Development of Shipboard Marine Pollution Emergency Plans	IMO	IMO Publication	9789280115185	2010		4					
21	London Convention and London Protocol	IMO	IMO Publication	9789280116441	2016		4					
22	Marine Environment Protection and Biodiversity Conservation: The Application and Future	J. Roberts	Springer Berlin Heidelberg	978-3-540-37697-2	2007		4					

	Development of the IMO's Particularly Sensitive Sea Area Concept											
23	OPRC-HNS PROTOCOL 2000	IMO	IMO Publication	9789280151367	2002		4					
24	Provisions Concerning the Reporting of Incidents Involving Harmful Substances Under Marpol 73/78	IMO	IMO Publication	9789280160987	1999		4					
25	Shipping and the Environment (Lloyd's Shipping Law Library)	C. De La Rue and C.B. Anderson	Taylor & Francis	9781317375821	2015		4					
26	Business Communication 16th Edition	C.M. Lehman and D.D. DuFrene	Cengage Learning	9780324782172	2011		4					
27	Business Communication Today 13/e	C.L. Bovee and J.V. Thill	Pearson	9789332578753	2017		4					
28	Essentials of Business Communication Am Asia Edition	M.E. Guffey and D. Loewy	Cengage Learning	9781111821227	2016		4					
29	Fundamentals of Management: Essential Concepts and Applications 9/e	S.P. Robbins, M. Coulter, and D.A. De Cenzo	Pearson Education, Limited	9789332574120	2016		4					
30	Guide to Managerial Communication 8/e	M. Munter	Pearson Education	9788131756201	2009		4					
31	Safe Oil Tanker Operations	Capt. K.S.D. Mistree	Sterling Book House	9788110003913	2012		4					
32	Theory of Vibration with Applications	W. Thomson	Taylor & Francis	9780748743803	1996		4					

33	Financial Management, 11th Edition	I.M. Pandey	Vikas Publishing House PVT Limited	9789325982291	2015		4					
34	Cost and Management Accounting	S.N. Maheshwari	Sultan Chand	978-81-8054- 975-5	2014		4					
35	Financial and Management Accounting	T.S. Reddy & Y. Hari Prasad Reddy	Margham Publications				4					
36	Programmable Controllers: Theory and Implementation	L.A. Bryan and E.A. Bryan	Industrial Text Company	9780944107324	1997		4					

The above prices are all Inclusive and on Door Delivery basis at IMU-Kolkata Campus.

Signature of the Authorized Signatories