



**INDIAN MARITIME UNIVERSITY
KOLKATA CAMPUS**

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IMU/KC/TBK/Book Bank/Tender/2026-27/01

Date: 11-08-2026

Sub: Quotation for Procurement of Textbooks for Book Bank

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 textbooks for Book Bank** from suppliers. The duly signed quotations (Technical + Price Bid in a single envelope) 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 1st September 2026 at 11.00 AM**. The date and time of bid opening will be communicated to all participating bidders/suppliers through e-mail. Bidders may participate in the bid opening through video conferencing or physical presence.

1. Tender – General Conditions:

- i. Single-bid 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 quote the prices of the books after several assurances, whether they are quoting the correct price, following the terms and conditions of the tender document.
- iii. One Bid: Each bidder will make one bid only. Any bidder submitting more than one bid shall be rejected.
- iv. No conditional bid 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.

2. Earnest Money Deposit:

Suppliers should submit an Earnest Money Deposit of **Rs. 20,000/-** through a demand draft in favour of “Indian Maritime University, Kolkata Campus, payable at Kolkata, **and EMD does not carry any interest.** EMD will be forfeited if the bidder withdraws his tender or impairs or derides from the tender in any respect during the tender validity period specified by the purchaser. The Earnest Money of unsuccessful bidders will be returned as promptly as possible after the expiry of the tender validity period without interest. Tenders not accompanied by the Earnest Money Deposit in the manner prescribed by the IMU-KC will be summarily rejected. However, IMU–KC may consider exemption from EMD only upon enclosing relevant and valid MSME / NSIC registration certificate with the Price Bid. **No exemption from payment of EMD is available to any bidder for any other reasons whatsoever.**

3. 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) Evaluation shall be carried out on a **title-wise basis**. The bidder quoting the **lowest evaluated price (L1)** for each title shall normally be awarded the contract for that respective title, subject to fulfilment of all eligibility criteria, technical compliance, and other terms and conditions of the tender. The Purchaser reserves the right to accept or reject any offer or to deviate from this principle where considered necessary in the interest of the Purchaser, in accordance with the provisions of the tender. 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 L-1 supplier does not maintain ready stock and there is a delay in delivery of ordered books, IMU-KC reserves the right to cancel the purchase order for L-1 quoted books and to place an order for second lowest quoted books in partial or full quantity to L-2 supplier, and the difference in cost may be recovered from the default supplier who failed to supply the full or partial quantity of L-1 quoted books.
- c) 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.
- d) In case of a tie for any title, the order shall be equally split.
- e) 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.

4. Purchase Preference to Micro, Small and Medium Enterprises (MSME)

- 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)

5. 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.

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

General:

- a) Accepted Price Proof: Signed and stamped by the supplier: 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 the 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, or a supply of wrong books, titles, authors, and editions, etc., shall have to be accepted back by the supplier even after they have been accessioned, stamped, and technically processed in the library at the vendor's 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 or split the order.
- d) A partial 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 90% of the books that have been ordered.
- e) The supplier shall be responsible for the proper packaging 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-II.
- i) In case of any variation/confusion in author, titles, edition, etc., the 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.
- k) Books ordered should only be supplied in good condition of the latest and revised editions.

7. Bid Withdrawal:

1. The bidder shall not withdraw, modify, alter, or revise its bid after the deadline for submission of bids and during the period of bid validity specified in the tender document.
2. If a bidder withdraws or modifies its bid during the bid validity period, or fails to accept the Purchase Order/Letter of Award after being declared the successful bidder, or fails to furnish the prescribed Performance Security/Security Deposit within the stipulated time, the following actions may be taken by IMU-Kolkata Campus:
3. The Earnest Money Deposit (EMD) shall be forfeited, in whole or in part, in accordance with the provisions of the tender document.
4. The bidder shall be liable for suspension/debarment from participating in future tenders of Indian Maritime University, Kolkata Campus, for such period as may be decided by the Competent Authority, depending upon the gravity of the default.
5. IMU-Kolkata Campus shall have the right to cancel the award and proceed with procurement from the next eligible bidder or through any other mode permissible under the applicable procurement rules, at the risk and cost of the defaulting bidder, wherever applicable.
6. The decision of IMU-Kolkata Campus in this regard shall be final and binding on the bidder.

8. Eligibility Criteria

8.1 Experience – No. of years in the Business:

The Bidder should have been in the Business of Providing “Supply of Books” for at least three years from 2023 – 24 to 2025 – 26.

[Mode of Proof: Copies of the Work order, Agreement, and Work Completion certificate for the Completed or ongoing work – Proof of existence during or prior to 2022-23 and providing similar service from 2023 – 24 to 2025 – 26.

8.2 Experience – Completion of Similar Works (Purchase Order):

The Bidder should have satisfactorily completed “Similar Service” involving the values listed below during the last three financial years, i.e., from 2023 – 24 to 2025 – 26.

8.2.1 at least 1 purchase order with a minimum value of Rs 12.00 lakhs [OR]

8.2.2 at least 2 purchase orders with a minimum value of Rs 6.00 lakhs each [OR]

8.2.3 at least 3 purchase order with a minimum value of Rs. 4.00 lakh each

[Mode of Proof: Copies of the Work order, Agreement, and Work Completion certificate for the completed or ongoing work].

“Supply of Books” means a contract for supplying of books with Government / Semi-Government/ Public Sector organizations / National level educational institute like IIT, IIM, NIT, CFTI, and Universities/ Banks/PSUs/ Public Limited Company or Private Limited Company with a minimum work force of 3 employees.

8.3 Turnover

Should have average annual turnover of Rs. 9.00 Lakhs during the past 3 financial years i.e. 2023-24, 2024-25 & 2025-26.

[Mode of Proof: Annual accounts duly certified by a Chartered Accountant / Income tax Returns].

8.4 Possession of Valid GST Number & PAN

The Service provider should have a valid GST Number, PAN & AADHAR Card.

[Mode of Proof: Copy of the GST Registration Certificate, PAN & AADHAR Card to be produced]

8.5 Past Performance:

The bidder shall have successfully executed similar supply orders during the last three financial years. Copies of Purchase Orders, Completion Certificates, Delivery Challans, or Client Certificates indicating satisfactory execution of similar work shall be enclosed as proof of past performance.

8.6 Declaration Regarding Blacklisting

The bidder shall submit a declaration on its official letterhead, duly signed by the Authorized Signatory, certifying that the firm has not been blacklisted, debarred, suspended, or banned by any Central Government Ministry/Department, State Government Department, Central or State Public Sector Undertaking, Autonomous Body, University, Educational Institution, or any Government Agency as on the date of submission of the bid.

If any information furnished in this regard is subsequently found to be false or misleading, the bid shall be rejected, and the bidder shall be liable for appropriate action, including forfeiture of EMD/Security Deposit and debarment from participating in future tenders of IMU-Kolkata Campus.

8.7 Bank Account Details:

The bidder shall submit a copy of a cancelled cheque or the first page of the Bank Passbook containing the name of the account holder, account number, IFSC Code, MICR Code (where applicable), and branch details for verification of bank account particulars and processing of payments.

8.8 Authorization from Publisher/Distributor (Where Applicable)

Where the bidder is not the publisher of the books quoted, the bidder shall furnish a valid Authorization Letter, Distributor Certificate, Dealer Authorization, or Channel Partner Certificate issued by the respective publisher or authorized distributor, wherever applicable.

In case the books are procured from multiple publishers, the bidder shall ensure and certify that the books supplied shall be genuine, latest editions, and procured through authorized sources. IMU-Kolkata Campus reserves the right to seek additional documentary evidence regarding the authenticity of the supplied books at any stage.

8.9 Acceptance of Tender Conditions

The bidder shall submit a declaration confirming that all the terms and conditions, specifications, and instructions contained in the tender document have been carefully read, understood, and accepted unconditionally. Conditional bids or bids containing deviations from the tender conditions may be rejected.

8.10 Right of Verification

IMU-Kolkata Campus reserves the right to verify the authenticity of any document, certificate, credential, or information submitted by the bidder from the issuing authority at any stage of the procurement process. If any information is found to be false, fabricated, misleading, or suppressed, the bid shall be rejected forthwith, and appropriate action, including forfeiture of EMD/Security Deposit and debarment from future tenders, may be initiated.

9. 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 price bids opening 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) on pro-rata basis.

10. 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 45 days for the Indian edition and 60 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.

11. Termination of Contract:

IMU-Kolkata Campus reserves the right to terminate the contract, in whole or in part, by giving written notice to the supplier, if the supplier:

a) Fails to deliver the books within the stipulated delivery period;

b) Fails to comply with any of the terms and conditions of the contract;

c) Furnishes false, forged, or misleading documents or information;

d) Becomes insolvent, bankrupt, or ceases to carry on business;

e) Is found to have engaged in fraudulent or corrupt practices during the procurement process or execution of the contract.

f) Upon termination, IMU-Kolkata Campus may procure the remaining books from alternative sources at the risk and cost of the defaulting supplier.

g) Termination of the contract shall be without prejudice to any other rights or remedies available to IMU-Kolkata Campus under the contract or applicable law.

12. Risk Purchase

If the supplier fails to supply the books within the stipulated delivery period or fails to fulfill the contractual obligations, IMU-Kolkata Campus shall have the right to procure the same or similar books from alternative sources at the risk and cost of the defaulting supplier.

Any additional expenditure incurred by IMU-Kolkata Campus on such procurement, including administrative expenses, shall be recoverable from the defaulting supplier from any amount due to the supplier, including the Security Deposit, or through any other legal means available.

The decision of IMU-Kolkata Campus regarding the quantum of recovery shall be final and binding.

- 13. Liquidated Damage (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 percent (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 percent (10%). 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 time is the essence of the contract.

14. Security Deposit:

To ensure due performance of the contract obligations arising out of these quotations, IMU-KC shall demand a security deposit of 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 EMD will be converted into a security deposit for qualified suppliers at the total value of the purchase order. The Security Deposit shall be returned to the suppliers 90 days after the completion of the purchase order and the last delivery of items at the mentioned address.

15. Resolution of Disputes

In case there is 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 Arbitration shall be governed under the Arbitration and Conciliation Act, 1996 (as amended). The arbitrator's award shall be final and binding on the parties concerned. Disputes, if any, Courts at Kolkata alone shall have jurisdiction.

16. 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 the security deposit.

17. Annexure – Document Checklist

The bidder shall submit the following documents along with the Price Bid:

1. Duly filled and signed Tender Form (Annexure-I).
2. Earnest Money Deposit (Demand Draft), wherever applicable.
3. Copy of PAN Card.
4. GST Registration Certificate.
5. Valid Udyam Registration Certificate (if claiming MSE benefits).
6. Membership Certificate of FPBAI/GOC or other recognized Book Trade Association.
7. Documentary proof of minimum three years' experience. Copies of Purchase Orders / Completion Certificates of similar supplies.
8. Annual turnover of last three financial year (FY 2023–24, FY 2024–25, and FY 2025–26)
9. Declaration regarding Non-Blacklisting.
10. Copy of Cancelled Cheque / Bank Passbook.
11. Authorization Letter from Publisher/Authorized Distributor (where applicable).
12. Signed copy of the complete Tender Document as acceptance of all terms and conditions.
13. Any other document specifically required under the tender.

Director
Indian Maritime University
Kolkata Campus

Form of Application - Annexure-I

(To be filled by the Firm)

1	Quotation No. & Date	
	EMD Amount Bank Details	
3	Name of the Firm / Supplier:	
4	Postal Address of the Head Office of the Firm / Supplier	
5	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:	
6	(a) Your Permanent Account No. (PAN): (Copy of PAN be attached) (b) GST No.:	
7	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 Textbooks 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	Gas Turbines	V. Ganeshan	McGraw Hill Education	300						
2	Theory and Practice of Steam Turbines	W. J. Kearton	CBS Publishers & distributors	300						
3	Reeds Volume 9: Marine Steam Engineering for Marine Engineers	Thomas D Morton	Bloomsbury Publishing	300						
4	Fuels and Lubricants	M. Popovich and Haring	John Weily & Sons	20						
5	Alternate Fuels	S.S. Thipse	Jaico Publishing House	20						
6	Digital Electronics	G.K. Kharate	Oxford University Press	300						
7	Artificial Intelligence and Machine Learning	Chandra S.S.V	PHI Learning	300						
8	Fundamentals of Cyber Security	Mayank Bhushan, Rajkumar Singh Rathod, Aatif Jamshed	BPB Publication	300						
9	Marine Machineries- Operation & Maintenance	T. B. Srinivasan	IME Publication	20						
10	A Textbook of Machine Design	R.S. Khurmi	S. Chand	20						
11	A Textbook of Machine Design	Md. Jalaluddin	Anuradha Publications	20						

Place:

Date:

Signature of the Authorized Signatories

Supplier's Name: