

**TENDER ENQUIRY FOR SUPPLY OF BOOKS  
FOR  
INDIAN MARITIME UNIVERSITY  
VISAKHAPATNAM CAMPUS**

**Tender No. IMUV/2019-2020/Books/001  
Dated 24<sup>th</sup> July 2019**



**INDIAN MARITIME UNIVERSITY  
(A Central University, Govt. of India)  
Visakhapatnam Campus  
Vangali Village, Tekkalipalem PO  
Sabbavaram Mandal  
Visakhapatnam-531035**

**NOTICE INVITING TENDER**

Indian Maritime University, Visakhapatnam Campus is one of the Campuses of Indian Maritime University came into being through an Act of Parliament (Act 22) on 14th November 2008 as a Central University invites Tender Enquiries from eligible Publishers/ Book sellers (hereinafter referred to as Tenderer/Bidder) registered with The Federation of Publishers and Booksellers' Association of India (FPBAI). The Publishers / Book sellers are required to visit the website [www.imu.edu.in](http://www.imu.edu.in) and CPC portal for downloading the tender enquiry document.

**Section-1: Invitation for Bid**

1.1	Tender Enquiry Number	IMUV/2019/Books/001
1.2	Date	24 <sup>th</sup> July 2019
1.3	Brief Description of Tender	Supply of Books
1.4	Quantity	As listed in <b>Annexure-II</b> to the Tender Enquiry Document
1.5	Tender Type	Limited Tender Enquiry (LTE)
1.6	Number of Covers	<b>Two Bid System</b> Part -1 Technical Bid Part -2 Price Bid
1.7	<b>Covers Information / Submission of Bids</b>	
a)	Cover-1	Technical Bid
b)	Cover-2	Price Bid
1.8	Form of Contract	Supply
1.9	EMD Indian Rupees	Rs.50,000-00 (Rupees Fifty Thousand only)
1.10	Bid Validity	90 days
1.11	Place of Issue of Tender Enquiry Document	Indian Maritime University, Visakhapatnam Campus, Vangali Village, Tekkalipalem PO Sabbavaram Mandal, Visakhapatnam-531035
1.12	Date from which the Tender Enquiry Document can be downloaded / issued	24 <sup>th</sup> July 2019 onwards on all working between 10:00 Hours to 17:00 Hours
1.13	Place of submission of Tender Enquiry Document (Bid)	Indian Maritime University, Visakhapatnam Campus, Vangali Village, Tekkalipalem PO Sabbavaram Mandal, Visakhapatnam-531035
1.14	Tender Enquiry Document (Bid) submission end date and Time of submission	8 <sup>th</sup> Aug. 2019 1030 Hrs.
1.15	Tender (Bid) Opening Place	Indian Maritime University, Visakhapatnam Campus, Vangali Village, Tekkalipalem PO Sabbavaram Mandal, Visakhapatnam-531035
1.16	Tender (Bid) Opening Date	8 <sup>th</sup> Aug. 2019 at 1130 Hrs.

**Section-2: Invitation for Bid**

**2.1 Preparation and Submission of Bids**

- 2.1.1 The Tenderer should carefully study the requirement and prepare the bid complying with the provisions of the tender enquiry document.
- 2.1.2 The Tenderer should submit blank tender enquiry document duly signed and sealed in token of acceptance of all the terms & conditions.
- 2.1.3 The Tender Enquiry document should be submitted in a sealed cover containing **Cover-1** and **Cover-2** separately and super scribed as **Tender for supply of Books to Indian Maritime University, Visakhapatnam Campus**. The Tenderer shall clearly write on **Cover-1** as **Technical Bid-For supply of Books to Indian Maritime University, Visakhapatnam Campus** and on **Cover-2** as **Price Bid-For supply of Books to Indian Maritime University, Visakhapatnam Campus** and each addressed to The Director, Indian Maritime University, Visakhapatnam Campus, Vangali Village, Tekkalipalem PO, Sabbavaram Mandal, Visakhapatnam-531035. The tenderer should also indicate Name and address on all the tenders.

**2.2 Definitions**

<b>Tenderer (or) Bidder</b>	Refers to Person (Proprietor) or the Agency or the Firm or the Company who bids
<b>IMUV</b>	Refers to Indian Maritime University, Visakhapatnam Campus, Visakhapatnam
<b>Purchaser</b>	Refers to Indian Maritime University, Visakhapatnam Campus, Visakhapatnam
<b>Supplier</b>	Refers to the successful tenderer who received the Purchase Order from IMUV for supply of Books

**2.3 Validity of Bid**

- 2.3.1 The bid shall be valid for a period of 90 days from the date of opening of the Technical Bid.

**2.4 Cost of Bidding**

2.4.1 The bidder shall bear all the cost associated with the preparation and submission of its Bid and the purchaser shall not be held responsible or liable for those costs incurred regardless of the conduct or out of the bidding process.

**2.5 Amendments to Tender Document**

2.5.1 At any time prior to the deadline for submission of bids, IMUV may, for any justified reasons, whether on its own initiative or in response to the clarification sought by a prospective Bidder may modify the bid document by issuing necessary corrigendum.

2.5.2 All prospective Bidders who have downloaded the tender document are requested to visit IMU website for any amendments / modifications and make note of the same, which will be binding on them.

**2.6 Bid Opening Process**

2.6.1 The Technical Bid will be opened in the first instance in the presence of Purchase Committee, representative of the bidders at the opening place specified in Section-1 of the Tender Enquiry Document.

2.6.2 Price bids of only those bidders, who bids are found technically qualified, will be opened in the presence of the Purchase Committee, representative of bidders at the opening place specified in Section-1 of the Tender Enquiry Document at a later date on completion of Technical evaluation of Bids. The date and time of the Price Bid opening shall be intimated to the technically qualified bidders only.

**2.7 Confidentiality**

2.7.1. Any attempt by the Bidders to influence the Purchaser in the evaluation of the Bids may result in the rejection of the Bid of such bidder.

2.7.2 Notwithstanding, from the time of Bid opening to the time of placing of the Order, if any bidder wishes to contract the Purchaser on any matter related to the bidding process, it shall do so in writing.

**2.8 Technical Bid:**

2.8.1. The Tenderers shall submit the Technical Bid as per the format place at **Annexure-1** to this Tender Enquiry Document.

**2.9 Price Bid**

2.9.1 The Price in respect of books listed in **Annexure-2** to this Tender Enquiry Document must be submitted as per the format indicating the price in Indian Rupees in respect of Indian Publications and in respect of foreign books the respective currency to be indicated along with conversion rate as notified by Reserve Bank India (Pl. refer para 4.3.2). The discount offered must be indicated against each book.

2.9.2 If the price is not quoted in the Price Bid Form provided in the Tender Enquiry Document, IMUV will reject such bids.

**2.10 Evaluation of Bids**

2.10.1 Book wise evaluation of bids will be done and the lowest price quoted by the bidders for a particular book shall be considered.

2.10.2 In case the lowest price quoted for a particular book is same in case of more than one supplier, the order will be split between the lowest quoted suppliers.

2.10.3 In case of foreign publication the tenderer shall quote the price in foreign currency of the respective book.

2.10.4 The exchange rate as notified by the Reserve Bank of India as on the date of opening of the Price Bid shall be taken for the purpose of considering conversion rate for Foreign Currency to Indian Rupees.

**2.11 Cancellation of Tender**

2.11.1 Notwithstanding anything specified in this tender document, Purchaser/IMUV at sole discretion, un-conditionally and without assigning any reasons, reserves the rights –

- i) To accept or reject lowest tender or any other tender or all the tenders
- ii) To accept any tender in full or in part
- iii) To reject tender offer not confirming to the tender terms

2.11.2 Bids which deviates from the vital conditions of the tender shall be rejected

- i) Receipts bids in open condition
- ii) Receipt of bids after due date and time and or by email / fax (unless specified otherwise)
- iii) Non-submission of complete offers as mentioned in the tender document
- iv) Conditional Tenders and unsigned Tenders will also be rejected.

**Section-3: Technical Eligibility Criteria,**  
**Earnest Money Deposit and Security Deposit**

**3.1 Technical Eligibility Criteria**

3.1.1 The bidder must fulfil the following in order to be eligible for participation in the Tender.

- a) The bidder should have a minimum annual turnover of Rs.20-00 lakhs in each during the last three financial year's i.e.2016-2017, 2017-2018 and 2018-2019. Documentary proof for the same should be submitted viz., Audited Annual Accounts duly certified by a Chartered Accountant / Income Tax Returns
- b) The Bidder should be in the Business of Supply and distribution of books (Management / Engineering / Marine / Sciences etc.) for period of not less than Three (3) years since Financial Year 2016-2017 to 2018-2019. Documentary proof for the same should be submitted viz., copy of the Certificate of Incorporation / copy of the Partnership Deed / Copies of the Purchase Orders for the period from 2016-2017 to 2018-2019 in respect of books supplied to Indian Universities (Central/ State and deemed to be Universities approved by UGC or by a central/ state acts or to any college affiliated to University approved by UGC/AICTE) Income Tax Returns since Financial Year 2016-2017.
- c) The bidder should have experience in supply of books (Management / Engineering / Marine / Sciences etc.) for orders valuing not less than Rs.10-00 lakhs during each of the last three financial years since 2016-2017 to 2018-2019. Documentary proof in support of the same should be submitted viz., Copies of the Purchase Orders for the years 2016-2017, 2017-2018 and 2018-2019 with orders value not less than Rs.10-00 lakhs in respect of books supplied to Indian Universities (Central/ State and deemed to be Universities approved by UGC or by a central/ state acts or to any college affiliated to University approved by UGC/AICTE)
- d) The tenderers should enclose copies of the following documents or otherwise the bid shall be summarily rejected.
  - i) Certificate of Registration / Incorporation
  - ii) Permanent Account Number issued by the Income Tax Authorities
  - iii) Certificate of Registration with GST Authorities
  - iv) Audited Balance Sheet for the Financial Years 2016-2017, 2017-2018 and 2018-2019

- v) Purchase order executed in respect of supply of books to Indian Universities (Central/ State and deemed to be Universities approved by UGC or by a central/ state acts or to any college affiliated to University approved by UGC/AICTE)

**3.2 Earnest Money Deposit (EMD)**

3.2.1 The bidder should deposit Earnest Money Deposit (EMD) amounting to Rs.50,000-00 (Rupees Fifty Thousand only) in the form of Demand Draft drawn on any Nationalized/Scheduled Bank payable in favour of Indian Maritime University, Visakhapatnam Campus payable at Visakhapatnam. The Demand Draft should be enclosed to the Technical Bid of the Tender Enquiry Document submitted and should not be sent separately. The Bid without EMD shall be rejected and no correspondence will be entertained in this regard.

**3.3 Refund of Earnest Money Deposit (EMD)**

3.3.1 The Earnest Money Deposit (EMD) of the unsuccessful tenderers will be refunded without any interest on placement of Purchase Order (s) on the successful tenderers.

**3.4 EMD of the tenderers will be forfeited if -**

- a) The tenderer is not willing to abide by the terms and conditions after submission of the tender
- b) The tenderer does not honor the supplies required by IMUV
- c) Withdraws the tender enquiry before receipt of the final acceptance

**3.5 Security Deposit**

3.5.1 The EMD of successful bidders will be converted as Security Deposit to the extent of 10% of the Purchase Order Value and shortfall if any shall be paid by the Successful bidders.

3.5.2 The Security Deposit shall be returned to the successful bidders within 30 days from the date of complete execution of the Purchase Order in all respects



**Section-4: Terms and Conditions**

**4.1 General Conditions**

- 4.1.1 The books supplied should be of Current Edition only and in good condition.
- 4.1.2 The Books shall be supplied along with Price proof (As per Publishers Catalogue in case of foreign books) and in the case of Indian books where the Price is not printed on the Book, the supplier shall submit an authentic document in support of verification of Price.
- 4.1.3 IMUV reserves the right to procure the books whole or a part and also split the order as per the requirements of IMUV.
- 4.1.4 Part supply of Books ordered may be accepted if it is in ready stock with Supplier and remaining books shall be supplied within specified time given in the Purchase Order.
- 4.1.5 For any book which is not available in the market, the supplier has to intimate to Manager (Library), IMUV about its non-availability within a period of **Seven (7)** days from the date of issuance of the Purchase Order.
- 4.1.6 The rate printed on the Book supplied and also the price proof submitted should not be altered/ changed.
- 4.1.7 The Books are to be delivered at the Library of Indian Maritime University, Visakhapatnam Campus, Vangali Village, Tekkalipalem PO, Sabbavaram Mandal, Visakhapatnam-531035.
- 4.1.8 IMUV may at its discretion may increase or decrease in quantity of books to be supplied according to the requirement. In case of requirement, repeat order may also be placed for full (or) part quantity.
- 4.1.9 In case of any variation with respect of author, title, edition, etc., the supply should be made after obtaining appropriate clarification from the Manager (Library), IMUV.
- 4.1.10 Wherever the books are available in both hard bound and paper back, the price applicable for paperback should be quoted.

**4.2 Terms of Delivery**

- 4.2.1 The books shall be delivered at the place specified in the tender free of cost within **Thirty (30)** days from the receipt of the Purchase Order.
- 4.2.2 The delivery shall be through Registered / Book post / Parcel / Courier / in person at the cost of the supplier. No freight / transportation, Loading and unloading charges, Postage, Insurance or any other charges whatsoever shall be paid extra.

**4.3 Payment Terms**

- 4.3.1 The supplier shall submit pre-receipted Invoice / Bill in Triplicate along with necessary supporting documents.
- 4.3.2 The supplier shall mention the name of the Currency in respect of foreign publications.
- 4.3.2 The exchange rate as notified by the Reserve Bank of India as on the date of opening of the Price Bid shall be taken for the purpose of considering conversion rate for Foreign Currency to Indian Rupees.
- 4.3.4 The payments for the books supplied shall be made on the basis of the certification of receipt of books as per the terms and conditions of Purchase Order by Manager (Library), IMUV. No advance payment shall be made against the Invoice / Bill submitted for books supplied.

**4.4 Penalty**

- 4.4.1 In case of delay of supply of books by the supplier beyond the time period stipulated in the Purchase Order, the Purchase shall deduct an amount equivalent to 2% of the price of the delayed books for each week of delay or part thereof until the actual delivery of the book subject to a maximum of 10%.
- 4.4.2 In case of books are not supplied due to non-availability, a certificate to this effect shall be submitted by the Supplier duly authenticated by the publisher, failing which, IMUV reserves the right to deduct 2% of the unsupplied books from the Invoice / Bill of the supplier.

4.5 **Resolution of Disputes**

- 4.5.1 In case of a dispute arising between the supplier and purchaser relating to the execution of the Purchase Order, the decision of the Campus Director shall be binding on both the supplier and purchaser.

**Annexure-1**

**Technical Bid for Supply of Books  
(Tender No. IMUV/2019/Books/001 Dated 24<sup>th</sup> July 2019)**

- 1 Name of the Tenderer : \_\_\_\_\_
- 2 Status : \_\_\_\_\_  
(Proprietary/Partnership : **Indicate whether documentary proof enclosed**  
Society / Company) **Yes / No**
- 3 Address of the Registered Office : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Phone / Mobile No : \_\_\_\_\_  
Email : \_\_\_\_\_  
Fax : \_\_\_\_\_
- 4 Address of the Local Office : \_\_\_\_\_  
(If any) \_\_\_\_\_  
\_\_\_\_\_
- Phone / Mobile No : \_\_\_\_\_  
Email : \_\_\_\_\_  
Fax : \_\_\_\_\_
- 5 Permanent Account Number : \_\_\_\_\_  
Issued by the Income Tax **Indicate whether documentary proof enclosed**  
Authorities **Yes / No**  
**(Enclose documentary proof)**
- 6 GSTIN / UIN : \_\_\_\_\_  
**(Enclose documentary proof)** **Indicate whether documentary proof enclosed**  
**Yes / No**

**Tender Enquiry for supply of Books to Indian Maritime University, Visakhapatnam Campus  
Tender No IMUV/2019/Books/001 Dated 24.07.2019**

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- 7 Turnover of Tenderer for the : **Year** **Turnover**  
Years 2016-2017, 2017-2018 2016-2017 Rs. \_\_\_\_\_  
And 2018-2019 2017-2018 Rs. \_\_\_\_\_  
**(Attach Audited Balance Sheet 2018-2019 Rs. \_\_\_\_\_  
And Profit & Loss Account for the  
Financial Years i.e.2016-2017  
2017-2018 and 2018-2019)**
- 8 Income Tax Returns for the : \_\_\_\_\_  
Financial Years 2016-2017 **Indicate whether documentary proof enclosed**  
2017-2018 and 2018-2019 **Yes / No**  
**(Enclose Documentary Proof)**
- 9 Purchase Orders Executed : \_\_\_\_\_  
In respect of books supplied **Indicate whether documentary proof enclosed**  
to Indian Universities **Yes / No**  
(Central/ State and deemed to be  
Universities approved by UGC or by  
a central/ state acts or to any college  
affiliated to University approved by  
UGC/AICTE) for the Financial Years  
2016-2017, 2017-2018 and 2018-2019  
**(Enclose Documentary Proof)**

**Signature of the Tenderer with Seal**

**Place:** : \_\_\_\_\_  
**Date** : \_\_\_\_\_

**PRICE BID FOR SUPPLY OF BOOKS**  
(Tender No.IMUV/2019/Books/001 Dated 24th July 2019)

Sl. No	Title	Author	Publisher	Edition	Year	No. of Copies	Currency	Price per Copy	Coverision Rate	Total Price (INR)	Discount %	Total Price after Discount (INR)
1	Logistics & Supply Chain Management	Martin Christopher	Pearson	5th	2016	6						
2	Textbook of Logistics and Supply Chain Management	D.K. Agrawal	Trinity Press		2018	15						
3	Port Management and Operations	Giuseppe Saieva	Informa Law from Routledge	3rd	2008	6						
4	Ship Operations & Management [SOM-BK03]	Mark O'Neil	Institute of Chartered Shipbrokers			6						
5	Branch's Elements of Shipping	Alan Edward Branch & Michael Robarts	Routledge Publication	9th	2014	6						
6	Logistics and Multi-modal Transport [LMT-BK02]	Claus Hyldager	Institute of Chartered Shipbrokers			6						
7	Warehouse Management: A Complete Guide to Improve Efficiency and Minimizing Cost in the Modern Warehouse	Gwynne Richards	Kegan page limited	3rd		6						
8	World Class Warehousing and Material Handling	EDWARD FRAZZLE	Tata McGraw-Hill Publication			6						
9	Geography of Transport Systems	Jean-Paul Rodrigue, Claude Comtois & Brian Slack	Routledge	4th	2017	6						
10	Applied Transport Economics: Policy Management and Decision Making	Stuart Cole	Kogan Page	3rd	2005	6						
11	International Logistics	Pierre David	Cicero Books	5th	2018	6						

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Sl. No	Title	Author	Publisher	Edition	Year	No. of Copies	Currency	Price per Copy	Coveration Rate	Total Price (INR)	Discount %	Total Price after Discount (INR)
12	Purchasing and Supply Chain Management	Robert M. Monczka, Robert B. Handfield, Larry C. Giunipero & James L. Patterson	Cengage Learning	6th	2016	6						
13	Dry Cargo Chartering [DCC-BK02]	Paul C. Over	ICS			6						
14	Tanker Chartering [TKC-BK02]	Nikolas Tsakos	ICS			6						
15	Liner Trades [LT-BK03]	Robert Woods	ICS			6						
16	Legal Principles in Shipping Business	Sir David Steel	Institute of Chartered Shipbrokers			6						
17	International Business	Rugman, Alan, M. & Simon Collinson	Pearson			6						
18	Fundamentals of Logistics Management	LAMBERT, D.M., STOCK J.R. & LISA M. ELLRAM	Irwin-McGraw-Hill			1						
19	The Handbook of Logistics and Distribution Management	Alan Rushton, Phil Croucher & Peter Baker	Kogan Page Limited	6th	2018	1						
20	Risk Management in Port Operations. Logistics and Supply Chain Management	Khalid Bichou, Michael Bell, Andrew Evans	Informa Law from Routledge		2009	1						
21	Port Management and Operations	Maria G. Burns	CRS Press		2014	1						
22	Port and Terminal Management [PTM-BK02]	Kim Fejfer	Institute of Chartered Shipbrokers			1						
23	Reeds 21st Century Ship Management	JOHN. W. DICKE	Bloomsbury Publishing		2014	1						

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Sl. No	Title	Author	Publisher	Edition	Year	No. of Copies	Currency	Price per Copy	Coverion Rate	Total Price (INR)	Discount %	Total Price after Discount (INR)
24	Shipping and Logistics Management	Lun, Yuen Ha; Lai, Kee Hung & Cheng, TCE	Springer			1						
25	Farthing on International Shipping	Mukherjee, Proshanto K. & Brownrigg, Mark	Springer	4th	2013	1						
26	A Text Book on Containerization and Multimodal Transport	K.V. Hariharan	Shroff Publishers and Distributors			1						
27	Containerisation, Multimodal Transport and Infrastructure Development in India	K.V. Hariharan	Shroff Publishers and Distributors Pvt. Ltd.	6th	2014	1						
28	A Supply Chain Logistics Program for Warehouse Management	David E. Mulcahy, Joachim Sydow	Auerbach Publications		2008	1						
29	International Logistics: Global Supply Chain Management	Douglas Long	Springer		2003	1						
30	Principles of Transport Economics	Emile Quinet & Roger Vickerman	Edward Elgar Pub		2004	1						
31	Transportation: A Global Supply Chain Perspective	Robert A. Novack, Brian Gibson, Yoshinori Suzuki & John J. Coyle	Cengage	9th	2019	1						
32	Supply Chain Logistics Management	Donald Bowersox, David Closs & M. Bixby Cooper	McGraw-Hill Education	3rd	2016	1						
33	Mastering Import & Export Management.	Thomas Cook & Kelly Raia	AMACOM	3rd	2017	1						
34	Contemporary Logistics	Paul R. Murphy & A. Michael Knemeyer	Pearson	12th	2018	1						



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35	Essentials of Supply Chain Management	Michael H. Hugos	John Wiley & Sons.	4th	2018	1						
36	Purchasing and Supply Chain Management	Arjan J. Van Weele	Cengage	7th	2018	1						