

**IMU/VC/ Old Newspaper/2022-23/**

**April 25, 2023**

**Sub: Inviting Sealed Quotations for the sale of Old Newspapers and Old catalogues**

Sealed Quotations are invited for the sale of Old Newspapers and Old catalogues of Indian Maritime University, Visakhapatnam Campus on the following terms and conditions.

1. Indian Maritime University- Visakhapatnam Campus intends to dispose Old Newspapers and Old catalogues on "as is and where is" basis.
2. Interested parties may submit their price quotations in the prescribed format (Annexure – I) on or before **09-05-2023 (Tuesday) at 03.00 PM** indicating rate per Kilogram for each category of the item, proposed for disposal. (Approx.  
Weight of Newspaper – 234 KG, Old catalogues – 261 KG)
3. **With prior intimation to the Library Assistant, Interested parties may visit the Library at IMUV Campus Gandhi gram Centre from 25-04-2023 (Tuesday) to 08-05 2023 (Monday).**
4. This physical inspection is permissible during office hours only i.e., between 10.00 AM to 04.00 PM.
5. Dealers are advised to inspect the stock of old newspapers and Old catalogues before submitting their quotation.

6. Each dealer will make one quotation only. Any dealer submitting more than one quotation in his own name or with related party name or any other name shall be rejected.
7. The quotations should be addressed to "**The Director, Indian Maritime University, Visakhapatnam Campus, Vangali, Tekkalipalem (P.O), Near Rayavarapu Agraharam, Sabbavaram (MD) Visakhapatnam – 531 035**, and on top of the envelope it should be clearly indicated that "**Price quotation for Purchase of Old newspapers and Old catalogues**".
8. Quotations may be sent either by Post or by Hand delivery at the above mentioned address or may be dropped at the box provided in the **Indian Maritime University, Visakhapatnam Campus, Gandhigram, Visakhapatnam - 530005**.
9. **Format and Signing of quotation:** The quotations should be submitted on the Letterhead or Blank Paper duly signed by the dealer. All pages of the quotation shall be signed and stamped by the person or persons authorized for signing the quotation. The quotation submitted shall be sealed properly.
10. The tenderer shall submit the following along with the quotation document:
  - (I) Copy of Self attested PAN Card.
  - (II) Annexure I duly filled indicating the rates of each items.
  - (III) Letter of Authorization as in Annexure II.
  - (IV) Quotations Form duly filled as in Annexure III.
  - (V) Check List as in Annexure IV.
11. **Opening of Quotations:** Quotations will be opened on **09-05-2023 at 03:30 PM**, at Indian Maritime University, Gandhigram campus in the presence of the bidders or his authorized representatives who choose to be

presence of the bidders or his authorized representatives who choose to be present. The bidder(s)/ representative(s) who are present shall sign an attendance register. The authority letter (Annexure – II) to this effect shall be submitted by the bidder before they are allowed to participate in Quotation opening.

12. **Evaluation of Quotations:** Sealed quotations will be opened and evaluated by the committee constituted in this regard by the Director, IMU Visakhapatnam Campus and recommend the award of the contract to the bidder who has quoted highest rates without any condition. Contract may be awarded to separate bidders for each item.
13. Weighing of the old newspapers and Old catalogues shall be done by the successful dealer in the presence of the IMU Visakhapatnam Authority. If found necessary, IMU – Visakhapatnam's weighing machine will be used for weighing.
14. The entire lot of old newspapers and Old catalogues shall have to be lifted **within 05 days** i.e., after receiving order from IMUV. The Contractor shall not be competent to authorize anybody else to collect the store of the above items without the prior approval of the competent authority of IMUV. Before lifting the item, the successful dealer shall have to deposit the entire amount into account of IMU Visakhapatnam, through DD in favor of Indian Maritime University payable at Visakhapatnam or through NEFT. Any other mode of payment will not be accepted.
15. The submission of tender shall be taken as the explicit acceptance of all terms and conditions stipulated herein.
16. No request for change in rates once quoted/ accepted will be entertained for any reason during the currency of the contract. The rates of the contract shall be firm, fixed and final and binding on both the parties.

17. The sale will be on "as is and where is" basis. Items once sold are not returnable under any circumstances.
18. All packing, loading and unloading of items sold will have to be borne by the successful dealer at his own cost.
19. IMU Visakhapatnam reserves the right to accept or reject any tender or all tenders at any time prior to award of the contract, without thereby incurring any liability to the affected dealer or dealers.
20. IMU Visakhapatnam reserves the right to impose additional tender conditions or relax any of the tender conditions, as deemed fit by IMU Visakhapatnam.
21. **Contact Person for any Query: Shri. E. Narendra Babu,  
Library Assistant, IMU- Visakhapatnam. Contact No: 08912578360**

Sd/-

Director (I/C)  
IMU Visakhapatnam Campus



**Annexure - I**

**Format for Price Quotation**

Quotation for purchase of Newspaper, Old Catalogues, etc....

Name and address of the party:

.....  
.....  
.....  
.....

Mobile No. ....

Quotation No. IMU/VC/Old Newspapers & Old Catalogues/2022-23/

dated 25.04.2023

**Price Quote**

Name of the Items	Rate quoted per Kilogram (Rs.) in figures	Rate quoted per Kilogram (Rs.) in Words
Newspapers		
Old Catalogues		

**Signature of the Dealer**

.....  
.....  
.....

**Letter of Authorization for attending Bid opening**

Sub: Authorization for attending Bid opening on..... (Date) in the tender of  
.....  
following person(s) is/are hereby authorized to attend the bid opening for the tender mentioned  
above on behalf of .....(bidder) in order of preference given below:

Order of Preference (Name and Specimen Signature)

1.

2.

Alternate Representative

Signature of Bidder

Or

Officer authorized to sign the bid documents on behalf of the bidder.

**Annexure - III**

**Quotation Form**

Quotation No.

Dated:

(Name and Address of the Purchaser) Name:

Address:

Dear Sir,

Having examined the conditions of contract receipt of which is hereby duly acknowledged, we, undersigned, offer to purchase old Newspapers/ Old Catalogues.

We agree to abide by the Quotation for a period of 120 days from the date fixed for Quotation opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Quotation submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

We understand that you are not bound to accept the lowest or any Quotation, you may receive.

Dated.....day of .....2023

Signature of in capacity of duly authorized

To sign the Quotation for and on behalf  
of.....

Full Address.....

Mobile No.....

**Annexure –IV**

**Checklist and the order in which the documents are to be submitted for the Quotation**

Please check whether all the below mentioned documents have been supplied for participating in the tender as para 10.

<b>Sl No.</b>	<b>Documents</b>	<b>Please Tick (✓)</b>
1.	Copy of self-attested PAN card	
2.	Duly filled indicating the rates of each item as in Annexure - I	
3.	Letter of Authorization as in Annexure – II	
4.	Quotation form duly filled as in Annexure – III	
5.	Complete Address & Mobile No. of the bidder.	

**Bidder to ensure**

- A. That all pages have been stamped and signed by the authorized person/ persons.
- B. That all the documents are legible (clearly readable).