



भारतीय समुद्री विश्वविद्यालय
INDIAN MARITIME UNIVERSITY
(पत्तन, पोत परिवहन और जलमार्ग मंत्रालय के अधीन एक केंद्रीय विश्वविद्यालय)
(A Central University under the Ministry of Ports, Shipping and Waterways, Govt. of India)
कोच्चि परिसर/ KOCHI CAMPUS

IMU/KoC/LIB/PUR/BKS/2025-26/267

01st August, 2025

**Sub: Inviting quotation for purchase of Textbooks and Reference books for
IMU Kochi library-2025-26**

Sir/Madam,

The Indian Maritime University, Kochi Campus proposes to purchase textbooks and reference books for the library. Hence, approved vendors of the Federation of Publishers and Booksellers Association in India (FPBSA), vendors of national level book trade associations and vendors of state level book trade associations are requested to send their quotation for the same. A list of books is attached as an **Annexure-1**.

Terms and condition for the quotation to be followed:

A) General:

- 1) Latest editions of books, unless mentioned otherwise.
- 2) Paperback editions of books, unless specified otherwise.
- 3) Indian editions of books, unless mentioned otherwise.
- 4) A minimum discount of 10% or above on the listed price (MRP/Publisher's price) is mandatory. Quotations offering less than 10% discount shall be summarily rejected. In case of short/no discount titles (such as Central and State/Government publications/Society Publications) attach the proof for the same with quotation.
- 5) Conversion rates for converting foreign currency to Indian currency will be as per **Reserve Bank of India (RBI)** for the foreign currency denominated books. Quotations of the Vendors using **GOC Conversion rates are not accepted**.
- 6) The rate for the Books is to be kept in a confidential manner and has to be sent in a sealed envelope.
- 7) The quotation received through e-mail or open envelop will be rejected.
- 8) The supplier should quote the rate as per the format. Title wise, MRP should be mentioned. The quote given in any format other than this one or quoting only the discount without the price will be rejected.

9) The proposed number of titles of books is tentative and the actual quantity is subject to change. In particular, the quantity for supply may vary up to 25% more or less.

10) 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).

11) Also send the document supporting that Vender is a member of Federation of Publishers and Booksellers Association in India (FPBSA) and State level book trade associations.

12) No change in terms and conditions stipulated in the quotations would be accepted while evaluating the quotations.

B) Evaluation of Quotations:

1) Title wise evaluation of quotation will be done and the lowest price quoted by the supplier for a particular title shall be considered as L1.

2) For converting foreign currency to Indian currency, the latest conversion rate as announced by the **Reserve Bank of India (RBI)** on the date of quotation opening shall be used.

3) In case, there is a tie with regard to the quoted price among the Suppliers, the required Quantity will be shared equally among them.

C) Cancellation of Quotation:

Notwithstanding anything specified in this quotation, Purchaser/IMU Kochi at their sole discretion, un-conditionally and without assigning any reasons, reserves the rights

1) To accept or reject lowest quotation

2) To accept any quotation in full or in part

3) To reject quotation offer not confirming to the terms



D) Terms of Delivery:

1) The firms furnishing the quotation should be able to supply the stated quantity within 30 days for Indian edition books and 45 days for foreign edition books. In case of delay of supply of books by the supplier beyond the time period stipulated in the Purchase Order, IMU Kochi Campus reserves the right to deduct an amount equivalent to 0.5% 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%.

2) "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.

3) Damaged books with missing pages, pages partly damaged, pages not readable, etc. shall have to be accepted back by the supplier, even though they have been stamped and vendor will bear the cost of return of the books, otherwise the cost of the book will be deducted from the rest of the order value.

4) The suppliers have to make the supplies of ordered books in totality. 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.

5) 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.

E) Price Schedule and Payment Terms:

1) 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.

2) No advance payment shall be made and payment shall be released after the receipt of supplies and report of committee/ librarian.

3) The original currency should be mentioned in the bill in case of foreign publication.

4) The bill is to be raised by the supplier at the **RBI conversion rate** prevailing on the date when the books are finally invoiced against order or procured from abroad for foreign currency denominated books.

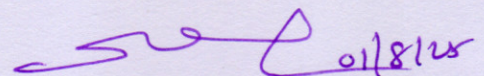
- 5) The payment will be released only after the entire supply has been received to the satisfaction of the Assistant Librarian (i/c), IMU-Kochi Campus.
- 6) The bill should bear the certificate from the supplier that books supplied are latest editions and that the prices have been charged correctly and in accordance with the latest publishers catalogue/invoice or importer/distributors invoice.
- 7) 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.

The quotation shall be sent in sealed envelope super scribing **"Quotation for the Textbooks and Reference Books for IMU Kochi Campus Library"** addressed to

**The Campus Director,
Indian Maritime University, Kochi Campus,
South End Reclamation Area, NH-966B,
Near Alexander Parambithara Bridge,
Matsyapuri P. O., Willingdon Island, Kochi-682029**

Note: Vendors are requested to send their quotation preferably by 'INDIA POST Speed/Registered' within stipulated time.

The sealed quotation should reach the above address on or before 22nd August, 2025 at 15:00 hrs. Quotation received after this date will be summarily rejected.



**Campus Director
IMU Kochi Campus**