

Tender Documents	IMU/KC/TBK/Book Bank/Tender/2022-23/03
Tender Document Date	1 st December 2022
Last Date and Time of Tender Submission	23 rd December 2022 at 11.00 Hrs
Tender Opening Schedule	26 th December 2022 at 11.00 Hrs
Materials	Supply of Textbooks
Tender Cost	Free of Cost
Tender Download	www.merical.ac.in
Address for Tender Submission	The Director, Indian Maritime University Kolkata Campus, P-19, Taratala Road, Opp. Taratala Police Station, Kolkata – 700088



INDIAN MARITIME UNIVERSITY
KOLKATA CAMPUS
P-19, Taratala Road, Kolkata – 700088
E-mail: *director.kolkata@imu.ac.in*
Phone: Office: 2401-4673/74/76/77/78 Fax: 2401- 4333

IMU/KC/TBK/Book Bank/Tender/2022-23/03

Date: 01-12-2022

Sub: Quotation for Procurement of Textbooks

The Indian Maritime University is a Central University established by an Act of Parliament and headquartered at 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** from suppliers. The duly signed quotations / tenders with necessary supporting documents are to be sent to the address to **The Director, Indian Maritime University Kolkata Campus, P-19, Taratala Road, Kolkata - 700088 on or before 23rd December 2022 at 11.00 AM and tender opening may be scheduled on 26th December 2022 at 11.00 AM at IMU-KC.**

1. Tender – General Conditions:

- i. Sealed Price Quotations with dully signed the tender document are invited for purchase of textbooks from book suppliers/ distributors to supply at IMU-KC as per the list given in the “Annexure-II”. At least 90% titles should be quoted by the suppliers, failing which the quotations may be rejected.
- ii. Validity: The rates quoted by the intending bidder must be valid for 120 days from the date of opening of bids. Once the prices of books are quoted by the bidder shall be final and shall not be increased in any case. The firm should be quoting the prices of books after many assurances.
- iii. One Bid: Each bidder will make one bid only. Any bidder submitting more than one bid shall be rejected.
- iv. No terms and conditions of the suppliers shall be accepted and IMU-KC’s final decision will be supreme.

2. Earnest Money Deposit:

Suppliers should submit Earnest Money Deposit for the amount of **Rs. 50000/-** by way of demand draft in favor of “**Indian Maritime University, Kolkata Campus, payable at Kolkata and EMD does not carry any interest.** EMD will be forfeited in case the bidder withdraws his tender or impairs or derogates from the tender in any respect during the period of tender validity as specified by the purchaser. The Earnest Money of unsuccessful bidders will be returned as promptly as possible after the expiry of the period of tender validity without interest. Tenders not accompanied by the Earnest Money Deposit in the manner prescribed by the IMU-KC will be

summarily rejected. However, exemption from EMD may be considered by IMU – KC 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 reason whatsoever.

3. Price Bid Evaluation:

- a) Bidders should quote rate of discount (in percentage) offered on publishers' printed rate as per Annexure-II.
- b) The Comparison will be made for each title. A Comparative Statement of Net price after discount will be prepared based on the price bids of all the technically qualified bidders. Orders will be placed to 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 and difference in cost to be recovered from the defaulting supplier who delays to supply the full or part quantity.
- c) In case of tie for any title, the order shall be equally split.
- d) Comparative Statement of price bids shall be calculated based on exchange rate prevailing on the rate of opening price bid for foreign currency denominated books.

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

- i. Price Quotations in Tenders - % (1) In tender, participating Micro and Small Enterprises quoting price within price band of L1+15 percent 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 percent** 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 lowest bid or any other bid or all the bids.
- ii. To accept any bid in full or in part.
- iii. To reject the bid offer not conforming to the tender's terms.

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

General:

- a) 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.
- b) Supplied damaged books, books with missing pages, etc shall have to be accepted back by the supplier even after they have been found with Vendor 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 / split the order.
- d) Part supply of ordered textbooks may be accepted if it is in ready stock with suppliers / publishers and remaining books shall be supplied within specified time given in the purchase order. 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.
- e) The supplier shall be responsible for the proper packages so as to avoid any damages during transportation/delivery of materials.
- f) As soon as the acceptance of the tender is communicated to the successful bidder, the contract shall be complete and binding upon him.
- g) Any other terms and conditions as deemed fit by IMU-KC will be applicable and binding.
- h) List of books proposed to be bought through this quotation is enclosed as Annexure-III.
- i) In case of any variation/confusion in author, titles, edition, etc. supply should be made after proper clarification from the Librarian, IMU-KC.
- j) Wherever the books are available in both hard bound and paper back, the price applicable for paperback should be quoted. If the books are available in spiral binding, book seller shall not supply the book without consulting and receiving consent from the Librarian.

7. 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 complete supplies and report of 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 price bid opening 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 text 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 price bids opening, and subsequently, the method described for Indian books as stated above will be adopted. 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 publisher's catalogue/invoice or importer/distributors invoice.
- f) 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.
- 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 in the number of books, in which case order will be issued with proportionately increased or decreased quantity (full / part of the quantity).

8. Terms of Delivery: -

The delivery of textbooks shall be Free of cost at Library Department, IMU- Kolkata Campus P-19, Taratala Road, Opp. Taratala Police Station, Kolkata – 700088, West Bengal within a maximum of **30 days** from the date of issue of purchase order. No freight/ transportation charges, loading and unloading charges, Insurance or any other charges whatsoever shall be paid extra.

9. Penalty Clauses: -

- (a) **For delays**-if the supplier fails to deliver books as per purchase order within the time period specified in the contract, the purchaser shall deduct from 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 **5 (5%) 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 contract immediately after the time line given in the purchase order and procure books from the next higher quoted bidder (s) or from elsewhere in part or full by recovering difference in cost, since the time is the essence of the contract.
- (b) If the ordered books are not delivered, and the required "Non-availability Certificate" of the ordered books is not furnished within 10 days by the concerned supplier, IMU-KC reserve the

right to deduct 2% amount of the unsupplied portion of the particular order from the bill(s) of the supplied books.

10. SECURITY DEPOSIT:

To ensure due performance of the contract obligations arising out of this quotations, IMU-KC shall demand a security deposit @ 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 **10 days** of placement of the purchase order. The EMD will be converted into Security Deposit for qualified suppliers at the total value of purchase order. The Security Deposit shall be returned to the suppliers after **90 days** from completion of purchase order and last delivery of items at the mentioned address.

11. 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.

12. 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 is found to be false or misleading, our bid is liable to be summarily rejected at any stage and 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 Security Deposit.

Director (IC)
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	Diesel Engines	Wharton, A. J.	Elsevier	300						
2	Maintenance and Troubleshooting of Marine Electrical Systems	Elstan A. Fernandez	Shroff Publishers & Distributors Pvt. Ltd.	300						
3	Principles of Refrigeration	Roy J. Dossat	Pearson Education	300						

900

Signature of the Authorized Signatories

Supplier's Name:

Place:

Date: