



**INDIAN MARITIME UNIVERSITY**  
**KOLKATA CAMPUS**  
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IMU/KC/LIB/19/PUR/BKS/Quotations/2024/01

Date: 15-04-2024

**Sub: Inviting Quotations for Procurement of Library Books**

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 Library Books** 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**

The sealed quotations should reach at the above address **on or before 08<sup>th</sup> May 2024 at 11.00 AM.** Quotations received after this date will be summarily rejected.

**1. General Conditions for Quotations:**

- i. Sealed Price Quotations, along with duly signed document is invited for purchase of library books from suppliers/ distributors to supply at IMU-KC as per the list given in the “Annexure- I”.
- ii. Validity: The rates quoted by the intending bidder must be valid for 120 days from the date of opening of price quotations.
- iii. One quotation: Each supplier will make one quotation only. Any supplier submitting more than one quotation shall be rejected.
- iv. Conditional bid will not be accepted and IMU-KC’s decision will be final and binding.
- 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 registered member of 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 envelop 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 quotation.

## **2. Price Bid Evaluation:**

- a) The Comparison will be made for each title. A Comparative Statement of Net price after discount will be prepared based on the quoted price of all the suppliers. Orders will be placed to suppliers / book sellers for the set of books in which the suppliers / booksellers become L-1.
- b) In case of tie for any title, the order shall be placed to the supplier who become L-1 in more number of titles. In case two or more supplier have same L1 price in same number of titles preference would go to vendor having higher net order.
- c) Comparative Statement of price bids shall be calculated based on RBI exchange rate prevailing on the rate of opening date of price quotations for foreign currency denominated books.

## **3. Cancellation of Quotation:**

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 quotation or any other quotation or all the quotation.
- ii. To accept any quotation in full or in part.
- iii. To reject the quotation, offer not conforming to the tender's terms.

## **4. Terms & Conditions for the supply of the books:**

- a) **The supplier shall supply the Paperback, Indian and latest edition of books, unless mentioned otherwise**
- b) Accepted Price Proof is: Signed and stamped by supplier any of the following – distributor's invoice to supplier, Printout from the Publisher's Catalogue, Photocopy of the Publisher's Catalogue, price mentioned on the book. Ordered books are to 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, need to submit an authentic document/s in support of price verification.
- c) 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.
- d) 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 maximum 25%.

- e) IMU-KC reserves the right to procure the whole or a part of the books / split the order.
- f) The supplier shall be responsible for the proper packages so as to avoid any damages during transportation/delivery of materials.
- g) As soon as the acceptance of the order is communicated to the successful supplier, the contract shall be complete and binding on him.
- h) Any other terms and conditions as mentioned in the bid by IMU-KC will be applicable and binding.
- i) List of books proposed to be bought through this quotation is enclosed as Annexure-I, II, & III.
- j) In case of any variation / confusion in author, titles, edition, prices, etc., supply should be made after proper clarification from the Librarian, IMU-KC.
- k) 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.

**5. Price Schedule and Payment Terms:**

- a) Booksellers shall submit their pre-receipted bill/bills with 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 supply 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 quotation opening for Books shall be used for conversion of foreign currencies supported by a certificate 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.

**6. 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 **45 days** for Indian edition and **60 days** for foreign edition 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.

**7. 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 **10 percent (10%)**. 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.

**8. SECURITY DEPOSIT:**

To ensure due performance of the contract obligations arising out of this quotations, IMU-KC shall demand a security deposit @ 5% 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 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.

**9. 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.

**10. 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  
Indian Maritime University  
Kolkata Campus

Form of Application  
(To be filled by the Firm)

1	Quotation No. & Date	
2	Name of the Firm / Supplier:	
3	Vendor Registered: FPBSA), GOC, National / State Level Book Trade Associations (Yes / No)	
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 Library Books 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	Managerial Communication: Strategies and Applications	Geraldine Hynes	Tata McGraw Hills	4						
2	Export and Import Management: Text and Cases	Ram Singh	Sage Publications Pvt. Ltd.	4						
3	Principles of Maritime Law	Susan Hodges and Chris Hill	Routledge	2						
4	Legal Principles in Shipping Business 2014	Sarah Sullivan; Leif Ollivierre; Costas Lambrou; Jurgen Verreet;	India Institute of Chartered Shipbrokers	3						
5	Intermodal transportation: Moring freight in a global economy	Lester A Hoel, Genevieve Giuliano Michael D Meyer	Eno Transportation foundation Inc	4						
6	Maritime Port Technology and Development	Soren Ehlers	CRC press	4						
7	Port Pricing and Investment Polices Policies for Developing Countries	Esra Bennathan, A.A. Walters	World Bank Research Publications	4						
8	Introduction to Management Science	Frederick S Hiller, Mark S Hiller	Tata McGraw Hill Education Private Limited	4						
9	MEO Class I Full Exam Guide Bundle	Diesel Ship	Diesel Ship	1						
10	MEO Class II Full Exam Guide Bundle	Diesel Ship	Diesel Ship	1						

11	How to write technical reports	Heike Herring	Springer	2						
12	Hearty Tales	Col V Ravi Shankar	Sabre and Quill Publisher	2						
13	Snapshot of the North East	Col V Ravi Shankar	Sabre and Quill Publisher	2						

Signature of the Authorized Signatories

Supplier's Name:

Place:

Date: