



INDIAN MARITIME UNIVERSITY
KOLKATA CAMPUS

P-19, Taratala Road, Kolkata – 700088

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Phone: Office: 2401-4673/74/76/77/78 Fax: 2401- 4333

Ref. No.: IMU-KC/LIB/2018-19/03

Date: 27-06-2018

SUB: Inviting Quotation for Purchase of Textbooks for B. Tech (ME) - 2018-19- Reg.

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 price quotations for supply of textbooks from Publishers / Booksellers under single cover system. The duly filled in price inquiry with necessary supporting price proof are to be sent to the address stated to the Deputy Registrar, Indian Maritime University, Kolkata Campus, P-19, Taratala Road, Kolkata – 700088 on or before 18th July, 2018 at 4:30 PM.

I. General Conditions:

- i. Sealed Price Quotations are invited for Textbooks (**Approximate cost 34 Lac**) from reputed book suppliers/ distributors for supply at IMU-KC as per the list given in the “Annexure-II”.
- ii. Validity: The rates quoted by the intending bidder must be valid for 90 days from the date of opening of Price Quotations.
- iii. Please note that Annexure-I with declaration should be filled and signed by the Firm’s authority.
- iv. No terms and conditions of the suppliers shall be accepted and IMU-KC’s final decision will be supreme.

II. Earnest Money Deposit:

Suppliers should submit Earnest Money Deposit for the amount of **Rs. 20,000/-** (Twenty Thousand Only) by way of demand draft in favor of “**Indian Maritime University, Kolkata Campus**, payable at **Kolkata**. EMD will be forfeited in case the supplier withdraws his Price Quotations or impairs or derogates from the Price Quotations in any respect during the period of Price Quotations validity as specified by the purchaser. The Earnest Money of unsuccessful suppliers will be returned as promptly as possible after the expiry of the period of Price Quotations validity without interest. The Earnest Money Deposit of the qualified suppliers shall be adjusted with the Security Deposit as per the value of the order. Price Quotations not accompanied by the Earnest Money Deposit in the manner prescribed by the IMU-KC will be summarily rejected. No exemption from payment of EMD is available to any supplier.

III. Price Terms & Conditions:

- a) Suppliers should quote rate of discount (in percentage) offered on publishers’ printed rate as per Annexure-II. IMU-KC is not bound to accept the lowest price quoted quotation or any Price Quotations and also reserves the right of rejecting all or any of the Price Quotations without assigning any reason at any stage.
- b) The Books Suppliers have to quote for at least 90% of the books, which they can supply. If the bookseller quotes for less number of books (Titles / copies) than what is stated in Annexure – II, the quote may be rejected by IMU-KC. The Comparison will be made for each title.
- c) RBI Conversion rate for the foreign currency shall be accepted for the foreign currency denominated books. RBI Conversion rate shall be followed as on date of Price Quotation Opening.

- d) If same discount is offered by two or more suppliers for some titles, the decision of the IMU-KC for allocation of order with regard to such titles shall be final.
- e) Please note if a title is available in Indian edition, rates of Indian edition should be quoted & supplied.
- f) For any clarifications, the suppliers / prospective suppliers are requested to write to the following email id: gjilani@imu.ac.in with a copy to dradmin.kolkata@imu.ac.in

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

General:

- a) The books to be supplied should be of current and latest edition only and in good condition. It will be checked on publisher's catalogue, if found old / damaged, shall be returned at supplier's own cost.
- b) Ordered books shall be supplied along with authentic proof of price, & Publisher's Catalogue in case of foreign books, and in case of Indian books where the price is not printed on the book, an authentic document/s to be submitted in support of price verification.
- c) If prices of any book are enhanced, the enhanced prices may be accepted only after assurance from publisher's catalogue and certificate on letter head from supplier as well as satisfactory inspection by library staff.
- d) Supplied damaged books, or books with missing pages and misprint of pages and text shall have to be accepted back by the supplier even after they have been stamped for accessioning with Vendor cost, otherwise the cost of the book will be deducted from the rest of the value for the supplied books.
- e) IMU-KC reserves the right to procure the whole or a part of the books / split the order.
- f) Any other terms and conditions as deemed fit by IMU-KC will be applicable and binding.
- g) In case of any variation/confusion in author, titles, edition, etc. supply should be made only after seeking clarification from the Assistant Librarian, IMU-KC.
- h) Wherever the books are available in both hard bound and paper back, the price applicable for paperback (least of the two) should be quoted. No Spiral Binding & Copyright violated books shall be accepted.

- V. Liquidated Damages:** Timely delivery is essence of the contract and hence if any consignment is delayed, liquidated damages at the rate 1 % of the price of the delayed consignment for each week or part thereof shall be levied and recovered subject to maximum of 10 % of total purchase order value.

VI. 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 receipt of complete supplies and report of committee/ librarian.
- c) The original currency should be mentioned in the bill in case of foreign publication.
- d) Please note that payment will be released within 30 days after the complete supply of ordered textbooks.

VII. Terms of Delivery: -

The delivery shall be Free of cost at Library Department, IMU-KC, Taratala Road, Kolkata – 700 088 within a maximum of 30 days from the date of purchase order. No freight/ transportation charges, loading and unloading charges, postage, Insurance or any other charges whatsoever shall be paid extra.

VIII. 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-KC. The award of the arbitrator shall be final and binding to the parties concerned. Disputes, if any, are subject to the jurisdiction of appropriate courts in Kolkata only.

Date:

Signature with Seal of Authorized Signatory

Place:

Form of Application
(To be filled by the Firm)

1	Price Inquiry No. & Date	
2	Details of Demand Draft: EMD	
	Amount (Rs.)	
	Demand Draft No. & Date	
	Name of Bank	
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):	

DECLARATION

- (i) I/We.....(names of partners/Proprietors/ Shareholders) do hereby declare that the entries made in this application form are true to the best of my/our knowledge and believe.
- (ii) Mr..... whose Signature is given below, is an authorized representative of this firm.
- (iii) This offer is valid for 90 days from the date of opening of the price quotations.
- (iv) I/We also undertake the responsibility to communicate all subsequent changes in the constitution or working of firm, affecting the accuracy of the facts, stated above.
- (v) I/We shall abide by all the terms and conditions laid down by the IMU-KC.

Date:
Place:

Authorized Signatory & Seal of the Firm


Assistant Librarian
IMU-KOLKATA CAMPUS
P-19, Taratala Road,
Kolkata - 700 028

List of Textbooks to be Supplied at IMU-KC

(Annexure-II)

SL. No.	Titles	Authors	Publishers	No. Of Copies Required	Whether the edition quoted is the latest	Currency	Unit Price in respective Currency (as per price printed in book, publisher's catalogue or Publisher's Invoice)	Gross Unit Price in Respective Currency (as per price printed in book, publisher's catalogue or Publisher's Invoice)	Discount %	Net Amount after Discount (in respective currency)
1	2	3	4	5	6	7	8	9=5 X 8	10	11=9-9X10
1	Higher Engineering Mathematics	B S Grewal	Khanna Publisher	274						
2	Workshop Technology Vol-I	S K Hajra Choudhury	Media Promoters & Publishers	266						
3	Workshop Technology Vol-II	S K Hajra Choudhury	Media Promoters & Publishers	267						
4	Engineering Drawing	N D Bhatt	Charotar Publisher	275						
5	Electrical and Electronic Technology	Hilley John, Brown Keith and Smith Lan Mckenzie	Pearson Education	280						
6	Thermodynamics: An Engineering Approach	Cengel, Yunus & Boles, Michael A.	McGraw Hill	280						
7	Spring Part One	Board of Directors	Emeralds Publishers	271						
8	Panorama	Board of Directors	Emeralds Publishers	270						
9	Electronic Devices and Circuit Theory	Boylest and Nashelsky	Pearson Education	280						
10	Theory of Machines	R. S. Khurmi	S. Chand	265						
11	Electrical Machinery	P.S. Bimbhara	Khanna Publishers	280						
12	Reed's Vol-II, Engineering Drawing for Marine Engineers	H. G. Beck	Bloomsbury	234						
13	Material Science	S K Hajra Choudhury	Media Book	250						
14	Management: Text and cases	V.S.P. Rao	Excel Books	249						

15	Marine Diesel Engine	D. K. Sanyal	Bhandarkar Publication	260						
16	Naval Architecture (Reed's Vol-4)	E. A. Stokoe	Bloomsbury	250						
17	Managerial Economics	Piyali Ghosh, Geetika	McGraw Hill	260						
18	Marine Auxiliary Machinery	H. D. McGeorge	Elsevier	251						
19	Modern Control Engineering	D. Roy Choudhury	PHI India	198						
				4960						

Name & Signature of the Supplier's Representative

Date:

Place

Jubam
Assistant Librarian
Assistant Librarian
IMU-KOLKATA CAMPUS
P-19, Taratala Road,
Kolkata - 700 088