



**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/LIB/Books/2017-18/15

Date: 12-10-2017

SUB: PRICE INQUIRY FOR BOOKS OF STEAM TABLE

Sealed quotation is invited for supply of books of Table Books, addressed to the Director, Indian Maritime University-Kolkata Campus, P-19, Taratala Road, Kolkata-700088, superscripting the envelope “**Sealed Quotation for Supply of Table Books**” and duly filled in as per the enclosed scheduled format. The last date & time of quotation submission is **25th October, 2017 at 02.00 PM.**

A. Tender – General Conditions:

- i. No change in the rates / prices of books shall be accepted and supplier will supply the books as per quoted prices which must be supported with price proof document according to print and online publisher’s catalogue.
- ii. If any supplier quoted fake prices (Less or more) and ordered placed to him, the supplier shall be bound to supply the books as per publisher’s catalogue, otherwise 5% cost of that particular books will be deducted from cost of other supplied items.
- iii. The suppliers shall quote the prices with attached proof of Publisher’s catalogue at the time of tender inquiry.
- iv. No terms and conditions of the suppliers shall be accepted and IMU-KC’s final decision will be supreme.
- v. One Bid: Each bidder will make one bid only. Any bidder submitting more than one bid shall be rejected.
- vi. Preparation and Submission of Tenders & Late Tenders:
Tender documents submitted should be complete & duly signed in all respects. Bidder should carefully study the requirement and prepare his/her offer complying with all the provisions of the tender document and should fully satisfy with the Tender requirements etc. Tender found vague in part or otherwise in whatsoever form shall not be entertained. There should be no ambiguity whatsoever about the prices / discounts offered. All the pages / parts of Tender document of IMU-KC should be signed on all pages signifying the acceptance of the bidders (herein after referred to as booksellers / bidders) for various terms and conditions mentioned in the tender documents of IMU-

KC. The Tender should be either posted or couriered so as to reach IMU-KC within the stipulated time and date. The Tender can also be deposited in the tender box kept in the IMU-KC Library prior to the time/date stipulated in the Tender Abstract above. Late tenders will be rejected. Bids sent by telex, fax, Email etc. (i.e. modes other than by way of speed post/ courier/ dropping in the box provided) shall not be accepted. The details sought through Forms in the Tender documents should be provided in the same format enclosed with the Tender document. **The tenders are to be furnished in Single sealed envelope duly signed by the bidder under single bid system.** The rates quoted in price bid enclosed in the Schedule format should be complete in all respects and should be all inclusive. No additional payments will be allowed over and above the quoted rates. The suppliers should quote the rate as per the enclosed scheduled format. Discount should be mentioned item wise. If there are any discrepancies between % discount and Net prices, computation of amount stated in the Net price column shall be taken as final. All bids shall be made in accordance with the Tender Documents.

Financial Bid details are to be supplied in the format shown in Annexure -I with necessary documentary proofs. The list having the details like Titles and number of Copies for each title, author, etc. which are proposed to be procured through this tender is given in the Annexure -I.

B. Financial Bid Evaluation:

- i. Bidders should quote rate of discount (in percentage) offered on publishers' printed rate as per Annexure-I. IMU-KC is not bound to accept the lowest price quoted bid or any tender and also reserves the right of rejecting all or any of the tender without assigning any reason at any stage.
- ii. Booksellers have to quote for at least 90% of the books listed in Annexure-I (Titles / no. of copies). If the bookseller quotes less number of books (Titles / copies) in Annexure - I, the quote may be rejected by IMU-KC. The Comparison will be made for each title. A Comparative Statement of Net price after discount will be prepared based on the financial bids of all bidders. Orders will be placed on 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.
- iii. If there is same discount offered by the bidder, the decision of the committee shall be final.
- iv. Wherever the books are available in both hard bound and paper back, the price applicable for paperback should be quoted.
- v. If the books are available in spiral binding, book seller shall not supply the book without consulting and receiving consent from the librarian.

C. Cancellation of Tender at Any Stage:

- i. The IMU-KC reserves the right to accept or reject any tender and to annul the tendering process and reject any or all tenders at any time prior to award of the contract, without thereby incurring any liability to the affected Bidders or Bidders or any obligations to inform the affected Bidders or Bidders of the grounds for the purchaser's action
- ii. IMU-KC reserves the right to impose additional tender conditions or relax any of the tender conditions, as deemed fit by IMU-KC.
- iii. For any clarifications, the bidders / prospective bidders are requested to write to the following email id: gjilani@imu.ac.in with a copy to dradmin.kolkata@imu.ac.in

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

(i) General:

- a) The books to be supplied should be of current edition only and be of good condition.
- b) 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.
- c) RBI rate of exchange shall be used for currency conversion of foreign currency denominated books.
- d) Supplied damaged books, books with missing pages 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 order value.
- e) IMU-KC reserves the right to procure the whole or a part of the books / split the order.
- f) The suppliers have to make the supplies of ordered books in total and supply of only portion of ordered books may not be accepted in any case. 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.
- g) The Bidder shall be responsible for the proper packages so as to avoid any damages during transportation / delivery of materials.
- h) As soon as the acceptance of the tender is communicated to the successful bidder, the contract shall be complete and binding upon him.
- i) The rates printed on books/price proof should not be altered /changed.
- j) If there are discrepancies between quoted prices and printed prices on book, the least of both rates printed on book shall be considered for payment.
- k) Books are to be delivered in the Library at Indian Maritime University-Kolkata Campus, P-19, Taratala Road, Kolkata-700088 (West Bengal)
- l) Books tendered may be varied, increased or decreased in future, according to the changes, if any, in the future.
- m) Publishers Rate as per list must be attached with discount in the format enclosed as Annexure-I.
- n) Certificate stating that only latest edition of books are quoted must be submitted by the Bidder

- o) List of books proposed to be bought through this tender is enclosed as Annexure-I.
- p) In case of any variation/confusion in author, titles, edition, etc supply should be made after proper clarification from the Assistant Librarian, IMU-KC

(ii) 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 supplies and report of committee/ librarian.
- c) The original currency should be mentioned in the bill in case of foreign publication.
- d) Net amount payable by IMU-KC for the supply of the 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 IMU's purchase order, and subsequently, the method described for Indian books as stated above will be adopted.
- e) 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.
- f) 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.
- g) 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.
- h) Taxes as per rules of Government applicable from time to time shall have to be paid and borne by the supplier.

E. Terms of Delivery

Free of cost delivery at Library Department, IMU-KC, Taratala Road, Kolkata – 700 088 within a maximum of 30 days for Indian edition from the date of purchase order

F. Penalty Clauses

- i. For delays-if the supplier fails to supply books as per purchase order within the time period specified in the contract, the purchaser shall deduct from contract price a sum equivalent to 1 percent of the price of delayed items for each week of delay or part thereof until actual delivery up to a maximum of 5 (Five) 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 tender immediately after the time line given in the purchase order and procure books from the next higher quoted bidder(s) or from elsewhere, since the time is the essence of the contract.

- ii. Termination for default: - The purchaser may, without prejudice to any other remedy or breach of contract, by written notice of default sent to the supplier, terminate the contract in whole or part if the supplier fails to deliver any or all publications ordered to him within the time period specified in the contract, or if the supplier fails to perform other obligation(s) under the contract. In the event of the termination of the contract by IMU-KC in whole or in part, the University may procure, upon such terms and in such manner as it deems appropriate the undelivered books and in which case IMU-KC reserve the right to determine that the supplier shall be liable to pay for any excess costs for such purchases. However, the supplier shall continue performance of the contract to the extent not terminated.

G. INSPECTION

Books will be accepted only after inspection by Assistant Librarian.

H. 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.

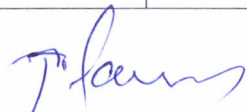

Assistant Librarian
Assistant Librarian
IMU-KOLKATA CAMPUS
P-19, Taratala Road,
Kolkata - 700 088

Financial Bid Annexure-1

| Sl. No. | Titles | Authors | Publishers | ISBN | Editi on | Year s | No. Of Cop ies | Curr ency | Unit price in respective currency (least of prices printed in book, publisher catalogue, or publisher Invoice) | Gross Price in Respective Currency | Disc ount % | Net Amount after Discount (in respective currency) |
|---------|--|------------------------------|------------------------|---------------|----------|--------|----------------|-----------|--|------------------------------------|-------------|--|
| 1 | Steam Tables with Mollier Diagram | R. S. Khurmi | S. Chand | 9788121906548 | | 1984 | 210 | | | | | |
| 2 | Stability Tables: Trim and Stability Particulars | M V Hindship | Bhandarkar Publication | | | | 40 | | | | | |
| 3 | Refrigeration Tables with Charts | J K Gupta & R S Khurmi | S. Chand | 9788121928298 | | 2007 | 100 | | | | | |
| 4 | ASTM-Petroleum Measurement Tables (Selected Pages from ASTM Table) | Directorate General Shipping | Bhandarkar Publication | | | 2003 | 40 | | | | | |
| | | | | | | | | | | | | |

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Signature of the Suppliers


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