

**Notice Inviting Quotation for the Purchase of Text Books for  
School of Nautical Studies, IMU Kochi Campus**

The Indian Maritime University, Kochi Campus proposes to purchase text books for the students of B.Sc. (Nautical Science), invites quotations from eligible publishers/book sellers to send the quotations in sealed cover. List of text books is attached as **Annexure - I**

**Terms and Conditions for the quotation to be followed:**

**A) General Conditions**

1. Latest editions of books with good condition.
2. Wherever the books are available in both hard bound and paper back, the price applicable for paperback should be quoted.
3. The rate of the books is to be kept in a confidential manner and have to be sent in a sealed envelope.
4. The quotation received through email or open envelop will be rejected.
5. The supplier should quote the rates as per specifications given in Annexure – I. The quote given other than the specified format will be rejected.
6. 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.
7. IMU Kochi Campus at its discretion may increase or decrease the quantity of books to be supplied according to the requirement. In particular the quantity for supply may vary up to 25% more or less. In case of requirement, repeat order may also be placed for full (or) part quantity.
8. IMU Kochi Campus reserves the right to procure the books whole or a part and also split the order as per the requirements of IMU Kochi Campus.
9. Part supply of Books ordered may be accepted if it is in ready stock with supplier and remaining books shall be supplied within specified time given in the Purchase Order.

10. In case of any variation with respect of author, title, edition, etc., the supply should be made after obtaining appropriate clarification from the Competent Authority of IMU Kochi Campus.
11. Book wise evaluation of bids will be done and the lowest price quoted by the suppliers/vendors for each book shall be considered.
12. Indian editions of books, unless specified otherwise.
13. The validity of quotation is 90 days from the date of opening of quotation.

## **B) 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.
2. 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.
3. The delivery shall be through Registered/Book Post/Parcel/Courier/In Person on the risk & responsibility of the bidder on Door delivery basis. Freight/ transportation charges, loading and unloading charges, postage, insurance or any other charges whatsoever shall not be paid extra.
4. The Books are to be delivered to

**“The Director,  
Indian Maritime University, Kochi Campus,  
South End Reclamation Area (Located on NH966-B),  
Near Alexander Parambithara Bridge,  
Matsyapuri P.O., Willingdon Island,  
Kochi – 682 029”**

### **C) Price Schedule and Payment Terms**

1. Book sellers 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. The books shall be supplied along with price proof (as per publishers' catalogue in case of foreign books) and in the case of Indian books where the price is not printed on the book, the supplier shall submit an authentic document in support of verification of price.
3. No advance payment shall be made and payment shall be released after the receipt of entire supplies to the satisfaction of IMU Kochi Campus authority.
4. The original currency should be mentioned in the bill in case of foreign publication.
5. The exchange rate as notified by the **Reserve Bank of India** as on the date of opening of the quotation shall be taken for the purpose of considering conversion rate for Foreign Currency to Indian Rupees.
6. 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.
7. 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.
8. 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.

### **D) Penalty**

1. In case of delay of supply of books by the supplier beyond the time period stipulated in the Purchase Order, the purchaser shall 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%.

The quotation shall be sent in a sealed envelope super scribing "**Quotation for purchase of Text books for IMU Kochi Campus**" addressed to

The Director,  
Indian Maritime University, Kochi Campus,  
South End Reclamation Area (Located on NH966-B),  
Near Alexander Parambithara Bridge,  
Matsyapuri P.O., Willingdon Island,  
Kochi – 682 029  
Ph-0484 2989402

**The sealed quotation should reach the above address on or before 09<sup>th</sup> December 2021 at 17:00 hrs. Quotation received after this date will be summarily rejected.**

**Sd/-  
Assistant Registrar  
IMU Kochi Campus**

