

Sub: Inviting Sealed Quotations for the sale of Old Newspapers and Magazines

Sealed Quotations are invited for the sale of Old Newspapers and Magazines of Indian Maritime University, Kochi Campus on the following terms and conditions.

1. Indian Maritime University- Kochi Campus intends to dispose Old Newspapers and Magazines on "as is and where is" basis.
2. Interested parties may submit their price quotations in the prescribed format (Annexure – I) on or before 26th October 2022 at 03.00 PM indicating rate per Kilogram for each category of the item, proposed for disposal. (Approx. weight of Newspaper – 600 KG, Magazines – 108 KG)
3. With prior intimation to the Assistant Librarian, Interested parties may visit the Library from 17^h October 2022 to 26th October 2022.
4. This physical inspection is permissible during office hours only i.e., between 10.00 AM to 04.00 PM.
5. Dealers are advised to inspect the stock of old newspapers and magazines before submitting their quotation.
6. Each dealer will make one quotation only. Any dealer submitting more than one quotation in his own name or with related party name or any other name shall be rejected.
7. The quotations should be 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 – 682029**", and on top of the envelope it should be clearly indicated that "**Price quotation for Purchase of Old newspapers and magazines**".
8. Quotations may sent to us, either by Post or by Hand delivery at the above mentioned address or may be dropped at the box provided in the ground floor.

9. **Format and Signing of quotation:** The quotations should be submitted on the Letter Head or Blank Paper duly signed by the dealer. All pages of the quotation shall be signed and stamped by the person or persons authorized for signing the quotation. The quotation submitted shall be sealed properly.
10. The tenderer shall submit the following along with the quotation document:
- (I) Copy of Self attested PAN Card.
 - (II) Annexure I duly filled indicating the rates of each items.
 - (III) Letter of Authorization as in Annexure II.
 - (IV) Quotations Form duly filled as in Annexure III.
 - (V) Check List as in Annexure IV.
11. **Opening of Quotations:** Quotations will be opened on 26th October 2022 at 4.00 PM, in the presence of the bidders or his authorized representatives who choose to be present. The bidder(s)/ representative(s) who are present shall sign an attendance register. The authority letter (Annexure – II) to this effect shall be submitted by the bidder before they are allowed to participate in Quotation opening.
12. **Evaluation of Quotations:** Sealed quotations will be opened and evaluated by the committee constituted in this regard by the Director, IMU Kochi Campus and recommend the award of the contract to the bidder who has quoted highest rates without any condition. Contract may be awarded to separate bidders for each item.
13. Weighing of the old newspapers and magazines shall be done by the successful dealer in the presence of the IMU Kochi Authority. If found necessary, IMU – Kochi's weighing machine will be used for weighing.
14. The entire lot of old newspapers and magazines shall have to be lifted within 05 days i.e., on or weighing the old newspapers and magazines. The Contractor shall not be competent to authorize anybody else to collect the store of the above items without the prior approval of the competent authority. Before lifting the item, the successful dealer shall have to deposit the entire amount into account of IMU Kochi, through DD in favor of Indian Maritime University payable at Kochi or through NEFT. Any other mode of payment will not be accepted.

15. The submission of tender shall be taken as the explicit acceptance of all terms and conditions stipulated herein.
16. No request for change in rates once quoted/ accepted will be entertained for any reason during the currency of the contract. The rates of the contract shall be firm, fixed and final and binding on both the parties.
17. The sale will be on "as is and where is" basis. Items once sold are not returnable under any circumstances.
18. All packing, loading and unloading of items sold will have to be borne by the successful dealer at its own cost.
19. IMU Kochi reserves the right to accept or reject any tender and to the annual 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 dealer or dealers or any obligations to inform the affected Dealer or Dealers of the grounds for the selling action.
20. IMU Kochi reserves the right to impose additional tender conditions or relax any of the tender conditions, as deemed fit by IMU Kochi.
21. Period: The contract will be for a period of one year. However, the competent authority of IMU Kochi reserves the right to extend the contract beyond the contract period of one year at same rates, terms and conditions with mutual consent.
22. Contact Person for any Query: Shri. Rudra Ranjan, Assistant Librarian, IMU-Kochi. Contact No: 0484 2989402

Sd/-

Director (I/C)
IMU Kochi Campus

Annexure - I

Format for Price Quotation

Quotation for purchase of old newspaper, old magazines, etc....

Name and address of the party:

.....
.....
.....
.....

Mobile No.

Quotation No. IMU/Koc/Old Newspaper/2022-23/ dated 12.10.2022

Price Quote

Name of the Items	Rate quoted per Kilogram (Rs.) in figures	Rate quoted per Kilogram (Rs.) in Words
Old Newspapers		
Old Magazines		

Signature of the Dealer

Annexure - II

Letter of Authorization for attending Bid opening

Sub: Authorization for attending Bid opening on.....(date) in the tender of
.....
following person(s) is/are hereby authorized to attend the bid opening for the tender mentioned above on behalf of(bidder) in order of preference given below:

Order of Preference (Name and Specimen Signature)

1.

2.

Alternate Representative

Signature of Bidder

Or

Officer authorized to sign the bid documents on behalf of the bidder.

Annexure - III

Quotation Form

Quotation No.

Dated:

(Name and Address of the Purchaser)

Name:

Address:

Dear Sir,

Having examining the conditions of contract receipt of which is hereby duly acknowledged, we, undersigned, offer to purchase old newspapers/ old magazines, etc. as per conditions of the contract.

We undertake, if our Quotation is accepted to purchase the items specified in the contract during the contract period or any period which IMU Kochi Campus may extend beyond contract period on the same terms and conditions.

We agree to abide by the Quotation for a period of 120 days from the date fixed for Quotation opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until the contract is awarded and executed, this Quotation together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

Quotation submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

We understand that you are not bound to accept the lowest or any Quotation, you may receive.

Dated.....day of2022

Signature of in capacity of duly authorized

To sign the Quotation for and on behalf
of.....

Full Address.....

Mobile No.....

Annexure - IV

Checklist and the order in which the documents are to be submitted for the Quotation

Please check whether all the below mentioned documents have been supplied for participating in the tender as para 10.

Sl No.	Documents	Please Tick (✓)
1.	Copy of self-attested PAN card	
2.	Duly filled indicating the rates of each item as in Annexure - I	
3.	Letter of Authorization as in Annexure – II	
4.	Quotation form duly filled as in Annexure – III	
5.	Complete Address & Mobile No. of the bidder.	

Bidder to ensure

- A. That all pages have been stamped and signed by the authorized person/ persons.
- B. That all the documents are legible (clearly readable).