

NOTICE INVITING QUOTATION FOR SUPPLY OF BOOKS
FOR
INDIAN MARITIME UNIVERSITY
VISAKHAPATNAM CAMPUS

Quotation No. IMUV/2024/2022-2023/Books/001
Dated.12.04.2022

INDIAN MARITIME UNIVERSITY
(A Central University, Govt. of India)
Visakhapatnam Campus
Vangali, Tekkalipalem PO
Sabbavaram Mandal
Visakhapatnam-531035

NOTICE INVITING QUOTATION

Indian Maritime University, Visakhapatnam Campus is one of the Campuses of Indian Maritime University came into being through an Act of Parliament (Act 22) on 14th November 2008 as a Central University invites sealed quotation enquiries from eligible Publishers/ Book sellers (hereinafter referred to as Bidder) registered with The Federation of Publishers and Booksellers' Association of India (FPBAI).

Section-1: Invitation for Quotation

1.1	Quotation Enquiry Number	IMUV/2024/2022-2023/Books/001
1.2	Date	12.04.2022
1.3	Brief Description of Quotation	Supply of Books
1.4	Quantity	As listed in Annexure-II to the Quotation Enquiry Document
1.5	Covers Information/Submission of Bids	Quotation
1.6	Form of Contract	Supply
1.7	EMD Indian Rupees	Rs. 36,000.00 (Rupees Thirty six thousand only)
1.8	Quotation Validity	90 days
1.9	Place of Issue of Quotation Enquiry Document	Central Public Procurement portal www.imu.edu.in / www.imuv.edu.in .
1.10	Date from which the Quotation Enquiry Document can be downloaded / issued	25.04.2022 onwards on all working days
1.11	Place of submission of Quotation	Indian Maritime University, Visakhapatnam Campus, Vangali, Tekkalipalem PO, Sabbavaram Mandal, Visakhapatnam-531035
1.12	Quotation submission end date and Time of submission	16.05.2022 1200 Hrs.
1.13	Quotation Opening Place	Indian Maritime University, Visakhapatnam Campus, Vangali, Tekkalipalem PO Sabbavaram Mandal, Visakhapatnam-531035
1.14	Quotation Opening Date	16.05.2022 at 1400 Hrs.

Section-2: Invitation for Bid

2.1 Preparation and Submission of Bids

2.1.1 The Bidder should carefully study the requirement and prepare the bid complying with the provisions of the quotation enquiry document.

2.1.2 The supplier should submit blank quotation enquiry document duly signed and sealed in token of acceptance of all the terms & conditions.

2.1.3 The Quotation Enquiry document should be submitted in a sealed cover and super scribed as Quotation for supply of Books to Indian Maritime University, Visakhapatnam Campus and addressed to The Director, Indian Maritime University, Visakhapatnam Campus, Vangali, Tekkalipalem PO, Sabbavaram Mandal, Visakhapatnam-531035.

2.2 Definitions

Bidder	Refers to Person (Proprietor) or the Agency or the Firm or the Company who bids
IMUV	Refers to Indian Maritime University, Visakhapatnam Campus, Visakhapatnam
Purchaser	Refers to Indian Maritime University, Visakhapatnam Campus, Visakhapatnam
Supplier	Refers to the successful Bidder who received the Purchase Order from IMUV for supply of Books

2.3 Validity of Bid

2.3.1 The bid shall be valid for a period of 90 days from the date of opening of the Quotation.

2.4 Cost of Bidding

2.4.1 The bidder shall bear all the cost associated with the preparation and submission of its Bid and the purchaser shall not be held responsible or liable for those costs incurred regardless of the conduct or out of the bidding process.

2.5 Amendments to Quotation

2.5.1 At any time prior to the deadline for submission of bids, IMUV may, for any justified reasons, whether on its own initiative or in response to the clarification sought by a prospective Bidder may modify the bid document by issuing necessary corrigendum.

2.5.2 All prospective suppliers who have downloaded the quotation enquiry document are requested to visit IMU website for any amendments / modifications and make note of the same, which will be binding on them.

2.6 Bid Opening Process

2.6.1 The Bid will be opened in the presence of Purchase Committee and representative of the bidders (if any) at IMU Visakhapatnam Campus.

2.7 Confidentiality

2.7.1 Any attempt by the Bidders to influence the Purchaser in the evaluation of the Bids may result in the rejection of the Bid of such bidder.

2.7.2 Notwithstanding, from the time of Bid opening to the time of placing of the Order, if any bidder wishes to contact the Purchaser on any matter related to the bidding process, it can be done only in writing.

2.8 Bid:

2.8.1 The supplier shall submit the details as per the format placed at Annexure-1.

2.8.2 The price in respect of books listed in Annexure-2 to this Quotation Enquiry Document must be submitted as per the format indicating the price in Indian Rupees in respect of Indian Publications and in respect of foreign books the respective currency to be indicated along with conversion rate as notified by Reserve Bank India. The discount offered must be indicated against each book.

2.8.3 The bids will be considered if price is quoted for 80% of the titles in Annexure -2. If the price is not quoted in the Annexure – 2 format, IMUV will reject such bids.

2.8.4 The supplier shall submit the mandate form at Annexure-3.

2.9 Evaluation of Bids

2.9.1 Title wise evaluation of bids will be done and the lowest price quoted by the bidders for a particular title shall be considered.

2.9.2 In case the lowest price quoted for a particular title is same in case of more than one supplier, the order will be placed with the bidder who has quoted more discount for maximum number of titles.

2.9.3 In case of foreign publication the supplier shall quote the price in foreign currency of the respective book.

2.9.4 The exchange rate as notified by the Reserve Bank of India as on the date of opening of the Price Bid shall be taken for the purpose of considering conversion rate for Foreign Currency to Indian Rupees.

2.10 Cancellation of Quotation

2.10.1 Notwithstanding anything specified in this quotation, Purchaser/IMUV at its their sole discretion, un-conditionally and without assigning any reasons, reserves the rights

- i) To accept or reject lowest quotation or any other tender or all the tenders
- ii) To accept any quotation in full or in part
- iii) To reject quotation offer not confirming to the terms

2.10.2 Bids which deviates from the vital conditions of the document shall be rejected

- i) Receipts bids in open condition
 - ii) Receipt of bids after due date and time and or by email / fax (unless specified otherwise)
 - iii) Non-submission of complete offers mention in this document.
 - iv) Conditional and unsigned bidders will also be rejected.
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Section-3: Earnest Money Deposit and Security Deposit

3.1 Earnest Money Deposit (EMD)

3.1.1 The bidder should deposit Earnest Money Deposit (EMD) amounting to Rs.36,000.00 (Rupees thirty six thousand only) in the form of Demand Draft drawn on any Nationalized/Scheduled Bank payable in favor of Indian Maritime University, Visakhapatnam Campus payable at Visakhapatnam. The Demand Draft should be enclosed to the quotation. The Bid without EMD shall be rejected and no correspondence will be entertained in this regard.

3.2 Refund of Earnest Money Deposit (EMD)

3.2.1 The Earnest Money Deposit (EMD) of the unsuccessful Bidders will be refunded without any interest on placement of Purchase Order(s) on the successful Bidders.

- 3.3 EMD of the Bidders will be forfeited if -
- a) The Bidder is not willing to abide by the terms and conditions after submission of the quotation.
 - b) The Bidder does not honor the supplies required by IMUV
 - c) Withdraws the quotation before receipt of the final acceptance

3.4 Security Deposit

- 3.4.1 The EMD of successful bidders will be converted as security deposit.
- 3.4.2 The Security Deposit shall be returned to the successful bidders within 30 days from the date of complete execution of the Purchase Order in all respects
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Section-4: Terms and Conditions

4.1 General Conditions

- 4.1.1 The books supplied should be of Latest Edition and in good condition only.
- 4.1.2 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.
- 4.1.3 IMUV reserves the right to procure the books whole or a part and also split the order as per the requirements of IMUV.
- 4.1.4 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.
- 4.1.5 For any book which is not available in the market, the supplier has to intimate to Manager (Library), IMUV about its non-availability within a period of Seven (7) days from the date of issuance of the Purchase Order.
- 4.1.6 The MRP printed on the Book supplied and also the price proof submitted should not be altered/ changed.

- 4.1.7 IMUV may at its discretion increase or decrease in quantity of books to be supplied according to the requirement. In case of requirement, repeat order may also be placed for full (or) part quantity.
- 4.1.8 Wherever the books are available in both hard bound and paper back, the price applicable for paperback should be quoted.
- 4.1.9 In case of any variation with respect of author, title, edition etc. the supplier must seek clarification through mail (spadmashree@imu.ac.in) prior to sending their quotation.
- 4.1.10 The Books are to be delivered at the Library of Indian Maritime University, Visakhapatnam Campus, Vangali, Tekkalipalem PO, Sabbavaram Mandal, Visakhapatnam-531035.

4.2 Terms of Delivery

- 4.2.1 The books shall be delivered at IMU, Visakhapatnam Campus free of cost within Thirty (30) days for Indian edition and forty-five (45) days for foreign edition from the receipt of the Purchase Order.
- 4.2.2 The delivery shall be through Registered / Book post / Parcel / Courier / in person at the cost of the supplier. No freight / transportation, Loading and unloading charges, Postage, Insurance or any other charges whatsoever shall be paid. IMUV will not be responsible for any Loss / Damage to the books during transit.
- 4.2.3 Books received in damaged condition including missing pages, mutilated or unreadable pages etc. shall have to be accepted back by the supplier, even though those have been stamped else books have to be replaced within 30 days at supplier own cost.

4.3 Payment Terms

- 4.3.1 The supplier shall submit pre-receipted Invoice / Bill in Triplicate along with necessary supporting documents.
- 4.3.2 The supplier shall mention the name of the Currency in respect of foreign publications.

4.3.3 The exchange rate as notified by the Reserve Bank of India (RBI) as on the date of opening of the Bid shall be taken for the purpose of considering conversion rate for Foreign Currency to Indian Rupees.

4.3.4 The payments for the books supplied shall be made on the basis of the certification of receipt of books as per the terms and conditions of Purchase Order by Manager (Library), IMUV. No advance payment shall be made against the Invoice / Bill submitted for books supplied.

4.4 Penalty

4.4.1 In case of delay in supply of books by the supplier beyond the time period stipulated in the Purchase Order, the Purchase shall deduct an amount equivalent to 2% 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%.

4.4.2 In case books are not supplied due to non-availability, a certificate to this effect shall be submitted by the Supplier duly authenticated by the publisher, failing which, IMUV reserves the right to deduct 2% of the unsupplied books from the Invoice / Bill of the supplier.

4.5 Resolution of Disputes

4.5.1 In case a dispute arising between the supplier and purchaser relating to the execution of the Purchase Order, the decision of the Campus Director shall be binding on both the supplier and purchaser.

Annexure-1

Supplier Details

- 1 Name of the Bidder : _____
- 2 Status : _____
(Proprietary/Partnership : Indicate whether documentary proof enclosed
Society / Company) Yes / No
- 3 Address of the Registered Office : _____

Phone / Mobile No : _____
Email : _____
Fax : _____
- 4 Address of the Local Office : _____
(If any) _____

Phone / Mobile No : _____
Email : _____
Fax : _____
- 5 Permanent Account Number : _____
Issued by the Income Tax Authorities : Indicate whether documentary proof enclosed
(Enclose documentary proof) Yes / No
- 6 GSTIN / UIN : _____
(Enclose documentary proof) : Indicate whether documentary proof enclosed
Yes / No
- 7 FPBAI (Federation of Publishers and : _____
Booksellers' Association of India : Indicate whether documentary proof enclosed
(Enclose documentary proof) Yes / No

8 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 quotation.

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 IMU, Visakhapatnam Campus

Signature of the Bidder with Seal

Place: _____

Date : _____