

Ref: IOSMUM/DPDC/LIB/2026-27/ **1523**

Date: **30/10** /2026

TO,

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Subject: Quotation for Supply of Reference & other Books for
The Institute of Science, Mumbai Library.

Sir/Madam

We are inviting quotations for purchase of books for the college library in a sealed envelope. The quotations duly printed and signed must reach us latest by **15 /11/2026** Before 5.30pm. Reference & other Books in the following format.

Quotation for the supply of books:

1. Discount on MRP for Reference Books A) Hard Bound B) Paper Back	_____ %
2. Discount on MRP for Text Books	_____ %
3. Discount on MRP for Foreign edition Books	_____ %
4. Discount on MRP for Government Books	_____ %
5. Discount on MRP for DVD & CD (Audio & Video)	_____ %
6. Time of Supply	_____ days after order of supply
7. Terms and Conditions, if any	

Please note following terms and conditions while quoting the rates:

1. On the envelope containing quotation following must be mentioned :
"Quotation for supply of books to the library", Reference number of this enquiry letter, Name & address of sender along with seal.
2. Mention your rates in given format only.
3. Validity period for rates quoted should be at least Eleven months
4. If the bill exceeds Rs 30,000/- in single or 1,00,000/- in aggregate payment during the financial year then TDS @2% will be deducted from the bill amount under section of 194C of Income tax Act-1961 and for this purpose PAN number is mandatory.
5. As per Maharashtra Government Resolution dated 28th Sept., 2018, TDS @ 2% will be deducted if total amount of bill exceeds Rs.2,50,000/- excluding of all other taxes under section-51 of Goods and Services Act-2017 and for which GST number is necessary.
6. Mode of payment will be through **bank transfer (CMP)** only. No advance payment will be made.
7. The right to reject dissatisfactory goods and services is reserved.
8. The supplies should be a member of The Federation of Publishers & Booksellers Association of India.
9. The college reserves right to award work orders to agency which is experienced and capable to complete the proposed supply acceptably. The bids submitted with unfeasible price structure merely to obtain the supply contract will not be considered. The Institute is not bound to accept the proposal of lowest bidder if the credentials and capacity of the vendor are doubtful.