

Baba Farid University of Health Sciences, Faridkot

E-Tender Notice of Rate Contract for the Subscription/ Purchase of Print Journals for the Central Library, Guru Gobind Singh Medical College and Hospital, Faridkot

E-Tender Form

E-Tender Notice of Rate Contract for the Purchase of Print Journals for the Central Library, Guru Gobind Singh Medical College and Hospital, Faridkot

Tender Notification No :	To be provided by the E-procurement portal of the Govt. of Punjab.
Tender Notification Date:	17/07/2021
Requirement	E-Tender Notice of Rate Contract for the Purchase of Print Journals for the Central Library, Guru Gobind Singh Medical College and Hospital, Faridkot
Cost of the tender document:-	Rs.2360/- (Non-refundable) to be deposited through Online Mode Only in favor of Registrar, Baba Farid University of Health Sciences, Faridkot.
Tender Processing Fee	To be charged by Govt. of Punjab as per its norms. (Non- refundable)
Earnest Money Deposit (EMD)	Rs.6,00,000/- (Rs. Six Lakhs only) The Earnest Money Deposit must be submitted in the shape of Online Payment in favour of Registrar, Baba Farid University of Health Sciences, Faridkot on or before due date (Refundable to the Non-successful bidders, without any type of interest or other charges). In case of successful tenderer, it will be returned after receipt of the security amount as per tender terms and conditions.
Date of start of downloading of tender documents	22.07.2021 from the website of the Punjab Government i.e. https://eproc.punjab.gov.in
Website for downloading of the tender document:-	https://eproc.punjab.gov.in However, the details may also be obtained from the University website i.e. www.bfuhs.ac.in and college website www.ggsmch.org
Last date for downloading of the tender document:-	28.07.2021 up to 12.30 pm
Last date & time for uploading of the tender documents:-	28.07.2021 up to 1.30 pm (through online mode only)
Date, time and venue for opening of the Technical Bids	By the next day from the last date of submission of tenders (by 5:00 p.m.) on the e- procurement portal of the Govt. of Punjab. However the bidder or their authorized agents / representative may attend the tender opening process at the University Procurement & Facility Department, Baba Farid University of Health Sciences, Faridkot on the prescribed time and date.
Date, time and venue for opening of the Price Bids	The opening date of financial bids of the technically qualified bidders will be informed on the university web site, e- procurement portal of the Govt. of Punjab. However the bidder or their authorized agents / representative may attend the tender opening process at the University Procurement & Facility Department, Baba Farid University of Health Sciences, Faridkot on the prescribed time and date. The University authorities will have right to decide any other date and time for the opening of the Financial bids.
Who can be contacted for obtaining more information about the tender.	Principal, Guru Gobind Singh Medical College & Hospital, Sadiq Road, Faridkot. 01639-251111, 98773-65600, 98155-26163 E-mail: procurement@ggsmch.org ggsmc@punjab.gov.in ,

(on all working days from 9.00 a.m. to 5.00 p.m.)

NOTICE INVITING E-TENDER

E-Tenders are invited on or before **28.07.2021** from Publishers or their authorized agents/distributors for supply/ subscription/ procurement of medical & allied subjects print journals for the Central Library, Guru Gobind Singh Medical College and Hospital, Faridkot, Punjab for the year 2021, and back volume for the year 2019 and 2020 on rate contract basis from the reputed publishers/ companies / firms / suppliers / vendors / authorized agents etc. those are in the business for the last three years (the tentative list of print Journals is attached). The tender document containing detailed terms & conditions may be downloaded from the E-procurement website of the Punjab Government i.e. <https://eproc.punjab.gov.in> and its detail may also be seen at the University website www.bfuhs.ac.in and college website www.ggsmch.org

TERMS AND CONDITIONS:-

1. The tender must be uploaded on or before the last date/ time of the submission of tender.
2. The Tender processing fee should be submitted through Net Banking/Credit card/Online mode only and as per Punjab Govt.
3. The **tenders will be opened online** by the next day from the last date of submission of tenders (by 5:00 p.m.) on the website i.e. <https://eproc.punjab.gov.in> at the, Baba Farid University of Health Sciences, Faridkot. The bidder(s) shall be at liberty to be present, in person or through their authorized representative(s) at the time of opening of the tender as specified in the Tender Notice. In case the authorized representatives are to be present, they must furnish the authority letter from the bidder (s), on whose behalf they are representing otherwise they will not be allowed to participate in the process of opening of tender.
4. **The Price bids of technically qualified bidders will be opened** on the website i.e. <https://eproc.punjab.gov.in> at, Baba Farid University of Health Sciences, Faridkot. In case of any change of date and time it will be notified to the technically qualified bidders through E-mail/telephone.
5. The Registrar/Principal reserves all rights to accept or reject any or all the tenders without assigning any reason.

Registrar

E-Tender Notice of Rate Contract for the Purchase of Print Journals for the Central Library, Guru
Gobind Singh Medical College and Hospital, Faridkot

SCOPE OF SUPPLY

Baba Farid University of Health Science (BFUHS), Faridkot, Punjab invites bids for the subscription/ procurement of medical & allied subjects print journals for the Central Library, Guru Gobind Singh Medical College and Hospital, Faridkot, Punjab for the year 2021, and back volume for the year 2019 and 2020 on rate contract basis from the reputed publishers/ companies / firms / suppliers / vendors / authorized agents etc. those are in the business for the last three years. (the tentative list of print journals is attached).

TERMS AND CONDITIONS (FOR SUPPLY OF PRINT JOURNALS/PERIODICALS ETC.)

1. BFUHS, Faridkot reserves the right to amend or withdraw any of the terms and conditions contained in the e-Tender Document including quantity/number of items to be supplied or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Registrar, BFUHS, Faridkot in this regard shall be final.
2. **SUBSCRIPTION:** The Agent/firm shall make advance payment in full to the respective Publishers immediately on receipt of the purchase order in respect of the Journals ordered to him. Advance payment will not be made to the Agent/firm for this purpose.
3. The Agent/firm will furnish in original or Certified Copies of the following documents as a proof of remittance along with the bill for payment to the Library: a) Publisher's Invoice b) Details of remittance to the publishers (i.e Draft Number/Electronic payment details, Date, Amount, Name of the Bank, Place and copies of all forwarding documents indicating that the subscription is paid in the name of Central Library, Guru Gobind Singh Medical College and Hospital, Faridkot 151203, Punjab, India for the specified period).
4. No interest would be payable on amount paid by the vendors to the publisher on account of delay in payment by the Institute.
5. Invoices shall be submitted within one month from the date of order supported by all the documents as mentioned above. However, the payment will be released after the Agent has furnished confirmation from the publishers stating the subscription number and subscription expiry date.
6. Since the Agents/firm are required to remit payment in advance, no supplementary bills on account of price increase would be entertained.

Baba Farid University of Health Sciences, Faridkot

E-Tender Notice of Rate Contract for the Subscription/ Purchase of Print Journals for the Central Library, Guru Gobind Singh Medical College and Hospital, Faridkot

7. Subscription will be paid as per the publisher's invoice. The library will pay Postage and Packing, if charged extra by Publisher. No handling charges will be paid on any subscription.
8. The agent/firm must provide the subscription number of the Journal as provided by the respective publisher. The payment will be processed after the cross verification of the subscription from the publisher.
9. Agents/firm shall take full responsibility for ensuring the delivery of all the issues of the journals subscribed through their agency. The matters relating to non-receipt of issues will be taken up by the agent with the publishers to ensure that all the issues are supplied.
10. In the absence of satisfactory proof and regular follow-ups, the Agent/firm shall be responsible to replace the missing issues. Visits by representative of the agent would be a condition so that there is a continuous interaction about the supply position and the service provided by the agent to the Central Library.
11. Agents shall have to accept full responsibility for the refund in full in respect of non-supply of all volumes / issues. The time can be extended only in cases where a confirmation is received from the Publishers regarding receipt of payment and the non-supply is either due to delay in release of issue or some other reasons acceptable to the library.
12. **CONVERSION RATE:** Foreign currency conversion will be RBI (TT Selling) rate of the conversion on the date of issue of Purchase order and a certified copy of the same should be attached with the bills.
13. **Security Deposit:** The firm should submit the EMD amount of Rs. 6,00,000/- (Rupees Six Lakhs) only with their tender through online mode. The offers without EMD shall be rejected. EMD will be returned to all the unsuccessful firms after finalization of the tender procedure without any type of interest. In case of successful bidder, EMD will be returned after receipt of Bank Guarantee. The successfully bidder/agencies will be required to enter into an Agreement with college by submitting an instrument of Agreement on a stamp paper of Rs.100/-. The vendor will have to deposit 10% cost of the total order received from the college as Bank Guarantee duly marked in favour of The Principal, Guru Gobind Singh Medical College and Hospital, Faridkot, which should be valid for a period of 24 months (from the date of execution of the Security Deposit). The supplier (Subscription Agent) has to supply all the journals before 60 (sixty) days of expiry of Security Deposit failing which the college reserves the right to encash the Security Deposit.
14. Agents/Firm shall take full responsibility to make necessary arrangement for on-line access to full text Journals subscribed through their agency which are available free along with the printed version or vice-versa. Copy of the letter sent to the publisher indicating Institute's IP ranges, e-mail address and Institute's domain while sending the payments shall be submitted to the Central Library.
15. All correspondence relating to the subscription of the journals shall be addressed to:

Baba Farid University of Health Sciences, Faridkot

E-Tender Notice of Rate Contract for the Subscription/ Purchase of Print Journals for the Central Library, Guru Gobind Singh Medical College and Hospital, Faridkot

The Library In-Charge, Central Library, Guru Gobind Singh Medical College, Sadiq Road, Faridkot-151203, Punjab

16. STATUS REPORTS: At the end of every month the vendor will submit a status report giving the details of the journals supplied during the month along with action taken on the pending supplies.
17. PENALTY CLAUSE: Notwithstanding the clauses mentioned in the terms and conditions, the College reserves the right to discontinue the service of the vendor on the basis of his performance in terms of supply of journals subscribed through him and revoke the Bank Guarantee given by vendor as a consequence. A copy of this notice would be sent to the respective publisher(s).
18. All matters and disputes related to journal subscription are subject to legal jurisdiction of the Honorable Court situated in Faridkot, Punjab only.
19. Rate of contract (Discount) will be valid up to 31st March 2022.
20. ACCEPTANCE OF TERMS AND CONDITION OF SUBSCRIPTION: The vendor shall sign the terms and condition of subscription to journals if it is acceptable to him. Any other conditions imposed by the agency on its own after the agreement will not be valid.

(Name & Signature of the Subscription Agent/Vendor)

(Signature of 1st Witness and his address)

(Signature of 2nd Witness and his address)

Baba Farid University of Health Sciences, Faridkot

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Annexure-I

(To be furnished with non-judicial stamp papers worth Rs. 100/- duly attested by Executive Magistrate or Notary Public).

AFFIDAVIT

I/We _____ partner/sole proprietor
(Strike out which is not applicable) of (Name & Address of Firm)
_____ do hereby declare and solemnly affirm: -

- a) That the individual/firm/Agency is/are not debarred or black- listed by any department of the union/ the state Government or any autonomous institute.
- b) That the individual Publisher/Vendor/Firm/Partner/Agency is/are not having any pending unsupplied print journals, bills etc., supply order received from Central Library, Guru Gobind Singh Medical College and Hospital, Faridkot.
- c) That no partner or shareholder, directly or indirectly connected with the applicant has been debarred or blacklisted by any department of Union Govt. /State Govt. /Autonomous Institute.
- d) That the terms and conditions for supply of subscription/procurement of Print Journals for the Central Library” at Guru Gobind Singh Medical College & Hospital, Faridkot / or any of the constituent institutions of the BFUHS is/are acceptable to me/us. I/We will abide by them in letter and spirit.
- e) That I/we will supply the required of print journals etc within the stipulated delivery period of the tender document/ supply.
- f) That no partner or shareholder, directly or indirectly is connected/related to any individual or employee working in the University Procurement & Facility Department (UPFD), Baba Farid University of Health Sciences/ GGSMSCH, Faridkot.

Date: _____

Place: _____

DEPONENT

VERIFICATION

I/We do hereby solemnly declare and affirm that the above declarations are true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been concealed therein.

Date: _____

Place: _____

DEPONENT

Baba Farid University of Health Sciences, Faridkot

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Annexure – II

PROFORMA FOR TECHNICAL BID (FOR PRINT JOURNALS/PERIODICALS)

(Proforma to be used by the agents / vendors for the supply of print journals to Central Library, Guru Gobind Singh Medical College and Hospital)

Agents / Vendors should furnish the following information, along with documentary Evidence of qualifying to supply Print Journals etc. to the Central Library, Guru Gobind Singh Medical College and Hospital for the year 2021 and Back volume 2019 and 2020.

Name and Address of the applicant / firm _____

Specify whether publisher/firm/supplier/vender /agent/ distributor _____

S. No.	Particulars	Remarks
1.	Tender Free of Rs. 2360/- through Online Mode only on or before due date	Yes/No
2.	Tender Processing fee charged by Punjab Govt. as per their norms. (Non-refundable).	Yes/No
3.	Earnest Money Deposited (EMD) Rs. 6,00,000/- through online mode only.	Yes/No
4.	Whether an affidavit regarding Non-Black listing as per proforma given at Annexure-I duly attested by an Executive Magistrate or a Notary Public uploaded.	Yes/No
4.	Name of the Tendering Company/firm with Registration No and Date issued by appropriate authorities (Please enclosed copy of certificate of registration)	Yes/No
5.	Name of Proprietor / Director	Yes/No
6.	Furnish following particulars of the registered office (a) Complete Postal Address	Yes/No
	(b) Telephone No.	
	(c) Fax No.	
	(d) E-mail Address	
7.	PAN No. (Attach Attested Copy)	
8.	TIN No. (Attach Attested Copy)	
9.	GST No.	
10.	Name of Publishers whom you represent as Exclusive Agent or preferred Agent (Attach letters from publishers)	
11.	Name three most important Academic/Research Libraries, who are your customers i.e. AIIMS, ICMR, IIT, IIM, NML, IISER, NISER, CSIR, DRDO, ICMR, IARI, Central Universities, State Universities / Institutes etc (Attach letters from three Librarians from above regarding satisfactory performances in their Libraries and if currently you are supplying journals or supplied in past to Central Library, GGSMC a copy of performance letter issued by this College towards satisfactory supply, be attached).	Yes/No

Baba Farid University of Health Sciences, Faridkot

E-Tender Notice of Rate Contract for the Subscription/ Purchase of Print Journals for the Central Library, Guru Gobind Singh Medical College and Hospital, Faridkot

S. No.	Particulars				Remarks
	Name & Address of the Client	Quantity of Journals supplied	Purchase order No. and Date	Amount in INR	
	i.				
	ii.				
	iii.				
12.	Details in respect of Universities/Institutions/Colleges wherein supply order has successfully been executed during last year, having value more than Rs. 10 lakh each. (Attach copy of orders & satisfactorily completion)				Yes/No
12	Do you agree to make the payment to the publisher on behalf of GGSMCH, Faridkot by electronic transfer at own cost.				Yes / No
13.	I agree to deposit 10% of total value of order as Bank Guarantee.				Yes / No
15.	Financial status: - The annual turnover during last 3 years ending 31st March 2020 of the firm should not be less than Rs. 10 Crore per annum. Copies of profit & loss account and balance sheets for the last three years should be enclosed.				
	Financial Year		Amount		
	31 st March 2020				
	31 st March 2019				
	31 st March 2018				

It is certified that the information furnished above in column no. 1 to 15 are true and correct. In case, it is found false we have no objection if the tenders quoted by us is rejected.

Name:

Signature of Agent/Vendor: With seal:

**CENTRAL LIBRARY
GURU GOBIND SINGH MEDICAL COLLEGE AND HOSPITAL**

Annexure – III

PROFORMA FOR FINANCIAL BID (FOR PRINT JOURNALS/PERIODICALS)

The subscription of print journals will be renewed for coming five years in future on the same discount/term and condition with firm after his satisfactory performance.

1. Name of the Firm/Supplier:

2. Address & Telephone Number:

3. PAN /VAT/GST No.:

4. Discount Offered:

Sl. No.	Printed Journals	The Rate of discount in % on Print Published Price (INR)
1.	Indian Print Journals/Publications - 2021	To be Quoted in BOQ
2.	Foreign Print Journals/Publications having price in Foreign Currencies - 2021	To be Quoted in BOQ
3.	Indian Print Journals/Publications (Back Volume) (2019,2020)	To be Quoted in BOQ
4.	Foreign Print Journals/Publications (Back Volume) having price in Foreign Currencies (2019,2020)	To be Quoted in BOQ

DECLARATION:

It is certified that the information furnished above is correct. We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. The signatory to this bid is authorized to sign such bids on behalf of the organization.

Place:.....

Signature:.....

Date:.....

Name:.....

Designation:.....