

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

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

NOTICE INVITING E-TENDER

E-Tenders are invited on or before **13.05.2022** 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 2022, and back volume for the year 2020 and 2021 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** on the next day 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

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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 2022, and back volume for the year 2020 and 2021 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. No interest would be payable on amount paid by the vendors to the publisher on account of delay in payment by the Institute.
3. Invoices shall be submitted within one month from the date of order supported by all the documents as required.
4. Since the Agents/firm are required to remit payment in advance, no supplementary bills on account of price increase would be entertained.
5. Subscription will be paid as per the publisher's price. The library will not to pay Postage and Packing, if charged extra by Publisher. No handling charges will be paid on any subscription.
6. Agent/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.
7. 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.
8. Agent/firm shall have to accept full responsibility for their fund 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

Comment [S1]: Price word added in place of invoice
Not to pay postage and packing charges

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Publishers regarding receipt of payment and then on-supply is either due to delay in release of issue or some other reasons acceptable to the library.

9. **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.
10. **Security Deposit:** The firm should submit the EMD amount of **Rs. 6,00,000.00/-(Rupees Six Lakh)** 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 in to 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.
11. 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.
12. All correspondence relating to the subscription of the journals shall be addressed to:
The Library In-Charge, Central Library, Guru Gobind Singh Medical College, Sadiq Road, Faridkot-151203, Punjab
13. **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 alongwith action taken on the pending supplies.
14. **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).
15. All matters and disputes related to journal subscription are subject to legal jurisdiction of the Honorable Court situated in Faridkot, Punjab only.
16. Rate of contract (Discount) will be valid up to 31st March 2023.
17. The H1 bidder will be submitting an undertaking that it has purchased the journal at the institutional price from the respective publishers. The bill will be verified/processed after receiving the said undertaking and price proof submitted. In case of false information, then University will take appropriate action against the firm.
18. **ACCEPTANCE OF TERMS AND CONDITION OF SUBSCRIPTION:** The vendor shall sign the

Comment [S2]: Year updated upto 2023 in place of 2022

Comment [S3]: added

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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 acceptance will not be valid.

(Name& Signature oftheSubscription Agent/Vendor)

(Signature of1stWitness and his address)

(Signature of2ndWitness and his address)

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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/ GGSMCH, 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

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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 2022 and Back volume 2020 and 2021.

Name and Address of the applicant / firm _____

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

| S.No. | Particulars | Documents/ Information Provided |
|-------|--|---------------------------------------|
| 1. | Tender Fee of Rs. 4720/- 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 |
| 5. | Name of the Tendering Company/firm with Registration No and Date issued by appropriate authorities (Please enclosed copy of certificate of registration) | Yes/No |
| 6. | Name of Proprietor / Director | Yes/No |
| 7. | Furnish following particulars of the registered office (a) Complete Postal Address (b) Telephone No. (c) Fax No. (d) E-mail Address | Yes/No |
| 8. | PAN No. (Attach Attested Copy) | Yes/No |
| 9. | TIN No. (Attach Attested Copy) | Yes/No |
| 10. | GST No. (if applicable) | Yes/No |
| 11. | Name of Publishers whom you represent as Exclusive Agent or preferred Agent (Attach letters from publishers) | |
| 12. | 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 | Yes/No |

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| S.No. | Particulars | | | | Documents/ Information Provided |
|-------|--|-------------------------------|---|---------------|---------------------------------------|
| | performance letter issued by this College towards satisfactory supply, be attached). | | | | |
| | Name & Address of the Client | Quantity of Journals supplied | Purchase order No. and Date Latest by five years) | Amount in INR | Yes/No |
| | i. | | | | |
| | ii. | | | | |
| | iii. | | | | |
| 13. | 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 |
| 14 | Do you agree to make the payment to the publisher on behalf of GGSMCH, Faridkot by electronic transfer at own cost. | | | | Yes/No |
| 15. | I agree to deposit 10% of total value of order as Bank Guarantee. | | | | Yes/No |
| 16. | Financial status: - The annual turnover during last 3 years ending 31st March 2021 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 2021 | | | | Yes/No |
| | 31 st March 2020 | | | | Yes/No |
| | 31 st March 2019 | | | | Yes/No |

It is certified that the information furnished above in column no.1to16 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 (INR Priced) Print Journals/Publications - 2022 | To be Quoted in BOQ |
| 2. | Foreign Print Journals (Publications having price in Foreign Currencies)- 2022 | To be Quoted in BOQ |
| 3. | Indian (INR Priced) Print Journals/Publications (Back Volume) 2020, 2021 | To be Quoted in BOQ |
| 4. | Foreign Print Journals (Publications having price in Foreign Currencies (Back Volume) – 2020, 2021 | 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:.....D

Date:.....

Name:.....D

Designation:.....