

E-Tender enquiry for Empanelment of Books/Journals Suppliers for the Purchase of Books / Journals / Publications/ Educational CD s / DVDs etc.

Tender Notification No:	E-Tender: GGSMCH/Books-Journals/2017/.....
Tender Notification Date:	03/11/2017
Requirement	E-Tender Notice for Empanelment of book /Journals Suppliers for Purchase of Books/Journals/Publications/CDs/DVDs etc. For Central Library, Guru Gobind Singh Medical College & Hospital, Faridkot
Cost of Tender Documents	Rs. 1000/- (Non-refundable) to be deposited through online mode only, i.e. Net Banking /Credit Card/Debit Card
Tender Processing Fee	To be charged by Punjab Infotech, Chandigarh as per their norm. (Non-refundable)
Earnest Money Deposited (EMD)	Rs. 30,000/- (Rupees Thirty Thousand) only for each Part A and Part B separately (Refundable to the Non-successful bidders, without any type of interest or other charges). However, it will be converted into a Performance security in case of successful tenderer and will be returned after supply and delivery of Books/Journals, Publications/ Educational CDs/DVDs etc.
Date of Start to Downloading of Tender Documents	03/11/2017 from the website of the Punjab Government, i.e. https://etender.punjabgovt.gov.in
Website for downloading of the Tender Document	https://etender.punjabgovt.gov.in The tender details can also be downloaded from the University website: http://www.bfuhs.ac.in/
Last date for downloading of the Tender Document	17/11/2017 up to 01.00 PM
Last date & time for uploading of the tender documents:-	17/11/2017 up to 02.00 PM
Date, time and venue for opening of the Technical Bids	17/11/2017 at 3.30 p.m. on the e- procurement portal of the Govt. of Punjab at Baba Farid University of Health Sciences, Faridkot
Date, time and venue for opening of the Price Bids	21/11/2017 on the e- procurement portal of the Govt. of Punjab at Baba Farid University of Health Sciences, Faridkot
Who can be contacted for obtaining more information about the tender	Principal, Guru Gobind Singh Medical College & Hospital, Sadiq Road, Faridkot. Phone: - 01639-251111, Mob. 98155-26163 E-mail: pr_ggsmc@yahoo.com (on all working days from 9.00 a.m. to 5.00 p.m.)

Important Note:-

- For any clarification about the E-tendering, Digital Signature certificates and User Id, the Bidders/agencies may contact on Punjab e-procurement helpline numbers 92572-09340, 80546-28821, 0172-3934667.
- The Bidders/ Agencies may also contact for more information about the e-tendering activities to Sh. Harmeet Singh, District Co-ordinator of Punjab Infotech, Chandigarh at Mob: 81466- 99868.

NOTICE INVITING E-TENDER

E-Tenders are invited by or before 17/11/2017 up to 02.00 PM from Publishers or suppliers of Books/Journals/Publications/Educational CDs/DVD or their authorized agents/distributors for purchase of Indian, Foreign Books/ journals/Publications/Educational CDs/DVDs for Central Library, Guru Gobind Singh Medical College & Hospital, Faridkot. The tender document containing detailed terms & conditions may be downloaded from the E-procurement website of the Punjab Government, i.e. <https://etender.punjabgovt.gov.in> and its detail may also be seen on the University website www.bfuhs.ac.in and college website www.ggsmch.org.

NOTE:

1. The tender must be uploaded by or before the last date/ time of the submission of tender.
2. The Tender Document Fee, Tender Processing Fee be submitted through online mode and EMD should be deposited in the shape of Demand Draft in favour of Principal, GGSMCH, Faridkot only. The demand drafts/ University slips for the tenders will not be accepted under any circumstances.
3. The tenders Technical bid will be opened online on the last day i.e. 17/11/2017 at 3.30 p.m. on the website i.e. <https://etender.punjabgovt.gov.in> in the University Procurement & Facility Department (UPFD), 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 21/11/2017 at 2.30 p.m. on the website i.e. <https://etender.punjabgovt.gov.in> in the University Procurement & Facility Department (UPFD), 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.

INSTRUCTIONS/ GUIDELINES TO THE TENDERERS

1. The bidder needs to register himself / herself on [https:// etender.punjabgovt.gov.in](https://etender.punjabgovt.gov.in) . The bidder is also required to obtain Class III digital signature certificates to complete this process.
2. Please download the Tender document from the website of e-procurement of the Govt. of Punjab <https://etender.punjabgovt.gov.in>. Please fill all the relevant blanks on all the pages of the tender document along with a stamp/ seal and then a scanned copy of the same may be uploaded on the website at the time of submission of the tender document.
3. **It should be clearly noted that this tender will be accepted, though the e - tender mode only.** The tenders submitted through offline mode will not be accepted under any circumstances.
4. **Tender Fee** of Rs.1000/- (non-refundable) may be deposited through online mode, i.e. Net Banking/ Credit Card/ Debit Card only. The Tender document fee will not be accepted through any other mode.
5. **Tender Processing Fee** to be charged by Punjab Infotech, Chandigarh as per their norms, non-refundable) may be deposited through online mode i.e. Net Banking/ Credit Card/ Debit Card only.
6. **Refundable Earnest Money Deposit (EMD)** of **Rs. 30,000/-** (Rupees Thirty Thousand) only may be deposited in the shape of Demand Draft in favour of Principal, GGSMCH, Faridkot.
7. **Upload** an affidavit regarding Non-Black listing as per proforma given at **Annexure-I** duly attested by an Executive Magistrate or a Notary Public.
8. **Upload** signed copy of Technical Bid for Foreign/Indian, Language Books and Educational CDs, DVDs etc Compliance Statement (**Annexure-II**).
9. In addition to this, following documents are to be uploaded with Technical Bid:-
 - i) Details of registration as Company /Firm/ Establishment.
 - ii) Copy of Certificate of Registration for service Tax/TIN/TAN/PAN/VAT/GST if any.
 - iii) A certificate from C.A. regarding Annual Turnover with Balance Sheet for the last 3 (three) financial years i.e. 2014-15, 2015-16 & 2016-17.
 - iv) Copy of the IT Returns for three financial years, i.e. 2014-15, 2015-16 & 2016-17
10. Discount offered should be quoted and **uploaded** only in the proforma at **Annexure-III** for Foreign/Indian, Language Books and Educational CDs, DVDs etc.
11. **Upload** signed copy of Technical Bid for Foreign/Indian Journals / Periodicals / Magazine etc. Compliance Statement (**Annexure-IV**).
12. Discount offered should be quoted and **uploaded** only in the proforma at **Annexure-V** for Foreign/Indian Journals / Periodicals / Magazine etc.

SCOPE OF SUPPLY

E-Tenders are invited by or before 17/11/2017 upto 02:00 PM from Publishers/suppliers of books/Journals/Publications/Educational CDs/DVDs or their authorized agents/ distributors for purchase of Medical & Allied subjects Books/Journals-Indian & Foreign for Central Library, Guru Gobind Singh Medical College & Hospital, Faridkot.

PART-A

TERMS AND CONDITIONS (BOOKS/PUBLICATIONS/EDUCATIONAL CDS/DVDS ETC)

For the Supply of Medical & Allied subjects Books/Publications/Educational CDs/DVDs etc – Indian & Foreign Edition for the Central Library, Guru Gobind Singh Medical College and Hospital, Faridkot
Others

1. Guru Gobind Singh Medical College and Hospital (GGSMCH) is not bound to place the supply orders to any of the Book Suppliers empanelled.
2. Incomplete or wrong information furnished by the vendor and detected at any stage will amount to disqualification of the firm even if empanelled.
3. The supply order consists of supply of publications as per the bibliographic details mentioned there is an all other accompanying materials etc., those which come bundled with, should automatically be provided by the Supplier/Vendor.
4. Price should be charged as per publisher's invoice (Publishers/Importers) and latest catalogue. Proof in support of the price charged should be attached along with the bills. Publisher's invoice/catalogue in foreign edition and publisher's catalogue in Indian edition be accepted.
5. RBI/GOC conversion rate (selling) prevalent at the time of billing will be applicable and a copy of the same should be attached with the bills.
6. The acceptance of the order should be submitted by the agency within seven days of dispatch of the letter.
7. The publications should be supplied in good physical condition/brand new at the approved rate within 30 days from the date of issue of supply order.
8. Payment will be made only after inspection of the publication by the library or any other person authorized. Defective copy, if supplied, will be returned even if stamped, accessioned after any length of time when detected.
9. Transit Insurance will be borne by supplier till the supply reaches destination.
10. Supplies be sent for F.O.R. Central Library, Guru Gobind Singh Medical College, Faridkot-151203, Punjab by any convenient mode except V.P.P.
11. Pre-receipt bill(s) are to be submitted in triplicate (3 copies). Revenue stamp should be affixed on the original bill and should be assigned by authorized signatory. Bill(s) is/are to be addressed to the Principal, Guru Gobind Singh Medical College & Hospital, Faridkot and submitted in the Central Library, GGSMCH for further processing.
12. All entries in the bill should be typed or neatly handwritten in the format acceptable to the Central Library, GGSMCH.
13. Only latest and Low priced /paperback edition should be supplied, unless otherwise specified.
14. The following certificate(s) be recorded on the bill:
 - a. Certifying that the authorized publisher's price has been charged.
 - b. Certifying that the latest editions have been supplied and these are not remaindered titles.
 - c. Record your PAN/VAT/GST Number
 - d. In case of foreign edition a certificate would be required to state that Indian reprint/edition is not published.
 - e. When low price/paperback edition is not supplied a certificate would be required that "No low price/paperback edition of the books are available.
15. Serial number given in our order list should be mentioned against each item in the bill and in all your further correspondence. Current edition older than two years is to be supplied only after obtaining confirmation from the central library, GGSMCH.

16. Please note that the Indian edition of books available in the market should be supplied even if the foreign edition is mentioned in our order, unless otherwise specified
17. In case of foreign publications, the original price in the foreign currency shall be mentioned in the bill along with the Rupees charged in accordance with the approval rate of exchange.
18. The foreign books available in dual currencies should be billed in the currency by which the converted cost is the lowest in Indian Rupees.
19. One bill shall cover books pertaining to one supply order only.
20. No banned book(s) should be supplied and if any such book is supplied it would be forfeited.
21. The books should be supplied by the time/date specified in the order, failing which the order would automatically be treated as cancelled or penalty for delay be imposed.
22. In case of delay in supply, obtain our approval in writing specifying the reasons for the delay.
23. The supplier/vendor undertakes to refund the amount if charged in excess than the actual price of the book/s.
24. A firm will have to submit a Demand Draft of an amount Rs. 30,000/- of any Nationalised Bank as security money for a period of 24 Months to the College on being empanelment in favour of the Principal, GGSMCH.
25. At any time if it is found that the information provided by the supplier/vendor in any form about publications, service and related matters resulting losses in any form to the college, the college reserves the right to forfeit the same from the security money.
26. Legal disputes shall be subject to the jurisdiction of the court in Faridkot, Punjab.
27. A Penalty of 5% will be imposed of the cost for unsupplied books from accepted orders of books.
28. The vendorship will be terminated/dropped/black-listed from the list of registered firm:
 - a. If the supplier/vendor failed to even deliver the 50% of the supply order (in term of number of titles) during the year.
 - b. If the supplier/vendor provides any wrong or distorted information to the College.
 - c. Any other matter identified by the Principal, GGSMCH.
29. An empanelled Book Suppliers/Vendor should organise at least on Book Exhibition per year at GGSMCH in consultation with the Central Library, GGSMCH, Faridkot.
 - a. A vendor should not exhibit a book published more than two years ago except the special circumstances.
 - b. The Principal reserves the right to recommend or reject any or all Books, which suppliers send for consideration or in all cases in respect of acceptance/rejection/arbitration.
 - c. The rejected publications should be removed within 15 days by the suppliers/vendors at their own risk and cost after which no responsibility will be accepted by GGSMCH.
30. The contract / empanelment can be terminated at any time by the Principal, GGSMCH in case of services are not found satisfactory and also defaulting supplier/vendor will be blacklisted for the remaining empanelment time.
31. If small order (not more than 5 titles) is placed in conformity with the suppliers/vendors, the supply should be made with three days.
32. Payment shall be released after the receipt of books in good condition at Central Library, GGSMCH in conformity with all the specifications detailed in the order, terms and conditions mentioned in the tender notice, after receipt of all relevant documents and accessioning of books etc.
33. All correspondence shall be addressed to the Principal, Guru Gobind Singh Medical College & Hospital, Sadiq Road, Faridkot-151203, Punjab.

Principal

Annexure-I

(To be furnished with non-judicial stamp papers worth Rs.50/- 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 books/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 “Purchase of Books / Publications / Educational CD s/ DVDs etc. (Part A) and terms and conditions for supply of Journals/Periodicals etc. (Part B) 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 books / Publications / Educational CD s/ DVDs 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

Annexure -II

PROFORMA FOR TECHNICAL BID FOR BOOKS

Agents / Vendors should furnish the following information, along with documentary Evidence of qualifying to supply books / Publications / Educational CD s/ DVDs etc. to the Central Library, Guru Gobind Singh Medical College and Hospital for a period of two financial years (2017-18 & 2018-2019).

1.	Name of the Applicant/Agent/Vendor	
2.	Constitutional Status of the Tenderer /Bidder (i.e. Publisher / Distributor / Proprietor / Partnership Firm / Pvt. Limited Company etc.)	
3.	Complete Postal Address	
4.	Name of the Dealing Person	
5.	Position of the Dealing Person in the Tenderer Firm / Bidder / Company	
		Tel./Mobile No.
		Fax. No.
		Email. ID:
6.	Details of the Earnest Money Deposited (EMD): The EMD must be deposited in the Shape of a Demand Draft (DD)	
	DD No.	
	Date of DD	
	Amount of the DD (Rs. 30,000)	Rs. 30,000/- (Thirty Thousand) Only
	Bank with Branch Name	
7.	PAN (Permanent Account Number)/VAT/GST No.	
8.	Enclose your valid Registration with the Good Offices Committee or the Federation of Publishers & Book Sellers Association of India or with any other national body)	
9.	Experience / Clientage (The Prospective Bidder has to enclose Latest photocopies of the minimum 03 work orders of reputed educational institution for supply of the books. Enlist the organizations served along with at least three certificates of satisfactory supplies.	
10.		

Signature & seal of bidder

Annexure III

PROFORMA FOR FINANCIAL BID FOR BOOKS

Books are to be supplied F.O.R. Central Library, Guru Gobind Singh Medical College & Hospital, Faridkot for the financial year 2017-18, and 2018-2019 by any convenient mode, except V.P.P.

Discount offered (To be mentioned in both Figures and Words)			
Sr. No.	Type of Publication	Rate of Discount in % on Published Price converted into Rupees at Bank Exchange Rate (RBI)	
		In Figures	In Words
1	Foreign Publications in English		
2	Indian Publications in English		
3	Indian Publication in Punjabi, Hindi and other language		
4	Government / Institutions / Society Publications		
5	Educational CDs/DVDs etc.		

Note: - The successful bidder(s) may be called for negotiation by the Principal, GGSMCH, Faridkot, Punjab.

PART – B
TERMS AND CONDITIONS (FOR SUPPLY OF JOURNALS/PERIODICALS ETC.)

1. **SUBSCRIPTION:** The supplier on receipt of a purchase order, shall subscribe all the journals (Foreign and Indian) within three weeks from the date of the order and shall submit bill/invoices with the proof of remittance of subscription to the publishers etc. . The Subscription must be entered in the name of the Central Library, Guru Gobind Singh Medical College and Hospital in the records of the respective publishers.
2. **CONVERSION RATE:** The foreign currencies of the invoices shall be converted into Indian rupee at the prevailing bank exchange rate at the nationalized bank at the time of the remittance to publishers by the vendor. The Vendor will be required to submit adequate proof for bank exchange rates along with the bills. The bills shall be addressed to the Principal, Guru Gobind Singh Medical College and Hospital, Faridkot, Punjab.
3. **SUBSCRIPTION PRICES:** The actual publisher's price shall be paid with no forwarding/handling charges shall. The vendor shall deliver the journals preferably through speed post at their own cost. The vendor shall charge the special lower price or package price, if any, offered by the publisher for developing countries or otherwise, and shall inform to Guru Gobind Singh Medical College and Hospital accordingly. The vendor is required to certify that all available special lower prices with benefit schemes if any have been claimed.
4. **PRICE PROOF:** Vendors shall be required to produce the Publishers' current subscription price proof of the payments made to the publishers on behalf of the Guru Gobind Singh Medical College and Hospital towards the orders placed with the agency, Bank Conversion rate etc. along with the publisher's price list/bills.
5. **TERMS AND CONDITIONS OF PAYMENT:**
 - 5.1. On behalf of the Guru Gobind Singh Medical College and Hospital, the vendor will have to make advance payment to the Publishers for the journals (print/CD-ROM/ON-LINE) ordered to him by the Guru Gobind Singh Medical College and Hospital through DD or any electronic payment methods against proforma invoices.
 - 5.2. After making the advance payments to the publishers for the journals so ordered, the vendor shall raise the bills to the College for the payment.
 - 5.3. The foreign journals available in dual currencies should be billed in the currency by which the converted cost is the lowest in Indian Rupees.
 - 5.4. Vendor must provide the remittance details, duly certified by their bankers, or acknowledgment of the same by the publishers. No interest will be paid by on the gap periods by the Guru Gobind Singh Medical College and Hospital on advance payments made by the vendor to Publishers and the payment made by Guru Gobind Singh Medical College and Hospital to the vendor.
6. **Security Deposit:**
 - 6.1. The firm should submit the EMD amount of Rs. 30,000/- (Rupees Thirty Thousand) only with their quotation in the form of a Demand Draft drawn from any nationalized bank, favoring Principal, Guru Gobind Singh Medical College and Hospital payable at Faridkot, Punjab. The offers without EMD shall be rejected. EMD will be returned to all the unsuccessful firms after finalization of the empanelment procedure. The EMD will also act as a performance security deposit for the empanelled period. The empanelled 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 20% 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. Submission of fresh / extended Security Deposit towards the cost of missing issues may be allowed in exceptional cases (need to deposit only after getting the purchase order, no need to pay during empanelment).

7. Claim Handling and Follow-Ups: The vendor will ensure:
 - 7.1. Timely supply of journal issues/update of CD-ROMS including its full disk(s) ordered to him by sending regular reminder on his own to the publishers/principal.
 - 7.2. The vendor shall also pursue and arrange to supply the updates not received by the Library and reported by the Library as missing. He shall also be fully responsible to replace commutative CD or updates if found damage or defective in any way. In the absence of satisfactory proof of sufficient and regular follow up, the vendor shall be responsible to replace the missing issues/updates. Needless to mention that vendor should maintain a proper record of the journal issues supplied to the institute.
 - 7.3. For on-line access of the journals (free on-line is available along with subscription of print), the vendor will have to provide the technical support.
 - 7.4. All the complaints should be attended within reasonable time.
 - 7.5. On-line Activation.
 - a. The firm/Vendor has to inform the GGSMC Central Library, about the availability of free/ paid online access to the ordered foreign journals. The vendor would inform about any additional journals that becomes available during the subscription period.
 - b. Online access to journals, free or paid (where ever applicable with the order) has to be IP authenticated. IP range will be provided at the time of placing the order. In case if the firm or agency failed to provide the online accessibility within 60 days from the date of billing the firm/agency will be subjected to legal action and as a penalty of (2% of the cost where online is free and 10% of the cost where online is paid by the institute) the cost of the subscription of that journal will be imposed by the university.
 - c. Activation of online journals has to be done by the firm without charging any additional service charges.
 - d. The vendor will provide all the facilities of subscription model/ license agreement with the publishers wherever applicable
8. REFUND FOR MISSING ISSUES/NON-SUPPLIED JOURNALS/CD-ROMS:
 - 8.1. The Vendor shall make refunds for journals, not received in the Library by 31st May of the subsequent year irrespective of the fact whether the payment was made by the vendor or not unless the publishers confirms about the delay in publication.
 - 8.2. Vendors will be fully responsible for the refund of subscription amount + interest (for the journals not started) by the end of the subscription period (Jan. to Dec.). The time can be extended only in cases where confirmation is received from the publisher regarding receipt of payment and that the delay in supply is either due to delay in publication or due to "Act of God or any unusual/unforeseen circumstances beyond the control of the vendor or publisher".
 - 8.3. The Vendor will be required to make the proportionate refund for missing issues of journals/updates on subscription with them. The vendor will be required to submit the photocopy of the missing issues within a period of two months of the schedule publication and before one month of the expiry date of the Bank Guarantee with the permission of the publishers, failing which 10% of the cost of missing issues will be paid by the agency as penalty.
9. SUBSCRIPTION PERIOD: Subscription period for the journals ordered will be for the volumes starting in a given year till its completion or unless specified otherwise. All journals would be renewed for the next calendar year January to December or a complete volume as specified in the order. This includes all issues and supplementary volume/issues if any, published during the year.
10. HAND DELIVERY OF JOURNALS: In order to avoid loss in transit the library shall prefer to receive all journals/CD-ROM by speed post only.
 - 10.1. The Vendor is required to inform the schedule of publication of each issue while accepting the order.
 - 10.2. Every publication should be supplied within a fortnight (15 days) of its publication scheduled. For any delay, a documentary proof showing the cause of the delay will have to be produced for consideration and taking appropriate action if warranted.

- 10.3. Any journal(s) for which a vendor is unable to handle or which cannot be made available by Air Freight and required to be delivered by messenger should not be processed without the consent of the University.
- 10.4. All correspondence relating to the subscription of the journals shall be addressed to:
The In-Charge, Central Library, Guru Gobind Singh Medical College, Sadiq Road, Faridkot-151203, Punjab
11. 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.
12. 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/Fixed Deposit given by vendor as a consequence. A copy of this notice would be sent to the respective publisher(s).
13. GUIDELINES FOR CONVERSION OF FOREIGN CURRENCIES:
 - 13.1. Payment to the publisher should be made by electronic transfer through any of the nationalized banks. And the conversion rate on this date certified by the bank will be applicable for billing to the College.
 - 13.2. The vendor/supplier will not delay in submitting bill after the receipt of order(s) and shall invariably submit them within one to two weeks as specified.
14. General
 - 14.1. The earnest money deposited will not carry any interest on it. The money will be refunded in full on receipt of Bank Guarantee of the 20% of the order value or not being empanelled on expiration of validity of empanelment as the case may be. The request for the same should be made by the agency accordingly. The deposit shall remain till the supply of ordered journals (including back logs or missing issues, if any) is completed.
 - 14.2. The successful firm(s) will have to enter into an agreement on a no judicial stamp paper of Rs 100/-, the cost of which has to be borne by the Firm itself.
 - 14.3. The Principal, GGSMCH reserves the right to accept or to cancel/ reject any or all item(s) of the application at any stage without assigning any reason. The decision of the Principal, GGSMCH on any dispute related to this invitation of the application shall be final and binding.
 - 14.4. In the case of any dispute or misunderstanding arising out of this agreement, the decision of the Principal of the College shall be the final and binding to the suppliers including fixing of penalty for any violation of this agreement.
 - 14.5. All matters and disputes related to journal subscription are subject to legal jurisdiction of the Honorable Court situated in Faridkot, Punjab only.
15. 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)

Annexure – IV

PROFORMA FOR TECHNICAL BID (FOR JOURNALS)

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

S. No.	Item	Details
1.	Complete Postal Address, Tel. No./Cell No./FAX/ E-Mail, the Membership no. for the Association for Books/Journals Suppliers/ Publishers along with address proof.	
2.	Annual Turn-over/PAN No. (copy of IT return for last three year)/VAT/GST number if any	
3.	<u>Bank A/C Details</u> The supplier is required to provide the following mentioned information as per the template enclosed: Name of the Bank and Branch: Account type: Bank Account No.: IFSC Code:	
4.	Name of Publishers whom you represent as Exclusive Agent or preferred Agent (Attach letters from publishers)	
5.	Do you provide proactive help for enabling online access to subscribe journals (The process would involve updating Library Software and HTML/XML pages for Journals on University/Library website)	
6.	Name Five 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 (Attach letters from three Librarians from above regarding satisfactory performances in their Libraries and if currently you are supplying journals to Central Library, GGSMC a copy of performance letter issued by this College towards satisfactory supply, be appended).	
7.	How will you follow-up/tackle in case of delay in release of publications i. Mechanism to overcome such delays (such as any tie up with the related publishers or others with documentary evidence) ii. Any special arrangement with Courier/Postal authorities to avoid delays. If so, details may be furnished. iii. Arrangements, if any to speed-up delivery of journals by air freight	
8.	How much time will be taken in supplying the issues of journal to the College from date of their publications (Need to attach the schedule of publications of the issues of the journals during the concerned subscription year)	
9.	In case of failure of satisfactory performance, penalty @ 5% (after two months) and 10% (after six months) will be imposed on non- supplied journals.	Agreed / Not agreed (Pls. write)
10.	Details in respect of Universities/Institutions/Colleges wherein supply order has successfully been executed during last year, having value more than Rs. 20 lakh each. (Attach copy of orders & satisfactorily completion)	
11.	Do you agree to make the payment to the publisher on behalf of GGSMCH, Faridkot by electronic transfer at own cost.	Yes / No
12.	I agree to deposit 20% of total value of order as Bank Guarantee.	Yes / No

It is certified that the information furnished above in column no. 1 to 11 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:

Annexure - V

PROFORMA FOR FINANCIAL BID (FOR JOURNALS)

1. Name of the Firm/Supplier: _____
2. Address & Telephone Number: _____

3. PAN /VAT/GST No.: _____

4. Discount Offered:

Sl. No.	Type of Journals	The Rate of discount (Only flat discount rate to be quoted)
1.	Indian Publications	
2.	Foreign Publications having price in Foreign Currencies	
3.	Indian Magazines (Punjabi/English/Hindi)	
4.	Any other charges to be levied (Please specify)	
5.	Indian Publications (Back Volume)	
6.	Foreign Publications (Back Volume) having price in Foreign Currencies	

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:.....
 Date:.....
 Designation:.....

Signature:.....
 Name:.....

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

PART-C

Instructions/Check List:

1. Please include the Cost of the Tender Paper (downloaded) along with EMD of Rs. 30,000/- for participating in the tendering process for each Part A and Part B separately.
2. Please quote practically feasible discount rate for Books & Journals (both in words and in figures)
3. EMD of all successful firms in the bidding process will be kept as the Performance Security deposit for the empanelled period.
4. Successful firms (for Journals) have to deposit 20% cost of the total order value received from the College as Bank Guarantee after getting the order. No need to give at the time of Empanelment.

Please go through the following details mentioned in respective pages before applying:

Affidavit – Annexure I (Pg. 6)

PART-A: Terms & Conditions for Purchase of Books (Pg. 4-5)

- Annexure II: Technical Bid for Books (Pg. 7)
- Annexure III: Financial Bid for Books (Pg. 8)

PART-B: Terms & Conditions for Subscription of Journals & Magazines (Pg. 9-11)

- Annexure IV: Technical Bid for Journals Pg.12)
- Annexure V: Financial Bid for Journals (Pg.13)

PART-C: Instruction/Check List (Pg. 14)