

TENDER FOR SUPPLY OF MEDICAL BOOKS & JOURNALS

For the Financial Year 2018-19

TERMS & CONDITIONS

1. Reputed Book Publishers/Suppliers having experience in supplying medical books and Journals can participate in this tender process.
 2. Tender document Costing Rs.1000.00 (non-refundable) can be purchased on cash payment from the office of Dean & principal, SCB Medical College, Cuttack on any working day from **01.11.2018 to 22.11.2018**.
 3. The Tenderers should submit their tenders in a sealed cover, addressed to the **Dean & Principal, SCB Medical College, Cuttack-753007, Odisha** and the corresponding postal address of the tenders should also be mentioned on the cover of the sealed tender. Each tender must enclose the copy of money receipt in support of purchase of tender paper or a Bank Draft of Rs.1000.00 When the tender from would be downloaded from the website as the case may be. The DD is to drawn in favour of Dean & Principal, SCB Medical College, Cuttack. The sealed tender will be received by the undersigned on or before **22.11.2018 up to 5.00PM** and will be opened on **24.11.2018 3.00PM** in presence of the tenders or their authorized representatives who should be present at the place as per scheduled date and time. If the tenderers or their authorized representatives fail to turn-up at the time of opening of the tenders, it will not be bar for the authority to open the tender, Tender received beyond the scheduled date and time will not be taken into consideration and will be rejected any deviation in the scheduled date of opening of the tender will be intimated to the tenders through their postal address given by them on the cover of the sealed tender.
 4. The tenderers should furnish the Xerox copy of PAN Card along with their tenders.
 5. Publisher's Price:-
 - a. Percentage of discount on the publisher's price of medical books should be quoted very clearly be each book and journal.
 - b. The publisher's price of the journal, percentage of discount and discounted price of each journal should be quoted very clearly in INR of each book and journal.
 6. Delivery of books and journals should be at the central library of SCB Medical College, Cuttack in the stipulated time.
 7. The Tenderers should supply of in medical books/journals from the date of purchase order. Order for supply of books/journals will be placed time to time as per requirement of students and doctors. Order placed for supply of books/journals will be treated as cancelled if not supplied within the stipulated period when so will be decided by the authority/authorized committee.
 8. Tender is valid up to one year.
 9. No advance payment will be made for supply of books. But advance payment may be made only for journals on the basis of agreement against bank guarantee (vide para19 & 20).
 10. Payment of the cost of books will be made only after full receipt of books as per order, verification of price and edition of the books received with the publisher's prevailing price and edition.
- The communications and documents are to be clearly written in English and the discounted rates mentioned by the bidder should be clearly legible. On the top of the sealed cover it should be super scribed as "TENDER FOR BOOKS AND JOURNALS, SCB. MEDICAL COLLEGE, CENTRAL LIBRARY FOR THE FY 2018-2019".

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12. The payment of the cost of foreign edited/ published books will be made on the basis of exchange rate as declared by the appropriate authority or on the basis of exchange rate for library purchase as declared by Government of India whichever will be less as on the date of supply of books/journals to the library in INR. The certificate in support of exchange rate must be enclosed with each bill. Advance payment against journals will be final as per the claim made in the tender and no further charge or supplementary demand will be entertained during the financial year 2018-2019.
13. If the information or document furnished by the tenderer with the tender paper is found to be misleading, haphazard or incorrect at any stage, the tender will be cancelled.
14. The selected supplier will sign an agreement in non-judicial stamp paper with the Dean & Principal, SCB Medical College, Cuttack for acceptance of terms & conditions.
15. The tenderer selected for supply of books must supply all required/ order placed books (available in India), otherwise the supplier will be blacklisted.
16. The authority/committee reserves the right to accept in full or part or reject any or all the tenders without assigning any reasons thereof. The authority/committee is not bound to accept the lowest rates of tenders. The technical aspects will be taken in to consideration.
17. Books and journals supplied should be in original print and of latest edition. If there is anticipation of release of new edition within the current year, the supplier should intimate the authority regarding this instead of supplying the available edition & will undertake to supply as soon as the same will be made available on or before 31.03.2020. Journals should be supplied within 30 days from the date of original publication.
18. The tenderer shall furnish the following documents along with the tender which are to be reflected in the forwarding letter.
 - a. Photocopy of the money receipt or demand draft towards the cost of the tender paper.
 - b. Photocopy of the PAN Card.
 - c. Declaration to supply the journals regularly.
 - d. Declaration of discount on medical books and undertaking for total supply in time.
 - e. Photocopy of previous purchase orders from Govt. Medical College of Odisha if any
 - f. The bidder should submit EMD amounting to Rs.10,000/- and Rs.30,000/- for books & journals respectively in shape of D.D. payable at Cuttack pledged in favour of the "Dean & Principal, SCB Medical College, Cuttack."
 - g. GST Registration Certificate.
 - h. Income Tax return for last 2 years with PAN Number
 - i. Company to be in existence for at least 10 years. Registration Certificate must be submitted as proof.
 - j. A Member of good office's Committee/The Federation of Publishers & Bookseller's Association of India for at least 10 years (proof to be enclosed).
 - k. RBI permission: The supplier must have permission from RBI to open foreign currency bank accounts specially for journals subscriptions such permission must be attached.
 - l. The company should have a minimum turnover 5 Crores per annum. Balance Sheet must be submitted as proof for last 3 years.

Dean & Principal
S.C.B. Medical College, Cuttack

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TENDER FOR SUPPLY OF MEDICAL e-BOOKS & e-JOURNALS

For the year 2018-2019

TERMS & CONDITIONS

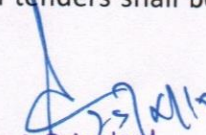
The Central library of SCB Medical College, Cuttack would be procuring e-journals and e-books which would be accessible to all the authorized users of SCB Medical College, Cuttack. Under this scheme the Central Library proposes to provide access to minimum 2000 full text e-Medical journals and minimum 11,000 e- Medical text books.

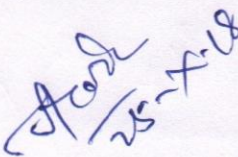
1. Tender Document costing Rs.1000/-(non-refundable) can be purchased on cash payment from the office of Dean & Principal, SCB Medical College, Cuttack on any working day from 01.11.2018 to 22.11.2018.
2. The Tenderer should submit the tender in a sealed envelope addressed to **The Dean & Principal, SCB Medical College, Cuttack-753007, Odisha** and the Corresponding postal address of the tenderer should be written on the envelope of the sealed tender.
3. Each tenderer must enclose the copy of money receipt in support of purchase of tender paper. However a DD amount to Rs.1000/- drawn in favour of Dean & Principal, SCB Medical College, Cuttack is to be enclosed with the tender paper when the tender form would be downloaded from the SCB MCH website. The sealed tender will be received by the undersigned on or before 22.11.2018 up to 5.00PM and will be opened on 24.11.2018 at 3.00 PM in presence of the tenderer or their authorized representative who should be present in place as per scheduled date and time. If the tenderer or their authorized representative fail to turn-up at the time of opening of the tenders, it will not be a bar for the authority to open the tender. Tender received beyond the scheduled date and time will not be taken into consideration and will be rejected. Any deviation in the date of opening of the tender will be intimated to the tenderers through e mail/postal address given by them on the cover of the sealed tender.
4. The agency will use the licensed tools for creation of contents, for updating and maintenance of the contents.
5. Tender is valid up to one year.
6. If any information or document furnished by the tenderer with the tender paper is found to be misleading or incorrect at any stage, the tender will be cancelled.
7. The selected supplier will sign an **agreement in non-judicial** paper with the Dean & Principal, SCB Medical College, Cuttack for acceptance of terms & conditions.
8. A **Bank guarantee** of an amount equal to the amount claimed as advance payment must be submitted along with the tender paper. The guarantee period should be for one year i.e till end of the period of agreement.
9. **EMD (2% of the Tender Cost)** in the form of demand Draft drawn in **favour of The Dean & Principal, SCB Medical College** is to be submitted along with the tender paper, failing which tender will be rejected.
10. The Vendor/ supplier bidding for e-journal and e-books **should have a library portal** through which online access of journal would be provided. Samples of such portals should be submitted.
11. The Vendor/ supplier have to submit the **price proof** of the package and discount rate.


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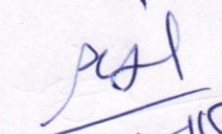
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S.C.B. Medical College, Cuttack

12. The EMD of successful bidder will be refunded after one year of successful completion of the e-resource procurement work.
13. The payment will be made only on presentation of valid bills in triplicate together with the quantum of actual work done on verification of work to the satisfaction of the undersigned as per terms and conditions.
14. In case of agency's failure to undertake the job after its award or failure to complete the job, the agency shall be liable to such action as blacklisting, debarring from having any business with this institute, forfeiture of earnest money/security, besides any other action as may be deemed proper by the institute
15. If the bidder is not able to fulfil its obligations under the contract, which includes non-completion of the work order, the Library reserves the right to get the work accomplished in open market and EMD/Performance Guarantee of defaulting bidder shall be forfeited. Such a bidder shall be liable to pay any or all cost, damages/ compensation, etc. resulting out of the non-performance.
16. In case the work carried out is not according to the specification mentioned in the work order, the work will have to be redone.
17. The job shall be completed by the agency within the time limit specified by the agency in its quotation/tender. The completion period may be extended with the approval of the competent authority only in exceptional cases on written request of the agency giving reasons/explaining circumstances under which the completion period could not be adhered to. In case, the job is not completed within the stipulated period, the agency shall be liable to pay the institution/University the compensation amount equivalent to 1% (one percent) of the cost of the order each day or such other amount as the competent authority may decide till the job remains incomplete, provided that entire amount of compensation shall not exceed 10% of the total cost of the order. An appeal against these orders shall, however, lie with the Dean & Principal, SCB Medical College, whose decision shall be final and binding.
18. The tenderers or their authorized representative(s) have to present themselves on the day of the opening of tender.
19. The work shall be executed strictly in accordance with general terms and conditions mentioned in the tender.
20. The bank charges, if any, shall be to the agency's account.
21. Bill No. should be duly printed/machine numbered.
22. The Purchase Committee constituted for the purpose reserves the right to accept or reject any or all the bids or negotiate on any of the tender conditions/items and to annul the bidding process and reject all the bids at any time prior to placement of order without assigning any reason there to and without any obligation to inform the affected bidders.
23. The decision of the institute authorities shall be final and binding upon in the event of any dispute arising out of the terms of the contract. Disputes, if any, shall be subject to the jurisdiction of Cuttack City only. Any other jurisdiction mentioned in agency's quotation or invoices shall be invalid and shall have no legal sanctity.
24. **Not more than one tender shall be submitted by a vendor/agency.** No two or more concerns in which an individual is interested as a proprietor and/or partner shall tender for the execution of the same work. If they do so, all such tenders shall be liable to be rejected.


 Dean & Principal
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 P. K. Mishra
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25. Bidders can visit Central Library, SCB Medical College, Cuttack, in case of any clarification required for technical bid, terms & conditions etc.
26. The bidder/firm should enclose documentary evidence of supply reports, and tracking reports to show the proficiency in the field of e-resource delivery processes at half yearly interval.
27. The payment will be made only on presentation of bills in triplicate together with the quantum of successful implementation of the e-resources at Central Library.
28. The work will be accepted only after quality assurance tests/checks are carried out by the competent authority.
29. The decision of the Dean & Principal shall be final and binding upon in the event of any dispute arising out of the terms of the contract.
30. The company's executive should visit to at least once in a month to find out functioning status.
31. The price bid documents must have been kept in one sealed envelope marked-Envelope-B'. All other documents should be kept in another sealed envelope marked 'Envelope-A'. The EMD amount is not to be disclosed and the DD in this regard is to be enclosed in a separate envelope and kept inside Envelope A. Both cover -A & cover-B are to kept in a sealed envelope marked as 'Envelope C' The envelope C is to be super scribed as **'TENDER FOR e-BOOKS and e-JOURNALS FOR CENTRAL LIBRARY, SCB MEDICAL COLLEGE FOR THE FY 2018-2019.'**
32. The tenderer shall furnish the following documents along with the tender which are to be reflected in the forwarding letter.
 - i. Photocopy of the money receipt as proof of purchase of tender paper/Demand Draft to be submitted along with technical bid in envelope 'A'.
 - ii. Photocopy of PAN Card.
 - iii. The bidder should submit EMD amounting to 2% of the cost for e-journals and e-books respectively in shape of D.D. payable at Cuttack pledged in favour of the " **Dean & Principal, SCB Medical College, Cuttack**" in a sealed envelope inside envelope 'A'.
 - iv. GST Registration Certificate.

Technical Specifications:

- i. All the e-journals and e-books should be accessible through single platform.
- ii. All the e-journals and e-books should be downloadable in PDF and HTML format.
- iii. All the subject area are to be included.
- iv. Total no of Medical e-journals should not be less than 2000 and Medical e-books should not be less than 11,000 in numbers.
- v. DVD back up should be provided for E-journals on discontinuation of subscription.
- vi. E-resources covered in the database should be with multiuser access facility and with unlimited download facility.
- vii. Company should provide IP base access and username and password.
- viii. Publisher should provide two people training for benefit of users of the institute in subscribing year.
- ix. Access of e-resources should start within 1 month of order.
- x. Subscription duration will be counted from the date of subscription start.

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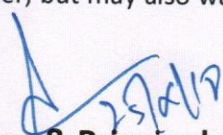
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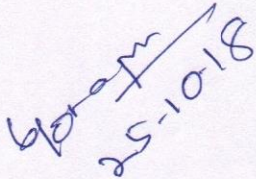
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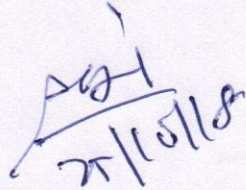
Eligibility Criteria for participating in tender process:

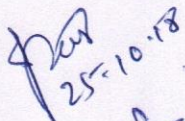
1. Must be registered company /firm under Indian companies act (attach proof).
2. Must have its own infrastructure in India to undertake this project for the institute/University.
3. Must have executed minimum **five similar projects** for Medical Colleges or Medical Universities (attach proof). The bidder should have **at least 2(two) years of experience** in providing e-recourses in single invoicing of Rs.10, 00,000/- and above.
4. These orders should be from any Medical Colleges or Medical Universities. Provide documentary proof i.e., Copy of work orders etc.
5. The company/firm should have not been debarred/ blacklisted for any reason/ period by any Central/ State Govt. Dept./ University/ PSU etc. **Append a self-affidavit** with the quotation/ tender that the firm has not been debarred/blacklisted for any reason/ period by any Central/ State Govt. Dept./ University/ PSU etc. If so, particulars of the same may be furnished. Concealment of facts shall not only lead to cancellation of the order, but may also warrant legal action.

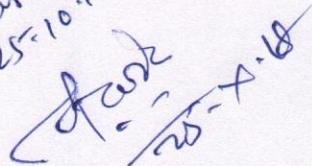

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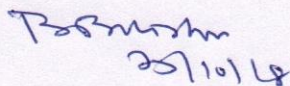
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TECHNICAL BID

Tenderer's reference No. _____ date _____

1. Name of the Applicant: _____

2. Address : _____

3. Tel. No. _____ Fax No.: _____

Mobile No.: _____ e-mail: _____

4. Particulars of Demand Draft:

	DD Number	Date of Issue	Issuing Bank
Earnest Money Deposit(EMD)			
XXXXXXXXXX			

5. Performa for submitting the Technical Bid

i) Name of the Company/Firm _____

ii) Address of the Company/Firm _____

iii) Particulars of manpower & hardware resources to be deployed for completing the work in accordance with the time schedule

iv) Nominated Project Manager (along with his/her profile and work experience)

Documents/certificates from the appropriate authority are to be attached in support of the statements.

Name & Signature of the Authorized Signatory of the
Company/Firm

TECHNICAL BID CHECK LIST

Sl. No.	Requirements	Whether documents enclosed
1.	Name of the Bidder with Complete Address/Tel/ Email/ PAN No.	Name : Address: Tel. No. : Email : PAN No. :
2.	Details of EMD amount Rs.	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.	Status of Bidder (Whether Firm/Company/joint venture). Certificate of proof to be enclosed.	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.	Name/s of Publisher(s), whom you represent as Distributor in India. Enclose supporting documentary evidence.	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.	No of years of experience in supplying books/journals – Minimum 2 Years. Enclosed documentary proof	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.	Income Tax Return for the last 2 years with PAN number	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.	Attach copy of supply order/work order and money receipt for last 2 years of at least 2 Medical institution/College where the company has supplied books each of worth Rs. 10 lakhs or more per annum and proof of supply/work order and money receipt for 10 subscriptions of Journals, each of worth Rs. 50 lakhs or more in the last year.	Yes <input type="checkbox"/> No <input type="checkbox"/>
8.	Bidder shall submit an affidavit stating that the bidder has not been black listed by any Government/Quasi-Government institution on stamp paper	Yes <input type="checkbox"/> No <input type="checkbox"/>
9.	GST Registration Certificate	Yes <input type="checkbox"/> No <input type="checkbox"/>
10.	Contact Person for emergency with name, designation, address & Phone numbers	Yes <input type="checkbox"/> No <input type="checkbox"/>

Date :

Place:

Name & Signature of the Authorized Signatory of the Company

TECHNICAL BID

Tenderer's reference No. _____ date _____

1. Name of the Applicant: _____

2. Address : _____

3. Tel. No. _____ Fax No.: _____

Mobile No.: _____ e-mail: _____

4. Particulars of Demand Draft:

	DD Number	Date of Issue	Issuing Bank
Earnest Money Deposit(EMD)			
XXXXXXXXXX			

5. Performa for submitting the Technical Bid

i. Name of the Company/Firm _____

ii. Address of the Company/Firm _____

iii. Nominated Contact Person (along with his/her profile and work experience)

Documents/certificates from the appropriate authority are to be attached in support of the statements.

Name & Signature of the Authorized Signatory of the
Company/Firm