



**RI VENKATESWARA INSTITUTE OF MEDICAL SCIENCES UNIVERSITY: TIRUPATI**  
**TENDER SCHEDULE FOR SUPPLY OF PRINT JOURNALS FOR THE CALENDER YEAR 2019**

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 Library e-mail ID: svimslibrary@yahoo.co.in

Notification Roc.No. LIB/01/SVIMS/2018

**Details of the Subscription Agency**

*(Please fill the details and enclose proofs wherever required)*

Last Date for Receipt of Tender form 28-12-2018

Tender document cost : Rs.10,000/- + (18% GST)      D.D No. :      Date:

Name of the bank:

**TECHNICAL BID**

S.No	1. Basic information of the participant	Details
01.	Name of the Tenderer	
02.	Name of the Owner / Partner / MD	
03.	Whether the Tenderer is Distributor/ Agency	
04.	Address of the registered office  Contact person name: Mobile No.: E-mail :	
05.	The legal entity of the Firm is: a. Proprietorship b. Partnership c. Company	
06.	Year of Establishment	
07.	Name of the person authorized to sign in the all documents (attach proof of authorization)	
08.	Experience Certificate - Supply of Journals to various Medical Universities/ Government Medical Colleges for past three years along with appreciation certificate	

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S.No	Name of the University / Govt. Medical College.	Period of Supply		No. of Journals Supplied	Cost of Journals supplied		
		From	To		Indian	Foreign	Total
a.							
b.							
c.							
d.							
e.							

S.No	2. Mandatory requirements	Details
01.	PAN Card No. : (Photostat copy to be encl.)	
02.	GST.No: (Photostat copy to be encl.)	
03.	EMD particulars Amount : Rs. 2,50,000/- (Any Nationalized bank)	D.D. No. _____, Name of the Bank _____, Branch _____ Date: _____
04.	GOC Registration No. & Date (Enclose copy)	
05.	Latest publishers catalogue with price proofs to be enclosed	
06.	Authorized distributor certificate from leading foreign / Indian publishers of Journals to be enclosed	
07.	Application fee of Rs. 10,000/-	

**NOTE:** *If the above mandatory requirements are not furnished, the tender will be rejected.*

Encl: List of 153 journals (81 Foreign + 72 Indian) that will be supplied for the calendar year 2019 is to be enclosed in this format.

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Station:

Date:

### 3. Receipt of Tenders:

1. Sealed tenders from the authorized distributors /agencies are invited for supply of the journals as per the enclosed list to the Director cum Vice-Chancellor, Sri Venkateswara Institute of Medical Sciences, T.T.D., Tirupati – 517 507 for the period from January to December, 2019.
2. This invitation is under **Two Bid** (Techno-Commercial) system.
3. Sealed cover containing technical bid & price bid in separate covers (A & B) duly subscribing as “Tender for the supply of print journals for the calendar year 2019” addressed to the Dean, Academic Section, Sri Venkateswara Institute of Medical Sciences, T.T.D., Tirupati – 517 507 should be delivered either in person or by post so as to reach on or before 4 .00 P.M. on 28-12-2018 . Postal and courier delays will not be considered. The tenderer has to sign on each page of the tender document by affixing seal.

**Cover ‘A’** : Technical offer i.e. full details of subscription of print journals offered (quotation without price).

**Cover ‘B’** : Only price details of the print journals.

**Note:** To mention as “Technical offer” on Cover ‘A’ and as ‘financial offer’ on Cover ‘B’ and the name of the tenderer are to be mentioned on each cover. No financial details shall be given in Cover ‘A’.

4. The supplier shall be allowed to submit the tender either personally or by post & courier. In case of submission of tender by post / courier the risk and responsibility for either loss or delay in delivery is to be borne by the supplier. The tender opening authority will not consider any tender received after the expiry of date and time fixed for receipt of tenders.
5. The tenders received on or before last date will be opened before the library committee members and participant tenderers on the closing day of tender.

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**4.TENDER COST & EMD:**

The tender cost of Rs. 10,000/- in the form of DD payable on any Nationalized bank drawn in favor of The Director, SVIMS and to be submitted along with the EMD. The tenderer should attest on any alteration or overwriting.

The E.M.D. will be returned to unsuccessful tenderers without interest after one month from the date of finalization of tender. The E.M.D. amount will be returned to the successful tenderer without interest after submission of Security Deposit. Tender cost will not be refunded.

**SECURITY DEPOSIT:**

1. The successful bidder has to submit 10% of total order value of journals as security deposit in the form of demand draft payable to the Director , SVIMS, Tirupati and the same will be refunded after supply of all the journal issues for the calendar year 2019 satisfactorily.
2. If the successful bidder fails to pay the security deposit within 15 days from the date of receipt of supply order, such failure will constitute a breach of terms and conditions of the tender and the supply order shall be cancelled and the successful supplier will forfeit the EMD., in addition to recovery of any loss sustained by the Institute.

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**5. SALIENT POINTS TO BE NOTED :**

- 1) If two or more bidders attained the same rank in the price comparison, the experience of the bidders in this field and the track record of the bidder etc., will be taken into consideration for issuing of “supply order”. The decision of Library committee shall be final in this regard.
- 2) The bidders are advised to go through each and every line of tender document carefully.
- 3) In case of Partnership Firm, the following documents should be enclosed :
  - a) A copy of Deed of Partnership
  - b) Only Managing Partner has to sign the documents and represent the company for any discussions.
- 4) In case of a Company, the following documents should be enclosed :
  - a) A copy of Memorandum of Understanding
  - b) Articles of Association
- 5) In case of Proprietorship, the owner of the company has to sign in all the documents and represent the company for any discussions.
- 6) The tender document is not transferable in any manner.
- 7) The tender inviting authority reserves the right to reject any or all tenders or post-pone the tenders without assigning any reason.

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## 6. GENERAL TERMS & CONDITIONS

1. The subscription period is for one calendar year i.e. from January to December, 2019.
2. The journals/periodicals must be supplied from the 1<sup>st</sup> issue of January 2019 to last issue of December, 2019 (Calendar year only) Pre-ponement/post-ponement of subscription period will not be accepted. The supplier shall supply to the institute all the issues of the journals (supplementary volumes/issues/special issues/CD-ROM, DVD-ROM (if any) published/supplied by the publisher. Ensure that every issue is supplied regularly and punctually.
3. All the journals shall be subscribed for print version only, but the supplier has to provide online access for those journals offered by the publishers on free of cost.
4. The supplier should arrange / extend the facility of Online Access to the full text of the journals wherever publishers are offering/ including free online access to the subscribers with print version. Wherever the publisher's policy is to supply the journals as combined subscriptions and also priced as the combined Print + Free Online or Online + Free print versions, such facility / condition may please be indicated in invoices or communicated as and when it is noticed by the supplier.
5. In the event of the absence/resignation of the authorized signatory the supplier will be held responsible for prompt supply of journals binding with the terms and conditions.
6. It is the supplier's total responsibility of sending reminders to the publishers / distributors / agents for the missing / unsupplied issues and the supplier will have to submit monthly report and quarterly consolidated report on supply position to the Institute (SVIMS). The supply position of journals must be communicated by the last day of every month and quarterly consolidated reports should also be submitted.
7. The supplier should refund the proportionate cost of the non-supplied issues to SVIMS within six months from the date of publication of last issue i.e. (upto June, 2020). No Photocopy/Laser prints of the journal issues acceptable until that time security deposit will not be refunded.
8. The price of journals should be indicated in the original currency. ***These should be converted in according to the Bank conversion rates prevailing on the date of payment*** through foreign drafts, wire transfers etc., with proof of the same may be submitted. In case, if any publisher offers special price to India / Indian academic Institutions under the developing countries programme, the supplier has to charge the same price only.
9. In case the supplier wants to pay in advance and the price quoted should be as per the publisher's current list price, and as applicable to developing countries/India.
10. All the subscription remittances shall be made as per the publisher's invoices only. If they are not available, remittances shall be made as per the publisher's latest catalogue price.
11. Wherever subscription remittances are refunded or cost of journals refunded by the publishers or their sole/authorized distributors in India due to any reason, the same shall be informed and the amount should be transmitted to the Institution immediately.

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12. The supplier shall have their own processing office. Testimonials of reputed Institutions from competent authority only may be enclosed along with the tender. Further, the supplier has to submit permanent account number (PAN) & GST No.
13. Supplementary bills will be accepted if necessary, due to any enhancement in the price of journals. Documentary proofs to this effect are to be sent within five months from the date of payment of subscription.
14. All journals be subscribed by surface mail/surface airlift/accelerate service except otherwise indicated against the journal titles mentioned in the subscription list. If any journal is sent by airmail/airfreight as a policy of publisher that shall be paid by the supplier.
15. It is the supplier's total responsibility for regular supply of journals and has to submit monthly report on supply position to the Institute (SVIMS).
16. The supplier is responsible for F.O.R., SVIMS door delivery of journals in good condition so that the supplier can deal with missing issues directly with the publishers. The Institute will not pay any handling/freight/transport charges etc.
17. The proportionate amount for non supply of the main issues shall be refunded on or before June, 2020. However, the institute imposes suitable penalty in case of missing issues if any. In case, any journal doesn't commence service within 90 days as decided by the library committee from the date of subscription of remittance, appropriate amount has to be refunded to the institute without any reference to the refunds from the publishers/distributors/agents concerned. However, the subscription agency can arrange the missing/damaged issues by the end of June, 2020 and claim the proportionate cost. Laser print/Photocopies are not acceptable for replacement for the original missing issues.
18. All the subscription remittances shall be arranged through demand drafts/banker cheque/wire transfer only. However cheque payment will be accepted with the supplier, if the supplier had account in foreign branches (proofs should be submitted from the banker). Wherever, subscription remittances made to the local publishers/authorized distributors, such payment shall be arranged through banker's cheque only.
19. The firm is required to sign the declaration on tender form indicating date and affixing the rubber stamp with the designation or status enjoyed by the signatory in the firm, and same signatory shall be required to execute agreement under his signature only. The signatory should produce documentary evidence of empowering him to do so, if called upon at any time during the contract period. In case of change of the person of the signatory it is bound on the firm to inform the change of the person of the signatory to the Institution authorities. Due to any reason of his absence, the firm shall held responsible for supply of journals as per the terms and conditions.
20. The successful supplier should execute an agreement with tender inviting authority on Rs. 100/- non-judicial stamp paper agreeing to all the conditions of the tender document. If the successful bidder fails to execute the agreement within the time specified or withdraw the tender after the intimation of the acceptance of his tender by SVIMS or he is unable to undertake the contract due to any other reason, the E.M.D. shall be forfeited and he will also be liable for all damages sustained by the SVIMS.

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21. Tenders not submitted as per the above system will be summarily rejected. The price offers of technically rejected firms will not be opened.
22. Non-compliance with above terms and conditions will render supplier ineligible for claiming payment.

**7. UNDER THE SCOPE OF PURCHASER (SVIMS)**

1. The SVIMS will not pay any handling charges and service charges for the journals, but actual postage claimed by the publisher on specific journals may be considered on submission of the publisher's documentary evidence.
2. The SVIMS reserves the right to increase or decrease the number of journals for subscription depending upon the requirement.
3. In case of any dispute or misunderstanding arising out of this agreement, the decision of the Institute shall be final and binding
4. Any dispute (s) that arises between the SVIMS and the supplier in supply of journals shall be entertained by the local courts/forums of Chittoor district jurisdiction only.
5. The Director cum Vice-Chancellor, SVIMS, Tirupati decision will be final in all matters relating to journal subscription.
6. The Institute reserves right to cancel the tender without assigning any reasons.
7. The SVIMS shall not accept piece-meal process of subscription of journals etc.

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**8. Technical Evaluation Procedure:**

1. This is Two bid system first Technical evaluation will be done and qualified bidders, price bids only will be opened and highest discount company will be supplied.
2. The documents/details which are not as per the mandatory requirements will be rejected.
3. The supplier who quoted highest discount and satisfying all the terms and conditions will only be called for negotiations by the committee.
4. The recommendations of the committee will be placed in the form of minutes before the Director-cum-Vice Chancellor for approval.
5. Supply order will be issued to the successful tenderer and informed to attend for a meeting for an agreement. The successful supplier has to furnish the security deposit 10% of the total order as security deposit in the form of demand draft in favour of the Director cum V.C., SVIMS, Tirupati and it shall be valid until all the journals are supplied to the institute for the calendar year 2019.
6. If the successful supplier (who quoted highest discount) fails to enter in to agreement the next highest quoted supplier will be invited for negotiations and above procedure will be followed. (The specimen of the agreement will be provided to the successful bidder at the time of issuing of purchase order).

**9. PRICE BID PROCEDURE**

1. Loss of bid due to clerical error, typographical error etc., committed by the supplier in the proposal form /application shall not be considered after opening the sealed proposals.
2. The Institute accepts flat discount for all the journals subscribed.

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**10. NOTICE PERIOD FOR ABANDONMENT & INDEMNITY:-**

Either party shall be entitled to abandon the contract after serving three months notice in writing to the other party regarding abandonment of contract. However, the successful tenderer/supplier who is handling the contract shall have to continue the work even after expiry of the notice period of three months till an alternative arrangement is made by the Institute. No compensation of claim in the event of such abandonment shall be admissible to the successful tenderer/supplier.

The bidder shall indemnify the SVIMS., against all actions, suits, claims and demands brought or made against it in respect of anything done or committed to be done by the bidder in execution of or in connection with the work of this contract and against any loss or damage to the hospital in consequence to any action or suit being brought against the bidder for anything done or committed to be done in the execution of the contract.

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## 7. PAYMENT CLAUSE

1. ***The selected supplier shall pay entire amount of the subscription to the publishers in advance on the name of Sri Venkateswara Institute of Medical Sciences, Tirupati before claiming the payment from SVIMS.*** The supplier has to provide payment proof, according to foreign exchange rates from bank and registration of subscription with publisher for each title exclusively on the name of SVIMS along with advance stamped receipt and original invoices in quadra duplicate for releasing the payment.
2. The discount agreed upon the total amount will be deducted while making the payment.
3. Details of the full payment made to publisher may be intimated with the documentary evidence of the following:
  - a) Invoices in quadra duplicate;
  - b) Copies of payment remittance letters to the publishers / distributors;  
Publishers price proof for each journal;
  - c) ***Bank conversion rates;***
  - d) Photostat copy of the bank draft/wire transfer/banker cheque taken exclusively on behalf of SVIMS or the cheque issued on behalf of SVIMS;
  - e) Acknowledgement from the publishers or suppliers or firm or their authorized distributors for the payment received on the name of SVIMS;
  - f) Suppliers authorization letter as sole / authorized distributors in India;
  - g) Stamped final invoice should be submitted in the name of the Director cum Vice-Chancellor, SVIMS, Tirupati.

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TENDER SCHEDULE FOR SUPPLY OF PRINT JOURNALS FOR THE CALENDER YEAR 2019**

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Library e-mail ID: svimslibrary@yahoo.co.in

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**PRICE BID**

1. Name of the subscription agency :
  
2. No. of journals quoted in the technical bid :
  
3. Flat discount offered : \_\_\_\_\_%

Authorized Signatory with Seal

Station:

Date: