

# TENDER DOCUMENT

FOR

## FOREIGN / INDIAN SCIENTIFIC E-JOURNALS

No.D.10-14/2016-NIB/Lib-Misc.

- |    |   |            |
|----|---|------------|
| 1. | Issue of tender document on               | 30.01.2017 |
| 2. | Last date for issue of tender document on | 28.02.2017 |
| 3. | Acceptance of sealed tenders 15.00 hrs on | 01.03.2017 |
| 4. | Opening of tender at 15.30 hrs on         | 01.03.2017 |

(Tender Fee: Rs. 525/- incl. VAT)



## NATIONAL INSTITUTE OF BIOLOGICALS

(Ministry of Health & Family Welfare, Govt. of India)

A-32, Sector-62, NOIDA – 201 309. (UP)

Phone: 0120-2400072. FAX: 0120-2403014. E-mail: info@nib.gov.in

No.D.10-14/2016-NIB/Lib-Misc.

Dated: 30.01.2017

Dear Sir,

The National Institute of Biologicals is an autonomous institution under the Ministry of Health & Family Welfare, Govt. of India. The institute is engaged in evaluation and quality control testing of various biological products. The Institute would like to subscribe the various scientific e-Journals for the use of its Library.

The Director, National Institute of Biologicals, Noida invites sealed Tender Enquiry from reputed subscription agencies in India for the supply of **Foreign / Indian Scientific e-Journals** at NIB, Noida. Non-transferable tender document containing details along with terms and conditions can be obtained from office of the undersigned on all working days on payment of Tender Fee i.e. **Rs. 525/- inclusive VAT (Rupees five hundred twenty five only)** by Demand Draft payable to "National Institute of Biologicals, Noida (Non-refundable). Tenders will be issued from **30.01.2017 to 28.02.2017** on all working days, between **11.00 AM and 4.00 PM**. Tender form can also be downloaded from our website: <http://nib.gov.in> and the cost of tender document should be enclosed with their bid in the form of Demand Draft/Pay Order failing which it will be rejected.

Sealed tenders will be received up to 15.00 hours on 01.03.2017 and will be opened on the same day at **15.30 hours** in presence of the intended tenderers. An amount of Rs. 39,000/- (Rupees thirty nine thousand only) towards EMD should also be deposited in the form of crossed Demand Draft payable to "National Institute of Biologicals", NOIDA. The tenders of the firms/dealers who do not deposit EMD in the above said manner is liable to be rejected. Incomplete tenders and the tenders received after the due date and time will not be accepted. The tender sent by post, received after due date & time will also not be accepted.

The Director, National Institute of Biologicals, Noida reserves the right to accept or reject any or all tenders without assigning any reason thereof. No correspondence shall be entertained in this regard.

**(PCP Mahapatra)**  
**Administrative Officer**

**List of Foreign / Indian Scientific E-Journals for Annual Subscription**

<b>S.NO.</b>	<b>TITLE</b>	<b>QUANTITY</b>
1	Blood	1
2	Vox Sanguinis	1
3	Transfusion Journal	1
4	Indian Journal of Hematology and Blood Transfusion	1
5	British Journal of Hematology ( <b>Blood Transfusion</b> )	1
6	HIV and AIDS Review	1
7	Journal of Viral Hepatitis	1
8	The Journal of Infectious Diseases	1
9	The Lancet Infectious Diseases	1
10	The Journal of Molecular Diagnostics	1
11	Biologicals	1
12	Diabetes Technology & Therapeutics	1
13	Clinical Chemistry and Laboratory Medicine	1
14	Clinical Chemistry	1
15	Pharmaceutical Biology	1

16	Journal of Chromatographic Science	1
17	Journal of Endocrinology	1
18	Transfusion Medicine	1
19	Haemostatis	1
20	mAbs online + Print	1
21	GABI Journal	1
22	Vaccine (Elsevier)	1
23	The Journal of Virological Methods	1
24	ILAR Journal	1
25	Lab Animals	1
26	Laboratory Animal Limited (LAL)	1
27	Journal of Allergy & Clinical Immunology	1
28	Allergy (official Journal of European Academy of Allergy and Clinical Immunology)	1
29	Annals of Allergy Asthma Immunology	1
30	Nature Drug Discovery	1
31	Nature Reviews Molecular Cell Biology	1
32	PNAS Cell Biology	1

Please indicate the price on the following terms:

1. Price – FOR Destination NIB, NOIDA, Uttar Pradesh

2. Taxes – Sales Tax / CST / VAT without form C / D

3. Excise Duty/Custom Duty:-NIB is registered with DSIR for the purpose of availing Custom Duty Exemption in terms of Govt. Notification No. 51/96 – Customs dated 23 July, 1996 and Central Excise Duty exemption in terms of Govt. Notification No. 10/97 – Central Excise dated 1 March 1997 as amended from time to time. To avail the exemption, NIB shall be providing the above certificate along with the supply order. Subject to above, indicate applicable duty.

4. Payment : 100% payment within 30 days on supply / installation of e-Journals.

5. Earnest Money – Rs. 39,000/- (Rupees Thirty nine thousand only) to be submitted along with the offer in shape of Demand Draft in favour of National Institute of Biologicals, payable at Noida / New Delhi. Without EMD, the offer will not be considered. The EMD shall be refundable to unsuccessful bidder after placing Purchase Order.

6. Delivery – within Six (06) weeks required by NIB. Offered by vender \_\_\_\_\_ .

7. Qualification Criteria – As detailed in page 7.

8. Delay Delivery Discount – In case of delayed delivery of all or any item (s) or goods the Purchaser shall be entitled to a discount or reduction on the contract price to a sum equivalent to 1% (one percent) of the value of goods / item delivered late for each week of part thereof subject to a maximum of 10% (ten percent) of undiscounted / unreduced contract price for the relative goods / items, and / or risk purchase will be affected at your risk and expenses.

9. The offer submitted after the due date and time shall be rejected. Your offer must be clearly legible, duly signed by authorised signatories. Any erasure or alteration must appear specifically in the offer.

10. The award of work shall not be assigned, transferred or sub delegated to other Contractors except with the written approval of NIB.

11. Offer should be submitted in two sets. One set containing **Technical Details**, Literature, and Catalogue etc. Tender commercial terms and EMD should be put in a sealed cover and marked as “**Technical Bid**”. Prices should be kept blank.

12. The second set (in duplicate) should be sent in a separate sealed cover and should contain ‘**Price Schedule**’ only. **Price Bid should be clearly mentioned on the cover.**

13. **Tender No., Item description and Due Date of Opening** should be clearly mentioned on the envelope.

14. Both Technical Bid and Price Bid should then be put in a single sealed cover clearly indicating the Tender No., Item description and Due Date of Opening on the sealed cover.

15. Copy of Sales Tax clearance certificate.

16. List of Client for similar subscription of e-Journals / materials for last three years.

17. Validity of the offer should be kept open for a period of not less than 120 days.

Please indicate item, our tender enquiry number and opening date on the top of your sealed envelope positively.

(PCP Mahapatra)  
Administrative Officer

## List of Enclosures: Technical Qualifications & Requirements

1. The Company must be a registered firm in India and in business for the last 7 years of experience or more.
2. The Company must have Annual Turnover of minimum **Rs 50.00 Lakhs** or more for the Financial Year ending March 2016 and attach as a proof either duly audited Profit & Loss Account & Balance Sheet of the firm or certificate issued by the Chartered Accountant.
3. The Company must have received minimum 3 orders of **Rs.15 Lacs** each or above from any 2 Government owned Medical / Dental Colleges / Autonomous Institutions / Central or State Universities in the Subscription Year 2016 .Submit Documentary Proof.
4. The Company should be serving at least 3 Government Medical / Dental Colleges / Autonomous Institutes/ Central or State Universities etc. Submit documentary proof.
5. A list of customers during the last three consecutive years along with address, phone no. e-mail id should be furnished with offer.
6. The successful tenderer will have to submit Bank Guarantee @ 10% of the value of the order placed with him for the period of 12 months from the date of acceptance of order in the form of Bank Guarantee or demand draft.
7. The rates of e-Journals must be submitted only by charging on Current Bank Exchange Rate. The validity of rates should be for 120 days from the date of opening of tender. The payment will be made in India Currency (INR) only.
8. The tenderer must submit the EMD with tender for Rs. 39,000/- in the form of demand draft / pay order in favour of "National Institute of Biologicals", payable at Noida / New Delhi.
9. The EMD of un-successful bidders will be released after the award of work to successful bidder. No interest will be paid on the EMD amount.
10. The Company should submit a Xerox copy of the letter of the Reserve Bank of India permitting you to deal with the foreign journals subscription.
11. Selection of the tenderer will be done only on the basis of discount offered by the tenderer. Institute also reserve the Right to Split the Order Qty. or assigned the entire work to L-1 bidder.
12. The supplier has to go into an agreement with the NIB on Non Judicial stamp paper of Rs. 100 (Rupees one hundred only) ensuring for smooth and prompt supply of e-Journal and agreeing with the above terms & conditions. Agreement format will be provided by NIB.
13. The quantity of the tendered item (e-Journal) is subject to change, and the Director, NIB reserves the right to accept or reject any or all tender (s) in part or full, without assigning any reason thereof. Decision of the Director, NIB on any dispute related to this tender shall be final and binding to the supplier including fixing of penalty for any violation of terms and conditions of tender.

14. Xerox copy of the following Membership Certificates to be enclosed:
  - a) Good Offices Committee ( GOC )
  - b) Federation of Publishers and Booksellers Association of India ( FPBAI)
  - c) Delhi State Booksellers Association ( DSBA )
15. Copy of your PAN.
16. Copy of your VAT Certificate.
17. Copy of your Service Tax Registration Certificate (If applicable).
18. Copies of Appreciation Letters and Letters of Good Supply from Customers to be enclosed.
19. Undertaking on the company letter head to the effect that Bidder has not been blacklisted by any Govt. Organisation.

**Signature of the Bidder**



## **General Conditions:**

1. Subscription period for all the e-Journals will be January to December, 2017.

**2. Prices** : Please confirm that you will be charging the Publisher prices applicable for India any other special reduced prices, applicable for developing countries.

**3. Delivery Commencement** : The supplier should inform the time required for commencement of delivery of e-Journals from the date of order.

**4. Delivery Mode**: All the e-Journals must be delivered online by the Supplier at [info@nib.gov.in](mailto:info@nib.gov.in) with the intimation to [dmahajan@nib.gov.in](mailto:dmahajan@nib.gov.in).

**5. Agreement** : The Supplier must be willing to sign Agreement with the Institute against the Subscription ordered.

**6. Claim Settlement Period / Prorata Refund** : All the Supplies of the Journals must be completed by End of March of the subsequent Year. This means that the 2017 Journals supply must be completed by 31<sup>st</sup> March , 2018 .

**7. Refund against missing issues of Journals** : The Supplier must provide pro-rata refund against the missing issues of journals “ outstanding “ as on 30<sup>th</sup> June, 2018.

**7 Free Online Access** : The online facility for journals having free online Access on Print Subscription rate must be provided by the Supplier.

**8 Supplementary Bills along with Price Proof** : All supplementary bills must be raised within 90 days from the date of order. The pre-receipt bills should be submitted along with Publisher's Price Proof applicable for the Year.

**9 Existing Customer List** : The Supplier should enclose List of Medical Colleges, Universities, Govt Institutions served by the Supplier for Journal Subscription Services or other customers of National repute.

**10. Discount Offered** : The Supplier should inform Discount offered on complete order. Discount on individual /selected Journals will not be entertained.

**11. Service charges** : The Supplier should inform whether any service charges are applicable on e-Journal Subscription services.

**12. Publisher Price Proof for the Year 2016** : The Supplier must submit 2016 Publisher Price Proof along with the Invoice.

**13. Refund for late Publication /Ceased Publication** : In-case, if the Supplier is not in a position to place the order for any journal ordered by Institute or in case of Journal not being published for the year 2017, the advance collected by the Supplier must be refunded within 60 days from the date of receiving advance payment.

## **14. Terms of Payment:**

The payment for the subscription of the e-Journals, firm will first remit the subscription amount to the respective publisher on behalf of the Institute. Then, the firm has to give a proof of remittance detail, along with the photocopy of Foreign Currency Bank Draft / Wire Transfer details to the publisher through a scheduled bank, for the amount paid in advanced to publisher.

This document has to be given by the firm to Institute after the placement of “the purchase order, however, before the release of payment to the firm by the institute.

Subscription price of each journal must be publisher’s Price and should be indicated in original currency and converted to rupee in accordance with the GOC norms.

**15. Other information for successful tenderer**

- i. The successful tendered will have to enter into an agreement with the NIB.
- ii. The firm / Agency has to deliver the e-Journal by online which will be subject to verification of correctness of subjects to the order placed.
- iii. For the publications for which publishers do not accept the subscription for any reason or the subscription is not remitted to the publisher within the validity period, the firm will immediately refund the amount to the Institute, if paid in advance.
- iv. The firm has to inform NIB about availability of free online access to the ordered foreign Journals, if any.
- v. In case if the firm/agency fails to provide the online accessibility within 45 days from the date of billing, the firm/agency will be subject to legal action and a penalty of 10% of the cost of the subscription of that journal can be imposed by the Institute.
- vi. Activation of online journals has to done by the firm without charging any additional cost or subscription.
- vii. The successful tendered for the supply of e-Journals will have to provide the Internet Access Number with Subscriber Number of e-Journals.
- viii. The tenderer will be responsible to arrange supply of all the issues of e-Journals.
- xi. Right to accept any tender in full or in part or reject any tender without assigning any reason is reserved.

Dated\_\_\_\_\_

**(Signature & Seal of Tenderer)**

**PRICE BID**

**LIST OF FOREIGN / INDIAN SCIENTIFIC E-JOURNALS**

S.NO.	TITLE	QUANTITY	FREQUENCY/ VOL.	CURRENCY & CONVRERSION RATE	ORIGINAL PUBLISHER'S PRICE	PRICE IN INR
1	Blood	1				
2	Vox Sanguinis	1				
3	Transfusion Journal	1				
4	Indian Journal of Hematology and Blood Transfusion	1				
5	British Journal of Hematology ( <b>Blood Transfusion</b> )	1				
6	HIV and AIDS Review	1				
7	Journal of Viral Hepatitis	1				
8	The Journal of Infectious Diseases	1				
9	The Lancet Infectious Diseases	1				
10	The Journal of Molecular Diagnostics	1				
11	Biologicals	1				
12	Diabetes Technology & Therapeutics	1				
13	Clinical Chemistry and Laboratory Medicine	1				
14	Clinical Chemistry	1				
15	Pharmaceutical Biology	1				
16	Journal of Chromatographic Science	1				
17	Journal of Endocrinology	1				

18	Transfusion Medicine	1				
19	Haemostatis	1				
20	mAbs online + Print	1				
21	GABI Journal	1				
22	Vaccine (Elsevier)	1				
23	The Journal of Virological Methods	1				
24	ILAR Journal	1				
25	Lab Animals	1				
26	Laboratory Animal Limited (LAL)	1				
27	Journal of Allergy & Clinical Immunology	1				
28	Allergy (official Journal of European Academy of Allergy and Clinical Immunology)	1				
29	Annals of Allergy Asthma Immunology	1				
30	Nature Drug Discovery					
31	Nature Reviews Molecular Cell Biology					
32	PNAS Cell Biology					
	Sub-Total					
	Discount in percent					
	Service Tax (if any)					
	Net Payable (Rs.)					

**Note:**

1. Price inclusive of all taxes & duties other than Service Tax.
2. Rates quoted shall be valid for a period of 120 days from the date of opening of the Technical Bid.
3. Number of e-Journals can be decreased at the time of award of work.
4. The amount of taxes & duties, if not specified, will be treated as all inclusive for evaluation purposes.

*Signature of the Tenderer and seal*

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