



राष्ट्रीय बहुदिव्यांगता जन सशक्तिकरण संस्थान

(विकलांगजन सशक्तिकरण विभाग (दिव्यांगजन), सामाजिक न्याय और अधिकारिता मंत्रालय, भारत सरकार)

National Institute for Empowerment of Persons with Multiple Disabilities (Divyangjan)

(Department for Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice & Empowerment, Govt. of India)

Phone: 044-27472104, 27472113, 27472046, 27472423 Fax: 044-27472389 Toll Free: 1800 425 0345
E-mail: niepmd@gmail.com, Website: www.niepmd.tn.nic.in

File No. NIEPMD/Pur 4(10)/2017-18

E-Tender Notice for Empanelment of Vendors/Suppliers for Supply of Books & Journals to NIEPMD, Chennai

National Institute for Empowerment of Persons with Multiple Disabilities (Divyangjan), here after called "NIEPMD" is interested to have competent, cost effective and resourceful vendors on its approved Vendor list for supply of books and Journals for the period 2017-2020. Only the agencies registered with "State/National Association for Books/Journals Suppliers/Publishers" are required to apply. The tender document can be downloaded from the NIEPMD website: www.niepmd.tn.nic.in or <https://eprocure.gov.in/eprocure/app>. The decision of the NIEPMD purchase Committee will be final and binding for empanelment of competent vendors fulfilling the requirements.

Last date for E-bidding	- 12.00 PM. on	14 th Dec 2017
Tender fee	- Rs.1, 000/-	
EMD Amount	- Rs. 50,000/-	
Date & Time of Opening of Technical Bids	- 04.00 PM. on	15 th Dec 2017

Tele: 044-27472046/27472113 Telefax: 044-27472389 Email:niepmd@gmail.com

DIRECTOR

ASPO:

Permission may please be given to publish the Tender Notice in Two English National dailies all India edition, One Tamil Daily (all Tamilnadu edition), Indian Trade journal (ITJ), NIC e-procurement portal (as per Ministry guidelines) and Institute website for wide publicity.

Director



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(PART-A)

TERMS AND CONDITIONS FOR PURCHASE OF BOOKS

1. **Essential Conditions:** NIEPMD, Muttukadu Kovalam (Post), Chennai invite e-tender from in the prescribed format from interested reputed vendors/distributors fulfilling the following terms and conditions:

- Suppliers should be members of registered national/state trade federations like AIPB, FPBA, DSBPA, etc. **(Proof to be uploaded with technical Bid)**
- They should be in the field of book supply for at **least five years. (Proof to be uploaded with technical Bid).**
- They should be serving standard libraries like Central Universities, national level education and research institutions, National Institutes etc. **(Proof to be uploaded with technical Bid)**

They should have a minimum turnover of Rs. **40Lakh** per annum for the last three years. (CA certified copies and profit and loss statement with balance sheet of last 03 FYs to be uploaded with technical bid)

2. **General Conditions:**

- The Director, NIEPMD, Chennai reserves the right to approve or reject any or all the vendors, whose decision will be final in all cases in respect of acceptance/rejection/arbitration.
- NIEPMD does not bind itself to add in approved list of vendors or to place the purchase order to any of the vendor.

3. Security Deposit:

- The firm should submit an **EMD of Rs.50,000/-** (Rupees Fifty Thousand) with their quotation through NEFT or RTGS In the favour of Director NIEPMD, Chennai. The offers without EMD and tender fees shall be rejected. EMD will be returned to all the unsuccessful firms after finalization of the empanelment procedure.



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- The empanelled agencies will be required to enter into an Agreement with NIEPMD by submitting an instrument of Agreement on a stamp paper of Rs.100/- and the EMD will act as the Performance Security. The EMD will be returned after the successful performance of the concerned firm during the contract period. However, in case of unsatisfactory service provided by the supplier, the Performance Security is liable to be forfeited.

3.1 Enquiry on availability of books:

- The NIEPMD may place an enquiry with all the empanelled vendors for the required titles and number of copies of each thereof, by email.
- Within two days of receipt of the email, the Vendors having books as per above list in their ready stock of books have to respond within stipulated time quoting titles available with number of copies and unit price, by reply through email only to speed up the work.

3.2 Purchase Orders:

- Supply of books has to be made strictly against the purchase orders.
- Sending the acknowledgement of the receipt of purchase order, which is taken as acceptance of the purchase order, is mandatory, preferably by email.
- Any clarification/query regarding the purchase order should be sought from the NIEPMD within two (02) days of receipt of the order.

3.3 Supply:

- The supply should be free of freight charges.
- If the supply is made through Railway Parcel, in that case the freight must be pre-paid and vendor will ensure door delivery.
- If the supply is made by post, the books should be sent through registered post/speed post/parcel or courier, whose charges will be borne by the supplier. Books sent via V.P.P. will not be accepted.
- Every supply should be accompanied by a delivery challan, clearly bearing the details of the items and titles in supply, their quantity and price.
- 90% Confirmed PO's should be supplied.



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- If Vendor is unable to supply books from confirmed PO's within the stipulated period 2% penalty will be imposed (Penalty based on book cost).
- Door delivery of books will be ensured by the suppliers, in no case NIEPMD will liable to collect the consignment from other premises. No manpower will be provided by NIEPMD for handling of parcels. The vendors will be responsible for delivery of books at NIEPMD, Library.

3.4 Time frame for supply, and cancellations:

- **Four (04) weeks (maximum) - for Indian titles**
- **Eight (08) weeks (maximum) - for Foreign titles**
- After the expiry of timeframe, the purchase order automatically stands cancelled. Bidder may request for extension of purchase order timing in case of valid reason, however Director NIEPMD will be the final binding in this regard.

3.5 Edition specifications:

- Pirated Books strictly prohibited, it leads immediate ban from empanelment.
- Latest editions of books must be supplied, unless mentioned otherwise.
- By default, paperback editions of books should be supplied, unless specified otherwise.
- By default, Indian editions of books should be supplied, unless mentioned otherwise.
- In case of unavailability of paperback and Indian editions, clarification/permission should be sought, preferably by email, from the IMO, NIEPMD, regarding supply of the available editions in lieu of the default.

3.6 Invoicing procedure:

- Pre-receipted invoice(s)/bill(s) are to be submitted in triplicate (3 copies).
- A revenue stamp should be affixed on the original bill and should be signed by authorized signatory.



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- Invoice should be raised in favour of Director, NIEPMD, ECR, Muttukadu, Kovalam (Post), Chennai – 603 112 Tamilnadu, India.
- Titles from different P.O.s should not be combined and supplied under one invoice.

3.7 Undertaking: Every invoice should certify the following:

- The prices charged in this invoice are the actual, current publisher's prices as billed to us; and are true, correct and price proof.
- The prices charged are as per the publisher's invoice (publishers/importers/distributors) and latest catalogue. Proof to be submitted with invoice.
- The latest editions have been supplied, and they are not remaindered titles.
- The books supplied against this order have been checked against defects in collation, binding, and condition of accompanying material viz., CDs etc., and for other physical conditions. If any defects are detected later, the defective books will be replaced by us free of cost, at the destination of supply.

3.8 Mandatory enclosures with invoice:

- A copy of publisher's invoice as a price proof without any cuttings.
- Mandatory to follow RBI conversion rate. (G.O.C. conversion rate not accepted).
- Every price proof and currency conversion proof should contain seal and authorized signature of the vendor and certified by Nationalised bank.

3.9 Discount:

- Based on practical and realistic percentage of discount quoted by the bidders; evaluated and finalized by NIEPMD competent authorities shall remain in force during the currency of empanelment.
- It may be specifically noted that no changes in the accepted rates shall be allowed during currency of empanelment. Discount will be fixed on the basis of technically qualified bidders quote.



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- Discount rates offered by the firms shall not be linked with the quantum of the purchase order.
- All Books/Journals shall be supplied with an authentic price proof.

3.10 Conversion Rates:

- The prices in the invoice should be indicated in original currencies.
- **Reserve Bank of India (RBI) currency conversion rates as applicable on the date of the billing should only be followed, and should also be clearly indicated on the invoice.**

4. Termination of registration and delisting from the panel: A vendor's registration may be terminated/dropped/black-listed from the list of registered suppliers at the Occurrence of any of the following event:

- If the vendor fails to deliver even, at least 75% of the supply (in terms of number of titles) during the year.
- In case of breach of any terms of agreement, or unsatisfactory/inefficient working on the part of the vendor.
- If at any time, found that the information provided by the vendor in any form about publications, services and related matters are incorrect and result in losses in any form to the NIEPMD.
- In such case(s), the NIEPMD will be at liberty to cancel the registration without giving any Prior notice to the vendor, and the NIEPMD reserves the right to forfeit the security deposit, or the amount of loss occurred to the NIEPMD, from the available invoices submitted by that vendor.

5. The NIEPMD reserves the right to change or modify or amend or substitute any clause in the terms and conditions that are listed above if required, at any time.

6. All disputes and differences arising out or concerning the work shall be subject to the sole arbitration of The Director, NIEPMD, Muttukadu, Kovalam (Post), Chennai or his nominee. The decision of the arbitration shall be final & binding on both the parties. The empanelment will be interpreted under Indian Laws and disputes adjustable within Courts of Laws under jurisdiction of Chennai Courts.

7. Enclosures Check List (to be uploaded with technical bid)



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- Copy of PAN Card / Service Tax/ Sales Tax/ VAT.
- Copy of Firm / Agency Incorporation / Registration
- Copy GST registration.
- Copy of Trade Association's Membership
- Copy of Last three years audited balance sheet, Profit & Loss Statement.
- Testimonials from major customers (Central Universities, IIT's, IISER, IISc, NIT, Govt. R&D Research Labs etc.)
- Copies of work orders along with Xerox copies of the relevant TDS Certificates, Satisfactory certificates, etc.
- Copies of Certificate/letters from the publishers
- Proof of having own agency facility
- Affidavit raised on a non-judicial stamp paper of Rs.50.00, by vendors for not having black-listed for minimum 3 years by any Government organizations / PSU / Universities etc.
- Undertaking regarding rates will be firm during contract period.
- Copy of Income Tax Return of the firm/company/agency (Individual in case sole proprietary firm) for last 03 financial years.
- Copy of NIT duly signed and stamped by the bidder on all pages must be uploaded.



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(PART-B)

TERMS AND CONDITIONS FOR SUBSCRIPTION OF JOURNALS

1. CONVERSION RATE: For the rupees payment all the foreign currencies of the invoices shall be converted at the prevailing bank exchange rate (RBI Rates) at the nationalized bank at the time of the remittance to publishers by the vendor. Vendor will be required to submit adequate proof for bank exchange rates along with the bills. The bills shall be addressed to the Director, NIEPMD, ECR, Muttukadu, Kovalam (Post), Chennai – 603 112 Tamilnadu, India.

2. SUBSCRIPTION PRICES: Only the Publisher's prices charged by the publisher shall be payable. No further forwarding/handling charges shall be paid towards supply of journals to the NIEPMD. Vendor shall airlift the journals and deliver them preferably through speed post at their own cost without charging any extra cost to the NIEPMD. 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 our NIEPMD accordingly. Vendor is required to certify that all available special lower prices with benefit schemes if any have been claimed.

3. PRICE PROOF: Vendors shall be required to submit adequate price proof along With the bills (e.g. Publisher's latest catalogue. Proof of the payments made to the publishers on behalf of the NIEPMD towards the orders placed with the agency, Bank Conversion rate etc.)

4. TERMS AND CONDITIONS OF PAYMENT: A Vendor will have to make advance payment to the Publishers for the journals (print/CD-ROM/ON-LINE) ordered to him by the NIEPMD. After making the advance payments to the publishers for the journals so ordered, the vendor shall raise the bills to the NIEPMD for payment. Vendor must provide the remittance details, duly certified by their bankers, or acknowledgment of the same by the publishers. Though the advance payments will be made by vendor, no interest will be payable by NIEPMD on this amount for the period between the payments made by the vendor to Publishers and the payment by NIEPMD to the vendor.

Security Deposit:



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- The firm should submit **EMD amount of Rs.50,000/-** (Rupees Fifty Thousand) with their e-tender through NEFT or RTGS to NIEPMD account in favour Director, Muttukadu

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 performance security deposit for the empanelled period. The empanelled agencies will be required to enter into an Agreement with NIEPMD 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 NIEPMD as Bank Guarantee duly marked in favour of The Director, NIEPMD, ECR, Muttukadu, Kovalam (Post), Chennai – 603 112 Tamilnadu, India, which should be valid for a period of 36 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 NIEPMD reserves the right to encash the Security Deposit. Submission of fresh / extended Security Deposit towards 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).

6. **CLAIM HANDLING AND FOLLOW-UPS:** The vendor will ensure:

- 6.1. Timely supply of issues of journals/update of CD-ROMS including its full disk(s) ordered to him by sending regular reminder on his own to the publishers / principal.
- 6.2. The vendor shall also pursue and arrange to supply the updates not received by the NIEPMD and reported by the NIEPMD as missing. He shall also be fully responsible to replace commutative CD or updates if found damage or defective in anyway. In the absence of satisfactory proof of sufficient and regular follow up, vendor shall be responsible to replace the missing issues/updates.
- 6.3. 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.
- 6.4. All the complaints should be attended within reasonable time (i.e. maximum 07 working days since reporting the complaints).



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6.5 On-line Activation.

- a. The firm/Vendor has to inform the NIEPMD, 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 (wherever 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 subject to a legal action and as penalty of (2% of the cost where online is free and 10% of the cost where online is paid by institute) of the cost of the subscription of that journal will be imposed by the NIEPMD.
- 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

7. REFUND FOR MISSING ISSUES/NON-SUPPLIED JOURNALS/CD-ROMS:

- 7.1. Vendor shall make refund for journals, not received at NIEPMD by 31st May of subsequent year irrespective of the fact whether the payment was made by the vendor or not unless the publishers confirms about delay in publication.
- 7.2. 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".



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7.3. Vender 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 BG / fixed deposit with the permission of the publishers, failing which 10% of the cost of missing issues will be paid by the agency as penalty.

8. **SUBSCRIPTION PERIOD:** Subscription period for the journals ordered is for the volumes starting in a given year unless specified otherwise.

9. **HAND DELIVERY OF JOURNALS:** In order to avoid loss in transit the NIEPMD shall prefer to receive all journals/CD-ROM by speed post only.

9.1. Vendor is required to inform the schedule of publication of each issue while accepting the order.

9.2. 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.

9.3. 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 NIEPMD.

9.4. All correspondence relating to the subscription of the journals shall be addressed to:

To,
The Director,
NIEPMD, East Coast Road, Muttukadu,
Kovalam (Post), Chennai – 603 112, Tamilnadu, India.

10. **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.

11. **PENALTY CLAUSE:**



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12. Notwithstanding the clauses mentioned in the terms and conditions, the NIEPMD 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:

12.1. Payment to the publisher should be made by electronic transfer through any of the nationalized bank. And the conversion rate on this date certified by the bank will be applicable for billing to the NIEPMD as per RBI conversion rate.

12.2. 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.

13. General

a. The earnest money deposited will not carry any interest on it. The money will be refunded in full on receipt of BG/Fixed Deposit of same amount in favour Director, NIEPMD, Chennai valid for contract period. The deposit shall remain till the supply of ordered journals (including back logs or missing issues, if any) is completed.

b. The successful firm(s) will have to enter into an agreement on a non-judicial stamp paper of Rs 100/-, the cost of which has to be borne by the Firm itself.

c. The Director, NIEPMD reserves the right to accept or to cancel/ reject any or all item(s) of the tender at any stage without assigning any reason. Decision of the Director, NIEPMD on any dispute related to this invitation of the tender shall be final and binding.

d. In the case of any dispute or misunderstanding arising out of this agreement, the decision of the Director of the NIEPMD shall be the final and binding to the suppliers including fixing of penalty for any violation of this agreement.

All matters and disputes related to journal subscription are subject to legal jurisdiction of Honourable Court situated in Chennai only.



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(Department for Empowerment of Persons with Disabilities (Divyangjan),
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14. **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)



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(PART-C)

Proforma for Empanelment of Suppliers for Books

(Proforma to be used by the agents / vendors for the supply of journals to NIEPMD
ECR, Muttukadu, Kovalam (post), Chennai – 603 112)

BIDDER'S PROFILE/TECHNICAL BID

1. Name of the Bidder/Firm/Supplier

2. Name of the person submitting the tender (whose photograph is affixed)

Mr/Ms/Mrs.....

3. Permanent address of the firm.....

.....

Tel. No. (with STD Code) (O)

(Fax)(Mobile)

Website (if any)

e-mail

4. Registration & incorporation particulars of the firm.

*Passport size
photograph of the
tenderer/authorised
signatory holding power
of attorney*



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(Please upload attested copies of documents of registration/incorporation of your firm with the Competent Authority).

5. Bank A/C Details:

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:.....

6. Permanent Account Number, Income Tax Circle

.....

7. Holdings/Specialization if any

a. Approximate cost of Holdings/Stocks available in the Shop/Showroom

.....

b. Standard of Holdings i.e. (i) College Level (ii) Library Level or School Level

.....

c. Specialization in supply materials, if any

.....

d. Have you ever served as Supplier to any institution of higher learning like National Institutes, Central Libraries, Universities, College etc., if yes, give their names with testimonials, if any

i.

ii.

iii.

iv.

v.



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8. Memberships (If any, please tick):

a. Federation of Publishers & Book-Sellers Association of India, (FPBAI): Y/N

If Yes, Registration No.:

b. Delhi State Book Sellers and Sellers and Publishers Association (DSBPA): Y/N

If Yes, Registration No.:

c. Association of India Publishers & Book Sellers: Y/N

If Yes, Registration No.:

d. Tamil Nadu Members of Booksellers' and Publishers' Association of South India: Y/N
(BAPASI)

If Yes, Registration No.:

e. Minimum 6 references of the Libraries of national reputed organizations with whom you are an already registered. Out of which 4 should be Universities/Institutes of national importance and 2 should be reputed research institutes (e.g. IITs, IISc., NITs, IIMs, CSIR Labs, ICMR etc.).

e. Affidavit raised on a non-judicial stamp paper of Rs.50.00, by vendors for not having black-listed for minimum 3 years by any Government organizations.

f. Any other (Please Specify):



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DECLARATIONS

I/We _____ (names of partners/proprietors or share-holders) do hereby declare that the entries made in this application form are true to the best of our knowledge and that we shall be bound by the acts of duly constituted attorney.

I/We also hereby declare that all matters related to NIEPMD, ECR, Muttukadu, Kovalam (Post), Chennai shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent Authority.

Mr. _____, whose signatures are given below, is an authorized representative of this firm.

I/we also undertake the responsibility to communicate all subsequent changes in the constitution or working of firm, affecting the accuracy of the facts, stated above.

Signature of Partners/Proprietors.

Date (with Firm's Seal)



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(PART-D)

PROFORMA FOR FINANCIAL BID (Books)

1. Name of the Firm:.....

Address & Telephone Number:

PAN No.:.....

2. Discount Offered:

Sl. No.	Type of Books	Rate of discount (Only flat discount rate to be quoted)
1.	Indian Publications/ Indian Reprints of Foreign Publications	
2.	Foreign Books Publications having price in Foreign Currencies	
3.	Books other than print format i.e. CD/DVD and other Electronic media	

DECLARATION:

It is certified that the information furnished above is correct. We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. The signatory to this bid is authorized to sign such bids on behalf of the organization.

Place:.....

Signature:.....

Date:.....

Name:.....

Designation:.....

(PART-E)



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PROFORMA FOR TECHNICAL BID (FOR JOURNALS)

(Proforma to be used by the agents / vendors for the supply of journals to NIEPMD, ECR, Muttukadu, Kovalam (Post), Chennai – 603112, Tamilnadu, India)

Sl. No.	Item	Details
01.	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.	
02	Annual Turn-over/PAN No. (copy of IT return for last three year)	
03	Bank A/C Details 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:	
04	Name of Publishers whom you represent as Exclusive Agent or preferred Agent (Attach letters from publishers)	
05	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 NIEPMD/Library website)	
06	Name Five most important Academic/Research Libraries, who are your customers i.e. IIT, IIM, NML, AIIMS, CSIR, NPL, DRDO, ICMR, IARI, Central Universities (Attach letters from three Librarians from above regarding satisfactory performances in their Libraries and if currently you are supplying journals to NIEPMD a copy of performance letter issued by the NIEPMD towards satisfactory supply, be appended	
07	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	



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08	How much time will be taken in supplying the issues of journal to the NIEPMD from date of their publications (Need to attach the schedule of publications of the issues of the journals during the concerned subscription year)	
09	In case of failure of satisfactory performance, penalty @ 5% (after two month) and 10% (after six month) will be imposed on non-supplied journals.	Agreed / Not agreed (Pls. write)
10	Details in respect of Universities/Institutions 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 NIEPMD by electronic transfer at own cost.	Yes / No
12	I agree to deposit 20% of total value of order as Security Deposit	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:



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(PART-F)

PROFORMA FOR FINANCIAL BID (FOR JOURNALS)

1. Name of the Firm/Supplier:.....

Address & Telephone Number:.....

PAN No.:.....GST NO.....

2. Discount Offered:

Sl. No.	Type of Journals	Rate of discount (Only flat discount rate to be quoted)
01	Indian Publications	
02	Foreign Publications having price in Foreign Currencies	
03	Indian Magazines (Both Hindi/English/Tamil)	
04	Any other charges to be levied (Please specify)	

DECLARATION:

It is certified that the information furnished above is correct. We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. The signatory to this bid is authorized to sign such bids on behalf of the organization.

Place:.....

Signature:.....

Date:.....

Name:.....

Designation:.....



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(PART-G)

Instructions/Check List:

1. Please upload the online payment proof of the Cost of the Tender document (downloaded) and EMD of Rs.50,000/- for participating in the tendering process.
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 NIEPMD as Bank Guarantee after getting the order. No need to give at the time of empanelment.

Procedure for e-payment:

EMD of Rs. 50,000/- and Tender fee of Rs. 1,000/- (Non-refundable) should be paid online through NEFT or RTGS in NIEPMD account and payment receipt to be uploaded with technical bid. Technical bids without EMD and Tender Fee shall not be considered for further evaluation. NIEPMD Bank details are as follows:

A/C No. 761297290

Type of Account: Saving Bank

Name of Bank: Indian Bank, Kovalam Branch

IFS Code: IDIB000K122

Branch Code: 01176

- **Caution:** Please ensure that you need to mention the correct beneficiary account number and IFSC code as mentioned above while making payment via RTGS / NEFT. In the event of funds remitted to wrong beneficiary account number, NIEPMD, Chennai or its Bank would not responsible for the same.



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Tender Submission process

Interested bidder may submit their quotes by giving all the necessary documents in English or Hindi as specified. **The TENDER must be submitted online through Central Public Procurement Portal e-procurement application only through URL: <http://eprocure.gov.in/eprocure/app> only.** No manual bids will be entertained under any circumstances.

The Tender document attached must be direct, concise, and complete and arranged in an organized and structured manner as per the checklist provided.

To participate in online bidding process, Bidders must procure a Digital Signature Certificate as per Information Technology Act-2000 using which they can digitally sign and encrypt their electronic bids. Bidders can procure the same from any CCA approved certifying agency, i.e. TCS, Safecrypt, Ncode, eMudhra etc. Bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC.

NIEPMD will not be responsible for delay in online submission due to any reason. For this, bidders are requested to upload the complete bid proposal well advance in time so as to avoid issues like slow speed, choking of web site due to heavy load or any other unforeseen problems.

Bidders are also advised to refer visit any local NIC office or call CPPP 24x7 toll free number 1800-3070-223 or mobile No. 07878007972, 07878007973 for further details about the e-tendering / bidding process.