

**MAHARISHI DAYANAND UNIVERSITY ROHTAK
VIVEKANANDA LIBRARY**

No.MDU/Lib/PR/10/ 3496-3517

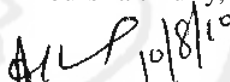
Dated: 10.8.2010

Subject: Invitation for quotations for subscription of foreign journals for the years 2011, 2012 & 2013.

Dear Sir,

Quotations for subscription of foreign journals as per Tender Notice enclosed with this letter are invited. As such, you are advised to file your quotation by the closing date and time given in the Quotation Notice failing which quotation will not be entertained. Details of Tender Notice and list of journals may be downloaded from the University website (www.mdurohtak.com).

Yours faithfully,


Assistant Librarian (Periodicals)

Encl: As above.

MAHARISHI DAYANAND UNIVERSITY ROHTAK
VIVEKANANDA LIBRARY

No.MDU/Lib/PR/10/ 1217

Dated: 10.8.2010

To

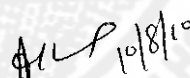
The Coordinator,
CNEM Unit, Vivekananda Library,
M.D.University, Rohtak.

Subject: Posting of quotation notice for subscription of foreign journals for the years
2011, 2012 & 2013.

Dear Sir,

A soft copy of the Quotation Notice for subscription of foreign journals is enclosed. You are requested kindly to post the same on the University Website immediately so that the interested bidders may download the Quotation Notice and file their quotations accordingly.

Yours faithfully,



Assistant Librarian (Periodicals)

Encl: As above.

**MAHARSHI DAYANAND UNIVERSITY, ROHTAK
VIVEKANANDA LIBRARY**

Subject : Invitation for quotations for appointment of Indian Agent for supply of foreign journals during 2011, 2012 and 2013

Sealed quotations/tenders are invited from the publishers/exclusive distributors/authorized dealers/suppliers for the items detailed below:

S.No.	Name & specifications of the Item	Quantity
1.	Foreign journals (List enclosed)	112 Quantity may increase or decrease by 10% without any notice)

Terms and conditions

1- TIME AND DATE FOR RECEIPT AND OPENING OF THE QUOTATIONS:

The quotation must reach **The University Librarian, M.D. University, Rohtak -124001 (Haryana) on or before 09.09.2010 upto 13.00 hours.** Quotations can also be handed over personally to the office of the University Librarian, M.D. University, Rohtak on or before the stipulated date and time. Quotations received after due date and time shall be rejected outrightly. The University shall not be responsible for any postal or transit delay. Quotations shall be **opened in the Committee Room of Vivekananda Library, M.D. University, Rohtak on 09.09.2010 at 15.00 hours.** If 09.09.2010 is declared as a holiday due to some exigencies, the quotations shall be opened on the next working day at the same time and venue. The quotees or their authorized representative, at their own cost, shall be allowed to be present at the time of opening of quotations.

2- Technical and Financial Bids:

The quotees shall submit technical and financial bids separately. Both the bids shall be sealed in separate envelopes. Both the sealed envelopes containing technical and financial bids shall then be sealed in the third envelope. Following must be superscripted on the sealed envelopes:

Envelope containing technical bid only :

“TECHNICAL BID FOR SUPPLY OF FOREIGN JOURNALS- 2011, 2012 & 2013”

Envelope containing financial bid only :

“FINANCIAL BID FOR SUPPLY OF FOREIGN JOURNALS- 2011, 2012 & 2013”

Envelope containing both technical and financial bids :

“TECHNICAL AND FINANCIAL BIDS FOR SUPPLY OF FOREIGN JOURNALS- 2011, 2012 & 2013”

The quotation/tender without superscription on envelopes will not be entertained.

3- VALIDITY OF QUOTATION :

The quotation must be valid for a period of atleast three months from the date of its opening.

4- DISCOUNT:

State a uniform rate of discount for all the three years i.e. 2011, 2012 and 2013.

5- EXCHANGE RATES:

Bank Exchange Rates on the date of billing shall be applicable.

6- TRANSMISSION OF SUBSCRIPTION:

The Agent shall make advance payment, on behalf of the Vivekananda Library, M.D.U., Rohtak to the publishers from his account on the receipt of confirmed orders, and subsequently submit their invoices along with remittance proof for reimbursement. Re-imburement shall be made as early as possible but not later than 30 days, if the invoice (s) is/are in order in all respects.

7- ONLINE SERVICE/INTERNET ACCESS

In case, the publisher (s) offer **FREE** online access with print subscription to their journals, the Agent shall provide IP address (s) to the Vivekananda Library, M.D. University, Rohtak for availing of free online access facility.

8- PLACE, FREQUENCY AND MODE OF SUPPLY:

The journals shall be delivered at Vivekananda Library, M.D. University, Rohtak or Offices situated at Outstations as the case may be every fortnight. The Agency shall state unequivocally whether they will collect the journals from the Publishers at their corporate office and subsequently deliver the same to Vivekananda Library through the courier, or by your staff, or by registered post; or you will instruct the Publishers to supply the journals directly to us by post.

9- AIR MAIL SUPPLY:

Furnish the list of journals to be supplied by Air-mail/Air-speeded delivery **at no extra cost** with the quotation.

10- REMINDERS:

The Agent shall forward the complaints regarding non-receipt of issues as well as service-not-started cases to the Publishers by Fax/e-mail at their own cost immediately, but not later than one week from the date of complaints under intimation to us.

11- MISSING (UNSUPPLIED) ISSUES/ SERVICE-NOT-STARTED CASES:

The Agent shall will replace the missing/unsupplied issues at their own cost, or refund costs thereof on pro rata basis. The Agent shall also refund the subscription cost of all service-not-started cases in full. State the period you will take to refund the cost of missing//unsupplied issues and service-not-started cases. It may be noted that the photo/xerox copies of missing issues//unsupplied/service-not-started cases will be accepted in lieu of the originals only under the authorization of the Publishers or the Copyright Holders for which the Agent shall produce a proof. No authorization from the Indian

Agent shall be accepted. Also state whether Xerox/photocopies of missing/unsupplied issues shall be supplied at reduced rates and if yes, reduction to what extent?

12- PRICE PROOF:

- i. The proforma invoice(s) shall be supported by the price-proofs with documents like publisher's catalogue, publishers' invoice or printed price etc.
- ii. Subscription rates for Third World Countries shall be paid.
- iii. If two or more journals, published by the same publisher, are subscribed, and there is a combined subscription for the same, the combined subscription rates shall be paid.
- iv. The price will include supply of Title Page and Index, and special volumes and supplements whenever and whichever published by the publishers as part of the respective volumes of the journals.
- v. Charges not mentioned in the quotation shall not be paid.

13- SUPPLEMENTARY INVOICES:

Supplementary invoices which might be furnished by the Agent during the course of the year, shall be accepted provided they are supported by the price proofs. Supplementary invoice for one journal shall be accepted only once. Currency of the original and supplementary invoices shall always be same.

14- SECURITY/EARNEST MONEY:

The security/earnest money equivalent to 5% (five percent) of one year's total subscription cost rounded off to nearest Rs.100.00 (Rs. hundred only) in the shape of "Deposit at Call or Fixed Deposit Receipt" drawn in the favour of the Finance Officer, M.D. University, Rohtak shall be furnished with the quotation failing which the quotation shall not be considered. The security/earnest money in other shapes viz., Demand Draft/Pay Order/Cheque shall not be accepted. Earnest Money of all the bidders shall be returned immediately after the finalization of the Agent, while the same in case of the appointed Agent shall be returned after receipt of Bank Guarantee mentioned in the next Clause i.e. Clause 15.

15- BANK GUARANTEE (BG):

The Agent appointed for supply of journals shall furnish Bank Guarantee/any other guarantee to our satisfaction for Rs. 2.00 lakhs to cover the cost of missing/unsupplied issues and service-not-started cases. The BG shall be valid for the period of the order plus nine months. The BG shall be drawn in favour of the Finance Officer, M.D. University, Rohtak submitted with the first invoice to be submitted by the Agent for reimbursement failing which invoice shall not be admitted. This amount of BG shall be forfeited if your Agent fail to refund the outstanding dues within the stipulated period.

16- CANCELLATION OF ORDER:

The University Librarian, M.D. University, Rohtak reserves the right to cancel the order(s) for any journal without assigning any reason thereto before the remittance is made by the Agent to the Publisher(s).

17- SUPPLY OF SUBSCRIBER NUMBER ASSIGNED BY THE PUBLISHER TO THE SUBSCRIBER I.E. LIBRARY SUBSCRIBING THE JOURNALS:

The Subscriber Number allotted by the Publisher should be communicated to this Library.

18- REPUTATION AND EXPERIENCE OF THE FIRM:

The supplier quoting the rates and other terms and conditions must have good reputation and at least five years experience in the subscription of foreign journals for Indian Libraries. Firms with less than 200 lakhs Annual Turn Over w.r.t. foreign journal subscription will not be allowed to participate in the bid. The following documents/information must be furnished with the quotation :

- i. List of the Indian libraries subscribing foreign journals through your Agency.
- ii. Proof of supply foreign journals to Indian Libraries during the last five years.
- iii. Documentary proof for the establishment of your subscription Agency under Shop Act or any other such Act or membership of All India Federation of the Associations of Booksellers and Distributors.
- iv. Annual Turn Over in respect of journal subscription and over all Turn Over of the Agency, separately.
- v. List of foreign publishers represented by you in India as well as foreign publishers represented exclusively by you.
- vi. Proof of authorization given to your Agency by the Reserve Bank of India for transmission of subscription payment directly to the foreign publishers/suppliers.
- vii. State whether your Agency have its own office abroad, particularly in Europe or USA. If yes, give the address.
- viii. Copies of PAN/TAN and Income Tax clearance certificate.
- ix. Certificate that the firm has not been blacklisted by any Central/State Govt. Office/PSU/University/Institution etc. has not been blacklisted.

19- RIGHT TO ACCEPT/REJECT THE QUOTATIONS :

The right to accept the quotations shall rest with the Committee Constituted by the Vice-Chancellor. The Committee does not bind itself to accept the lowest quotation and reserve the right to reject any or all items of quotations without assigning any reason thereto. The Committee also reserves the right to accept quotations in part i.e. any item or any quantity and to reject it for the rest.

20- CERTIFICATE OF NON-DEBARMENT:

The Agent quoting the rates and other terms and conditions must certify that they have not been debarred/blacklisted for any reason/ period by any library of Central Govt Dept./State Govt Dept./University/ Institute/College. If so, particulars of the same may be furnished.

21- AGREEMENT:

The Agent appointed for supply of journals shall enter into a binding agreement with the university for the execution of the order wherein all the obligations of both the parties shall be spelt out.

22- PENALTY:

In case, the Agent fail to execute the supply order on the agreed rates, and terms and conditions as contained, they shall be liable to such action as blacklisting, debarring from having any business with this University, forfeiture of earnest money/security, besides any other action as may be deemed proper by the University.

23- TERMS AND CONDITIONS PRINTED ON QUOTATION/INVOICE:

Terms and conditions printed on Quotation/Invoice of the Agency, if any, shall not be binding on the University, except those mentioned specifically on the supply order, and acceptance of the order by the Agent shall be construed as their agreement to all the terms and conditions contained in the Agreement referred to under Clause 20 above.

24- INFORMATION/CLARIFICATION :

In case, any other information/clarification is required, please contact the Asstt. Librarian (Periodicals) at telephone No. 01262-393009 or the undersigned at telephone No. 01262-393004 on working days (Monday-Friday) from 09.00 to 17.00 hours.

25- JURISDICTION :

The disputes, if any, shall be subject to jurisdiction of Rohtak Courts. Any other jurisdiction mentioned in the quotations/invoices shall be invalid and shall have no legal sanctity.

26- Pagination of and signature on quotation:

Each page of the quotation/tender including annexures, if any, must be numbered and signed.

27- Partnership Deed:

The quotee shall submit a copy of the registered partnership deed, if any, with the quotation/tender and the copy must be signed by all the partners.

28- Declaration:

The quotee shall append the following declaration with the quotation:

DECLARATION

I/We (Name) _____ do hereby solemnly affirm and declare that the facts stated in the Technical Bid No _____ dated _____ and Financial Bid No. _____ dated _____ are correct and true to the best of my/our knowledge and belief, and nothing has been concealed therein. In case of any concealment or misrepresentation detected at any stage, I/we will be liable to legal action under Section 182 and Section 415 read with Section 417 and 420 of Indian Penal Code as the case may be.

(Signature of the quotee)

Place : _____

Name : _____

Date : _____

29- Check List:

The Check List as per Annexure-I must accompany the quotation.

30- Evaluation of Technical Bid:

The Technical Bid will be evaluated as per Annexure-II.

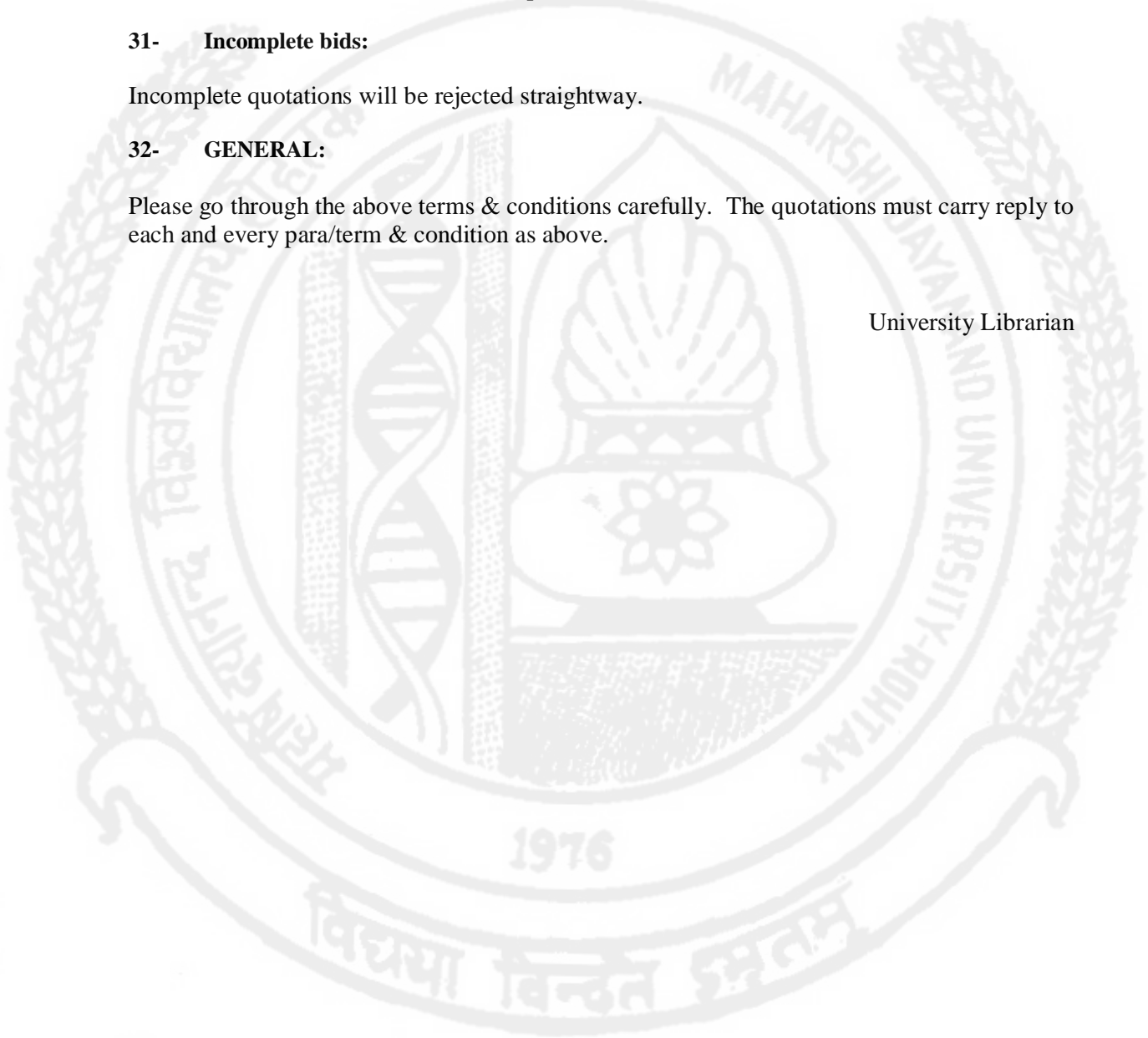
31- Incomplete bids:

Incomplete quotations will be rejected straightway.

32- GENERAL:

Please go through the above terms & conditions carefully. The quotations must carry reply to each and every para/term & condition as above.

University Librarian



ANNEXURE-I**MAHARSHI DAYANAND UNIVERSITY ROHTAK – 124001 (HARYANA)
VIVEKANANDA LIBRARY****CHECK LIST DULY FILLED IN TO BE ATTACHED WITH THE TENDER**

1.	Whether Technical Bid and Financial Bid, as described in Condition No. 2 of the Tender Document have been attached ?	Yes/No
2.	Whether the Earnest Money/Security as prescribed in Condition No. 14 of the Tender Document has been attached ?	Yes/No
3.	Whether the list of the Indian libraries subscribing foreign journals through your Agency as described in Condition No. 18 (i) of the Tender Document has been attached ?	
4.	Whether proof of supply foreign journals to Indian Libraries during the last five years as described in Condition No. 18 (ii) of the Tender Document has been attached ?	Yes/No
5.	Whether documentary proof for the establishment of your subscription Agency under Shop Act or any other such Act or membership of All India Federation of the Associations of Booksellers and Distributors as described in Condition No. 18 (iii) of the Tender Document has been attached ?	
6.	Whether copy of Annual Turn Over in respect of journal subscription as described in Condition No.18 (iv) of the Tender Document has been attached ?	Yes/No
7.	Whether list of foreign publishers represented by you in India as well as foreign publishers represented exclusively by you as described in Condition No. 18 (v) of the Tender Document has been attached ?	
8.	Whether proof of authorization given to your Agency by the Reserve Bank of India for transmission of subscription payment directly to the foreign publishers/suppliers as described in Condition No. 18 (vi) of the Tender Document has been attached?	Yes/No
9.	Whether address of your Agency having own office abroad, particularly in Europe or USA as described in Condition No. 18 (vii) of the Tender Document has been given ?	
10.	Whether self-attested copies of PAN/TAN and latest Income Tax clearance certificate as described in Condition No. 18 (viii) of the Tender Document has been attached ?	Yes/No
11.	Whether certificate that the firm has not been blacklisted by any Central/State Govt. Office/PSU/University/Institution etc. has not been blacklisted as described in Condition No. 18 (ix) of the Tender Document has been attached ?	
12.	Whether the pagination and signature on each page as described in Condition No. 26 of the Tender Document has been enfaced ?	Yes/No
13.	Whether a copy of the registered partnership duly signed by all the partners as described in Condition No. 27 of the Tender Document has been attached ?	Yes/No
14.	Whether a copy of Declaration as described in Condition No. 28 of the Tender Document has been attached ?	Yes/No

ANNEXURE-II

MAHARSHI DAYANAND UNIVERSITY ROHTAK – 124001 (HARYANA)

PROFORMA FOR EVALUATION OF TECHNICAL BIDS

1.	Name and complete address of the quote	
2.	Whether Technical Bid and Financial Bid, as described in Condition No. 2 of the Tender Document have been attached ?	Yes/No
3.	Whether the Earnest Money/Security as prescribed in Condition No. 14 of the Tender Document has been attached ?	Yes/No
4.	Whether the firm fulfil the condition of 200 lakhs Annual Turn Over as described in Condition No. 18 of the Tender Document.	Yes/No
5.	Whether the list of the Indian libraries subscribing foreign journals through your Agency as described in Condition No. 18 (i) of the Tender Document has been attached ?	Yes/No
6.	Whether proof of supply foreign journals to Indian Libraries during the last five years as described in Condition No. 18 (ii) of the Tender Document has been attached ?	Yes/No
7.	Whether documentary proof for the establishment of your subscription Agency under Shop Act or any other such Act or membership of All India Federation of the Associations of Booksellers and Distributors as described in Condition No. 18 (iii) of the Tender Document has been attached ?	Yes/No
8.	Whether copy of Annual Turn Over in respect of journal subscription as described in Condition No. 18 (iv) of the Tender Document has been attached ?	Yes/No
9.	Whether list of foreign publishers represented by you in India as well as foreign publishers represented exclusively by you as described in Condition No. 18 (v) of the Tender Document has been attached ?	Yes/No
10.	Whether proof of authorization given to your Agency by the Reserve Bank of India for transmission of subscription payment directly to the foreign publishers/suppliers as described in Condition No. 18 (vi) of the Tender Document has been attached?	Yes/No
11.	Whether address of your Agency having own office abroad, particularly in Europe or USA as described in Condition No. 18 (vii) of the Tender Document has been given ?	Yes/No
12.	Whether self-attested copies of PAN/TAN and latest Income Tax clearance certificate as described in Condition No. 18 (viii) of the Tender Document has been attached ?	Yes/No
13.	Whether certificate that the firm has not been blacklisted by any Central/State Govt. Office/PSU/University/Institution etc. has not been blacklisted as described in Condition No. 18 (ix) of the Tender Document has been attached ?	Yes/No
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