

**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**

**VIVEKANANDA LIBRARY**

**Tender Document**

**for**

**Appointment of Indian Vender for supply of foreign journals (76 in numbers) during 2017,**

**2018 & 2019 for Vivekananda Library, MDU, Rohtak**

**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**  
**VIVEKANANDA LIBRARY**

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**MAHARSHI DAYANAND UNIVERSITY, ROHTAK  
VIVEKANANDA LIBRARY**

**Phone:-01262-393009**

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Standard bidding document for subscription of Foreign Journals on behalf of Registrar, M. D. University, Rohtak

Name of work: Appointment of Indian Vender for supply of foreign journals (76 in numbers) during 2017, 2018 & 2019 for Vivekananda Library, MDU, Rohtak.

**PRESS NOTICE**

M.D. UNIVERSITY, ROHTAK Notice Inviting E-Tender	
Name of work	Appointment of Indian Vender for supply of Foreign Journals for Vivekananda Library, MDU, Rohtak.
Tender Document Fee+ E-Service Fees	Rs. 4000 + 1000 = Rs. 5000/-
Earnest Money Time Limit	5 % of the quoted rate of Journals (Rs. 4 lac) 6 to 8 Weeks
Tenders to be received till: 5.00 P.M. on 06.10.2016	
i)	Tenders to be received only through E-tendering. For further details visit website <a href="https://haryanaeprocurement.gov.in">https://haryanaeprocurement.gov.in</a>
ii)	Cost of Bid document Rs. 4000/- (non-refundable) is to be deposited online
iii)	Willing Bidders shall have to pay Rs. 1000/- e-service fee online

University Librarian  
Vivekananda Library  
M.D.U., Rohtak

## DETAIL NOTICE INVITING TENDER

**e-Tender** is invited for appointment of Indian Vender/Agent for supply of foreign journals during 2017, 2018 & 2019 in single stage two cover system i.e. Request for Pre-Qualification/Technical Bid (online Bid under PQQ/ Technical Envelope) and Request for Financial Bid (comprising of price bid Proposal under online available Commercial Envelope):-

Sr. No	Description of Items	Appx. Cost (Rs. in lac)	EMD to be deposited by Bidder	Tender Document Fee & eService Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & Time of Bid of EMD Submission	Expiry Date & Time of Bid Preparation & Submission
1.	Appointment of Indian Vender for Supply of Foreign Journals	Rs. 80.00 lac	Rs.4.00 lac	Rs. 4000/-for Tender Document fee and Rs. 1000/- for e-Service fee	14.09.2016	Upto 04.10.2016 (04:00 P.M.)	Upto 06.10.2016 (05:00 P.M.)

1. Detailed notice inviting tender/estimate can be seen in the office of the undersigned during office hours.
2. Bidding documents available on website <http://mdurohtak.haryanaeprocurement.gov.in>
3. The bidders would submit bid through e-tendering only on the website i.e. <http://haryanaeprocurement.gov.in>

Under this process, the Pre-qualification/ Technical online bid Application as well as online Price Bid shall be invited at single stage under two covers i.e. PQQ/Technical & Commercial Envelope. Eligibility and qualification of the Applicant will be first examined based on the details submitted online under first cover (PQQ or Technical) with respect to eligibility and qualification criteria prescribed in this Tender document. The Price Bid under the second cover shall be opened for only those Applicants whose PQQ/ Technical Applications are responsive to eligibility and qualifications requirements as per Tender document.

1. **The payment for Tender Document Fee and e-Service Fee shall be made by eligible bidders online directly through Debit Cards & Internet Banking Accounts and the payment for EMD can be made online directly through RTGS/NEFT or OTC Please refer to 'Online Payment Guideline' available at the Single e-Procurement portal of GoH (Govt. of Haryana) and also mentioned under the Tender Document.**

2. Intending bidders will be mandatorily required to online sign-up (create user account) on the website <https://haryanaeprocurement.gov.in> to be eligible to participate in the e-Tender. **He/She will be required to make online payment of Rs.4 lac (Rs. Four Lacs) towards EMD.**

3. The interested bidders must remit the funds at least T+1 working day (Transaction day + One working Day) in advance i.e. **on or before (04.10.2016 upto 04:00 P.M.); and make payment via RTGS /NEFT or OTC to the beneficiary account number specified under the online generated challan. The intended bidder / Agency thereafter will be able to successfully verify their payment online, and submit their bids on or before the expiry date & time of the respective events/Tenders at <https://haryanaeprocurement.gov.in>.**

The interested bidders shall have to pay mandatorily e-Service fee (under document fee – Non refundable) of Rs.1000/- (Rupee One Thousand Only) online by using the service of secure electronic gateway. The secure electronic payments gateway is an online interface between bidders & online payment authorization networks.

The Payment for document fee/ e-Service fee can be made by eligible bidders online directly through Debit Cards & Internet Banking.

The Bidders can submit their tender documents (Online) as per the dates mentioned in the key dates:-

**Key Dates**

<b>Sr. No.</b>	<b>Department Stage</b>	<b>Bidder's Stage</b>	<b>Start date and time</b>	<b>Expiry date and time</b>
1		<b>Tender Document Download and Bid Preparation/Submission</b>	<b>14.09.2016 (12:30 P.M)</b>	<b>6.10.2016 (05:00 P.M.)</b>
2	<b>Date of mannual Technical Bid submission in the office of Librarian, M.D.University, Rohtak</b>		<b>07.10.2016 (9.00 a.m. to 5.00 p.m.)</b>	
2	<b>Technical Bid Opening</b>		<b>10.10.2016 after 10:00 A.M</b>	
3	<b>Financial Bid Opening</b>		<b>17.10.2016 (11 A.M.)</b>	

**Important Note:**

- 1) The Applicants/bidders have to complete ‘Application / Bid Preparation & Submission’ stage on scheduled time as mentioned above. If any Applicant / bidder failed to complete his / her aforesaid stage in the stipulated online time schedule for this stage, his / her Application/bid status will be considered as ‘Applications / bids not submitted’.
- 2) Applicant/Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.
- 3) Applicant/Bidder can rework on his/her bids even after completion of ‘Application/Bid Preparation & submission stage’ (Application/Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Applicant/Bidder Stage.
- 4) In the first instance, the online payment details of tender document fee + e-Service and EMD & PQQ/Technical Envelope shall be opened. Financial bid quoted shall be opened online in the presence of such bidders/ Agency who either themselves or through their representatives choose to be present. The bidder can submit online their bids as per the dates mentioned in the schedule/Key Dates above.

The bids shall be submitted online in two separate envelopes:

**Envelope 1: Technical Bid**

The bidders shall upload the required eligibility & technical documents online in the Technical Bid.

**Envelope 2: Commercial Bid**

The bidders shall quote the prices in price bid format under Commercial Bid.

**Terms and conditions:**

**1. TIME AND DATE FOR RECEIPT AND OPENING OF THE QUOTATIONS: As mentioned under Key Dates above**

**2. THE NUMBER OF JOURNALS MAY INCREASE OR DECREASE BY 20%.**

**3. TECHNICAL BIDS:**

The quotees shall also submit manual technical bids in sealed envelope. Following must be superscripted on the sealed envelopes:

**Envelope containing technical bid only:**

“TECHNICAL BID FOR SUPPLY OF FOREIGN JOURNALS - 2017, 2018 & 2019”

**4. VALIDITY OF QUOTATION:**

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

**5. DISCOUNT:**

State a uniform rate of discount for all the three years i.e. 2017, 2018 and 2019.

**6. EXCHANGE RATES:**

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

**7. TRANSMISSION OF SUBSCRIPTION:**

The Agent shall make advance payment, on behalf of the Vivekananda Library, M.D.U., Rohtak to the publishers from the Agency's 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.

**8. 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.

**9. PLACE, FREQUENCY AND MODE OF SUPPLY:**

The journals shall be delivered at Vivekananda Library, M.D. University, Rohtak or offices located 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 their staff, or by registered post; or the Agency will instruct the Publishers to supply the journals directly to us by post.

**10. AIR MAIL SUPPLY:**

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

**11. 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 the University Librarian, Vivekananda Library, M. D. University Rohtak-124001

**12. MISSING (UNSUPPLIED) ISSUES/ SERVICE-NOT-STARTED CASES:**

The Agent shall 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. Time to complete the supply of foreign journals shall be **30<sup>th</sup> June of the next year**. In case the Subscription Agent requests for extension of period to complete the supply, The University Librarian is authorized to allow to extend the period to complete the supply.

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?

**13. 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 applicable.
- 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 applicable.
- 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.

**14. 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 remain same.

**15. 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).

**16. BANK GUARANTEE (BG):**

The Agent appointed for supply of journals shall furnish Bank Guarantee (BG)/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 upto 31<sup>st</sup> Dec. of the next year.** 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.

**17. CANCELLATION OF ORDER:**

The University Librarian, Vivekananda Library, 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).

**18. 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 the University Librarian, Vivekananda Library, M.D. University, Rohtak.

**19. 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 journals 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 the Agency 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 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.

**20. 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.

**21. CERTIFICATE OF NON-DEBARMENT:**

The Agent quoting the rates and other terms and conditions shall append a certificate 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.

**22. AGREEMENT:**

The Agent appointed for supply of journals shall enter into a binding agreement with the University Librarian on behalf of M.D.U., Rohtak for the execution of the order wherein all the obligations of both the parties shall be spelt out.

**23. PENALTY:**

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

**24. 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 22 above.

**25. INFORMATION/CLARIFICATION:**

In case, any other information/clarification is required, please contact the Assistant Librarian (Periodicals) at telephone No.01262-393009 on any working days (Monday-Friday) from 9.00 a.m. to 5.00 p.m.



**26. 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.

**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. DELCARATION:**

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)

Name

Place:  
Date:

**29. CHECK LIST:**

The “Check List-cum-Proforma for Evaluation of Technical Bids” duly filled in to be attached with the tender (Annexure-I) must accompany the quotation.

**30. EVALUATION OF TECHNICAL BID:**

The Technical Bid will be evaluated as per “Check List-cum-Proforma for Evaluation of Technical Bids” (Annexure-I)

**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 of the term & conditions as above.

( Satish Kumar Malik )  
University Librarian

### **Instructions to bidder on Electronic Tendering System**

**These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.**

1. **Registration of bidders on e-Procurement Portal:-**

All the bidders intending to participate in the tenders process online are required to get registered on the centralized e-Procurement Portal i.e. <https://haryanaeprocurement.gov.in>. Please visit the website for more details.

2. **Obtaining a Digital Certificate:**

- 2.1 The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.
- 2.2 A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website – <https://haryanaeprocurement.gov.in>.
- 2.3 The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate from.
- 2.4 The bidder must ensure that he/she comply by the online available important guidelines at the portal <https://haryanaeprocurement.gov.in> for Digital Signature Certificate (DSC) including the e-Token carrying DSCs.
- 2.5 Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the stage of bid preparation. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised to **keep a backup of the certificate** and also keep the copies at safe place under proper security (for its use in case of emergencies).
- 2.6 In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate /power of attorney / lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.
- 2.7 In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of

the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.

**2.8** The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

**3 Pre-requisites for online bidding:**

In order to operate on the electronic tender management system, a user's machine is required to be set up. A help file on system setup/Pre-requisite can be obtained from Nextenders (India) Pvt. Ltd. or downloaded from the home page of the website - <https://haryanaeprocurement.gov.in>. The link for downloading required java applet & DC setup are also available on the Home page of the e-tendering Portal.

**4 Online Viewing of Detailed Notice Inviting Tenders:**

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal eProcurement system on the Home Page at <https://haryanaeprocurement.gov.in>.

**5 Download of Tender Documents:**

The tender documents can be downloaded free of cost from the eProcurement portal <https://haryanaeprocurement.gov.in>

**6 Key Dates:**

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

**7 Online Payment of Tender Document Fee, eService fee , EMD fees & Bid Preparation & Submission (PQQ/Technical & Commercial/Price Bid):**

**i) Online Payment of Tender Document Fee + e-Service fee:**

The online payment for Tender document fee, eService Fee & EMD can be done using the secure electronic payment gateway. The Payment for Tender Document Fee and eService Fee shall be made by bidders/Vendors online directly through Debit Cards & Internet Banking Accounts and the Payment for EMD shall be made online directly through RTGS / NEFT & OTC. The secure electronic payments gateway is an online interface between contractors and Debit card / online payment authorization networks.

**ii) PREPARATION & SUBMISSION Of online APPLICATIONS/BIDS:**

Detailed Tender documents may be downloaded from e-procurement website (<https://haryanaeprocurement.gov.in>) and tender mandatorily be submitted online.

**Scan copy of Documents to be submitted/uploaded for Prequalification or Technical bid under online PQQ/ Technical Envelope:** The required documents (refer to DNIT) shall be prepared and scanned in different file formats (in PDF /JPEG/MS WORD format such that file size is not exceed more than 10 MB) and uploaded during the on-line submission of PQQ or Technical Envelope.

**FINANCIAL or Price Bid PROPOSAL shall be submitted mandatorily online under Commercial Envelope and original not to be submitted manually)**

**8. ASSISTANCE TO THE BIDDERS:-**

In case of any query regarding process of e-tenders and for undertaking training purpose, the intended bidder can also avail the following and can contact service provider as per below:

**Office Timings of Help-desk support** for Single e Procurement Portal of Government of Haryana- Technical Support Assistance will be available over telephone Monday to Friday (09:00 am. to 5:30 pm) & Training workshop will be conducted on every 1st, 2nd Friday (from 3:30 pm upto 6:00 pm) and 4th Saturday (from 11:30 am upto 3:00 pm) of each month.

All queries would require to be registered at our official email-[chandigarh@nextenders.com](mailto:chandigarh@nextenders.com) for on- time support (Only those queries which are sent through email along with appropriate screenshots or error description will be considered as registered with the Help-desk)

**Important Note:-**

- (a) Any intending bidder can contact the helpdesk on or before prior to 4 hours of the scheduled closing date & time of respective e-Auction/ Tender event.
- (b) For queries pertaining to e-Payment of EMD, please contact the helpdesk at least 2 business days prior to the closing date & time of e-Auction/Tender event.
- (c) Help-desk support will remain closed during lunch break i.e. from 1:30 PM up to 2:15 PM on each working day.

**Schedule for Training:**

<i>Training workshop will be held on 1st, 2nd Friday (from 3:30 pm upto 6:00 pm) and 4<sup>th</sup> Saturday (from 11: 30 am upto 3:00 pm) of each month at following addresses:</i>		
Nextenders (India) Pvt. Ltd Municipal Corporation Faridabad, Near B.K.Chowk, Opp. B.K.Hospital, NIT, <b>Faridabad</b> Contact no. 8743042801 / 9310335475	Nextenders (India) Pvt.Ltd. Public Health Division No. 2 Hisar, Model Town Opp. N.D Gupta Hospital, <b>Hisar</b> Contact: 9034357793	Nextenders (India) Pvt. Ltd., Nirman Sadan (PWD B&R), Plot No.- 01, Basement, Dakshin Marg, Sec- 33 A, <b>Chandigarh -160020</b> <b>For Support- 1800-180-2097,</b> 0172-2582008-2009

For Support Call – 1800-180-2097

**Haryana eProcurement Help Desk Office will remain closed on Saturday (except 4th Saturday), Sunday and National Holidays**

**NOTE:-** Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal <https://haryanaeprocurement.gov.in>.

For help manual please refer to the ‘Home Page’ of the e-Procurement website at <https://haryanaeprocurement.gov.in>, and click on the available link ‘How to...?’ to download the file.

**Guideline for Online Payments in e-tendering**

Post registration, bidder shall proceed for bidding by using both his digital certificates (one each for encryption and signing). Bidder shall proceed to select the tender he is interested in. On the respective Department’s page in the e-tendering portal, the Bidder would have following options to make payment for tender document & EMD:

- A. Debit Card
- B. Net Banking
- C. RTGS/NEFT

**Operative Procedures for Bidder Payments**

**A) Debit Card**

The procedure for paying through Debit Card will be as follows.

- (i) Bidder selects Debit Card option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount and the card charges to be paid by bidder. The portal also displays the total amount to be paid by the bidder.

- (iii) Bidder clicks on “Continue” button
- (iv) The e-Procurement portal takes the bidder to Debit Card payment gateway screen.
- (v) Bidder enters card credentials and confirms payment
- (vi) The gateway verifies the credentials and confirms with “successful” or “failure” message, which is confirmed back to e-Procurement portal.
- (vii) The page is automatically routed back to e-Procurement portal
- (viii) The status of the payment is displayed as “successful” in e-Procurement portal. The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same,
- (ix) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

#### **B) Net Banking**

The procedure for paying through Net Banking will be as follows.

- (i) Bidder selects Net Banking option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount to be paid by bidder.
- (iii) Bidder clicks on “Continue” button
- (iv) The e-Procurement portal takes the bidder to Net Banking payment gateway screen displaying list of Banks
- (v) Bidder chooses his / her Bank
- (vi) The Net Banking gateway redirects Bidder to the Net Banking page of the selected Bank
- (vii) Bidder enters his account credentials and confirms payment
- (viii) The Bank verifies the credentials and confirms with “successful” or “failure” message to the Net Banking gateway which is confirmed back to e-Procurement portal.
- (ix) The page is automatically routed back to e-Procurement portal
- (x) The status of the payment is displayed as “successful” in e-Procurement portal.  
The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same.
- (xi) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

#### **C) RTGS/ NEFT**

The bidder shall have the option to make the EMD payment via RTGS/ NEFT. Using this module, bidder would be able to pay from their existing Bank account through RTGS/NEFT. This would offer a wide reach for more than 90,000 bank branches and would enable the bidder to make the payment from almost any bank branch across India.

I. Bidder shall log into the client e-procurement portal using user id and password as per existing process and selects the RTGS/NEFT payment option.

ii. Upon doing so, the e-procurement portal shall generate a pre-filled challan. The challan will have all the details that is required by the bidder to make RTGS-NEFT payment.

iii. Each challan shall therefore include the following details that will be pre-populated:

- Beneficiary account no: (unique alphanumeric code for e-tendering)
- Beneficiary IFSC Code:
- Amount:
- Beneficiary bank branch:
- Beneficiary name:

iv. The Bidder shall be required to take a print of this challan and make the RTGS/NEFT on the basis of the details printed on the challan.

v. The bidder would remit the funds at least T + 1 day (Transaction + One day) in advance to the last day and make the payment via RTGS / NEFT to the beneficiary account number as mentioned in the challan.

vi. Post making the payment, the bidder would login to the e-Tendering portal and go to the payment page. On clicking the RTGS / NEFT mode of payment, there would be a link for real time validation. On clicking the same, system would do auto validation of the payment made.

#### **D) Over-the-Counter (OTC)**

This solution shall allow the bidder having account with ICICI Bank, to make the payment from any CMS enabled Branch of ICICI Bank in India. Bidders can make the payment via cash(if amount is<=₹ 49,999), Demand Draft or ICICI Bank Cheque.

The procedure for paying through OTC mode is as follows:

- (i) Bidder selects Over-the-Counter remittance option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount to be paid. Bidder chooses the bank account no. for refund of the amount.
- (iii) Bidder clicks on “Continue” button
- (iv) The e-Procurement portal displays the details of payment. Bidders clicks on “print \_challan” and prints the OTC challan.
- (v) Bidder submits the OTC challan at the counter of any designated branch of ICICI Bank with Cash / Demand Draft / ICICI Bank Cheque (Payment in cash is allowed upto Rs. 49,999/-)
- (vi) ICICI Bank verifies the URN (format to be discussed and decided) and Amount with e-Procurement portal prior to accepting the payment.
- (vii) On successful verification from e-Procurement portal, ICICI Bank accepts the payment. In case of failure, ICICI Bank shall return back the OTC challan and payment to the Bidder.
- (viii) ICICI Bank will commit the payment transaction (in case of successful verification from e-Procurement portal) and sends the Bank Transaction Number (I-Sure Reference Number) online against the URN and Amount.
- (ix) ICICI Bank will generate receipt for the payment transaction and issues the same to the Bidder
- (x) The e-Procurement system updates the bank transaction number against the URN and Amount based on details sent by ICICI Bank online prior to generation of receipt.
- (xi) The status of payment will be displayed as “verification successful” in e-Procurement portal, when the bidder clicks on verification option in the portal
- (xii) Bidder would be required to upload the scan copy of receipt as received from ICICI Bank as part of proof in Nextender portal before submitting the tender

Sr no.	Scenario	Do's / Don't's
1	In the event of making Payment through NEFT/RTGS	<p><b>Do's</b></p> <ul style="list-style-type: none"> <li>• It is the bidder's responsibility to ensure that RTGS/NEFT payments are made to the exact details as mentioned in the challan which are:               <ol style="list-style-type: none"> <li>1) Beneficiary account no: &lt;client code&gt; + &lt;random number&gt;</li> <li>2) Beneficiary IFSC Code: As prescribed by ICICI Bank (this shall remain same across all tenders)</li> <li>3) Amount: As mentioned on the challan. It is specific for every tender/transaction</li> <li>4) Beneficiary bank branch: ICICI Bank Ltd, CMS</li> <li>5) Beneficiary name: As per the challan</li> </ol> </li> <li>• For every tender, details in the challan are different and specific to that tender only. Bidder should not make use of a challan for making payment for another tenders' EMD</li> <li>• It is advised that all the bidders make payment via RTGS/NEFT at least one day in advance to the last day of tender submission as certain amount of time is required for settlement and various parties are involved. The payment may not be available for the bidder validation. In such cases bidder may not be able to submit the tender</li> <li>• Bidder has to make only single payment against a challan as per the amount mentioned on the challan.</li> <li>• Bidder must do the payment before tender validity gets expired</li> </ul> <p><b>Don't's</b></p> <ul style="list-style-type: none"> <li>• Bidder should not enter erroneous details while filling the NEFT/RTGS form at their bank. The following possibilities may arise:               <ol style="list-style-type: none"> <li>1) Incorrect IFSC code mentioned:- Transaction would be rejected and the amount would be refunded back in to the bidders account</li> </ol> </li> </ul>

		<p>2) Incorrect Beneficiary account number mentioned(&lt;client code&gt; + &lt;random number&gt;):-</p> <p>a) In case, the beneficiary account number mentioned is incorrect the transaction would be rejected and the bid would not be accepted.</p> <p>3) Incorrect Amount mentioned: The amount would be rejected if the amount mentioned in while making the payment is incorrect. Such cases will be captured as unreconciled transactions and will be auto-refunded directly to bidder's account.</p> <p>In the event of any discrepancy, payment would not be considered and bidder would not be allowed to bid/ participate.</p> <ul style="list-style-type: none"> <li>• Bidder is not supposed to use challan generated in one tender for payment against another tender since details in the challan are unique to the tender and bidder combination.</li> <li>• Bidder must not make multiple or split payments against a particular challan. Any split payment received against the same challan will be refunded back to the bidder.</li> <li>• Bidder would not be entitled to claim that he is deprived of participating in the tender because his funds are blocked with the division on account of incorrect payment made by the bidder</li> </ul>
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2	<p><b>In the event of making Payment through OTC</b></p>	<p><b>Do's</b></p> <ul style="list-style-type: none"> <li>• It is the bidder's responsibility to ensure that OTC payments are made to the exact details as mentioned in the challan which are: Beneficiary account no: &lt;client code&gt; + &lt;random number&gt; Amount: As mentioned on the challan It is specific for every tender/transaction Beneficiary name: As per the challan Bidder has to make only single payment against a challan as per the amount mentioned on the challan</li> <li>• Bidder must do the payment before tender validity gets expired</li> <li>• Bidder needs to mandatorily upload the scan copy of the payment receipt issued by ICICI Bank, in Nextender Portal before submitting the Tender</li> </ul>
		<p><b>Don't's</b></p> <ul style="list-style-type: none"> <li>• If the bidding amount is greater than Rs.49,999, then Bidder should not make payment in cash. In this case, Bidder should pay via Demand Draft/ICICI Bank Cheque</li> <li>• It is bidders's responsibility to ensure that Demand draft should be valid and should not have discrepancies such as signature not found, stale DD, mutilated, material alteration, favouring third party etc., In the event of Demand Draft returned by bidder's Bank on account of such discrepancies, ICICI Bank shall ensure that such communication is sent to the Client within 3 days from the date of rejection by the Bidder's Bank</li> <li>• For every tender, details in the challan are different and specific to that tender only. Bidder should not make use of a challan for making payment for another tenders' EMD</li> </ul>

**(ANNEXURE-I)**

**MAHARSHI DAYANAND UNIVERSITY ROHTAK-124001 (HARYANA)  
VIVEKANAND LIBRARY**

**CHECK LIST-CUM-PROFORMA FOR EVALUATION OF TECHNICAL BIDS DULY FILLED  
IN TO BE ATTACHED WITH THE TENDER**

Sr. No.	Check List/Criteria for Evaluation of Technical Bids	Bidder Response (Yes/No)
1.	Whether manual Technical Bid, as described in Condition No.3 of the Tender Document is submitted ?	Yes/No
2.	Whether the Earnest Money/Security (i.e. 4 lac) as prescribed in Condition No.15 of the Tender Document is attached?	Yes/No
3.	Whether the Agent fulfills the condition of 200 Lakhs Annual Turn Over as described in Condition No.19 of the Tender Document?	Yes/No
4.	Whether the list of the Indian Libraries subscribing foreign journals through your Agency as described in condition No.19 (i) of the Tender Document is attached?	Yes/No
5.	Whether proof of supply foreign journals to Indian Libraries during the last five years as described in Condition No.19 (ii) of the Tender Document is attached?	Yes/No
6.	Whether documentary proof for the establishment of Agency under Shop Act or any other such act Act or membership of All India federation of the Association of Booksellers and Distributors as described in Condition No. 19 (iii) of the Tender Document is attached?	Yes/No
7.	Whether copy of Annual Turn Over in respect of journal subscription as described in Condition No.19 (iv) of the Tender Document is attached?	Yes/No
8.	Whether list of foreign publishers represented exclusively by the Agency in India as well as foreign publishers represented exclusively by the Agency as described in Condition No.19 (v) of the Tender Document is attached ?	Yes/No
9.	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.19 (vi) of the Tender Document is attached ?	Yes/No
10.	Whether address of your Agency having own office abroad, particularly in Europe or USA as described in the Condition No.19 (vii) of the Tender Document is given?	Yes/No
11.	Whether self-attested copies of PNA/TNA and latest Income Tax clearance certificate as described in Condition NO.19 (viii) of the Tender Document is attached ?	Yes/No
12.	Whether certificate that the firm has not been blacklisted by any Central/State Govt. Office /PSU/University/Institution etc. as described in Condition No.19 (ix) of the Tender Document is attached ?	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 is attached ?	Yes/No



14.	Whether a copy of Declaration as described in Condition No.28 of the Tender Document is attached?	Yes/No
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**(ANNEXURE-II)**

**TENTATIVE LIST OF FOREIGN JOURNALS (2017- 2019 )**

Sr. No.	Name of the Journal	Periodicity	Publisher	Subscription Period
<b>Biochemistry &amp; Genetics</b>				
1	Biotechnology and Applied Biochemistry	M	Portland Customer Services, PO Box 32, Commerce Way, Calehester CO2 8 HP, UK	Jan.- Dec. 2017
2	Heredity	M	Nature Publishing Group, Houndmills, Basingstoke, Hampshire RG21 6X5, UK	Jan. –Dec. 2017
<b>Bio Sciences</b>				
3	Plant and Cell Physiology	M	Oxford University Press, Great Clarendon Street, Oxford OX2 6DP, UK	Jan. –Dec. 2017
<b>Chemistry</b>				
4	Journal of Heterocyclic Chemistry	M	John Wiley, 111 River St., Hoboken NJ 07030-5774, USA	Jan. –Dec. 2017
5	Synlett	20/year	Georg Thieme Verlag KG, Postfach 30 11 20, D-70451, Stuttgart, Germany	Jan. –Dec. 2017
6	Synthesis	FN	-do-	Jan. –Dec. 2017
<b>Computer Science</b>				
7	International Jl. Of Dataware Housing and Mining	Q	IGI Global Customer Service, 70IE, Chocolate Avenue, Hershey, PA 17033-1240, USA	Jan-Dec. 2017
<b>Economics</b>				
8	American Journal of Agricultural Economics + Applied Economic Perspective Policy	5/year	555 E Wells St. Suite 1100, Milwaukee, WI, 53202, USA	Jan. –Dec. 2017
9	American Economic Review	All Parts	American Economic Association	Jan. –Dec. 2017
10	The Developing Economics	Q	Wiley Blackwell Publishing Asia Pvt.Ltd., 155 Cremorne Street, Richmond, Victoria 3121, Australia	Jan. –Dec. 2017
11	Economic Development and Cultural Change	Q	University of Chicago Press, Journals Division, P.O.Box 37005, Chicago, USA	V.65, no. 2-4 to V. 66,no. 1
12	The Economic Journal & Econometrics	Q	Wiley Blackwell Publishing, 9600, Garsington Road, Oxford, OX 42 DQ USA	Jan. –Dec. 2017
13	Journal of Monetary Economics	8/year	Elsevier, Radarweg, 29, 1043 NX, Amsterdam, The Netherland	Jan. –Dec. 2017
14	Race and Class	Q	Sage Publications, 2455, Teller Road, thousand Oaks CA 91320, USA	Jan. –Dec. 2017
15	World Development	M	Elsevier, 360 Park Avenue South, New York, NY-10010-1710, USA	Jan. –Dec. 2017
<b>Engineering &amp; Technology</b>				
16	Journal of Manufacturing Science & Engineering	BM	American Society of Mechanical Engineers, 3 Park Avenue, New York, NY-10016, USA	Jan. –Dec. 2017
<b>English</b>				
17	CLA Journal	Q	College Language Association, Dr. Yakini B. Kamp, P.O. Box 38515, Tallahassee, FL 32315	Jan. –Dec. 2017

18	Contemporary Litt.	Q	Journal Division, University of Wisconsin Press, 1930 Monroe Street, 3 <sup>rd</sup> Floor, Madison, 537112059	Jan. –Dec. 2017
19	Shofar: Interdisciplinary Journal of Jewish Studies	Q	Purdue University Press, PO Box 338, Ashland, OH 44805, USA	Jan. –Dec. 2017
<b>Fine Arts</b>				
20	Asian Art News	BM	Asian Art Press (International) Ltd., 1 Lower Ground Floor, 28 Arbuthnot Road, Central Hong Kong, Hong Kong.	Jan. –Dec. 2017
21	Arts News Magazine	10/YEAR	Art News, 48 West 38 <sup>th</sup> Street, New York, NY 10018	Jan. –Dec. 2017
<b>Generalia</b>				
22	Journal of Academic Librarianship	BM	Elsevier, Radarweg 29, 1043 NX Amsterdam, The Netherlands	Jan. –Dec. 2017
23	Nature	W	Nature Publishing Group (Subsidiary of Mcmillan Publishers), Macmillan Building, 4, Crinal St, London, N1, 9XW, UK	Jan. –Dec. 2017
24	Science	W	American Association for Advancement of Science, 1200 New York Avenue, NW, Washington DC 20005, USA	Jan. –Dec. 2017
<b>Geography</b>				
25	Asian Profile	BM	Asian Research Service, P.O.Box 32631, Richmond, B.C. Canada V6X3LO	Jan. –Dec. 2017
26	Environment & Planning D: Society & Space	BM	Pion Ltd., 207 Brondesbury Park, London NW2 5JN, UK	Jan. –Dec. 2017
27	Geography	3/year	Geographical Association, 160, Solly Street, Sheffield, S	Jan. –Dec. 2017
28	Political Geography Quarterly	Q	Pergamon Press, Boulevard Langford Ln, East Park, Kidlington Oxford, OXB IGB, UK	Jan. –Dec. 2017
29	Progress in Human Geography	B	Sage Publications, 1 Oliver's Yard, 55 City Road, London EC1Y 1SP, UK	Jan. –Dec. 2017
<b>History</b>				
30	Archaeology	6/year	Archaeological Institute of America, 36-36 33d St., Long Island City, NY-11106, USA	Jan. –Dec. 2017
<b>Hotel &amp; Tourism Management</b>				
31	Annals of Tourism Research	Q	Pergamon Press, Boulevard Longford Ln, East Park, Kidlington, Oxford OXB 1GB, UK	Jan. –Dec. 2017
32	International Jl. of Hospitality Mgt.	Q	-do-	Jan. –Dec. 2017
33	Tourism Management	6/year	-do-	Jan. –Dec. 2017
<b>Journalism</b>				
34	Communication Research	6/year	Sage Publications, 2455 Teller Road, Thousand Oaks, CA 91320, USA	Jan. –Dec. 2017
35	Visual Communications	Q	-do-	Jan. –Dec. 2017
<b>Law</b>				
36	Australian Law Journal	M	LBC Information Services, 100, Harris St., Pymont, NSW 2009, Australia	Jan. –Dec. 2017
37	Columbia Law Review	8/year	Columbia Law Review Association, 435W 116th St., New York, NY-10027, USA	Jan. –Dec. 2017
38	Public Law Review	Q	LBC Information Services, 100, Harris St., Pymont, NSW 2009, Australia.	Jan. –Dec. 2017
<b>Management &amp; Commerce</b>				
39	Academy of Management Review	Q	Academy of Mgt., Pace University, PO3020, Briarcliff Manor, NY10510820 USA	Jan. –Dec. 2017

40	Academy of Management Journal	BM	-do-	Jan. –Dec. 2017
41	Academy of Mgt. Perspective	Q	-do-	Jan. –Dec. 2017
42	Advertising Age	W	Crain Communications, 360 N, Michigan Avenue, Chicago, IL 60601-3806, USA	Jan. –Dec. 2017
43	Advances in Developing Human Resources	6/year	Colorado State University, School of Education, College of Applied Human Sciences, 227 Education Building, Fort Collins, CO 80523-1588, USA	Jan. –Dec. 2017
44	Asian Journal of Management Cases	BA	Sage Publications, 2455 Teller Road, Thousand Oaks, CA 91320, USA	Jan. –Dec. 2017
45	California Management Review	Q	University of California, Hass School of Business , F501, # 1900, Berkeley, California 94720-1900, USA	
46	Group & Organizational Management	6/year	Sage Publications, 2455, Teller Road, Thousand Oaks, CA 91320, USA	Jan. –Dec. 2017
47	Harvard Business Review	M	Harvard Business School, 60 Harvard Way, Boston, MA 02163 617-783-7410, USA	May17-April 18
48	HRD Review	Q	Sage Publications, 2455, Teller Road, Thousand Oaks, CA 91320	Jan. –Dec. 2017
49	Journal of Management	6/year	-do-	Jan. –Dec. 2017
50	MIT Sloan Management Review	Q	MIT Sloan School of Management, 77 Mass Ave., E 60-100, Cambridge, MA 02139-4307 USA	V.58,no. 2 to 4 to V. 59,no. 1
51	Organizational Dynamics	Q	Cox School of Business, Southern Methodist University, Dallas, TX 752 0333, USA	Jan. –Dec. 2017
<b>Mathematics</b>				
52	Bulletin of Seismological Society of America	BM	Seismological Society of America, Suite 201, Plaza Professional Building, El Cerrito, California-94530-4003, USA	Jan. –Dec. 2017
53	International Jl. of Math & Math. Sc.	M	Deptt. of Mathematics, Education, Kyungnam University, Masan Kyungnam, 631701	Jan. –Dec. 2017
54	Jnl. of Math. Analysis & Application	BM	Elsevier Radarweg 29, 1043 N X Amsterdam, Netherlands	Jan. –Dec. 2017
55	Wave Motion	8/year	-do-	Jan. –Dec. 2017
<b>Military Science</b>				
56	Janes Defence Weekly	W	Jane's Information Group, Sentinel House, 163, Brighton Rd, Coulsdon, Surrey CR5 2YH, United Kingdom	Jan. –Dec. 2017
57	Security Dialogue	6/yea	Sage Publications., 6, Bonhill St., London, EC2A 4PU, United Kingdom	Jan. –Dec. 2017
<b>PharmaceuticalSc.</b>				
58	Jnl. of Pharmacy & Pharmacology	M	Pharmaceutical Press, RPS Publishing, 1, Lambeth High Street, London, SE1 7JN, UK	Jan. –Dec. 2017
59	Planta Medica	15/year	Georg Thieme Verlag KG, Postfach 30 11 20, D-70451, Stuttgart, Germany	Jan. –Dec. 2017
<b>Physics</b>				
60	Canadian Jl. of Physics	M	NRC Research Press, 1200 Montreal Road, Building M-55, Ottawa, ON KIA OR6, Canada	Jan. –Dec. 2017
<b>Political Science</b>				
61	Comparative Political Studies	M	Sage publications, 2455,Teller Road, Thousand oaks,CA,91320, USA	Jan. –Dec. 2017

62	International Pol. Sc. Abstracts	6/year	Association Internationale de Science Politique (International Political Science Association,), 27, Rue Saint Guillaume, 75337, Paris, Cedex 07, France	Jan. –Dec. 2017
63	Politics and Society	Q	-do-	Jan. –Dec. 2017
<b>Psychology</b>				
64	Journal of Applied Psychology	6/year	American Psychological Association, 750, 1 <sup>st</sup> Street, NE, Washington, DC 20002-4242, USA	Jan. –Dec. 2017
65	Journal of Experimental Psychology (General)	Q	-do-	Jan. –Dec. 2017
66	Journal of Personality & Social Psychology	M	-do-	Jan. –Dec. 2017
67	Psychological Bulletin	6/year	-do-	Jan. –Dec. 2017
68	Psychological Review	Q	-do-	Jan. –Dec. 2017
<b>Public Administration</b>				
69	International Review of Administrative Sciences	Q	Sage Publications, 1, Oliver’s Yard, 55 City Road, London EC1Y 1SP, United Kingdom	Jan. –Dec. 2017
<b>Sociology</b>				
70	Asian Women	Q	Research Institute of Asian Women, 717 Sunhion Hall, Sookmyung Women’s University, 52 Hyochangwongill, Tongsan-gu, Seoul, South Korea	Jan. –Dec. 2017
71	Current Sociology	6/year	Sage Publications, Oliver’s Yard, 55 City Road, London, EC1Y 1SP, UK	Jan. –Dec. 2017
72	European Journal of Development Research	5/year	Palgrave Macmillan, Brunel Road, Houndmills, Basingstoke, Hampshire RG21 6XS, UK	Jan. –Dec. 2017
73	International Sociology	6/year	-do-	Jan. –Dec. 2017
<b>Statistics</b>				
74	IEEE Transactions of Reliability	Q	Instt. of Electrical & Electronics Engineers, 3 Park Avenue, 17th Floor, New York NY-10016-5997, USA	Jan. –Dec. 2017
75	Journal of Applied Probability	Q	Applied Probability Trust, School of Mathematics, University of Sheffield, Sheffield, S. York 53, 7RH, UK	Jan. –Dec. 2017
76	Operation Search	BM	Instt. for Operations Research and the Mgt. Sciences. 7240 Parkway Drive, Suite 300, Hanover, Maryland 21076, USA	Jan. –Dec. 2017

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M.D.U., Rohtak

**(ANNEXURE-III)**

**MAHARSHI DAYANAND UNIVERSITY ROHTAK-124001 (HARYANA)  
VIVEKANAND LIBRARY**

Performa for Financial Bid for Supply of Foreign Journals- 2017, 2018 & 2019

Sr. No.	Description of Items	Total Number of journals quoted for supply from the enclose list (Annexure-II)	Uniform rate of discount offered in Percentage (%) for all three years i.e. 2017, 2018 & 2019
1.	Please see the List of Journals at Annexure-II		

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