

**DR. RAJENDRA PRASAD CENTRE FOR OPHTHALMIC SCIENCES
AIIMS, ANSARI NAGAR NEW DELHI – 110029**

SRE/Tender No. 13 /RPC/GSK/17-18

Dated: 22.8.2017

Subject: Purchase of annual subscription of Journals at Dr. R.P. Centre- reg.

Sealed quotations are invited by Post/per bearer for following Terms & Conditions--reg.

1. The quotations should reach this office on or before **06.09.2017 up to 11:00 A.M.** duly sealed marked Ltd. Tender/SRE No- **13/RPC/GSK/17-18**. All quotations should be type written. Quotations written in pencil will not be entertained.
2. RATE QUOTED MUST INCLUDE ALL TYPES OF TAXES AND OTHER POSSIBLE EXPENSES. NO OTHER CHARGES WILL BE CONSIDERED.
3. TENDER SHOULD INVARIABLY BE SUBMITTED IN TWO BID SYSTEM CONTAINING TWO PARTS AS DETAILED BELOW:

PART-I :- TECHNO-COMMERCIAL BID IN ONE SEALED COVER.

PART-II:- PRICE BID/FINANCIAL BID IN ONE SEALED COVER.

BOTH THE SEALED ENVELOPES SHOULD THEN BE PUT IN OUTERCOVER INDICATING THEREON:

- i) Reference No. Of the Tender: _____
- ii) Tender regarding: _____
- iii) Due date for submission of the tender: _____
- iv) Due date for opening of the tender _____
- v) Name of the firm: _____

Note:-

PLEASE NOTE THAT PRICES SHOULD NOT BE INDICATED IN THE TECHNO- COMMERCIAL BID. THE PREQUALIFICATION DOCUMENTS INCLUDING E.M.D./BID SECURITY AS REQUIRED IN THE TENDER DOCUMENT SHOULD INVARIABLE BE ACCOMPANIED WITH THE TECHNO-COMMERCIAL BID. NOTE:- TENDERS SUBMITTED WITHOUT FOLLOWING TWO-BID SYSTEM PROCEDURE AS MENTIONED ABOVE WOULD BE SUMMARILY REJECTED.

4. The accredited agent or sole representative quoting on behalf of their manufacturer/principals must attach authority letter from their manufacturer/principals of their letter Head.
5. The tender rates should be kept open/valid for a period of six months from the date the tenders are opened.
6. If the delivery is not effected on due date, the Director, AIIMS, New Delhi will have the right to impose penalty as under:
 - First extension for month or part thereof _____ @2%
 - Second extension for an additional month _____ @ 3% of part thereof.
 - In case of non-supply _____ @ 7.5%

Or

- In case of default institute will have the right to procure the ordered item from open market /another party at their own risk and expenses under risk purchase clause.
7. Handwritten quotations shall be accepted at the bidder's risk. In case of any discrepancy in the figures, the rate mentioned in words will only be considered.
8. EACH TENDER SHOULD BE ACCOMPANIED WITH AN EMD/BID SECURITY AMOUNTING TO **Rs 10,000/-** BY WAY OF FDR/DEMAND DRAFT DRAWN IN FAVOUR OF "**CHIEF, DR. RPC. AIIMS, NEW DELHI**", FAILING WHICH THE TENDER SHALL NOT BE CONSIDERED FOR ACCEPTANCE AND WILL BE OUTRIGHTLY REJECTED. CASH/CHEQUE IS NOT ACCEPTABLE AT ALL. NO INTEREST IS PAYABLE ON EMD/BID SECURITY.
9. In case of non supply of material within the due date i.e. within the date of delivery, the Director AIIMS , New Delhi will have the right to impose penalty like forfeiture of performance security and removal of the name from the list of the contractor and resort to risk purchase in full or part thereof at his/her direction, his/her decision shall be final and binding.

10. The Director, AIIMS New Delhi shall be the final authority to reject full or any part of the supply which is not confirming to the specification and other terms and conditions.
11. No payment shall be made for rejected material. the tenderer would remove rejected items within one week of the date of rejection at their own cost replace immediately In case these are not removed, these will be disposed off in a manner as deemed fit by the authorities at the risk and responsibility of the suppliers without any further notice.
12. The firm has not been blacklisting in the past by any government/ Private institution and there is no Vigilance/CBI case pending against the firm supplier.
13. The quantity shown in the tender can be **increased or decreased** to any extent depending upon the actual requirement.
14. The tenderers must quote rates including freight, insurance, cartage, labor charges etc. on FOB, AIIMS, New Delhi basis.
15. Samples of the items with lab. test report in original packing, duly labeled (Printed) and sealed having date of manufacturing date of Expiry, manufactured by with batch No. Wherever applicable, should be submitted to Stores Officer, (RPC) along with the tender, the list of samples submitted duly acknowledged **should invariably be attached with the technical bid. Those tenders received without sample will be summarily rejected and no correspondence will be entertained in this regard.**
16. The court of Delhi will have the jurisdiction to try any matter, dispute or reference between the parties arising out of the contract. It is specifically agreed that no court outside and other the court shall have jurisdiction in the matter.
17. SELECTION WILL BE MADE PURELY ON SAMPLE AND QUALITY BASIS. SAMPLES SHOULD BE GIVEN IN ORIGINAL PACK ONLY.
18. Tender by Tele-fax/telegram/fax/e-mail will not be accepted.
19. The price charged for the Stores/ equipments, under the reference by the supplier shall in no event exceed the lowest price at which the supplier the Store/equipment of same identical description to any other person /organization. Institution during the period. If at any time, during the said period the supplier reduced the said prices of such/Stores/equipment or sales such stores to any other person/organization/Institution at price lower than the chargeable, he shall forthwith notify such reduction or sale to the Director, All India Institute of Medical Sciences and the price payable for the Stores supplied after the date of coming into force of such reduction or sale shall stand correspondingly reduced.
20. The Vendor should enclosed the copy of GST Registration certificate.
21. Generally, the date of delivery for supply of items will be 30 to 45 days from the date of issue of the supply order, but in exigency the same can be reduced upto 2 weeks depending upon the situation/requirement.

The quotations/tenders will be opened at 11.30 AM on 06.9.2017 in the office of Stores Officer, Room No. 180, Dr. R.P. Centre, AIIMS, New Delhi-110029 in the presence of the tenderers, whosoever are present.

SR.STORES OFFICER (RPC)

**DR. RAJENDRA PRASAD CENTRE FOR OPHTHALMIC SCIENCES
AIIMS, ANSARI NAGAR, NEW DELHI – 110029.**

SRE No. 13/RPC/GSK/17-18

Sr. No.	Nomenclature
	Annual subscription of Journals 2017-18 (Print only)
1.	Ophthalmology
2.	American Journal of Ophthalmology
3.	British Journal of Ophthalmology
4.	JAMA Ophthalmology
5.	Journal of Cataract and Refractive Surgery

Check List of Certificates/ Documents required to be submitted in the Techno-Commercial Bid Part I

The tenderers are advised to submit the following certificates under the category of “**Vital documents**” invariably along-with Techno-Commercial Bid. If these documents are not submitted/ conditions not met, the quotation shall be summarily rejected and no further correspondence, in this regard, shall be entertained.

- EMD (Clause No-08)
- Non-black listing/non-debarring declaration (clause No-12)
- Sample (Clause No- 15)
- Fall Clause (Clause No- 19)
- GST Registration certificate (Clause No- 20)

GENERAL CONDITIONS

- 1. Price:** Please confirm that you will charge the publisher's prices applicable for India and any other special reduced prices applicable for developing countries.
- 2. Delivery Commencement:** The supplier should inform the time required for commencement of delivery of journals from the date of order.
- 3. Delivery mode:** All the journals must be hand delivered by the supplier at the institute.
- 4. Agreement:** The supplier must be willing to sign an Agreement with the institute against the subscription order.
- 5. Claim settlement period/ refund:** All issues of the journals must be supplied within the subscription year starting from January of each year and completed by March of the following year that is if the journals supply was started in Jan of 2017 then all issues must be delivered by 31st March of 2018.
- 6. Refund against missing issues of Journals:** The supplier must provide current price refund against the missing issues not started issues of journals.
- 7. Free print version against online access:** Online journals having free print copy on online subscription rate must be provided by the supplier.
- 8. Supplementary bills:** No supplementary bills will be accepted against payment delay.
- 9. Existing customer list:** The supplier should enclose list of Medical Colleges Govt. Institutions served by the supplier for journal subscription services.
- 10. Discount offered:** The supplier should inform Discount offered on complete order.
- 11. Service charges:** Service charges and postage charges will not be accepted.
- 12. Publisher's price proof for the subscription year:** The supplier must submit current year publisher's price proof along with the invoice.
- 13. Refund for late publication/ ceased publication:** In case of the journal not being published in the subscription year, the advance collected by the supplier must be refunded within 30 days from the date of receiving advance payment from the Institute.
- 14. Subscription Number:** Subscription number of each journal should be invoiced along with invoice/ receipt.
- 15. Payment Proof:** Payment proof of original publisher will be provided by the company within 15 days after receiving our Cheque Delivery Notice.
- 16. Rights of modification/ cancellation of demand:** The institute reserves the right to modify/ cancel the demand without any assigning any reason.
- 17. Rights to accept/ reject the proposal:** The Institute reserves the right to accept or reject, in whole or any part of the proposal received without assigning any reasons.
- 18. Issue of Certificate:** No certificate will be issued by the Institute regarding their services.

ELIGIBILITY CRITERIA FOR LOCAL VENDORS
TECHNICAL REQUIREMENTS

1. The company must have Minimum Turnover of Rs. 5 Crore for the financial year ending March of previous year.
2. The company should be serving minimum 3 customers for subscription value worth 50 lacs and above for the previous subscription year and also serving minimum 20 medical institutions/ hospitals for the previous subscriptions year.
3. The company must have technical capability of developing Library portal/ webpage to ensure that all free online journals are access using this portal.
4. The company must have a well established team of technical people to provide support for online activation of journals (Resume of technical staff members should be enclosed). The company should be in position to ensure that the required support for the online access is provided within 2 working days in case if a problem is being face in accessing online journals.
5. The company should provide internet based/ Web Based claim management support so that we can check our order status deliver status/ claim status. The company should be in position to give live demo of this facility and also give website name where this service can be checked online.
6. The company should provide search engine facility on library portal so that online journals can be search like, Title Listing (A to Z listing), Publisher Index, Subject Index/ The company should be in position to give live demo of this facility and also give website name where this service can be checked online.
7. Supplier should provide Bank Guarantee of 5% as required by Institute with validity of 24 months from the date of subscription.
8. A Xerox copy of the letter of the Reserve Bank of India permitting you to deal with the foreign journals subscription.
9. Conversion will be as per State Bank of India Exchange rate. The bill should therefore be accompanied with the certificate regarding Bank Current Exchange rates.

