

**GOVT OF NCT OF DELHI
MAULANA AZAD INSTITUTE OF DENTAL SCIENCE, NEW DELHI – 110 002.**

F.7(3)/13/MAIDS/LIB/2013-14

Sub: Online Tenders are invited for periodical subscription for the calendar year 2014 for the Library, Maulana Azad Institute of Dental Sciences.

The Director Principal Maulana Azad Institute of Dental Science, New Delhi on behalf of the Lt. Governor of GNCT, Delhi, invites online tenders for subscription of periodicals for the period January-December 2014 from the reputed agents of foreign/Indian periodicals for the Library of MAIDS.

Name of the Department: Maulana Azad Institute of Dental Science
Name of work: Periodicals for library
Estimated cost: Rs. 65 Lacs

The bidders can visualize the evaluation (Technical & Financial Bid) status online.

Last Date of Downloading of Tender Document:

Last Date and Time of Bid Submission:

Technical Bid Opening Date and Time:

Financial Bid Opening Date and Time:

The desirous participants should submit their technical and financial bid in the standard format prescribed with this notification. The bidder should upload the scanned copies of the relevant certificates, documents, etc. in support of their technical bid. The bidder shall sign on all the statements, certificates, documents to be uploaded by him, owning responsibility for their correctness/authenticity.

The EMD shall be in the form of DD/FDR from a Scheduled bank in the name of Director-Principal MAIDS. The original DD/FDR is first to be scanned and uploaded along with the BID. Then the original DD/FDR shall be sent to this department so as to reach before the date of closing of the bids. Failure to furnish the original DD/FDR before the closing of the bids will entail rejection of the bid.

The tenders received by post/courier will not be entertained.

NOTE: Director-Principal, MAIDS reserves the right of accepting /rejecting any tender in part or all the tenders without assigning any reason whatsoever. The decision of the Director-Principal, MAIDS shall be final and binding to the suppliers, including fixing of penalty for any violation of the agreement.

Terms and conditions for supply of periodicals to MAIDS, New Delhi, library for the period January- December 2014
SUBSCRIPTION

1. **Price**: for all periodicals the supplier shall charge the Publisher's current subscription rates as indicated in the publishers' current catalogue / invoice as applicable in India. Wherever concession/ package rates are available/ applicable the supplier must charge accordingly. The rates quoted should include taxes. Original currency rates by the publisher and converted Indian currency rates shall be provided in the bid.
2. **Publisher proofs**: publisher price proofs for the calendar year 2014 must be submitted along with the invoice.
3. **Discount offer**: Only flat discount applicable for all the titles will be accepted. Individual Journals wise discount will not be entertained. Else it will lead to disqualification of the tender.
4. **Currency conversion rate**: GOC conversion rates at the time of submitting the tender.
5. **Price binding**: No revision of conversion rates will be allowed, if the supply order is issued within 90 days, of the opening of financial bid.
6. **Method of conversion**: foreign periodicals available in dual currency should be billed in the currency by which the converted cost is lower in Indian rupees.
7. **Subscription ID**: the supplier shall submit publishers ID of the periodicals as well as provide technical support to enable online access to periodicals within one month of signing of the agreement.

PAYMENT

8. **Payment mode**: 100% of the annual order value will be paid as advance after receipt of the Bank Guarantee of the equal amount.
9. **Service charges**: Service charges applicable, if any, must be clearly stated in Indian currency.
10. **Supplementary bills**: In case of price revision by the publisher, all supplementary bills must be submitted within 90 days from the date of order.

DELIVERY

11. **Delivery commencement**: Should inform the time gap for commencement of delivery of periodicals from the date of order.
12. **Delivery Mode**: Hand delivery is desired, if otherwise please mention. No physically damaged or mutilated periodicals will be accepted.

13. **Supply of all subscribed periodicals:** The supplier must supply all the ordered titles including Indian and foreign publication.
14. **Airfreight at no additional cost:** All the periodicals must be air lifted from respective publishers for fast delivery. The library will not pay any additional amount for this facility.
15. **Delayed/ missing issue:** The supplier must follow up delayed issues/ missing issues from the publishers within 6 weeks of the expected date of publication with due intimation to the library.
16. **Replacement of damaged/missing issues:** The supplier shall stand responsible to replace the damaged/ missing issues and should either supply the same or refund the cost of the issue, depending on the merit of the case.
17. **Information regarding supply status:** The supplier must provide periodic supply status to the library at regular interval of one month.
18. **Missing issues/Delayed Publications:** Refund for all the missing issues/delayed publications must be made before final settlement of advance.
19. **Supply completion:** All supplies to be completed by 31st May 2015.
20. **Penalty:** If the supplier fails to complete the supply by 31st May 2015 penalty will be imposed @1% subject of maximum of 5% value of the remaining title.
21. **Refunds for late/ceased publications:** In case of non-acceptance of subscription by the publisher, or, the publication being ceased for the year 2014, the refund must be made within 30 days from release of payment. A penalty of an interest of 10% will be added to the recovery amount for the duration of more than 30 days if the same is held by the agency or otherwise.

ONLINE ACTIVATION

22. **Free online access:** The supplier must provide the online facility for the periodicals having free online access against print subscription without charging any additional service charge.
23. **Activation service:** the supplier must activate online periodicals subscribed on behalf of library and provide IP access, user name and password within one month from the date of the agreement.
24. **Technical capability of developing Library Portal / Webpage** the supplier must develop a library portal/webpage enlisting all available online periodicals (Free and Subscribed) to enable easy access and information. It must be ensured that all the online periodicals can be accessed through the same portal/webpage.
 - Submit at least 5 samples of such library portals / Web Page developed along with technical bid.

25. **Technical support to crease out any problem**: The supplier shall provide technical support and ensure smooth accessing for online periodicals. In case of any problem the supplier should provide technical support to crease out problems **within 2 working days**.
26. **Provide search engine facility on library portal**: the supplier must provide a search facility with respect to the Title Listing (A to Z Listing) Publisher Index, Subject Index to simplify search for online periodicals.

General

1. **Submission of the quotation**: The Technical Bid containing the documents as detailed in item no. 10 below (Details of requirement) including Earnest Money should be clearly marked "**Tender for periodical subscription for the calendar year 2014 for the Library, MAIDS**" are submitted before one hour of the closing time. Tender without EMD shall be summarily rejected and the Technical Bid of these Tenderer shall not be opened.

FINANCIAL BID/PRICE BID be submitted ONLY ONLINE.

2. **Earnest money deposit**: The bidder shall submit a refundable Earnest money deposit (EMD) of **Rs.1,30,000.00** (Rupees One Lac Thirty Thousand) along with the bid. The EMD will be submitted in the form of demand draft/fixed deposit in favor of '**The Director-Principal, MAIDS, New Delhi**' and to be submitted physically along *with* scanned copy uploaded in the e-tenders. Bids received without EMD will not be considered.
3. **Interest on Earnest money deposit:-** No interest will be given on EMD.
4. **Signing of Agreement**: The successful bidder will have to enter into an agreement on a non-judicial stamp paper of Rs.100.00 [Draft copy of the same is available online].
5. **Forfeit of EMD**: The EMD may be forfeited in case the successful bidder fails to sign the agreement, and/or, the bidder seeks change in the terms and conditions of the agreement.
6. **Period of validity**: The period of validity of the tender will be up to 31.05.2015.
7. **Placing of order**: Orders will be placed to the successful bidder only if ready to sign the written agreement.
8. **Security deposit against the advance released**: Initially 100% of the amount advanced in the form of Bank Guarantee is to be submitted up to 31/07/2014. Thereafter, a fresh Bank Guarantee up to 31/05/2015 shall be deposited by the firm with the institute for the balance amount of Journals to

be supplied as on 30/06/14. The same shall be deposited on or before 15/07/2014.

9. Final settlement of advance:- All dues/outstanding amount on account of missing/ late publication issues, must be paid for final settlement before the expiry of Bank Guarantee. However If the supplier fails to complete the supply by 31st May 2015 penalty will be imposed @1% subject of maximum of 5% value of the remaining title.

10. Details of requirements:- Self attested photocopies of the following documents to be enclosed at the time of submitting the quotation.

- **List of 10 or more Medical/Dental Customers in India**, complete with documentary proof of their order value with corresponding year.
- **Necessary documentary proof of Govt. approval** for dealing with the foreign periodical subscriptions and payment in foreign currency (as applicable) may also be provided.
- **G.O.C. membership certificate.**
- **PAN No.**
- **A Copy of Income Tax return for financial year 2012-13 & proof of payment thereof.**
- **Proof of annual turnover for the last 3 financial year i.e 2010-11, 2011-12, 2012-13**
- **Covering letter agreeing to abide by the terms & conditions.**

12. Legal matters/disputes: All matters and disputes related to periodicals subscriptions are subject to legal jurisdiction of **Court, in Delhi.**

ANNEXURE – I

AGREEMENT

This agreement made this day of 2014 (Two thousand Thirteen) between the Lt. Governor of GNCT through “The Director-Principal, Maulana Azad Institute of Dental science, New Delhi – 110002” (here in called ‘The Government’ which expression shall unless excluded by or repugnant to the context, be deemed to include his successors in office and assigns) repugnant to the context of the one part and “M/s_____.” (herein after called “The Supplier” which expression shall unless excluded by or repugnant to the context, be deemed to include its heirs, executors, administrators, representatives in interest successors and assigns) of the other part.

Whereas the supplier has, at the request of the Govt. agreed to supply to the Govt. the medical/Dental journals (Indian and foreign) published for a period of One Year with effect from 1st January 2014 to 31st December 2014 in full as per to this agreement,.

Now, therefore, it is hereby agreed and declared by and between the parties as follows:

1. The supplier on demand shall supply to The Director-Principal, Maulana Azad Institute of Dental Science, New Delhi, copies of all issues of **143** titles of Medical/Dental journals (Indian and foreign) full details of which are given in the list here to as **Annexure-II**, at ultimate destination, in original as published by the publisher within a reasonable period of 3-4 months from the date of publication thereof by the respective publisher or within the time extended by mutual consent of both parties hereto, if need be.
2. The Govt. shall pay 100% amount of the order value as advance, against the Bank guarantee from a Scheduled bank of an equivalent amount in favor of ‘The Director-Principal, MAIDS, New Delhi
3. The Govt. shall release the advance payment, only after receipt of the Bank guarantee from a Scheduled bank of the equivalent amount.

4. Initially the supplier will submit 100% of the amount advanced in the form of Bank Guarantee up to 31/07/2014. Thereafter, a fresh Bank Guarantee up to 31/05/2015 shall be deposited by the firm with the institute for the balance amount of Journals to be supplied as on 30/06/14. The same shall be deposited on or before 15/07/2014.
5. The supplier shall start the supply of the journals, against the receipt of the advance payment within a reasonable period not exceeding 3 months at the latest. When however, the supplier fails to supply the journals within the period prescribed above or maintain regular supply, the Govt. shall be entitled to recover the money advanced by the Govt. by enforcing the Bank Guarantee within a period of 30 days from the day of the default noticed.
6. In case the Govt. decides not to subscribe any one or all the aforesaid journals, then it shall give to the supplier one day's notice in the case of local and 30 day's notice in the case of foreign journals, in writing, intimating to the supplier such intentions of the Govt. and the Govt. shall, on the expiry of the said notice ask for the refund of the proportionate amount i.e. the amount equal to the value of supply canceled, from the supplier failing which the Govt. shall enforce the Bank Guarantee and recover the proportionate amount of supply without any further notice to the supplier.
7. The Govt. shall be entitled to terminate this agreement on one month's notice in writing to the supplier for those journals where supply has not started after making advance payment as above or is irregular or where the conditions laid down in the above Para's are not fulfilled by the supplier without assigning any reason whatsoever and on such termination, the Govt. shall recover all the proportionate amount of the subscription for the period which may remain un-expired by enforcing the Bank Guarantee.
8. In the event of any of the copies of the said journals being lost in transit or in the event of the supplier failing to supply any such copies after their publication for any reason whatsoever, the supplier shall have to replace all such copies as may have been lost/damaged in transit etc. as the case may be without any extra charges on receipt of information on this behalf.
9. Both the Govt. and the supplier shall claim/pay the amount of difference arising due to revision of the price at the publishers' end.

10. The Activation of the online Journals, offered by the agency free as special benefit, will be done by the agency on the IP range of this hospital without claiming any extra charges.

11. The supplier shall make the final settlement towards the advance drawn for the journals subscriptions for the calendar year 2014, before 31st May 2015. However if the supplier fails to complete the supply by 31st May 2015 penalty will be imposed @ 1% subject of maximum of 5 % value of the remaining title.

12. It is also hereby agreed between the parties that the stamp duty payable under the law and Bank charges for Bank Guarantee etc. in respect of the deed shall be borne by the supplier.

13. It is hereby agreed between the parties that all matters and disputes related to periodicals subscriptions are subject to legal jurisdiction of the **Court, in Delhi**.

In witness whereof the parties hereto have set their hands the day and the year first above written.

Witness on behalf of the supplier: -

1.

Sign. & Seal of the supplier

Witness on behalf of the Govt.-

1. Chairman, Library Advisory Committee.
2. Library Officer

In the presence of

Signature of the Director

[As subscriber to the journals (Govt.)]

Annexure-II

<u>List of Journals</u>	
S. No.	Title of the Journal
1	Acta Odontologica Scandinavica
2	American Journal of Dentistry
3	American Journal of Orthodontics and Dentofacial Orthopedics
4	Archives of Oral Biology
5	Atlas of the Oral and Maxillofacial Surgery Clinics of North America
6	Australian Dental Journal
7	Australian Endodontic Journal
8	Better photography
9	Brazilian Dental Research
10	Brazilian Oral Research
11	British Dental Journal
12	British Journal of Oral and Maxillofacial Surgery
13	Bulletin of the World Health Organization
14	Cancer+ Cancer Cytopathology (combined Subscription)
15	Cancer Research + Clinical Cancer Research (combined subscription)
16	Caries Research
17	Cell and Tissue Banking
18	Clinical Oral Implants Research
19	Clinical Oral Investigations
20	Community Dental Health
21	Community Dentistry and Oral Epidemiology
22	Craniomaxillofacial Trauma & Reconstruction
23	Cytopathology
24	Dental Abstracts
25	Dental Clinics of North America
26	Dental Materials
27	Dental Traumatology
28	Dental update
29	Dentomaxillofacial Radiology
30	Endodontology
31	European Journal of Cancer +Oral Oncology (combined Subscription)
32	European Journal of Dental Education
33	European Journal of Oral Implantology
34	European Journal of Oral Sciences
35	Fluoride
36	General Dentistry
37	Gerodontology
38	Histopathology
39	India Journal of Dental Advancements
40	India Journal of Dental Research

41	India Journal of Multidisciplinary Dentistry
42	International Dental Journal
43	International Endodontic Journal
44	Internal Journal of Dentistry
45	International Journal of Oral & Maxillofacial Implants
46	International Journal of Oral and Maxillofacial Surgery
47	International Journal of Orthodontics
48	International journal of Pediatric Dentistry
49	International journal of Periodontics and Restorative Dentistry
50	International journal of Prosthodontics
51	Journal of Applied Oral Science
52	Journal of Clinical Oncology
53	Journal of Clinical Orthodontics
54	Journal of Clinical Pathology
55	Journal of Clinical Periodontology
56	Journal of Conservative Dentistry
57	Journal of Craniofacial Surgery
58	Journal of Dental Education
59	Journal of Dental Research
60	Journal of Dentistry
61	Journal of Endodontics
62	Journal of Esthetic and restorative Dentistry
63	Journal of Evidence-Based Dental Practice
64	Journal of Forensic Dental Sciences (formerly Journal of Forensic Odontology)
65	Journal of Indian Academy of Oral Medicine and Radiology
66	Journal of Indian Society of Pedodontics and Preventive Dentistry
67	Journal of Investigative and Clinical Dentistry
68	Journal of Oral & Maxillofacial Surgery Medicine & Pathology (formerly Asian Journal of Oral and Maxillofacial Surgery)
69	Journal of Oral and Maxillofacial Surgery
70	Journal of Oral Implantology
71	Journal of Oral Pathology and Medicine
72	Journal of Oral Rehabilitation
73	Journal of Orofacial Orthopedics
74	Journal of Orofacial Pain
75	Journal of Orthodontics
76	Journal of Periodontal Research
77	Journal of Periodontology
78	Journal of Prosthetic Dentistry
79	Journal of Prosthodontics Research
80	Journal of Prosthodontics
81	Journal of Public Health Dentistry
82	Journal of American College of Dentists
83	Journal of Canadian Dental Association

84	Journal of Indian Society of Periodontology
85	Lasers in Surgery and Medicine
86	Modern Pathology
87	Molecular Oral Microbiology (formerly Oral Microbiology and Immunology)
88	Nature
89	Odontology
90	Operative Dentistry
91	Oral and Maxillofacial Surgery Clinics of North America
92	Oral Diseases
93	Oral Health & Preventive Dentistry
94	Oral Radiology
95	Oral Surgery, Oral Medicine, Oral Pathology, Oral Radiology, and Endodontology
96	Orthodontics and Craniofacial Research
97	Pediatric Dentistry
98	Periodontology 2000
99	Progress in Orthodontics
100	Quintessence International
101	Science
102	Seminars in Orthodontics
103	Special Care in Dentistry
104	Statistics in Medicine
105	The Angle Orthodontists
106	The Australian Orthodontic Journal
107	The Cleft Palate Craniofacial Journal
108	The European Journal of Orthodontics
109	The Journal of Clinical Dentistry
110	The Journal of Clinical Pediatric Dentistry
111	The Journal of Indian Orthodontic Society
112	The Journal of Indian Prosthodontics Society
113	The Journal of American Dental Association
114	The Lancet
115	The New England Journal of Medicine
116	International Journal of Biological Markers
117	Journal of oral and Maxillofacial Radiology
118	Journal of Oral Biology and Craniofacial Research
119	International Journal of Oral Science
120	Anticancer Research
121	Journal of Craniomaxillofacial Surgery
122	Journal of Maxillofacial and Oral Surgery
123	National Journal of Maxillofacial Surgery
124	Annals of Maxillofacial Surgery
125	Journal of Dental Implants
126	Plastic and Reconstructive Surgery

127	Indian Journal of Odontology and Head and Neck Surgery
128	Indian Journal of Plastic Surgery
129	Journal of Advanced Prosthodontics
130	Journal of Dental Biomechanics
131	Journal of Biomedical Research
132	Endodontics Topics
133	European Archives of Pediatric Dentistry
134	European Journal of Pediatric Dentistry
135	International Journal of Clinical Pediatric Dentistry
136	Journal of Oral Health and Dental Management
137	International Journal of Dental Hygiene
138	Journal of Indian Association of Public Health Dentistry
139	Indian Journal of Community Medicine
140	Journal of Oral and Maxillofacial Pathology
141	Journal of Forensic Sciences
142	Clinical Advances in Periodontics
143	Journal of Dentistry for Children

ANNEXURE - III

Performa to be used for Technical bid

**MAULANA AZAD INSTITUTE OF DENTAL SCIENCES
GOVT. OF NCT OF DELHI
MAMC COMPLEX, B.S.Z. MARG
NEW DELHI-110002**

TECHNICAL BID

S. No.	Item	Details
1.	<p>(i) Name of the bidder Complete address/Tel No./Fax. No./ E mail/PAN No.</p> <p>(ii) Do you have an office in Delhi/NCR? If Yes, give complete address</p> <p>(iii) No. of technical manpower employed to facilitate online access of periodicals</p>	<p>Name Address</p> <p>Tel No.</p> <p>Fax. No.</p> <p>E mail</p> <p>PAN No.</p> <p>Address</p>
2.	<p>Status of bidder-Whether firm or company (Enclose copy of registration certificate)</p>	

3.	<p>Are you a member of the Federation of Publishers & bookseller Association of India. If yes, mention registration No. and year of registration. (Upload and submit self attested/signed documentary proof)</p>	<p>Registration No. Year of registration:</p>
4.	<p>Name of publishers, whom you represent as sole/exclusive distributor in India. (Upload a scanned copy and submit hard copy of the same)</p>	
5.	<p>Name of publishers for whom you are preferred agent/distributor in India. (Upload a scanned copy and submit hard copy of the same)</p>	
6.	<p>No. of years of experience in subscribing periodicals on behalf of reputed Indian medical/Dental institutions-minimum 5 years. (Upload a scanned copy and submit hard copy of the same)</p>	
7.	<p>Annual turnover of the company. Minimum turnover of Rs. 5.00 Crores per year required. (Upload a scanned copy and submit hard copy of the same) (Upload scanned copy and submit hard copy of balance sheet for past 3 years from 2010-11, 2011-12, 2012-13 as documentary proof)</p>	
8.	<p>(i) List of Institutions where you are supplying periodicals worth Rs. 20 Lacs or above. (ii) Provide performance certificates from 3 institutions (Upload a scanned copy and submit hard copy of both the items)</p>	

9.	Income tax clearance certificates (Upload a scanned copy and submit hard copy of the same) (Upload and submit certificates, preferably for past 3 years.)	
10.	Do you have necessary approval of the Govt. authority to remit payment to foreign publishers? (Upload a scanned copy and submit hard copy of the same)	Y/N
11.	<u>Submission of EMD:-</u> Upload a scanned copy and submit the original EMD along with other documents as mentioned above.	
12.	Do you agree to GOC rates of conversion for foreign currency on the date of submission of your tender?	Y/N
13.	Do you agree to bill foreign periodicals available in dual currency in the currency by which the converted cost is lower in Indian rupees?	Y/N
14.	Do you agree to, no revision of conversion rates, if the supply order is issued within 90 days, of last date of receipt of your tender?	Y/N
15.	Do you agree to submit a Bank Guarantee from a Scheduled Bank of (100%) equivalent value of the advance sought by you against the annual subscription of periodicals till 31.05.2015	Y/N
16.	Do you agree to the point "security deposit against the advance released" as mentioned at point no. 8 in the general terms and conditions.	Y/N
17.	Do you agree to enter into a written agreement with this institution as per draft?	Y/N
18	Do you agree to bear the cost of the agreement document?	Y/N

19.	<p>Do you agree to refund the amount equivalent of late / ceased publications / non-acceptance of subscription by the publisher within 30 days from release of payment?</p> <p><u>Please note</u></p> <p>A penalty of an interest of 10% will be added to the recovery amount, for the duration of more than 30 days, if the same is held by you or otherwise.</p>	Y/N
20.	<p>Specify the time gap for commencement of delivery of periodicals from the date of confirmed order.</p> <p>Indian:</p> <p>Foreign:</p> <p>Society:</p>	
21.	<p>Do you agree to replace the damaged/ missing issues within 30 days from the expected date of delivery?</p>	Y/N
22.	<p>Do you agree to refund the amount equivalent to the cost of non-supplied and lost in transit periodicals before final settlement of advance?</p>	Y/N
23.	<p>(i) Do you agree to settle the advance drawn, as annual subscription for periodicals, before 31.05.2015</p> <p>(ii) If not, the penalty will be imposed @ 1% subject of maximum of 5 % value of the remaining titles.</p>	Y/N
24.	<p>Number of customers where electronic access to the periodicals has been provided. (Upload a scanned copy and submit hard copy of the same)</p>	

25.	Do you provide Internet / Web based claim management support? If yes, enclose at least 2 certificates as documentary proof.	Y/N
26.	Do you agree to provide technical support for activation of the online periodicals- both subscribed and complimentary?	Y/N
27.	In you wish to provide any additional information the same may be added here.	

Signature and seal of the agent

Date

Place

ANNEXURE - IV

Performa to be used for Price bid

**MUALANA AZAD INSTITUTE OF DENTAL SCIENCE
GOVT. OF NCT OF DELHI
NEW DELHI-110002**

PRICE BID

S.No.	Titl e	Freq uenc y	Whether Free Online with print	Type of Publication	Place of Publication	Currency Name & Price	Conversion Rate in INR	Annu al Subs cripti on Rates in INR	Di sco unt % on an nu al su bs cri pti on	Di sco unt ed Pri ce in IN R	Total Price
			Y/N								

The rate should be inclusive of everything i.e. freight charges, packing charges, octroi charges.

**SIGNATURE OF THE AUTHORIZED SIGNATORY
WITH FULL NAME IN BLOCK BOLD LETTERS
WITH SEAL OF THE FIRM**

DATED: _____