



**Government
ePublishing
System**

ePublishing System, Government of India

Tender Details

Date : 20-Oct-2022 05:07 PM



Basic Details

Organisation Chain	Department of Higher Education Indian Institute of Technology Ropar		
Tender Reference Number	1735-22		
Tender ID	2022_DoHE_683119_1		
Tender Type	Open Tender	Form of contract	Empanelment
Tender Category	Services	No. of Covers	1
Payment Mode	Not Applicable	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No		

Cover Details, No. Of Covers - 1

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical/Finance	.xls	Tender for Vendors Empanelment of Agencies for Journals/Periodicals/E-resources subscription

Tender Fee Details, [Total Fee in ₹ * - 0.00]

Tender Fee in ₹	0.00		
Fee Payable To	NA	Fee Payable At	NA
Tender Fee Exemption Allowed	NA		

EMD Fee Details

EMD Amount in ₹	0.00	EMD Exemption Allowed	NA
EMD Fee Type	NA	EMD Percentage	NA
EMD Payable To	NA	EMD Payable At	NA

Work /Item(s)

Title	Tender for Vendors Empanelment of Agencies for Journals Periodicals E resources subscription				
Work Description	Tender for Vendors Empanelment of Agencies for Journals Periodicals E resources subscription				
Pre Qualification Details	Please refer Tender documents.				
Tender Value in ₹		Product Category	Miscellaneous Services	Sub category	NA
Contract Type	Empanelment	Bid Validity(Days)	180	Period Of Work(Days)	0
Location	IIT ROPAR	Pincode	140001	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	M Visvesvaraya Block

Critical Dates

Publish Date	20-Oct-2022 06:00 PM	Bid Opening Date	10-Nov-2022 03:00 PM
Document Download / Sale Start Date	20-Oct-2022 06:00 PM	Document Download / Sale End Date	10-Nov-2022 03:00 PM
Clarification Start Date	20-Oct-2022 06:00 PM	Clarification End Date	03-Nov-2022 06:00 PM
Bid Submission Start Date	03-Nov-2022 06:00 PM	Bid Submission End Date	10-Nov-2022 03:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	Tender for Vendors Empanelment of Agencies for Journals/Periodicals/E-resources subscription	824.7
Work Item Documents				
	S.No	Document Type	Document Name	Description

	1	Tender Documents	UPLOADJOURNALS.pdf	Tender for Vendors Empanelment of Agencies for Journals Periodicals E resources subscription	824.73
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Tender Inviting Authority

Name	The Registrar
Address	Stores and Purchase Section M Visvesvaraya Block Indian Institute of Technology Ropar Rupnagar 140001

Tender Creator Details

Created By	Vijay Kumar
Designation	Junior Supdt
Created Date	20-Oct-2022 05:00 PM



भारतीय प्रौद्योगिकी संस्थान रोपड़
INDIAN INSTITUTE OF TECHNOLOGY ROPAR
CENTRAL LIBRARY

**Empanelment of Agencies for
Journals/Periodicals/E-resources Subscription**

No. 1735-22/AD-LIB/EAJ/PS

Date: 20/10/2022

Indian Institute of Technology Ropar invites applications for empanelment of Agencies for Journals/Periodicals/E-resources subscription on prescribed format from the reputed agencies for Central Library, IIT Ropar. This empanelment will be valid initially for a period of one year extendable further for another four years at the sole discretion of the institute.

Interested agencies may send the completed application form along with all requisite documents to “The Registrar, M. Visvesvaraya Block, Indian Institute of Technology Ropar, Permanent Campus, Rupnagar- 140001, Punjab.

Closing Date	November 10, 2022 – 03:00 PM
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Instructions for applicants, detailed terms and conditions, application proforma are as follows:

Instructions for bidders:

- The interested subscription agencies should submit **sealed envelope** superscribing – “Prequalified Application for empanelment of agencies for Journals/Periodicals/E-resources Subscription” to “The Registrar, M. Visvesvaraya Block, Indian Institute of Technology Ropar, Permanent Campus, Rupnagar- 140001, Punjab.
- The existing empanelled agencies of IIT Ropar, who wish to apply for the fresh empanelment, need to submit the fresh application, along with the necessary documents. They need not submit a security deposit as their existing security amount shall be adjusted.
- The application should be signed by the authorized person and his full name and status should be indicated below his/her signature along with the official stamp of the firm.
- Incomplete and conditional applications will be rejected.
- Any application received after due date and time will not be considered.

(Signature of the Proprietor/partner with Stamp)

- At any point of time, if any of the documents furnished by the agencies is found to be false, it would be a breach of terms of contract, making the firm concerned liable for legal action besides termination of empanelment.
- The agencies who have been blacklisted/delisted by IIT Ropar during the previous empanelments need not apply. In case they apply, their applications will be not be considered.
- Quoting unrealistic rates/discount at the time of submitting quotation/proposals will lead to termination of empanelment.
- No agency will be allowed to withdraw the application after the submission.
- The agencies short-listed for empanelment are required to strictly agree to subscribe/supply as per the institute's "Terms & Conditions of empanelment for subscription of journals/periodicals/e-resources/print resources".
- If any new agency would like to be the part of empanelment, after finalization of the empanelment, they can send a request letter along with the required documentary proofs as mentioned under the "Criteria for empanelment of Vendors" column. The Institute may consider such requests, on a once-in-a-year basis subjected to the fulfillment of the standard empanelment criteria.

Short-listing criteria for empanelment of Subscription Agencies:

- Minimum 5 references of the libraries of reputed national organizations (e.g. IITs, IISc., IISERs, IIMs, NITs, NIPERs, CSIR Labs, ICMR etc.) with whom the firm is already empanelled/registered/subscribing resources. Proof for all the references must be attached.
- Annual average turn-over of the firm for last three consecutive years should be 2 Crores or more. Documentary proof must be attached.
- Income Tax Returns (ITRs) for 3 consecutive years need to be attached.
- Successful execution of single order valuing of Rs. 50 Lakhs or above during last 3 Years. Proof must be attached.
- Affidavit raised on a non-judicial stamp paper of Rs. 50.00 for not having black-listed for minimum 3 years by any Government organization need to be attached.

The empanelment will be governed by the following 'Terms and Conditions':

1. General:

- (i) The Director, IIT Ropar reserves the right to cancel/terminate the empanelment of any or all the agencies in case of breach of any of the terms and conditions of the agreement.
- (ii) IIT Ropar does not bind itself to add in approved list of empanelled agencies or to place order to all or any of the empanelled agencies.

2. Authorization Proof:

- (i) The agencies are required to submit the authorization letter/letter indicating sole/preferred/authorized subscription agent/dealer from the publisher.

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3. Security Deposit:

- (i) The qualified agencies shall submit a security deposit of Rs. 50,000.00 in the form of demand draft only in favor of the IIT Ropar Revenue Account, Payable at Ropar within two weeks of confirmation of empanelment along with signed document of terms and conditions.
- (ii) The existing empanelled agencies need not submit a security deposit as their existing security amount shall be adjusted.
- (iii) The above security deposit will be refunded to the agencies only on successful completion of empanelment.

4. Enquiry on Journals/Periodicals/E-resources:

- (i) The quotations/proposals will be invited from the empanelled agencies as per institute requirements.
- (ii) Quotations will be invited for the resources which are not part of any consortiums such as E-Shodh Sindhu OR any other consortium OR any new consortium(s) formed in future.
- (iii) The library shall invite quotation(s)/proposal(s) from all the empanelled subscription agencies for the required journals/periodicals/e-resources as and when required through E-mail.
- (iv) Within two weeks of receipt of the enquiry email, the empanelled agencies must submit the quotations/proposals by sealed cover.

5. Purchase Orders:

- (i) At the time of approximate equal distribution the previous worth of order placed will be considered to decide the vendors.
- (ii) Subscription arrangement has to be made strictly against the purchase orders and as per the agreed terms and conditions of empanelment.
- (iii) Order will be placed to the subscription agency that offers least price/maximum discount.
- (iv) If two or more agencies offer the same discount, approximate equal distribution of the order will be made among all agencies.
- (v) Sending an acknowledgement of the receipt of purchase order preferably by email, which is taken as acceptance of the purchase order, is mandatory.
- (vi) Any clarification/query regarding the purchase order should be sought from the Central Library, IIT Ropar within one week of receipt of the order.

6. Online-activation/license agreement/usage data:

- (i) The agencies should confirm the order to the publisher and activate the access within two weeks of order confirmation from the Institute with necessary license agreement.
- (ii) After the expiry of timeframe, in the genuine cases, the agency may request for the extension of the timeframe through e-mail.
- (iii) The decision to extend the timeframe is at the sole discretion of the Institute.

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- (iv) The agencies should inform the availability of free online journals from the list of publisher(s) whose journals/resources are being subscribed, and also about any additional journals that are available during subscription period.
- (v) All the paid, additional and free journals access should be IP authenticated. IP range(s) or address(es) will be provided by the Institute at the time of placing order.
- (vi) Online activation of the journals has to be done by the agency without any additional charges.
- (vii) The agencies have to provide all the required facilities/services of subscription model/license agreement with the publisher wherever applicable.
- (viii) Agencies should provide usage data of all the subscribed resources based on the request within 3 days.
- (ix) If the Institute needs certain amendment in the license agreement, agents should make arrangements with the publishers.

7. Refund of Missing Issues/Non-supplied Periodicals/Journals/CD-ROMs/DVDs:

- (i) Agencies will have to refund the amount for the issues of Periodicals/Journals/CD-ROMs/DVDs that have not been procured/received/not supplied.
- (ii) Agencies will be completely responsible for the refund of subscription amount for unsupplied issues of Periodicals/Journals/CD-ROMs/DVDs.
- (iii) The refund time may be extended to the agencies if the institute receives confirmation from the publishers regarding the delay in publishing/supply.

8. Invoicing procedure:

- (i) Pre-receipted invoice(s)/bill(s) are to be submitted in duplicate (2 copies).
- (ii) A revenue stamp should be affixed on the original bill (in case the invoice/bill amount exceeds Rs. 5,000.00) and should be signed by authorized signatory.
- (iii) Invoice should be raised in favor of Librarian, Central Library, IIT Ropar, Rupnagar, Punjab – 140 001.
- (iv) One invoice should be raised against one publisher only. Periodical/Journal titles from different publishers should not be combined under one invoice.

9. Undertaking by the Vendor:

A. Every Quotation/Proposal should certify the following:

- a. Quoted prices are the actual, current publisher's prices and same prices have been charged to other institutions as per the publisher policy.

B. Every invoice should certify the following:

- a. The prices charged in this invoice are the actual, current publisher's prices as billed to us; and are true and correct.
- b. Any taxes (GST, IGST, TDS etc) levied by Govt. Of India from time to time will be applicable.

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- c. The discount offered and taxes charged if any should be specified in separate column.
- d. The prices charged are as per the publisher's invoice (publishers) and latest catalogue.

10. Enclosures with invoice:

- (i) A copy of publisher's invoice as a price proof.
- (ii) Bank remittance proof to the publisher.
- (iii) Bank TT selling currency conversion proof on the date of remittance to the publisher/ third party as assigned by the publisher.
- (iv) Every price proof and currency conversion proof should contain stamp and authorized signature of the agency.
- (v) Mandatory enclosures i.e., PAN number of your firm, exclusivity certificate (if any) from the publisher.
- (vi) Certificate or copy of e -mail from the publisher that, the payment for the subscribed journals/periodicals for the current year subscription for IIT Ropar has been received. Certificate or copy of e-mail has to be sent for each of the above resources separately.

11. Conversion Rates:

- (i) The prices in the invoice should be indicated in original currencies.
- (ii) State Bank of India (TT Selling) currency conversion rates as applicable on the date of the purchase order should be followed or the bank remittance (conversion rate) proof to the publisher by the Subscription Agency.

12. Termination of registration and delisting from the panel:

An agency's registration may be terminated/dropped/ from the list of registered agencies at the occurrence of any of the following event:

- (i) If the agent fails to activate an e-resources/supply Periodicals/Journals/CD-ROMs/DVDs within the time specified in the purchase order.
- (ii) In case of breach of any terms of agreement, or unsatisfactory/inefficient working on the part of the agency.
- (iii) If at any time, the information provided by the agency in any form about publications, services and related matters are found to be incorrect and result in loss to the Institute in any form.
- (iv) After the acceptance of the order, if the agency withdraws the order.

In such case(s), the institute will be at liberty to cancel the registration without giving any prior notice to the agency, and the Institute reserves the right to forfeit the security deposit.

13. The Institute reserves the right to change or modify or amend or substitute any clause in the terms and conditions that are listed above if required, at any time. The same will be communicated to the vendor accordingly.

14. All the disputes and differences arising out or concerning the work shall be subject to the sole arbitration of Director, IIT Ropar or his nominee. The decision of the arbitration shall be final & binding on both the parties. The empanelment

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will be interpreted under Indian Laws and disputes adjustable within the jurisdiction of courts of law of IIT Ropar, Rupnagar (Punjab).

Empanelment of Agencies for Journal/e-resources Subscription

Application Form

1.	Name of the Agency/Firm with complete address of Head Office and branches with telephone & fax nos., email, web-site (if any)	
2.	Nature of organization: Proprietorship/ Partnership/Company etc. (i) Name and address of Directors / Managing Directors / Proprietor (ii) If partnership, name and address of partners	
3.	Are you a member of any international/ national/state association for publisher/ journals supply (Please specify with proof)	
4.	Name of the publisher you represent in terms of exclusive agent/preferred agent/etc. (attach letters issued by the publisher/society/organization)	
5.	Whether copies of Income Tax Returns for the last 3 consecutive years are attached. Yes/No (please attach document evidence)	
6.	The annual turnover of the firm for the last three consecutive years. (Please attach documentary evidence).	
7.	Single largest order executed during last 3 Years and attach proof of document.	
8.	Affidavit raised on a non-judicial stamp paper of Rs. 50.00, by agency for not having black-listed for minimum 3 years by any Government organization.	
9.	Are you a part of any consortiums in India. If so, please mention the name of consortiums with relevant proof	
10.	Proposed mode of supply of print periodicals	
11.	Minimum 5 references of the Libraries of national reputed organizations with whom you are already registered/authorized	

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	supplier (e.g. IITs, IISc., IISERs, BARC, IIMs, NML, AIIMS, NISCAIR, NPL, NIPERs, ICMR, IARI etc.) with documentary proof for all references.	
12.	How you will follow up in case of delay in activation/release of publications (i) Mechanism to overcome such activation/delays (ii) Any special arrangement with Courier/ Postal authorities to avoid delays. If so, details (iii) Arrangements, if any to speed-up delivery of journals by air freight	
13.	How much time will be taken in supplying the issues of journal to the Institute from date of their publications	
14.	I agree to make the payment to the publisher by electronic transfer at the cost of agency immediately after confirming the order from the Institute. Yes / No	
15.	I agree to submit a security deposit of 50,000.00 in the form of demand draft duly pledged in favor of IIT Ropar Revenue Account, Ropar within two weeks of confirming vendor empanelment along with signed document of terms and conditions. Yes / No /Existing agency, please provide the demand draft details submitted already.	

DECLARATIONS

- (i) I/We _____
(names of partners/proprietors or share-holders) do hereby declare that the entries made in this application form are true to the best of our knowledge and belief. I/we have read and understood the Institute's "Terms and Conditions" of contract and agree to abide by the same in all respect.
- (ii) I/We also hereby declare that all matters related to IIT Ropar shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent Authority.
- (iii) Mr./Ms. _____, whose signatures are given below, is an authorized representative of this firm.
- (iv) I/We also undertake the responsibility to communicate all subsequent changes in the constitution or working of our firm, without fail.

(Signature of the Proprietor/partner with Stamp)

INDIAN INSTITUTE OF TECHNOLOGY ROPAR

Central Library

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