

ICAR-CENTRAL INSTITUTE FOR COTTON RESEARCH

P.B. No 2, Shankarnagar Post Office
Nagpur – 440010

LIBRARY SECTION

cicrlib@yahoo.co.in

F. NO: CICR/LIB/1/2018/

Date: 11/7/2018

Subject: Sealed quotations for subscription of foreign journals for the year 2018 for CICR Library Nagpur.

Quotations must be addressed to the Director CICR Nagpur and sent directly on the below mentioned address.

Librarian
Central Institute for Cotton Research
P B No 2, Shankarnagar Post Office
Nagpur – 440010

Last date of receiving quotations: 27/7/2018

Date of opening quotations: 28/7/2018

Dear Sir

We wish to subscribe 10 foreign journals (list enclosed) for 2018 (January-December) on the enclosed terms and conditions. You are requested to send your quotations for the rates to subscribe foreign journals on the above mentioned address latest by **27/7/2018**.

The envelope should be sealed and super scribed as “ Quotations to subscribe foreign journals for CICR Library Nagpur for 2018”. Quotations should be addressed to the Director CICR Nagpur and to be sent to the Librarian CICR Nagpur on the above address by Hand/post. Due date of receiving quotations is **27/7/2018**

For non-compliance of terms and conditions, the quotations will be liable to be ignored and the Director CICR Nagpur reserves the right to accept or reject any or all quotations without assigning any reason.

Yours sincerely

Mrs Swati Dixit
Librarian
CICR Nagpur

Encl:

- Terms and conditions for subscription of foreign journals for Library, CICR Nagpur
- List of foreign journals to be subscribed for 2018

An Email may be sent to the undersigned on cicrlib@yahoo.co.in after submitting quotation.

**ICAR- CENTRAL INSTITUTE FOR COTTON RESEARCH
LIBRARY SECTION**

Terms and conditions for subscription of foreign journals for 2018 for
Library, CICR Nagpur

- Quotations should be accompanied with a non-refundable Bank Demand Draft of **Rs 1000/-** (Rupees One thousand only) as cost of tender document and should be drawn from any nationalized bank favouring Director, CICR Nagpur payable at Nagpur. This DD should not be merged with the DD for EMD.
- Quotation should be submitted along with Earnest Money Deposit of **Rs 10000/-** in the form of **Bank Demand Draft from any Nationalized Bank drawn in favour of Director, CICR Nagpur** payable at Nagpur .The EMD will not carry any interest on it. The EMD will be refunded in full on receipt after finalization of order. In case of quotation accepted for supply of journals, the EMD will be refunded only after depositing of the Security Deposit.
- Subscription Price: Subscription price should be as per the purchase order. The price charged in the invoice should be the actual price fixed by the publisher supported by suitable price proofs like Publishers Catalogs or Publishers Invoice. Subscription rates for third world countries shall be applicable wherever. 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. Price will include supply of special volumes and supplements published as part of the journals.
- Conversion Rate: Bank exchange rates on the date of billing shall be applicable. Payment to the Supplier shall be made in Indian rupees through online bank transfer on submission of Account details/IFSC code etc.
- Discount: Supplier should clearly indicate the **flat discount** offered on complete order. Discount on individual/selected journals will not be entertained. Discount percentage shall be indicated both in figures as well in words.
- For Journals available in dual currencies, should be billed in the currency by which converted cost is lowest.
- Mode of Payment: The selected firm/agency upon receipt of confirmed order shall process Institutional subscription and advance payment shall be made by the Institute against Proforma Invoice submitted by the Agency. The successful firm will be required to deposit the security amount at the 100% of the total order value in the shape of **Bank Guarantee or Fixed Deposit** which will be released only after completion of supply of issues of journals. No interest will be paid by the Institute on Security Deposit money.

- Missing Issues: In case any issue remains unsupplied, or damaged in transit it will have to be replaced free of cost or else exact amount will have to be refunded immediately on receipt of intimation from Librarian, CICR Nagpur.
- Online activation: Free online activation along with print version on IP addresses of CICR Nagpur has to be done by the Supplier. Online accessibility within 90 days from the date of billing has to be provided.
- Supply: Supply of journals is to be made by Registered post/Speed Post/Courier/Messenger at the cost of the Supplier. Freight charges by airmail will not be admissible. However Supplier has to specify clearly, postage charges if any levied for supply of certain society publications.
- Firm has to provide Subscriber Number allotted by Publisher against journals supplied.
- Supplier should inform the time required for commencement of delivery of journals from the date of order.
- Supplier has to send periodic reminders to concerned publishers for non-receipt of issues and send copies of these reminders to CICR Library for our record.
- The firm shall provide web based claim management support so that the order/delivery/claim status can be checked by this institution as and when required. Company should submit documentary evidence (in the form of website printouts) of such a facility and also give website address where this service can be checked.
- The supplier must be a member of State/National level federation of Publishers/Suppliers. Copies of PAN/TAN, Bank details and Income Tax clearance certificates must be provided. The firm should have last Five years' experience in supply of foreign and Indian journals to ICAR Institute's/SAU, Central universities/other UGC recognized universities. The firm /agency should make an undertaking that it will be in a position to supply the foreign and Indian journals as per the list attached. The firm /agency is supposed to enclose the documentary evidence of minimum Two (2 nos.)work order of at least the same value of the present supply order each for the subscription of foreign and Indian journals to be annexed regarding supply of periodicals to ICAR Institute's/SAU Central universities/ other UGC recognized universities and IITs, (to be enclosed with the technical bid). Experience should be for supply of foreign and Indian journals.
- The Firm / agency should give undertaking that the firm have necessary permission to deal with foreign and Indian periodicals subscription and make necessary payment in currency. Further it should fulfill all statutory requirements

as per the enclosed checklist with i) Terms and conditions for supply of journals in ICAR Unit library duly signed has to be enclosed with the technical bid)

- The firm will have to pay 2% penalty (up to 10% maximum) against late supply of print/online journals/ periodical. The firm/vendor will refund the proportionate cost/value/amount along with 10% penalty for the not supplied journals/issues in lieu hereof in the form of refund by means of a Demand Draft favouring Director of ICAR Unit. The firm will refund to Unit's Library full amount of subscription of journals along with the penalty which are not supplied within six months from receipt of payment.
- The periodicity of journal, its Time limit proposed relaxation period & penalty is recommended as under:-

Periodicity of Journals	Time limit for supply from date of publication	Relaxation Period in days	Penalty
Weekly	15 days	7	2 % of the cost of the late supplied issues each day and maximum of 15 days from the date of relaxation
Fortnightly	25 days	10	2 % of the cost of the late supplied issues each day and maximum of 15 days from the date of relaxation
Monthly	35 days	10	2 % of the cost of the late supplied issues each day and maximum of 15 days from the date of relaxation
Quarterly	45 days	10	2 % of the cost of the late supplied issues each day and maximum of 15 days from the date of relaxation
Any other periodicity	35 days	10	2 % of the cost of the late supplied issues each day and maximum of 15 days from the date of relaxation

- No penalty will be charged, if the suppliers provide valid and satisfactory reasons for non-supply of the journals with documentary evidence received from the publishers. The documents relating to non-supply of journals should be submitted well in advance to avoid penalty.
- No interest would be payable on amount paid by the subscription agent to the publisher on account of delay in payment by the institute.

- The Firm/agency should give undertaking that the firm has necessary permission to deal with foreign and Indian periodicals subscription and make necessary payment in foreign and Indian currency. Further it should fulfill all statutory requirements.
- **The successful firm will have to enter into an agreement with the Director, ICAR UNIT on a non-judicial stamp paper of Rs.100/-(Rs. One hundred only), the cost of which has to be borne by the Tenderer himself.**
- The Institute reserves the right to discontinue the service of the firm on the basis of performance in terms of supply of journals subscribed through them.
- The number of journals to be for the calendar year January to December which may be increased or decreased at any stage of the contract by CICR Library
- All journals are to be supplied for the calendar year January to December, supply of the periodicals should commence from the issue no. 1 of the volume starting during the year unless specified otherwise.
- Initially the contract for supply of journals will be one calendar year i.e. January to December of a year and can be extended for further one year with the approval of Director, CICR.
- Force majeure: Any failure of omission or commission to carry out the provisions of the contract by the supplier shall not give rise to any claim by either of the party to contract, if such failure of omission or commission arises from an act of God, which shall include all acts of natural calamities such as fire, flood, earthquake, , hurricane or any pestilence or from civil strikes, compliance with any stature and /or regulation of the government, lockouts and strikes, riots, embargo or from any political or other reasons beyond the supplier's own control including war (whether declared or not) civil war or state or insurrection, provided that notice or the occurrence of any event by either party to the other shall be given within two weeks from the date of occurrence of such an event which could be attributed to Force majeure conditions.
- Price Fall Clause: The offer of the rates by the publishers/suppliers will be subject to the price fall clause i.e. if any item is offered by the tenderer on lower rates to some other organization, he shall forthwith notify such reduction or sale immediately to the Director, CICR and such reduction will automatically applicable to the Library CICR.
- No gratification clause: The bidders will give an undertaking that they will not try to gratify any person or use any other unfair means involved in the purchase of the quoted books & journals. This will also debar the company for participating in other tenders floated or to be floated by the purchaser and suitable action will be initiated against such defaulters.

- Validity of bids: For the calendar year and additional six months totalling 18 months e.g. from 01 January 2017 to 30 June 2018.
- The bidders will not form a part of the cartel and put in supporting quotations for some other companies. This will debar the company for participating in other tenders floated or to be floated by the purchaser. The institute can compare the prices of other bidders L2, L3 etc. also the prices quoted in other tenders for same products and in case of discrepancy suitable action will be initiated.
- Non-black listing- bidders will provide an undertaking on non-judicial stamp paper that neither they nor their principal publishers/suppliers have been blacklisted by any State/ Central Government departments/other organizations.
- **In case of any dispute arising out of their contract, decision of the Director CICR, will be final and binding to both Parties. Director CICR reserves the right to accept or reject any or all quotations without assigning any reason. Decision of the Director CICR Nagpur on any dispute shall be final and binding.**
- The Supplier should certify along with the document as below. 'It is certified that all information furnished by me is true and correct. I agree to abide by the terms and conditions mentioned above.'

Thanking you

Regards

Mrs Swati Dixit
Librarian
CICR Nagpur

List of Foreign Journals for subscription for CICR Library for 2018

<u>Number</u>	<u>Title</u>	<u>Publisher</u>
1	Journal of Economic Entomology	Oxford University Press
2	Phytopathology	American Phytopathological Society, USA
3	Plant Disease	American Phytopathological Society, USA
4	Outlook on Agriculture	I P Publishing, London, UK
5	ICAC Recorder	International Cotton Advisory Committee, Washington USA
6	Cotton World Statistics	International Cotton Advisory Committee, Washington USA
7	Journal of Agricultural Sciences	Cambridge University Press USA
8	Plant Breeding	Wiley Publishing USA
9	Nematology	Brill Leiden Netherlands
10	Physiologia Plantarum	Wiley Publishing USA