



लोकप्रिय गोपीनाथ बरदलै क्षेत्रीय मानसिक स्वास्थ्य संस्थान

तेजपुर: असम: पिन: 784001

LGB REGIONAL INSTITUTE OF MENTAL HEALTH

(An Autonomous body under Ministry of Health and Family Welfare, Govt. of India)

Website: www.lgbrimh.gov.in, e - Mail: mail@lgbrimh.gov.in

Post Box No. 15:: FAX No. (03712) 233623

TEZPUR:: 784001 :: ASSAM

No.LGB/LIB/228/1290/Pt-4/2020/9327

Dated: 29th December, 2022

Online e-tenders i.e. two bid system (Technical and commercial) are invited through e-procurement portal <http://eprocure.gov.in/cpp> by the Director, LGBRIMH from registered vendors, reputed book sellers, agencies registered with National/State Federation for supply of journals to Central Library, LGBRIMH – Tezpur, for the year 2023-24.

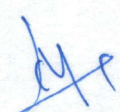
CRITICAL DATE SHEET


Milestones	Start Date	Start Time	Last Date	Last Time
Tender Publishing	29-12-2022	5:30 PM		
Tender Download	29-12-2022	5:30 PM	19-01-2023	3:00 PM
Pre-Bid Meeting	05-01-2023	1:00 PM	05-01-2023	4:00 PM
Bid Submission	29-12-2022	5:30 PM	19-01-2023	3:00 PM
Technical Bid Opening	20-01-2023	3:00PM		

Director
LGBRIMH- Tezpur

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Sl. No.	Terms and Conditions for Submission
1.	<p style="text-align: center;"><u>E –TENDER NOTICE</u></p> <p>Online e-tenders i.e. two bid system (Technical and Financial) are invited through e-procurement portal http://eprocure.gov.in/cppp by the Director, LGBRIMH from registered vendors, reputed book sellers, agencies registered with National/State Federation for supply of journals to Central Library, LGBRIMH – Tezpur, for the year 2023-24.</p> <p>a) Physical Documents:</p> <ol style="list-style-type: none"> i. EMD(as applicable) ii. Photocopies of all the documents uploaded <p>b) E-bid Cover I : Will contain the Technical Bids consisting of following in a single PDF file in the following sequence :-</p> <ol style="list-style-type: none"> i) Scanned copy of EMD (as applicable) ii) Scanned copy of the membership of The FPBAI (Federation of Publisher and Book Sellers Association) iii) Scanned copy of a declaration by the Proprietor of the firm, in case, the firm is in proprietorship on non judicial –stamp paper of worth Rs. 100.00 – duly attached by notary Public. A scanned copy of partnership deed duly registered by the Registrar of firm, in case of partnership firm. In case of company, certificate of incorporation has to be enclosed. iv) Scanned copy of Publishers’ Authorization Certificate v) Scanned copy of experience certificate for last 5 years of supplying journals/periodicals to Government medical institutes/universities etc. vi) Scanned copy of CA certifies copy of Annual Turnover for last 3 years should be at least Rs. 1 core per year vii) Scanned copy of recent non-conviction /non-blacklisting certificate on non judicial stamp paper of worth Rs. 100.00 – duly attested by notary public. viii) Scanned copy of updated Income Tax Return documents for the last 3 (three) Assessment year. ix) Scanned copy of PAN Card. x) Scanned copy of GST Registration Certificate. xi) Scanned copy of dully filled undertaking- as per Annexure IV xii) Scanned copy of dully filed up Annexure I, II, III <p>c) E-bid Cover – II: Financial Bid packet will be submitted as cover II and will consist as following- Financial Bid in a form of “BOQ” (Bill of Quantities) only. Financial Bid will be submitted online only. Kindly fill up the colored cells. In case you do not wish to quote for any item leave the cell blank and do not fill up zero. Quote of the rate of print journal (free online if available) per issue of the journal shall be 1(one) copy only, mentioned the volume no of journals, mentioned the total no of issues of journals per year. The discount rate should be quoted in Rs (INR), not in percentage (%). Quote the rate (MRP) in Indian Rupees only in appropriate columns</p>





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BOQ.				
2.	The periodical of contract: - One year or as decided by the Institute.			
3	CRITICAL DATE SHEET			
	Milestones	Start Date	Start Time	Last Date
	Tender Publishing	29-12-2022	5:30 PM	
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	Bid Submission	29-12-2022	5:30 PM	19-01-2023
	Technical Bid Opening	20-01-2023	3:00PM	3:00 PM
<p>If due to any exigency , the due date for opening of the Bids is declared a closed holidays, the Bids will be opened on the next working day at the same time or on any other day/time as notified.</p>				

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1.	<p><u>Process of submission of online BID :</u> The Bidders are requested to submit the soft copies of their bid electronically on the CPP portal using valid digital signature (DSC).</p> <ol style="list-style-type: none"> a) Bidders are required to enroll on the E-Procurement module of the Central Public Procurement Portal (http://eprocure.gov.in/cppp) b) The bidders will be required to choose a unique username and assign a password for their accounts and are advised to register their valid email address and mobile numbers as part of the registration process. c) Upon enrollment , the bidders will be required to registered their valid Digital Signature Certificate.(Class II, or Class III Certificate with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile. Only one valid DSC should be registered by a bidder. d) Bidder then logs in to the site through the secure log-in by entering their user ID /password and the password of the DSC /eToken . e) Bidders should take in account any corrigendum published on the tender document before finally submitting their bids in the CPP portal (http://eprocure.gov.in/cppp). f) Please note the number of covers in which the bid documents have to be submitted, the number of documents-including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid. g) Bidder should log in the site and upload their bids on or before the bid submission time. h) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document. i) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument. j) A standard BOQ file in excel format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bid in the exact format provided and no other format is acceptable. The BOQ filename must not be changed and if any case the BOQ is found to be modified by the bidder, the bidder will be rejected. k) The server time (which is displayed on the bidder’s dashboard) will be considered as the standard time for referencing the deadline for submission of the bids by the bidders, opening of bids etc. The bidder should follow this time during bid submission. l) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for the tender. For queries, bidders can contact via email to the following id: lgbtender@gmail.com. m) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk
2.	<ol style="list-style-type: none"> a) The collection of road permit, if any, will be responsibility of the bidder. b) Rates are to be quoted FOR destinations i.e., LGBRIMH, Tezpur
3.	<p><u>EMD/Performance Security</u></p> <ol style="list-style-type: none"> a) Bidder should submit EMD Rs. 91,000.00/ in the form of DD/FDR/BG drawn in favor of Director, LGBRIMH, Tezpur , Assam, payable at Tezpur, failing

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which the tender shall not be considered for acceptance and will be summarily rejected. Cash, cheque or any other mode of payment will not be accepted at all. The EMD deposited against previous tender cannot be adjusted or considered for this tender. No interest will be payable on the EMD/BID security. The EMD of the approved bidder will be released only after the concerned firm deposit necessary performance security. The DD/FDR/BG of EMD should reach LGBRIMH before the last date of opening to technical bid.

- b) Performance Security, equivalent to 3% of the total cost of the items approved shall have to be deposited by the successful bidder through DD/FDR/BG drawn in favour of Director LGBRIMH, payable at Tezpur. Performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. The same amount will be released after fulfillment of contractual obligations and no interest shall be payable thereof.
- c) Tender Number, its due date and complete address of the firm should also be clearly written on the **BACK SIDE OF THE DEMAND DRAFT SO AS TO ENSURE** safe return of the demand draft to the unsuccessful or successful tenders as the case may be.
- d) EMD of unsuccessful bidders will be returned in due time.

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SIGNING OF BID:

- a) The bid is liable to be ignored if incomplete information is given or documents asked for are not dully filled or furnished.
- b) Individual signing the bid or other documents concerned with the bid must specify whether he signed as:
 - i) A sole proprietor of the firm, or constituted attorney of such proprietor.
 - ii) A partner of the firm , if it is a partnership concerned , in which case, he must have legal authority to sign , answer and admit to refer dispute to arbitration .
 - iii) Constituted Attorney if it is a company.

Notes:

**In case of (ii), a c copy of the partnership Deed, general power of Attorney , in its case dully attached by a notary public, as affidavit on a stamp paper to the effect that all the partners admit execution of the partnership agreement and authority of the general power of attorney should be furnished.

**In case of partnership firm, where no authority to refer disputes concerning the business or the partnership has been conferred on any such partner, the bid and all other related documents must be signed by every partner of the firm.

**A person signing the bid form or any document forming part of the bid on behalf of anther shall be deemed under warranty that he has the authority to bind himself with such person. If on enquiry, it appears that the person so signing has no authority to do so, the purchaser without prejudice to other Civil & Criminal remedies can cancel the contact and hold the signatory responsible for all cost & convenience arising there from.


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5.

Terms of Supply-

1. Agents/Vendors, who are registered members of the FPBAI (Federation of Publishers and Booksellers Association), may apply for supply of periodical and journals to LGBRIMH, Tezpur.
2. List of periodicals and journals as shown at Annexure – I.
3. Tender should be submitted in 2(two) bid system: (i) Technical and (ii) Financial bid.

(i) Technical Bid should contain documents as per Annexure – II.

(ii) Financial Bid should be as per BOQ only
4. The contract period will be initially for one year which may be extended, if services are found satisfactory at the discretion of the Institute
5. The Agent/Vendor applying for supply of Journals is expected to examine all the instructions and terms and conditions before submission of bid.
6. The Agent/Vendor should apply for supply of periodicals and journals within the stipulated time specified in cover of NIT.
7. Validity of bids: For the year 2023, the bids will be valid from 1st January 2023 to 30th June 2024 or for 18 months from the date of publication of the NIT.
8. Agent/Vendor with an annual turnover of Rs. 1 crore or more and at least 5 (five) years experience of supplying Journals/Periodicals to Government medical institutes/universities etc. may apply for supply of Journals. Documentary proof of the same is to be submitted.
9. The bid documents can be downloaded from www.eprocure.gov.in/eprocure/app.
10.
 - (i) Bid Security (EMD) of **Rs. 91,000.00/ (Rupees Ninety One Thousand Only)** in the form of **DD/FDR/BG** (Nationalized Bank) pledged in favour of Director, LGBRIMH, Tezpur, payable at Tezpur must be submitted unless otherwise exempted under Govt. Order/ Rules in force.
 - (ii)
 - a. The EMD will be refunded to the unsuccessful bidder as early as possible and no interest would be paid thereon; and

(or The EMD will be refunded to the unsuccessful bidders after the orders are placed with the successful bidder and no interest would be paid thereon)
 - b. EMD of the successful bidder will be released only after the concerned firm deposits performance security with the LGBRIMH.
11. The selected Agent/Vendor upon receipt of the confirmed order shall process institutional subscription, LGBRIMH, Tezpur. The agent shall submit their invoices within 30(thirty) days from the date of order along with price proof, bank

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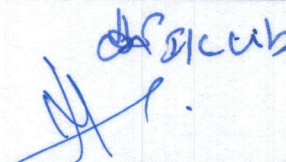
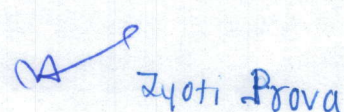
conversion certificate and agreement on a non-judicial stamp paper of Rs. 100 (Rs. One Hundred only), the cost of which has to be borne by the Bidder himself.

12. Number of journals (Print) to be subscribed will be decided by the competent authorities and it will bind on the supplier.
13. The Agent/Vendor should give an undertaking in the technical Bid that it will be in a position to supply the foreign & Indian Journals as per the list attached.
14. It will be mandatory on the part of the supplier firm to provide subscriber ID allotted by the publisher against journals subscribed.
15. If terms & conditions of L1 are accepted, journals may be ordered to more than one bidder. Evaluation of the bids will be item wise.
16. All subscriptions must be entered in the name of LGBRIMH, Tezpur, in the records of the respective publishers.
17. For all the periodicals, the supplier shall charge the publisher's current subscription rates as indicated in the publisher's current catalogues or invoices. Whenever concessional/package rates are available/applicable, the supplier must charge accordingly. The publisher's price proof should support the bill submitted by the supplier.
18. Basic rate quoted should include all taxes.
19. The foreign Journals available in dual currencies should be billed in the currency by which the converted cost is the lowest.
20. All Journals are to be reviewed for performance. Supply of the periodicals should commence from the issue number 1 of the volume starting during the year unless specified otherwise.
21. Initially the contract for supply of journals will be one year i.e. January to December, 2023 and it can be extended for further period (not more than one year) with the approval of Director, LGBRIMH, if the service of Agencies/Vendors are satisfactory.
22. The current **bank exchange** rate (TT selling rate) The conversion of foreign currency (TT selling rate) will be fixed on the date the invoice will be generated by the concerned supplier, and the same has to be certified by a scheduled bank and countersigned by the supplier. All payments will be made in Indian Rupees as per Govt. of India norms. Net payable price will be the publisher's price less discount offered.
23. The supplier shall submit Publisher's ID's of Journals as well as provide technical support to enable online access to Journals within one month of signing the agreement.

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24. The Suppliers will remain bound to replace journals at their own cost, within a specified period if journals are found torn, defective or mutilated after unpacking the shipment
25. Performance Security: Deposit against delay in supply and missing issues @3% of the value of the journal ordered will have to be submitted in the form of DD/FDR/BG duly marked in favour of Director, LGBRIMH, Tezpur, payable at Tezpur. The amount of security deposit shall remain in the custody of LGBRIMH, Tezpur, till the supply of ordered Journals (including backlogs or missing issues, if any) is completed.
- 26. On-Line Activation –**
- (i) The Bidders has to inform about the availability of free online access to the ordered Journals to the Library, LGBRIMH – Tezpur.
 - (ii) Bidders need to specifically state their technical requirement for on-line journal. The static IP of the library is 59.90.154.42 & 14.139.213.164
 - (iii) The online journals which are available free along with print subscription if any should be provided by the Agent/Vendor without charging any additional service charges.
- 27. Payment terms –**
- I. Upon submission of Agent's invoices along with publisher's price proofs, agreement, Performance Bank Guarantee (Valid for 18 months) bank conversion certificate, **No advance payment will be given. Payment will be made upon submission on invoices of supplied journals on a quarterly basis**
 - II. No supplementary invoice will be accepted for the difference in exchange rated for the currency conversion.
- 28. Price fall clause:** The offer of the rated by the publisher/Agents/Vendors will be subject to the price fall clause i.e if any item is offered by the bidder on lower rates to some other organization, he shall forthwith notify such reduction or sale immediately to the Director, LGBRIMH and such reduction with automatically be applicable to the journals supplied to LGBRIMH – Tezpur.
- 29. Liquidate Damage:** If the supplier fails to supply journals within stipulated time period, the supplier shall have to pay liquidate damage @ 0.5% of the value of the journal per week subject to maximum of 10% of the value.
- 30. PENALTY CLAUSES: PENALTY FOR FORMATION OF CARTEL OR FURNISHING OF FRADULENT/ MISLEADING DOCUMENTS:** If during the tender process or at any state during the validity of the tender period, it is found that a Bidder(s) has formed a cartel in what so ever form or name to fix up the rates or suppliers to the detriment of the fairness of the tender process, penal measures shall be initiated. Similar penal measures shall also be initiated against those bidders who have submitted false/ misleading/ fraudulent documents or made incorrect declarations. The penal measure will be Forfeiture of Earnest Money, Forfeiture of Performance Bank Guarantee/Security deposit if enlisted as a supplier.

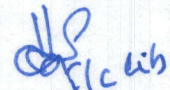

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31. Intimation about any bibliographical changes/ownership etc.
32. Force Majeure: Any failure of omission or commission to carry out the provision of the contract by the supplier shall not give rise to any claim by either of the party to contract, if such failure of omission or commission arises from an act from 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 regulations 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.
33. **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 journals. This will also debar the company for participation in other tenders floated or to be floated by the purchaser and suitable action will be initiated against such defaulters.
34. **Non black listing:** Bidders will provide an undertaking on **Rs. 100 non – judicial** stamp paper that neither they nor their principal publishers/Agents/vendors have been black listed by any state/Central Government department /other organization. Notarized declaration that the applied firm has not been involved in fraudulent activities or convicted on any account.
35. The Director, LGBRIMH Tezpur, reserves the right to accept or reject the bidding process at any time prior to award of contract or supply order without incurring any liability to the affected bidder or bidders or the Institute.
36. The Agent/Vendor shall supply the journals (Indian/Foreign) to LGBRIMH, Tezpur, by Hand/Registered/Courier post. The supplier must deliver all the ordered titles, whether Indian or Foreign. The Agent/Vendor shall procure all the journals subscribed by LGBRIMH from the respective publishers by airfreight arrangement at no additional cost to LGBRIMH and supply the same to the library. The Agent/Vendor will ensure safe delivery of journals to LGBRIMH along with a Challan/Delivery proof in duplicate.
37. It is to be mentioned by the Agent/Vendor how they propose to provide regular /monthly status of journals to the library. The supplier shall monitor claims for missing issues of Journals, if any, and arrange to provide replacements within reasonable period.
38. The Agent/Vendor shall follow-up on those issues of Journals which are delayed and / or not received from the publishers within six weeks from the expected date of publication, with due intimations to LGBRIMH.
39. Discount: Only flat discount rates must be quoted. Quotation of rates in any other way will be considered disqualification.

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	<p>40. Invoice: The price charged in the invoices should be the actual price fixed by the publishers. Documentary evidence; Photocopy of the price proof should be attached to the invoice. Stamped pre-receipt, invoices in triplicate should be submitted along with the publications at the time of supply.</p> <p>41. The final number of journals to be procured including Indian and Foreign journals will be at the decision of LGBRIMH.</p> <p>42. In case of any disputes or misunderstanding arising out of this agreement, the decision of the Director, LGBRIMH, Tezpur, will be final and binding to the supplier including fixing of penalty for any violation of the agreement.</p> <p>43. Any legal dispute will be dealt within the jurisdiction of Tezpur.</p> <p>44. The Agent/Vendor should certify along with his document as per Annexure – IV</p>
6.	<p><u>REJECTION OF THE TENDER:-</u> Terms & Conditions</p> <p>The Bid will be rejected due to any reason or reasons mentioned below:-</p> <ol style="list-style-type: none"> Submission of tender without EMD (as applicable) Failure to upload the Tender Documents as per para 1 (b) and 1 (c) of terms and conditions for submission Uploading of misleading/contradictory /false statement or information & fabricated/invalid documents. Tender not duly filled up properly.



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Annexure - I

Sl No.	Title of Journal
1	Acta Psychiatrica Scandinavia
2	Advances in Psychiatric treatment (Newly known as BJ Psych Advances)
3	American journal of Psychiatry
4	Archives of Women's mental health
5	Asian Journal of Nursing Education and research
6	Asian Pacific Journal of Nursing
7	British Journal of Neuroscience Nursing
8	British Journal of Psychiatry
9	British journal of Social Work
10	Child and adolescent psychiatric Clinics of North America
11	Clinical Nursing Research
12	Clinical social Work Journal
13	Contemporary family Therapy
14	Evidence Based Nursing
15	Geriatric Nursing
16	Indian Journal of Health and wellbeing
17	Indian Journal of Clinical Psychology
18	Indian Journal of Psychiatric Nursing
19	Indian Journal of Psychiatry-
20	Indian Journal of Psychological Medicine
21	Industrial Psychiatry Journal
22	International Journal of Advances and Nursing Management
23	International Journal of Group Psychotherapy
24	International Journal of Nursing Education and Research
25	Journal of Psychosocial Rehabilitation and Mental Health
26	Journal of Advanced Nursing Practice
27	Journal of American Academy of Child and Adolescent Psychiatry
28	Journal of Autism and Developmental Disorder
29	Journal of Child Psychology and Psychiatry
30	Journal of Clinical Psychiatry
31	Journal of Contemporary Psychotherapy
32	Journal of Doctoral Nursing Practice
33	Journal of family Therapy + Journal of Marriage and family + Family Relations
34	Journal of Gerontological Social Work
35	Journal of Geriatric Psychiatry and neurology
36	Journal of Gerontological Nursing
37	Journal of Health Management

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38	Journal of Nursing Education and Administration
39	Journal of Psychiatric and Mental Health Nursing
40	Journal of Psychological Nursing and Mental Health Services
41	Journal of Research in nursing
42	Journal of Social Work Practice in the addiction
43	Journal of the American Psychiatric Nurses
44	Lancet Psychiatry
45	Manipal Journal of Nursing and Health Sciences, Manipal University Press (MUP)
46	Psychiatric Clinics of North America
47	Psychological Studies
48	Psychosomatic Medicine
49	Schizophrenia Bulletin
50	School Mental Health
51	Substance Abuse : Research and Treatment
52	The Nursing Journal Of India



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Enclosing supporting documentary proof as per Proforma

Name of Bidder:

Address:

Telephone No.:

Fax No.:

PAN:

E-Mail:

SI No	Item	Yes/No
1.	Registration of membership of association of Indian publishers and Booksellers	
2.	Bid security (EMD) of Rs. 91,000.00 (Rupees Ninety One Thousand Only) in the form of DD/FRD/BG	
3.	Experience certificate of at least 5 years of supplying journals/periodicals to Government medical institutes/universities etc.	
4.	CA certified copy of Annual Turnover for last 3 years should be at least Rs. 1 crore.	
5.	Non-conviction /non-blacklisting certificate on non judicial stamp paper of worth Rs. 100.00 – duly attested by notary public	
6.	Scanned copy of Publisher's Authorization Certificate	
7.	A declaration by the Proprietor of the firm, in case, the firm is in proprietorship on non judicial –stamp paper of worth Rs. 100.00 – duly attached by notary Public. A scanned copy of partnership deed duly registered by the Registrar of firm, in case of partnership firm. In case of company, certificate of incorporation has to be enclosed	
8.	Copy of updated Income Tax Return documents for the last 3 (three) assessment year	
9.	Copy of PAN Card	
10.	GST Registration Certificate	
11.	Copy of dully filled undertaking as per Annexure – IV	
12.	Copy of dully filled up Annexure I, II, III	

Date:

Place:

Signature and Seal of Agent/Vendor

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Vendors Contact Details and EMD Payment Details

Name & Address of the Vendor	
Phone No.	
Fax	
Email	
Contact Person Name	
Mobile No.	
GST Number	
PAN Number	
EMD Details	
Bank Account No.	
IFSC Code	
Bank Branch Name	
Bank Branch Address	

Name and Signature of Bidder

Seal of the Firm

Date:

Place:

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Undertaking

To,

The Director
LGB Regional Institute of Mental Health
Tezpur, Dist:-Sonitpur, Assam

Sir,


1. I/We hereby submit our tender for the supply of journals to central library of the year 20..... along with all required documents.
2. I/We are enclosing herewith the Bank DD No..... Dated.....
For Rs...../- (For Rupees.....)
Drawn in favour of Director, LGBRIMH-Tezpur.
3. I/We hereby agree to abide by all terms and conditions, stipulated by the LGBRIMH, and contained in tender documents in this connection including delivery, penalty etc and **rate quoted in financial bid will remain unchanged during the entire period of supply.**
4. I/We undertake to sign the contract/agreement within 15 Days from the AOC letter, failing which our/my EMD will automatically be forfeited and our/my name will be deleted from the list of supplier at LGBRIMH-Tezpur.
5. I/We have gone through all terms and conditions of the tender document before submitting the same.

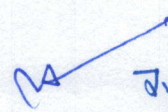
Note: - All terms and condition including rates and taxes etc. has been indicated separately in the tender. During the rate contract period, basic price of the item will remain unchanged. Other terms and conditions are also as per the requirement of the Institute.

YOURS FAITHFULLY

SIGNATURE OF THE TENDERER
RUBBER STAMP

1. WITNESS SIGNATURE:.....
2. FULL NAME:



 Jyoti Prava