



भा.कृ.अनु.प. - केन्द्रीय रोपण फसल अनुसंधान संस्थान
प्रादेशिक केन्द्र, कृष्णपुरम (डाक), कायमकुलम, केरल 690 533, भारत
ICAR - CENTRAL PLANTATION CROPS RESEARCH INSTITUTE
REGIONAL STATION, KRISHNAPURAM (PO), KAYAMKULAM 690 533,
KERALA, INDIA
(An ISO 9001:2008 Certified Institution)



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Dated 27.10.2016

LIMITED TENDER NOTICE

Sealed tenders in two bids ie (technical and financial), are invited on behalf of the Head, ICAR-CPCRI (RS), Kayamkulam for the award of contract for the supply of foreign and Indian journals as in (Annexure 1) pertaining to the year 2017.

Sl.No.	Description of items	EMD	Cost of the tender Form (Non-refundable)	Last date for receipt of tender	Date of opening of technical bid
1	Subscription to foreign and Indian journals for the year 2017 mentioned in Annexure 1	Rs.3000	Rs.1000/-	20.11.2016 (3.00 PM)	20.11.2016 (4.00 PM)

The tender schedule could be obtained from this institute or can be downloaded from the institute website www.cpcri.gov.in.


Asst. Administrative Officer
ICAR-CPCRI (RS) Kayamkulam

**ICAR-CENTRAL PLANTATION CROPS RESEARCH INSTITUTE
REGIONAL STATION KAYAMKULAM**

Terms and conditions for the supply of foreign and Indian journals for the year 2017

1. The bidder should have last five year's experience in the supply of foreign and Indian journals to ICAR institutes/SAU, Central Universities or other UGC recognised universities. The bidder should attach a list of government institutions to which they have supplied journals along with proof.
2. The bidder should submit the tender in the tender form issued by the institute at a non-refundable cost of Rs.1000.00 by way of bank draft drawn in favour of the ICAR Unit, CPCRI (RS), Kayamkulam attached along with the technical bid. The tender form could be downloaded from the institute website. Tenders in any other form will not be entertained. Part- A of the tender (Technical Bid) document should contain the covering letter, bidder's profile on the prescribed format and tender fee. Part B of the tender (Financial Bid) should mention the flat discount rate offered on the base price subject to deduction from the bill amount, duly signed and stamped by the bidder. All pages of the submitted tender document should bear the seal and signature.
3. The bidder should give an undertaking that it will be in a position to supply all the foreign and Indian journals as per the list attached.
4. The selected bidder shall have to deposit a bank guarantee for 100% of the total order value or FDR after which the Institute shall release advance payment. However, the bank guarantee will be released only on completion of supply of journal issues. No interest will be paid by the Institute on the bank guarantee.
5. The firm shall have to provide subscriber number allotted by the publisher against all the journal titles.
6. The journals available in dual currencies should be billed in the currency by which the conversion cost is the lowest in Indian rupees.
7. An EMD amounting to Rs.3000.00 as mentioned above is to be deposited by the bidder by way of Demand Draft / Pay order / FDR from a commercial bank in favour of Headr, ICAR Unit, CPCRI(RS), Kayamkulam along with the technical bid. The EMD will not carry any interest on it. The EMD will be refunded in full only on finalization of the tender. The refund of EMD not claimed within three years from the last date of receipt of the tender will stand forfeited. However, in the case of the tender accepted for supplying journals, the EMD will be refunded only after depositing the performance security deposit/furnishing the Bank Guarantee.
8. The journal issues should be delivered in satisfactory/ good condition. The firm shall procure journals from the respective publishers by air freight at no additional cost.

9. The firm has to inform the availability of free online access to the ordered print journals wherever available with IP authentication. Activation to online journals to be done by the firm with no extra charge.

10. The firm has to send reminders to the publishers for non-receipts of journal issues and send copies of reminders to CPCRI (RS), Kayamkulam. The firm should provide web based claim management support so that the delivery status could be checked by the institute. The web site print outs of such facility offered are to be provided.

11. The bidder shall have to pay a penalty of 2% up to 10% against late supply of print/online journals. The firm shall have to refund the proportionate cost with 10% penalty for journal issues not supplied by way of Demand draft favouring the ICAR unit, CPCRI (RS), Kayamkulam. The firm will refund to the ICAR unit, CPCRI(RS), Kayamkulam the full amount of subscription of journals with penalty for journal issues not supplied within six months from receipt of payment. No penalty will be charged if the suppliers provide valid reason for non-supply of journals with evidence from publisher and submit the documents in this regard well in advance.

The periodicity of journal, its Time limit relaxation period & penalty is as under:-

Periodicity of periodicals /journals	Time limit for supply of journals	Relaxation Period	Penalty
Weekly	Within 15 days from date of publication	7 days	2% of the cost of the late supplied Issue each day and maximum of fifteen days from the date of relaxation
Fortnightly	Within 25 days from date of publication	10 days	2% of the cost of the late supplied issue each day and maximum of fifteen days from the date of relaxation
Monthly	Within 35 days from date of publication	10 days	2% of the cost of the late supplied issue each day and maximum of Fifteen days from the date of relaxation
Quarterly	Within 45 days from date of publication	10 days	2% of the cost of the late supplied issue each day and maximum of Fifteen days from the date of relaxation
Online version journals if any	Within 7 days from the date of uploading by the publisher on their website publication	3 days	2% of the cost of the late supplied issue each day and maximum of Fifteen days from the date of relaxation
Any other periodicity	Within 35 days from date of publication	10 days	2% of the cost of the late supplied issue each day and maximum of Fifteen days from the date of relaxation

12. No interest will be paid on the amount paid by the firm to the publisher due to delay in payment by the institute.
13. The firm should give an undertaking that they have permission to deal with foreign and Indian journal subscription and make payment in foreign and Indian currency. The firm should fulfil all statutory requirements.
14. The successful bidder will have to enter into an agreement with the Director, ICAR-CPCRI (RS), Kayamkulam on a non-judicial stamp paper of Rs.100/- the cost of which is to be borne by the tenderer.
15. The institute reserves the right to discontinue the service of the firm on the basis of the performance of the firm.
16. The Head, ICAR-CPCRI (RS), Kayamkulam reserves the right to accept or reject any or all items at any stage without assigning any reason. The decision of the Head, ICAR-CPCRI (RS), Kayamkulam will be final and binding.
17. The number of journals subscribed are for the calendar year which may be increased or decreased at any stage by ICAR-CPCRI (RS), Kayamkulam.
18. All journals are to be supplied for the calendar year ie January to December and should commence from issue no.1 of the volume for the year unless specified otherwise.
19. The rates of journals should be submitted by charging the current bank exchange rate (TT selling rate)
20. 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 arises from acts of natural calamities, civil strikes, compliance with any stature and / or regulation of the government, embargo or other reasons beyond the supplier's own control, 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 event which could be attributed to Force majeure conditions.
21. 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 at lower rates to some other organization, the firm shall forthwith notify such reduction or sale immediately to ICAR – CPCRI (RS), Kayamkulam and such reduction will be automatically applicable to ICAR-CPCRI (RS), Kayamkulam.
22. The bidder should give an undertaking that they will not try to gratify any person or use any other unfair means in the procurement of journals in the event of which the firm shall be debarred from participating in other tenders floated or to be floated by the ICAR- CPCRI (RS), Kayamkulam and suitable action will be initiated against them.

23. The validity of the bid will be for the calendar year and additional six months totalling 18 months starting 1st January 2017 to June 2018.
24. The bidders will not form a part of the cartel and put in supporting quotations for some other companies.
25. Non-black listed bidders will provide an undertaking on non-judicial stamp paper that neither they nor their principal publishers/suppliers have been blacklisted by the state/Central Government departments/other organizations.
26. The percentage of flat discount offered shall be indicated in figures as well as in words.
27. In the case of any dispute arising out of the contract, the decision of the Head, ICAR-CPCRI (RS), Kayamkulam will be final and binding.
28. Turnover of the firm during the three preceding years should be a minimum of five times of the supply order and documentary proof to that effect such as balance sheet for last three years shall be enclosed along with Technical Bid.
29. The firm should have PAN/TAN proof of which should be enclosed with the technical bid offer.
30. The firm should provide web based claim management support for which documentary evidence should be furnished in the form of website printouts.
31. The firm should enclose evidence of at least two supply orders of at least the same value of the present supply order for supply of foreign and Indian journals to ICAR institutes/SAU/Central Universities/UGC recognized universities and IIT's along with technical bid.

Foreign Journals - 2017-KAYAMKULAM

1. COCOS
2. Cord
3. Cocoinfo international
4. Experimental Agriculture
5. National Geographic
6. Philippine journal of coconut studies
7. SABRAO Journal

Indian Journals - 2017-KAYAMKULAM

1. Agriculture Extension Review
2. Agricultural Situation in India
3. Entomon
4. Indian Farming
5. Indian Horticulture
6. Indian Journal of Agricultural Science
7. Indian Jl. Arecanut, spices and Medicinal plants
8. Indian Jl. of Plant Protection
9. Indian Phytopathology
10. Indian Journal of Training & Development
11. Intensive Agriculture
12. Journal of Entomological Research
13. Journal of Indian Society of Agric. Statistics
14. Journal of Medicinal and Aromatic Plant science
15. Journal of Rural Development
16. Journal of Mycology and plant pathology
17. Journal of Plantation Crops
18. Kurushetra(English)
19. Pesticide Research Journal
20. Research on crops

ICAR-Central Plantation Crops Research Institute, Regional Station
Kayamkulam - 690533

Part - A

Technical Bid

(to be submitted in a separate envelope marked as Technical Bid)

Sl.No.	Particulars	Response /Answer
1.	Name of the Firm:	
2.	Head Office Address: Branches	
	(i)Tel. No.	
	(ii)Fax No	
	(iii)e-mail:	
	(iv)web site, if any	
3.	Kind of proprietorship:	
	(i) If Limited concern, name and address of Directors and Managing Directors	
	(ii) If single owner, name and address of the proprietor and Manager	
	(iii) If partnership, name and addresses of partners:	
4.	Does your firm have a turnover from supply of journals over a minimum of Rs. 80 lakhs (Rupees eighty lakhs only) ? If so have you attached a documentary proof in the form of balance sheet for the last three years. (Annexure-I)	YES/NO

5.	Whether your firm is an Income tax payee? if so have you attached the copy of ITCC (Annexure-II)	YES/NO
6.	Are you a member of "Good Offices Committee" of the Federation of Publishers and Booksellers Association of India. If so attach the copy of the membership certificate? (Annexure-III)	YES/NO
7.	Does the firm have infrastructure for providing online accessibility and provide web based claim management support so that the order/delivery/claim status can be checked by CPCRI as and when required? Website address to be furnished along with technical bid. (Annexure-IV)	YES/NO
8.	Have you attached work orders of two (2 nos.) from ICAR/SAU Libraries/recognized Institutions/Universities, with documentary evidence of order for foreign and Indian journals of at least Rs.16 lakhs each? (Annexure-V)	YES/NO
9.	Have you attached the draft of Earnest Money Deposit of Rs.3,000 (Rupees thirty two thousand only) if downloaded, along with the cost of the tender with the Technical Bid? If yes (mention the Bank draft No.-----dated-----issuing Bank-----)	YES/NO
10.	Banker's details (a certificate issued by the banker's may be attached. i)Banker's name and address ii)Bank A/c No.	YES/NO
11.	Does the firm have PAN(Permanent Account Number)/TAN allotted by the Income Tax Department? Documentary proof of the same to be enclosed.	YES/NO
12.	Flat Discount of journals that will be offered to the CPCRI(RS) Library Kayamkulam as per (Financial Bid) written both, in figures & words is attached.	YES/NO
13.	The Firm/agency should give an undertaking that the firm has necessary permission to deal with foreign and Indian periodicals subscription and make necessary payment in foreign currency. Further it should fulfill all statutory requirements. Have you attached the certificate?	YES/NO
14.	Have you signed the terms and conditions for supply of foreign and Indian journals to CPCRI Library?	YES/NO

Declaration

- A. I/we -----(name of partners/proprietors/shareholders) do hereby declare that the entries made in this application form are true to the best of our knowledge and that we shall be bound by the acts of duly constituted attorney. It is certified that all the information furnished by me/us is correct. In case it is found incorrect, I/we have no objection if my/our bid is rejected or cancelled by CPCRI (RS),Library and I/we agree to abide by the terms and conditions mentioned above.
- B. Mr./Mrs/Ms. -----whose signatures are given below, is an authorized representative of this firm.
- C. I/we also undertake the responsibility to communicate all subsequent changes in the constitution or working of the firm, affecting the accuracy of the facts, stated above.

SIGNATURE OF THE PROPRIETOR WITH ALL PARTNERS

FIRM'S OFFICIAL SEAL

ICAR : Central Plantation Crops Research Institute Regional Station
Kayamkulam – 609533

Part-B

Financial Bid

Sl. No.	Description	Cost price of journals (Foreign) & Indian) as per detailed list enclosed	Discount Flat discount offered by the agency on total order value for the Year (2017) in figures and in words
1.	Supply of 7 foreign journals, 20 Indian Journals (List enclosed)Annexure 1		

Signature of the Bidder with official seal.