ALL INDIA INSTITUTE OF MEDICAL SCIENCES (AIIMS), New Delhi

(An Autonomous body under MoHFW, Govt. of India)

No. LXII-14/2021-22/Lib/01

DATED: 03/8/2021

SHORT RATE ENQUIRY FOR ANNUAL SUBSCRIPTION OF E-JOURNALS FOR B.B. DIKSHIT LIBRARY AIIMS, NEW DELHI

Last date of receipt of Tender (for Short Rate Eqnuiry) : 19.08.2021 at 05:00PM

Date & Time for Opening of Short Rate Enquiry (Technical Bid) : 26.08.2021 at 03:00PM

Date & Time for Opening of Short Rate Enquiry (Financial Bid) : 26.08.2021 at 03:30PM

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"NOTICE INVITING SHORT RATE CONTRACT OF E-JOURNALS"

- 1. B.B. DIKSHIT LIBRARY (AIIMS), New Delhi invites bids for Annual Subscription of E-Journals for B.B. Dikshit Library (AIIMS), New Delhi on yearly basis from reputed companies/ firms/ individuals etc. those are in the business for the last three years. Accordingly, sealed tenders are invited latest by 19.08.2021 up to 05:00 PM. Proposed list of E- Journals to be procured by the library is attached with this tender document.
- 2. The interested Companies/Firms/Agencies may send their bid complete in all respect along with Earnest Money Deposit (EMD) of 5% (of bidding amount) in the form of Demand Draft issued in favour of Director, AlIMS, New Delhi, drawn on any scheduled bank payable at New Delhi and other requisite documents to the undersigned duly superscripted "Bid for Tender No. LXII-14/2021-22/Lib/01" before 19.08.2021 up to 05:00 PM. The bids received after this deadline shall not be entertained under any circumstances whatsoever.

NOTE: The EMD and Tender Fee draft should be put in the envelope containing Technical Bidfailing which the tender shall be rejected forthwith.

- 3. The sealed envelopes are to be deposited at the circulation counter of the B.B. Dikshit Library, AIIMS, New Delhi or may be sent through registered/speed post addressed to 19.08.2021 at 05:00PM Bids sent by COURIER will not be entertained.
- 4. Bids will be opened on 26.08.2021 at 03:00 PM in the presence of bidders or their authorized representatives, who wish to participate in the bidding process. If the opening date happens to be a closed day/holiday, the tender will be opened on the next working day.
- 5. Any future clarification(s) and / or corrigendum(s) shall be communicated to Chief Librarian through the email drbbdl@gmail.com.

6. AIIMS Delhi reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document including quantity/amount of items to be supplied or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Director, AIMS Delhi in this regard shall be final.

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डॉ. शान्तनु गांगुली/Dr. Shantanu Ganguly ख पुरतकालयाध्यक्ष/Chief Librarian शिक्षत पुरतकालय/B.B. Dikshil Library भा. आ. सं., नई दिल्ली-110029 A.I.I.M.S., New Delhi-110029

GENERAL INSTRUCTIONS TO THE TENDER

- 1. Manner of Submission of Tender: The bidding should be done on two bid method viz (1.) Technical Bid & (2.) Commercial / Price Bid. The bidders should ensure that the Technical bid complete in all respect and containing the required enclosures (attested Photocopy) is sealed in a separate envelop and the commercial bid sealed in a separate envelop & both the sealed envelopes are kept and sealed in a suitable size of envelop. All envelop will be addressed to Chief Librarian, AIIMS, New Delhi. The Sealed Technical bid Envelop of all bidders will be opened first. Only the Commercial bids of those who have furnished all the valid documents will be opened. In case, any bidder encloses the financial bid within technical bid, the same shall be rejected summarily.
- Language: The language of the Tender shall be in English.
- 3. The Tenders should be typewritten or handwritten but there should not be any overwriting or cutting. Correction, if any, shall be made by neatly crossing out, initialing, dating and rewriting. The name and signature of bidder's authorized person should appear on each page of the application. All pages of the tender document shall be numbered and submitted as a package along with forwarding letter on agency's letter head.
- 4. Documents to accompany the tender: The tenderer shall submit all the relevant documents as mentioned in General Instructions of the Tender.
- The Contracts concluded as a result of this Tender Inquiry shall be governed by the 'Terms & Conditions' and other relevant instructions as contained in this Tender Document.
- 6. Bidders are requested to enclose a copy of their valid certificate of PAN No., TAN No, Sale Tax/VAT No./Service Tax No/GST or any other document as requested by the Institute with their tender.
- 7. Refund of Earnest Money Deposit: The EMD submitted by unsuccessful bidders shall be returned to them without any interest whatsoever, within 15 to 90 days after conclusion of the contract with successful bidder. The EMD submitted by successful bidders shall be returned to them after the successful bidder deposits the performance security according to conditions stipulated in the bid document.

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- 8. Bidders may note that if the date of tender opening given in this Tender Document is declared to be a gazetted holiday, the tender shall be opened on the next working day at the same timing. In such an event the closing hours for receipt of tenders in AIIMS, New Delhi will stand automatically extended up to 14.00 hours of the next working day in the Government offices.
- Late/delayed tenders received in B.B. Dikshit Library, AIIMS, New Delhi due to any reason whatsoever will not be accepted under any circumstances.
- 10. At any time prior to date of submission of tender, Tender Inviting Authority may, for any reason, or decision, modify the terms & conditions of the tender document by a corrigendum displayed on the website of AIIMS, New Delhi (www.aiims.edu). In order to provide reasonable time to take the amendment into account in preparing their bid, Tender Inviting Authority may or may not, at his discretion, extend the date and time for submission of tenders.
- 11. Tendering firms are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date as specified in the Schedule. The name and address of the representative authorized to attend the opening of the tender on behalf of a tendering firm should be indicated in the tender. The representative so deputed should also bring with him a letter of authority from the firm for having been authorized to be present at the time of opening of tender. Only one representative per firm shall be permitted to attend the opening of the tender. The name and address of permanent representative of the firm, if any, should also be indicated in the tender. Representatives of firms who have not submitted the tender or representatives not possessing authority letter from the bidders or outsiders shall not be allowed to attend the tender opening process.

12. DOCUMENTS COMPRISING THE BID:

The bids prepared by the bidder shall comprise of (1) The Technical Bid and (2) Financial Bid:

- TECHNICAL BID: To qualify in the Technical bid the firm should have the minimum eligibility criteria; the firm in this regard should submit the following documents –
- (a) The Company must be registered firm in India and in business for the last 5 years or more.
- (b) The company must have minimum turnover of Rs. 15 Crores for the financial year ending March 2020 of previous year.
- (c) The Vendor must attach the proof of authorized distributor of the reputed medical publisher.
- (d) The bidders should be having the experience of supplying E-Journals to at least 5 Govt. Medical College/Hospital in the last 5 years. Enclose order copies for the same.

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- (e) At least five customers' feedback forms stating be quality of work and overall feedback issued by any Govt. medical Colleges/ central government organizations.
- (f) The bidder should be a publisher registered in India or should be 100% subsidiary in India of parent company or agent/distributor of the publisher if any. Joint ventures are not accepted. He should have satisfactorily completed/under process of E- journals subscription work as mentioned in the tender document during the last three years ending last day of the month March 2020.
- (g) The technical bid should be accompanied by demand drafts for bid security of the amount equal to sum of EMD amount as mentioned in the **NIT** (refundable).
- (h) Copy of Income Tax Return Filed Acknowledgements for last Three years.
- (i) Copy of PAN Card.
- (j) Copy of Sales tax/VAT/GST registration certificate and return thereof for last three years.
- (k) The bidder must have adequate experience for supply/ execution of similar work in Govt. medical Colleges/ central government organizations. Necessary supporting documents like work orders for last three years to this effect must be submitted along with the offer.
- (I) Price List of different Publishers must be attached with the technical bid. In order to arrive at the cost of E-Journals after discount this price list will be refereed by the institute.
- (m) Notarized Affidavit for non-conviction/blacklisting.
- (n) The company must have a well-established team of technical people to provide support for online activation of journals. The company should be in position to ensure that the required support for online access within 2 working days in case if problem is being faced in accessing online journals.
- (o) The company should provide search engine facility on library portal so that online journals can be search like, Title listing (A to Z listing) Publisher index, Subject index.
- (p) A Xerox copy of the letter of the Reserve Bank of India permitting you to deal with the foreign journals subscription.
- (q) Xerox copy of the following membership certificate to be enclosed
 - a. Good offices committee (GOC)
 - b. Federation of publishers and Booksellers Association of India

FINANCIAL BID: -

A. The supplier should inform discount offered on complete order.

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13. SUBMISSION OF BIDS

SEALING AND MARKING OF BIDS: The bidder shall wax seal the Technical and Financial Bids in separate envelopes and keep them in a bigger wax sealed envelope. The Technical Bid shall bear the name "TECHNICAL BID of Tender No. LXII-14/2021-22/Lib/01" on the envelope, while the Financial Bid shall bear the name "FINANCIAL BID of Tender No. LXII-14/2021-22/Lib/01" on the envelope for avoiding any mismatch.

The bigger envelope containing technical and financial bids in separate envelopes shall be:

(a) Addressed to the following address:

The Chief Librarian

B.B. Dikshit Library AIIMS, New Delhi-110029.

- (b) All the envelopes shall bear the Tender name, the tender number and the words 'DO NOT OPEN BEFORE' (26/8/2021).
- (c) The envelopes shall indicate the name and address of the bidders to enable the bid to be returned unopened in case it is declared 'late' or rejected.
- (d) Bids shall be delivered in person and shall be dropped in the Office of the Chief Librarian, B.B. Dikshit Library, AIIMS, New Delhi or shall be sent by Registered/Speed Post. <u>Bids sent by COURIER will not be entertained.</u> The Purchaser shall not be responsible, if the bids are delivered elsewhere.
- (e) Venue of Tender Opening: Tender will be opened in the presence of the Chief Librarian, B.B. Dikshit Library, AIIMS, New Delhi on 26.08.2021 at 03:00PM. If due to administrative reason, the venue/ time of bid opening is changed, it will be displayed prominently on the notice board of the Institute as well as in the Chief Librarian, B.B. Dikshit Library, AIIMS, New Delhi.

14. BID PRICES:

Consolidated discount for medical, nursing and related E-Journals of both foreign and Indian publishers should be given on maximum retail price (MRP). Bidder quoting maximum discount will be selected for supply of E-Journals.

15. TECHNICAL EVALUATION:

Detailed technical evaluation shall be carried out by Technical Evaluation Committee pursuant to conditions in the tender document to determine the substantial responsiveness of each tender. For this clause, the substantially responsive bid is one that conforms to all the eligibility and terms and condition of the tender without any material deviation. The Institute's determination of bid's responsiveness is based on the contents of the bid itself, without recourse to extrinsic evidence. The Institute shall evaluate the technical bids also to determine whether they are

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complete, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are in order.

The technical evaluation committee may call the responsive bidders for discussion or presentation to facilitate and assess their understanding of the scope of work and its execution. However, the committee shall have sole discretion to call for discussion/presentation.

Financial bids of only those bidders who qualify the technical criteria will be opened, provided all other requirements are fulfilled.

A bid determined as substantially non-responsive will be rejected by the Institute and shall not subsequent to the bid opening be made responsive by the bidder by correction of the non conformity.

AIIMS shall have right to accept or reject any or all tenders without assigning any reasons thereof.

16. FINANCIAL EVALUATIONS AND COMPARISON OF SUBSTANTIALLY TECHNICAL RESPONSIVE BIDS:

- 16.1 The financial bid shall be opened of only those bidders who have been found to be technically eligible as enumerated. The financial bids shall be opened in presence of representatives of technically eligible bidders, who may like to be present. The Institute shall inform the date, place and time for opening of financial bid.
- 16.2 The Financial Bids of unsuccessful bidders would not be opened and destroyed.
- 16.3 The AIIMS, New Delhi does not bind himself to accept the lowest bid or any bid and reserves the right of accepting the whole or any part of the bid or portion of the job offered; and the bidder shall provide the same at the rates quoted. The AIIMS, New Delhi reserves the right to reject any or all offers received in response to tender or cancel or withdraw the tender notice without assigning any reason, whatsoever.

17. AWARD OF CONTRACT: PLACEMENT OF ORDER

The Purchaser shall consider placement of orders for commercial supplies on those bidders whose offers have been found technically, commercially and financially acceptable and whose goods type have been approved/validated by the purchaser. The Purchaser reserves the right to counter offer price(s), against price(s) quoted by any bidder?

18. PERFORMANCE BANK GUARANTEE & EXECUTION OF CONTRACT:

18.1 Firm whose offer is accepted will have to furnish **Performance Bank Guarantee** of an amount equal to 5% of total amount of bid, in favor of The **Director, AllMS, New Delhi** issued by any scheduled bank.

18.2 The performance Bank Guarantee submitted should be valid for 2 years (24 months).

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- 18.3 The Performance Bank Guarantee shall be refunded within 15 to 90 days after completion of the contract as per order, or after the expiry of contract on satisfactory completion of the same whichever is later.
- 18.4 No interest will be paid on Performance Bank Guarantee/ Earnest Money Deposit.
- 18.5 In case of breach of any terms and conditions of the contract or on unsatisfactory performance, the amount of security deposit shall be liable forfeited by AIIMS, New Delhi and his decision shall be final.
- 18.6 The expenses of completing and stamping the agreement shall be paid by the bidder.

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TERMS & CONDITIONS OF THE CONTRACT

(According to SOPs of B.B. Dikshit Library for Subscription of Resources)

- Price: The supplier will charge the publisher's prices applicable for India or any other reduced/discounted price especially applicable for developing countries.
- 2. **Delivery Commencement:** The supplier will provide the time-schedule for delivery of journals from the date of award of work-order.
- Delivery mode: Supplier will ensure the delivery of journals/materials which are in physical format, at B.B. Dikshit Library, AlIMS office by authorized personnel/courier/registered port. Payment will be released only after confirmation of receipt.
- 4. Agreement: The supplier will have to sign an Agreement with the AIIMS, New Delhi as per the terms & conditions of institute for supply/subscription of such products/services.
- 5. Claim settlement period/ refund: All issues of the journals must be supplied within the subscription year starting from January of each year and completed by March of the following year that is if the journals supply was started in Jan of 2021 then all issues must be delivered by 31st March of 2022.
- Refund against missing issues of Journals: The supplier must provide current price refund against the missing issues not started issues of journals.
- Free print version against online access: Online journals having free print copy on online subscription rate must be provided by the supplier.
- 8. Supplementary bills: No supplementary bills will be accepted against payment delay.
- Existing customer list: The supplier should enclose list of Medical Colleges Govt. Institutions served by the supplier for journal subscription services.
- 10. Discount offered: The supplier should inform Discount offered on complete order.
- 11. Service charges: Service charges and postage charges will not be accepted.
- 12. Publisher's price proof for the subscription year: The supplier must submit current year publisher's price proof along with the invoice.
- 13. Refund for late publication/ ceased publication: In case of the journal not being published in the subscription year, the advance collected by the supplier must be refunded within 30 days from the date of receiving advance payment from the Institute.
- 14. Subscription Number: Subscription number of each journal should be invoiced along with invoice/receipt.
- 15. Payment Proof: Payment proof of original publisher will be provided by the company within 15 days after receiving our Cheque Delivery Notice.
- 16. Rights of modification/ cancellation of demand: The institute reserves the right to modify/ cancel the demand without any assigning any reason.
- 17. Rights to accept/ reject the proposal: The Institute reserves the right to accept or reject, in whole or any part of the proposal received without assigning any reasons.
- 18. Issue of Certificate: No certificate will be issued by the Institute regarding their services.

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TERMS & CONDITIONS FOR E-RESOURCES AND TECHNICAL REQUIREMENTS FOR SUPPLIERS

- The supplier/company must have minimum turnover of Rs. 15 Crore for the financial year ending March of previous year.
- The company should be serving minimum 3 customers for subscription value worth50 lacs INR and above for the previous subscription year and also serving minimum 20 medical institutions/ hospitals for the previous subscriptions year.
- The supplier/company must have technical capability of developing Library portal/ webpage to ensure that all free online journals are accessible using this portal.
- 4. The supplier/company must have a well-established team of technical people to provide support for online activation of journals (Resume of technical staff members should be enclosed). The company should be in position to ensure that the required support for the online access is provided within 2 working days in case if a problem is being face in accessing online journals.
- 5. The supplier/company should provide internet based/ web based claim management support so that we can check our order status deliver status/ claim status. The company shouldbe in position to give live demo of this facility and also give website name where this service can be checked online.
- 6. The supplier/company should provide search engine facility on library portal so that online journals can be search like, Title Listing (A to Z listing), Publisher Index, SubjectIndex/ The company should be in position to give live demo of this facility and also give website name where this service can be checked online.
- 7. Supplier/company should provide Bank Guarantee of 5% as required by Institute with validity of 12 months in case of online subscription from the date of subscription and validity of 24 months in case of print subscription from date of subscription.
- 8. A Xerox copy of the letter of the Reserve Bank of India permitting you to deal with the foreign journals subscription.
- Conversion will be as per State Bank of India Exchange rate preferably or any nationalized bank. The bill should therefore be accompanied with the certificate regarding Bank Current Exchange rates.
- 10. The supplier/company should complete and confirm Activation of subscribed eresources on provided IP-ranges, OpenAthens-IP, RemoteXs-IP and EBSCO Web Scale Discovery Service.

11. The supplier/company should provide online activation of subscribed electronic resources immediately after confirmation of subscription.

12. The supplier/company should provide continued online access for regularly subscribed on

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institutional resources.

- 13. The supplier/company will be responsible for any break in online access of resources during subscription period
- 14. Temporary & very short term access problems will be considered only after justified documentary proof from publisher side.
- 15. The supplier/company should be agreed on appropriate refund of subscription charges in case of discontinuity of online access, more than a week for subscribed resources.
- 16. Taxes as per Government of India rates applicable.

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B.B. Dikshit Library

All India Institute of Medical Sciences, New Delhi

.No.	TITLE	ISSN	y for Electronic Journals Publisher name	Discount (%) offered	Rate (in Rs.) (After discussion)
1	American Journal of Psychiatry	1535-7228	American Psychiatric Association Publishing		
2	Biochemistry	1520-4995	American Chemical society		
3	Blood Journal	1528-0020	American society of Haematology		
4	Canadian Journal of Emergency	1481-8035	Cambridge University Press		
5	European Respiratory Journal (The)	1399-3003	European Respiratory Society		
6	Journal of Clinical Psychiatry	1555-2101	Physicians Postgraduate Press, Inc.		
7	Journal of Immunology	1550-6606	American Association of Immunologists (United States)		
8	Journal of Neuropsychiatry and Clinical Neurosciences	1545-7222	American Psychiatric Association		
9	Journal of Nuclear Medicine (The)	2159-662X	Society of Nuclear Medicine and Molecular Imaging		
10	Journal of Orthodontics	1465-3133	Taylor & Francis on behalf of the British Orthodontic Society (United Kingdom)		6
11	Journal of Paediatric Endocrinology and Metabolism	2191-0251	Walter de Gruyter		
12	Journal of Pharmacology and Experimental Therapeutics	1521-0103	American Society for Pharmacology and Experimental Therapeutics (United States)		
13	Macromolecules	1520-5835	American Chemical society		1

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14	NEJM	1533-4406	Massachusetts Medical Society (United States)	
15	Neoreviews	1526-9906	AmericanAcademyofPedia trics	
16	Neural Computation	1530-888X	MIT Press	
17	Nutrition Abstracts and Review Series A: Human and Experimental	0309-1295	CABI	
18	Paediatric Dentistry		American Academy of Pediatric Dentistry	
19	Paediatrics	1098-4275	American Academy of Pediatrics	
20	PNAS Journal	1091-6490	United States National Academy of Sciences (United States)	
21	Radiology and Radiographic	Radiology (1527-1315), Radiographic s (1527- 1323)	Radiological Society of North America	
22	Science (1997-Current Issue)	1095-9203	AAAS	
23	Science Classic (1880- 1996)(Only license maintenance cost)		AAAS	
24	Science Immunology	2470-9468	AAAS	
25	Science Signaling	1937-9145.	AAAS	
26	Science Translational Medicine	1946-6242.	AAAS	P

