



ACHARYA N.G. RANGA AGRICULTURAL UNIVERSITY

UNIVERSITY LIBRARY, ADMINISTRATIVE OFFICE, LAM, GUNTUR

ANDHRA PRADESH – 522034.

BID DOCUMENT

NIT No. 01/UL/ANGRAU/2018-19; Dated: 22-11-2018

**NAME OF WORK: - Supply of Foreign and Indian print Periodicals to ANGRAU Libraries for
Three years i.e. 2019, 2020 and 2021.**

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E-PROCUREMENT NOTICE

Tender Notice No.01/UL/ANGRAU/2018-19

Date: 22-11-2018

Tender ID: **01**

E- Procurement tenders are invited to Supply of Foreign and Indian Print Periodicals to the ANGRAU Libraries.

Details are as follows:-

1)	Tender document online opening date	23-11-2018 10.30 AM
2)	Tender document online closing date	11.12.2018 4:30 PM
3)	Bid- Submission online closing date	11.12.2018 5:00 PM
4)	Submission of all the uploaded documents (Hard Copies) at the University Library, ANGRAU, Lam, Guntur, Andhra Pradesh,.	12.12.2018 04:00 PM
5)	Bid online opening date at the University Library, ANGRAU, Lam, Guntur, Andhra Pradesh.	13.12.2018 11:00 AM
6)	Opening of Financial Bid at the University Library, ANGRAU, Lam, Guntur, Andhra Pradesh.	14.12.2018 11:00 AM

- Bidders shall have APTS Registration (for details log on to www.apts.gov.in)
- For details visit www.apecurement.gov.in and www.angrau.ac.in

For any clarification, please contact:

CONTACT: +91-9395568665
universitylibrarian.angrau@gmail.com

Sd/- Dr. S.R. Koteswara Rao
University Librarian i/c.
Lam, Guntur, Andhra Pradesh-522 034

1. GENERAL TERMS AND CONDITIONS:

1. Tenders will be accepted through on-line up to 11.12.2018 until 5.00 PM by the University Librarian, Administrative Office, ANGRAU, Lam, Guntur, Andhra Pradesh, towards the supply of Foreign and Indian Print Periodicals to ANGRAU Libraries.
2. All the interested bidders have to mandatorily log on to e-procurement web site through Secure mode only and submit their bids using digital certificates (signing certificate – single key pair) obtained from Andhra Pradesh Technology Services Ltd. [APTS – Sub CA] in-compliance to Chapter III of IT Act 2000. The details and procedure for obtaining digital certificates are given at <https://tenders.apecurement.gov.in>.
3. The tenders are invited for the supply of Foreign and Indian Print Periodicals to ANGRAU Libraries functioning under Acharya N. G. Ranga Agricultural University (ANGRAU), Guntur.

2. ELIGIBILITY TO PARTICIPATE IN TENDERS:

1. The Application form with quotation received after due date will not be considered.
2. The firm shall make advance payments to the publishers on behalf of ANGRAU and claim with proof for reimbursement from the University.
3. The firm submitting the quotation shall have the following minimum requirements.
 - a) A Member of Good Office's Committee since 10 years.
 - b) Preference will be given to the firms who can provide online access to the print journals subscribed.
 - c) Company to be in existence for at least 10 years. Registration Certificate must be submitted as proof.
 - d) The company should have a minimum turnover 5 Crores. Balance sheet must be submitted as proof.
 - e) The company should be serving prestigious customers like IIT's, IIM's as well as other Agricultural Universities/ICAR Institutions. Order copies should be attached as proof.
 - f) Should be serving at least 10 Agricultural Universities and/or ICAR Institutions in 2018. Order copies should be attached as proof.
 - g) The company should have received at least 5 subscription orders worth Rs 50 lacs each from Central/State Govt. funded Universities/Institutions from across India in 2018. Order copies should be attached as proof.

- h) The company should be serving at least 15 Universities/Institutions/Colleges in Andhra Pradesh/Telangana.
 - i) Company should have proper infrastructure, technical trained staff & resources to enable & provide online access of subscribed journals to the Agricultural University.
 - j) The company should have offices in Vijayawada & Hyderabad with an executive assigned who will be the contact point of the company for the Agricultural University.
 - k) All journal issues must be strictly delivered by hand/courier at least once in a week
 - l) The company's executive should visit to reconcile supply status at least once in quarter.
 - m) The Company must have the technical capabilities of developing a library portal through which online access of journal would be provided. Samples of such portals should be submitted along with the Quotation. Demo should be arranged at the time of opening of bid or as decided by Library Committee.
 - n) The company should have an internet/web based facility where supply, claim & delivery status can be viewed online. Demo should be arranged at the time of opening of bid or as decided by Library Committee.
4. The subscription amount should be remitted at Bank Conversion rates on the date of remittance to the subscriber. In tune ANGRAU will pay the subscription amount to the supplier at the actual rate of exchange remitted to the publisher and not at the rate stipulated by Good Office Committee (GOC).
 5. No handling charges will be paid in case of trade discount and short discount periodicals and flat discount should be mention in Annexure IA.
 6. As and when subscription orders / renewal orders are received from the ANGRAU the supplier should remit the subscription amount to the publishers directly within 15 days from the date of receipt of orders from the University on behalf of the University and submit the bill to the University for making payment.
 7. Submission of bills
 - a) After making advance payment directly to the publishers / distributors in advance, the supplier will submit bills in triplicate along with a copy of the remittances made to each and every publisher on behalf of the University containing details of Bank draft / cheque number and date and also the proof of receipt of remittances made to the publisher(s) by the supplier. The bill shall be accompanied by an advance stamped receipt for arranging payment.
 - b) To facilitate easy conversion and verification of price, a separate bill for the periodicals covered under each currency such as U.S. Dollar, Sterling, Pound etc., shall be prepared and submitted to the University by the supplier.
 - c) In the event of increase in subscription, a supplementary bill accompanied by documentary evidence such as certified or photo state copy of the publishers invoice and

also evidence in support of advance payments made by the supplier to the publisher shall be sent to the University. Supplementary bills, as far as possible, shall be avoided.

- d) The payment shall be made to the supplier by the University within two months from the date of receipt of the bills.
8. In case of cessations, discontinuation or non-supply of any periodicals the amount paid by the University shall be refunded in full by the Supplier. In case of decrease in subscription or any other discrepancy found, the excess amount so found shall be refunded to the University.
 9. The supplier shall take the responsibility of sending AIR MAIL letters to the respective publishers claiming the missing issues under a copy to the University. All the journals and issues ordered by the University shall be delivered by the supplier in time and it is the responsibility of the supplier for the safe and timely delivery of the same to the University. The supplier shall review the supply position of all the periodicals and carry timely follow action for the replacement of the missing issues.
 10. The supplier shall take the responsibility of missing periodicals due to the postal department if any for the periodicals supplied directly from the publishers. The final list of missing issues of periodicals subscribed through the supplier shall be prepared by the University within one year from the date of publication of the issues of a particular journal. The supplier shall replace any of the copies of the issues that are found to be missing or lost and the supplier shall prepare the consolidated cost of all the missing issues and such cost shall be paid by the supplier to the University as per the condition laid down under item No. (7) Above. The supplier shall remit to University any refund towards the cost of periodicals not supplied during the year without any delay.
 11. The University may place the orders from University Library as well as for branch libraries in the campus and also for constituent college libraries located all over the state of Andhra Pradesh for billing purpose all these orders shall be considered as one order but arrangements shall be made to supply periodicals directly to these libraries. The Supplier shall ensure the supply of periodicals to the University directly from the publishers.
 12. The supplier shall make a security deposit of minimum 15% in the form of fixed deposit for the payments made to supplier to the publisher and the University will review and release once every three months.
 13. RBI permission: The supplier must have permission from RBI to open foreign currency bank accounts especially for journals subscriptions. Copy of such permission should be submitted.
 14. Any dispute between the University and supplier shall be decided by the appropriate courts within the jurisdiction of Andhra Pradesh. The University reserves the right to cancel the order if the services are not found satisfactory, by giving a notice of three months.

3. SUBMISSION OF THE ON-LINE TENDER FORMS:

Tenders have to be submitted in two parts in on-line in the prescribed proforma *i.e.*, Technical Bid and Financial Bid.

1. Financial Bids of those tenderers who qualify in Technical Bid will only be considered for finalization of the tender.
2. The tenderer may please note that all the columns in the Technical Bid are to be filled in meticulously with precision, with documentary evidence wherever necessary.

3. Eligibility for Financial Bid will depend on the outcome of documents uploaded / electronically attached to technical bid.

The schedules for opening of tenders through online are:

13.12.2018; 11:00 AM	Opening of Bids
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1. The last date scheduled for RECEIPT of tenders are fixed and will not be changed under any circumstances. However the University Librarian, Administrative office, Lam, ANGRAU, Guntur, Andhra Pradesh, reserves the right of postponement of the date of opening of tenders or date of opening of Financial Bids in the event of any unforeseen reasons.
2. If for any unforeseen reasons, the last date for submission of tenders and opening of tenders happens to be a holiday, the notified dates automatically get postponed to next working day only.
3. The University Librarian, Administrative office, Lam, ANGRAU, Guntur, Andhra Pradesh, is “not responsible” for non-receipt of tenders or late uploading of tenders online for any reason, whatsoever.
4. Failure to fill and sign the declaration and check slip shall make tender invalid.

4. DOCUMENTS TO BE ELECTRONICALLY UPLOADED:

1. All the documents are arranged in the serial order (*Serial numbers and page numbers should be indicated on the right side top of the corner*) then uploaded to the e-procurement web site *i.e.*, <https://tenders.apecurement.gov.in>.

S. No	Code No.	Name of the Document
1	E-I	Declaration form (Annexure-I)
2	E- II	Check list (Annexure-II)
3	E- III	Firm license / Authorization letter
4	E- IV	DD for Earnest Money Deposit
5	E- V	VAT/Sales Tax clearance certificate, payment particulars for preceding two years along with supporting documents. (2016-17& 2017-18)
6	E- VI	Annual turnover assessment order for the preceding two years (2016-17& 2017-18) certified by Commercial Tax Officer / Chartered Account
7	E – VII	Copies of balance sheet, profit and loss account for last two years <i>i.e.</i> , (2016-17& 2017-18) duly certified by the auditor

S. No	Code No.	Name of the Document
8	E-VIII	Latest non-conviction certificate (in original), if applicable
9	E- IX	Customers list with proofs
10	E-X	GOC issued by the competent authority
11	E-XI	List of local correspondence office with contact details
12	E-XII	PAN card / GST registration certificate

2. The Tenderers are requested to submit the following for verification on or before 12.12.2018 until 4.00 PM by physically. The University Library, ANGRAU, Lam, Guntur, is not responsible for any postal delay.

a) Check slip of all the documents uploaded

b) Hard copies of all the documents, which were uploaded

Note: This is only for cross verification of the uploaded documents. Any required document failed to upload, the bid shall become invalid, even though documents are produced physically.

3. All the enclosed documents shall be in English, *If any document is produced in any language other than English true translation copies of such documents in English shall be enclosed duly attested by a Gazetted Officer.* Failure to submit English translation of such documents shall make tender invalid. All originals are to be presented at the time of scrutiny for verification.

5. TRANSACTION FEE:

All the participating bidders shall pay a transaction fee (non-refundable) to M/s APTS, Vijayawada and through on line (0.03% of estimate contract value + GST as applicable). It is mandatory for all the participant bidders from 1st January 2006 to pay a non-refundable transaction fee electronically to the M.D., A.P.T.S, Vijayawada by the service provider through "Payment Gateway Service on e-Procurement platform".

6. EARNEST MONEY DEPOSIT (EMD):

1. Earnest Money Deposit (EMD) @ 2.5% of the bid value with a minimum of Rs. 10,000/- (whichever is higher) in the form of crossed demand draft in favor of Comptroller, ANGRAU, Guntur, payable at Guntur. Demand draft of EMD would be retained with the office of the University Library, ANGRAU, Lam, Guntur for a period of three years after completion of entire

work, in the case of successful tenderer. The EMD of unsuccessful tenderers will be returned after signing the agreement with the successful tenderers.

2. The DD (Sealed cover separately) should be deposited to this office while producing hard copies for verification as the time schedule.
3. Cheques, cash deposits, term deposits or fixed deposits will not be accepted towards EMD.
4. The EMD of other tenders deposited with this department during any period of time shall not be considered for this tender

7. SECURITY DEPOSIT:

1. The successful tenderer(s) after receipt of information on the acceptance of the tender through post or by any means/mail/SMS/letter from the University Librarian, Administrative Office, ANGRAU , Lam, Guntur., Andhra Pradesh, shall deposit within 7 days a sum of rupees @ 2% of the cost of the supply order of all taxes (or the authority may fix the amount according to the value of the tender) as a security for the fulfillment of the contract with the University Library, ANGRAU, Lam, Guntur, Andhra Pradesh. Performance bond guarantee can also be considered, as security deposit in addition to the EMD. The EMD/Security Deposit shall carry no interest. *The security deposit to be deposited will be in addition to the EMD.*
2. The University Librarian, Administrative Office, ANGRAU, Lam, Guntur, Andhra Pradesh, reserves the right to forfeit and confiscate EMD, if the successful tenderer(s) fail to pay the security deposit which is required under the terms and conditions of this tender.

8. FORFEITURE/REFUND OF THE EMD/SECURITY DEPOSIT:

In case the selected tenderer(s) does not supply the periodicals at the quoted rates within the period of contract and commits any breach of any one or more of these terms and conditions, the earnest money deposited by tenderer(s) will be forfeited by The University Librarian, Administrative office, ANGRAU, Lam, Guntur, Andhra Pradesh.

1. The EMD of the unsuccessful tenderer(s) shall be refunded after signing the agreement with the successful tenderers by the ANGRAU, Guntur. No interest is payable by The University Librarian, Administrative Office, ANGRAU, Lam, Guntur, Andhra Pradesh, on such deposits.
2. The EMD and security money deposited by successful tenderer(s) shall be retained by ANGRAU, Lam, Guntur, Andhra Pradesh, till three months after the expiry of the contract period of thirty six months from the date of acceptance of the tender or the date on which the supply which may

arise in consequence of repeat orders placed during the 36 months for which the rates quoted are to remain valid.

3. On due performance and satisfactory completion of the order in all respects during the contract period, the EMD and the security deposit will be refunded to the Contractor(s) without any interest within a period of 3 months with effect from the date of receipt of a request to this effect from the supplier(s).

9. GST CERTIFICATE:

Attested photo copy of GST certificate and sales tax payment particulars obtained from the competent sales tax authority of the area concerned for the years (2016-17 and 2017-18) shall be attached. Certificates older than that shall not be considered. Those not liable for GST/ Sales tax payment under relevant rules should produce a certificate to that effect from the competent authority.

10. AGREEMENT:

- 1 Every successful tenderer on intimation by this office shall execute an agreement on Rs.100-00 (rupees one hundred only) non-judicial stamp paper in the prescribed form, which will be supplied along with the list of item tentatively approved. Agreement should be typed only on one side of stamp paper with due attestation on each page.
- 2 In the event of failure to execute agreement in proper form along with the security deposit by successful tenderer within (10) days, the EMD of such tenderer will be forfeited and such defaulters will forego the right to participate for future tenders for minimum period of (3) years.

11. SUPPLIES AS PER SPECIFICATIONS:

1. All supplies shall be to the description and to the specifications laid down and in strict accordance with the approved samples. Deviations, if any should be clearly brought out failing which it will be normally construed that the materials offered are not to our requirements. Any special features may also be clearly brought out.
2. The decision of the University Librarian, Administrative Office, ANGRAU, Lam, Guntur, Andhra Pradesh, however shall be final as to the quality of supplies received and binding upon the supplier(s) in case, the supplier(s) supplies any other article than what is ordered such article supplied, not being approved, shall be liable to be rejected.
3. If at any time during the term of this contract, the plans of the University Librarian, Administrative Office, ANGRAU, Lam, Guntur, Andhra Pradesh, changes for any reasons the

University Librarian, Administrative Office, ANGRAU, Lam, Guntur, Andhra Pradesh, shall have the right to terminate or alter this contract by sending fifteen days notice to the supplier(s) by registered letter. In respect of such of the material as it complete and ready for dispatch within thirty days of such notice, the University Librarian, Administrative Office, ANGRAU, Lam, Guntur, Andhra Pradesh, agrees to accept delivery thereof at the contract price and terms.

12. CONSEQUENCE OF NON-SUPPLY AND DAMAGES:

1. All risks of loss, damage or depreciation to goods shall be upon the supplier(s) until the material is delivered at the addresses specified and in accordance with the provisions of the contract. Till the material received at the respective destination indicated by the University Librarian, Administrative Office, ANGRAU, Lam, Guntur, Andhra Pradesh, the property continues to be at the risk of the supplier(s). The mere fact that the material is delivered to transporter is no defense to the supplier(s) and the supplier(s) will be squarely held responsible for any delayed receipt of the material by the University Librarian, Administrative Office, ANGRAU, Lam, Guntur, Andhra Pradesh.
2. Assuming that the supplier(s) fails to deliver any or all the materials covered by the contract, the University Librarian, Administrative Office, ANGRAU, Lam, Guntur, Andhra Pradesh, reserves the right in addition to other legal remedies, to cancel the contract or any portion thereof and hold the supplier(s) liable for all damages sustained by virtue of the supplier(s) failing to perform the contract and consequent cancellation of the contract.
3. In the event of the supplier(s) failing to complete the supplies in time or according to the approved specifications, the University Librarian, Administrative Office, ANGRAU, Lam, Guntur, Andhra Pradesh, reserves the right to make such arrangements as it may think fit for the completion of the supplies on account of and the sole risk of the supplier(s).
4. In case the goods are not supplied according to specifications, they will be summarily rejected.
5. The time allowed for delivery of goods shall be deemed to be the essence of contract. In case the goods are not delivered to the respective addresses within the stipulated period.
6. All bills shall be prepared in four copies and shall be signed by the supplier(s) or his/their authorized agent(s) along with advance stamp receipt. Every bill shall bear a certificate to the effect that the material covered by the bill has been inspected by the supplier(s) before delivery and confirm in every way to the contract specifications and is packed in accordance with the contract requirements and further that the invoice is correct in every particular and no other bill

has been rendered previously in respect of the articles charged in the particular invoice. The bill in triplicate along with advance stamped receipt shall be raised in the name of the Respective colleges of ANGRAU, Lam, Guntur, Andhra Pradesh.

13. SETTLEMENT OF DISPUTES:

1. Any difference or dispute arising out of or in connection with this tender or acceptance thereof or the contract that may be entered in consequence thereof, shall be decided by arbitration. The University Librarian, Administrative Office, ANGRAU, Lam, Guntur, Andhra Pradesh, or his nominee shall be the sole arbitrator and the arbitrator's decision shall be final and binding on the parties. The tenderer(s) will have no objection to such appointment on any ground whatsoever including that such nominee, in his official capacity dealt with this matter at any stage.
2. The parties hereby agree that in the event of any dispute no cause of action shall arise in their favour to approach any court unless they have resorted to and exhausted the remedy of arbitration as envisaged above.
3. The parties also do hereby agree that the contract envisaged by these terms and conditions shall be deemed to have been entered into at Guntur.
4. In the event of any dispute arising out of the tender such dispute would be subjected to the Jurisdiction of the civil courts within the city of Guntur only.

14. PAYMENT TERMS:

1. The successful bidder request(s) for payment shall be made to the Libraries of ANGRAU, in writing, accompanied by the bill describing, as appropriate, the print periodicals.
2. The currency of payment will be Indian rupees only.
3. Payment will be made through cheque in favour of the respective firms only.

15. CONTRACT CLOSURE:

The contract with the successful bidder will be closed after completion of all the terms and formalities like 100% supply print periodicals, payment, PBG return etc.

16. CANCELLATION AND STOPPING THE TENDER/PURCHASE PROCESS:

The University Librarian, Administrative Office, ANGRAU, Lam, Guntur, Andhra Pradesh reserves all the rights and power to stop or cancel the total/part of the process of these tenders and this purchase process at any stage without assigning any reason/reasons.

Sd/- Dr. S.R. Koteswara Rao
University Librarian i/c.
Lam, Guntur, Andhra Pradesh-522 034

Annexure-I Declaration

1. I/We have not been black listed in any department due to any reasons during last 3 years
2. I/We have not been demoted to lower category in any department for not filing the tenders after buying the tender schedules in a whole year and their registration had not been cancelled for a similar default in two consecutive years.
3. I/We will agree to get disqualified my (our) selves for any wrong declaration in respect of the above and get my/our tender summarily rejected.
4. The soft copies uploaded are genuine and not forged. Any incorrectness / deviation noticed can be viewed seriously and apart from cancelling the work duly forfeiting the bid security, criminal action can be initiated including suspension of business and/ or black listing.
5. I/We submitting a demand draft no. _____ dated _____ issued by _____ for Rs. _____ towards the EMD.

Signature of Tenderer
Date
Address

ANNEXURE – IA
FINANCIAL BID

I/We quote the rates for Libraries of ANGRAU, LAM, GUNTUR, ANDHRA PRADESH, for supply of print Indian and foreign periodicals as per the following discounts inclusive of all taxes, duties, transportation etc., as below. We shall supply the Indian and Foreign print journals for a period of three years (2019, 2020 and 2021). Total budget proximately Rs. 50.00 Lakhs per year. This total budget may be varied.

Sl. No	Type of the Print journals	Discount
1.	Indian Journals	
2.	Foreign Journals	

Signature of Tenderer
Date
Address

Annexure-II
Check List

S. No	Name of the Document
1	Declaration form (Annexure-I)
2	Check list (Annexure-II)
3	Firm license / Authorization letter
4	DD for Earnest Money Deposit
5	VAT/Sales Tax clearance certificate, payment particulars for preceding two years along with supporting documents. (2016-17& 2017-18)
6	Annual turnover assessment order for the preceding two years (2016-17& 2017-18) certified by Commercial Tax Officer / Chartered Account
7	Copies of balance sheet, profit and loss account for last two years <i>i.e.</i> , (2016-17& 2017-18) duly certified by the auditor
8	Latest non-conviction certificate (in original), if applicable
9	Customers list with proofs
10	GOC issued by the competent authority
11	List of local correspondence office with contact details
12	PAN card / GST registration certificate