



राष्ट्रीय बहुदिव्यांगता जन सशक्तिकरण संस्थान

(विकलांगजन सशक्तिकरण विभाग (दिव्यांगजन), सामाजिक न्याय और अधिकारिता मंत्रालय, भारत सरकार)

National Institute for Empowerment of Persons with Multiple Disabilities (Divyangjan)

(Department for Empowerment of Persons with Disabilities (Divyangjan),
Ministry of Social Justice & Empowerment, Govt. of India)

Phone: 044-27472104, 27472113, 27472046, 27472423 Fax: 044-27472389 Toll Free: 1800 425 0345
E-mail: niepmd@gmail.com, Website: www.niepmd.tn.nic.in

File No. NIEPMD/Pur 4(10)/2019-20

Tender Notice for Empanelment of Vendors/Suppliers for subscription of International Journals to NIEPMD, Chennai

National Institute for Empowerment of Persons with Multiple Disabilities (Divyangjan), here after called "NIEPMD" is interested to have competent, cost effective and resourceful vendors on its approved Vendor list for subscription of Journals for the period 2020-2025. Only the agencies registered with "State/National Association for Books/Journals Suppliers/Publishers" are required to apply. The tender document can be downloaded from the NIEPMD website: www.niepmd.tn.nic.in or <https://eprocure.gov.in/eprocure/app>. The decision of the NIEPMD purchase Committee will be final and binding for empanelment of competent vendors fulfilling the requirements.

Last date for Submission of Tender	- 05.00 PM. on 23 rd Dec 2019
Tender fee	- Rs.1, 000/-
EMD Amount	- Rs. 50,000/-
Date & Time of Opening of Technical Bids	- 04.00 PM. on 24 th Dec 2019

Tele: 044-27472046/27472113 Telefax: 044-27472389 Email:niepmd@gmail.com

Sd/-
DIRECTOR

ASPO:

Permission may please be given to publish the Tender Notice in one English National daily all India edition, One Tamil Daily (all Tamilnadu edition), Indian Trade journal (ITJ), NIC e-procurement portal (as per Ministry guidelines) and Institute website for wide publicity.

Director



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(PART-B)

TERMS AND CONDITIONS FOR SUBSCRIPTION OF JOURNALS

1. CONVERSION RATE: For the rupees payment all the foreign currencies of the invoices shall be converted at the prevailing bank exchange rate (RBI Rates) at the nationalized bank at the time of the remittance to publishers by the vendor. Vendor will be required to submit adequate proof for bank exchange rates along with the bills. The bills shall be addressed to the Director, NIEPMD, ECR, Muttukadu, Kovalam (Post), Chennai – 603 112 Tamilnadu, India.

2. SUBSCRIPTION PRICES: Only the Publisher's prices charged by the publisher shall be payable. No further forwarding/handling charges shall be paid towards supply of journals to the NIEPMD. Vendor shall airlift the journals and deliver them preferably through speed post at their own cost without charging any extra cost to the NIEPMD. Vendor shall charge the special lower price or package price, if any, offered by the publisher for developing countries or otherwise, and shall inform to our NIEPMD accordingly. Vendor is required to certify that all available special lower prices with benefit schemes if any have been claimed.

3. PRICE PROOF: Vendors shall be required to submit adequate price proof along With the bills (e.g. Publisher's latest catalogue. Proof of the payments made to the publishers on behalf of the NIEPMD towards the orders placed with the agency, Bank Conversion rate etc.)

4. TERMS AND CONDITIONS OF PAYMENT: A Vendor will have to make advance payment to the Publishers for the journals (print/CD-ROM/ON-LINE) ordered to him by the NIEPMD. After making the advance payments to the publishers for the journals so ordered, the vendor shall raise the bills to the NIEPMD for payment. Vendor must provide the remittance details, duly certified by their bankers, or acknowledgment of the same by the publishers. Though the advance payments will be made by vendor, no interest will be payable by NIEPMD on this amount for the period between the payments made by the vendor to Publishers and the payment by NIEPMD to the vendor.



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EMD: The firm should submit **EMD amount of Rs.50,000/-** (Rupees Fifty Thousand) through NEFT or RTGS to NIEPMD account mentioned in tender document and acknowledgement receipt with transaction reference number should be attached with tender document. Not attaching of EMD and Tender fees payment receipt will lead to rejection of tender.

The offers without EMD shall be rejected. EMD will be returned to all the unsuccessful firms after finalization of the empanelment procedure. No interest will be paid on EMD deposit. The empanelled agencies will be required to enter into an Agreement with NIEPMD by submitting an instrument of Agreement on a stamp paper of Rs.100/-. The vendor will have to deposit 10% cost of the total order received from the NIEPMD as Bank Guarantee. The bank guarantee should be in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial bank or online payment (NEFT / RTGS) to NIEPMD account. The Bank Guarantee should be valid for a period of 60 months (from the date of execution of the Bank Guarantee). The supplier (Subscription Agent) has to supply all the journals before 60 (sixty) days of expiry of Bank Guarantee failing which the NIEPMD reserves the right to encash the Bank Guarantee. Submission of fresh / extended Bank Guarantee towards cost of missing issues may be allowed in exceptional cases (need to deposit only after getting the purchase order, no need to pay during empanelment).

6. **CLAIM HANDLING AND FOLLOW-UPS:** The vendor will ensure:

6.1. Timely supply of issues of journals/update of CD-ROMS including its full disk(s) ordered to him by sending regular reminder on his own to the publishers / principal.

6.2. The vendor shall also pursue and arrange to supply the updates not received by the NIEPMD and reported by the NIEPMD as missing. He shall also be fully responsible to replace commutative CD or updates if found damage or defective in anyway. In the absence of satisfactory proof of sufficient and regular follow up, vendor shall be responsible to replace the missing issues/updates.



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6.3. For on-line access of the journals (free on-line is available along with subscription of print), the vendor will have to provide the technical support.

6.4. All the complaints should be attended within reasonable time (i.e. maximum 07 working days since reporting the complaints).

6.5 **On-line Activation.**

a. The firm/Vendor has to inform the NIEPMD, about the availability of free/ paid online access to the ordered foreign journals. The vendor would inform about any additional journals that becomes available during the subscription period.

b. Online access to journals, free or paid (wherever applicable with the order) has to be IP authenticated. IP range will be provided at the time of placing the order. In case if the firm or agency failed to provide the online accessibility within 60 days from the date of billing the firm/agency will be subject to a legal action and as penalty of (2% of the cost where online is free and 10% of the cost where online is paid by institute) of the cost of the subscription of that journal will be imposed by the NIEPMD.

c. Activation of online journals has to be done by the firm without charging any additional service charges.

d. The vendor will provide all the facilities of subscription model/ license agreement with the publishers wherever applicable

7. **REFUND FOR MISSING ISSUES/NON-SUPPLIED JOURNALS/CD-ROMS:**

7.1. Vendor shall make refund for journals, not received at NIEPMD by 31st March of subsequent year irrespective of the fact whether the payment was made by the vendor or not unless the publishers confirms about delay in publication.

7.2. Vendors will be fully responsible for the refund of subscription amount + interest (for the journals not started) by the end of the subscription period (Jan. to Dec.). The time can be extended only in cases where confirmation is received from the publisher regarding receipt of payment and that the delay in supply is



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either due to delay in publication or due to "Act of God or any unusual /unforeseen circumstances beyond the control of the vendor or publisher".

7.3. Vender will be required to make the proportionate refund for missing issues of journals/updates on subscription with them. The vendor will be required to submit the photocopy of the missing issues within a period of two months of the schedule publication and before one month of the expiry date of the BG / fixed deposit with the permission of the publishers, failing which 10% of the cost of missing issues will be paid by the agency as penalty.

8. **SUBSCRIPTION PERIOD:** Subscription period for the journals ordered is for the volumes starting in a given year unless specified otherwise.

9. **HAND DELIVERY OF JOURNALS:** In order to avoid loss in transit the NIEPMD shall prefer to receive all journals/CD-ROM by speed post only.

9.1. Vendor is required to inform the schedule of publication of each issue while accepting the order.

9.2. Every publication should be supplied within a fortnight (15 days) of its publication scheduled. For any delay, a documentary proof showing the cause of the delay will have to be produced for consideration and taking appropriate action if warranted.

9.3. Any journal(s) for which a vendor is unable to handle or which cannot be made available by Air Freight and required to be delivered by messenger should not be processed without the consent of the NIEPMD.

9.4. All correspondence relating to the subscription of the journals shall be addressed to:

To,
The Director,
NIEPMD, East Coast Road, Muttukadu,
Kovalam (Post), Chennai – 603 112, Tamilnadu, India.

10. **STATUS REPORTS:** At the end of every month the vendor will submit a status report giving the details of the journals supplied during the month along with action taken on the pending supplies.



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11. PENALTY CLAUSE:

Notwithstanding the clauses mentioned in the terms and conditions, the NIEPMD reserves the right to discontinue the service of the vendor on the basis of his performance in terms of supply of journals subscribed through him and revoke the Bank Guarantee/Fixed Deposit given by vendor as a consequence. A copy of this notice would be sent to the respective publisher(s). Also vendor will have to return balance advance amount with interest paid to him for subscription. (To NIEPMD account mentioned in tender document)

12. GUIDELINES FOR CONVERSION OF FOREIGN CURRENCIES:

- 12.1. Payment to the publisher should be made by electronic transfer through any of the nationalized bank. And the conversion rate on this date certified by the bank will be applicable for billing to the NIEPMD as per RBI conversion rate.
- 12.2. The vendor/supplier will not delay in submitting bill after the receipt of order(s) and shall invariably submit them within one to two weeks as specified.

13. General

- a. The earnest money deposited will not carry any interest on it. The money will be refunded in full on receipt of BG/Fixed Deposit of same amount in favour Director, NIEPMD, Chennai valid for contract period. The deposit shall remain till the supply of ordered journals (including back logs or missing issues, if any) is completed.
- b. The successful firm(s) will have to enter into an agreement on a non-judicial stamp paper of Rs 100/-, the cost of which has to be borne by the Firm itself.
- c. The Director, NIEPMD reserves the right to accept or to cancel/ reject any or all item(s) of the tender at any stage without assigning any reason. Decision of the Director, NIEPMD on any dispute related to this invitation of the tender shall be final and binding.
- d. In the case of any dispute or misunderstanding arising out of this agreement, the decision of the Director of the NIEPMD shall be the final and binding to the suppliers including fixing of penalty for any violation of this agreement.



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All matters and disputes related to journal subscription are subject to legal jurisdiction of Honourable Court situated in Chennai only.

14. **ACCEPTANCE OF TERMS AND CONDITION OF SUBSCRIPTION:** The vendor shall sign the terms and condition of subscription to journals if it is acceptable to him. Any other conditions imposed by the agency on its own after the agreement will not be valid.

(Name & Signature of the Subscription Agent/Vendor)

(Signature of 1st Witness and his address)

(Signature of 2nd Witness and his address)



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(PART-C)

PROFORMA FOR TECHNICAL BID (FOR JOURNALS)

(Proforma to be used by the agents / vendors for the supply of journals to NIEPMD, ECR, Muttukadu, Kovalam (Post), Chennai – 603112, Tamilnadu, India)

Sl. No.	Item	Details
01.	Complete Postal Address, Tel. No./ Cell No. /FAX / E-Mail, the Membership no. for the Association for Books/Journals Suppliers / Publishers along with address proof.	
02	Annual Turn-over/PAN No. (copy of IT return for last three year)	
03	Bank A/C Details The supplier is required to provide the following mentioned information as per the template enclosed: Name of the Bank and Branch: Account type: Bank Account No.: IFSC Code:	
04	Name of Publishers whom you represent as Exclusive Agent or preferred Agent (Attach letters from publishers)	
05	Do you provide proactive help for enabling online access to subscribe journals (The process would involve updating Library Software and HTML/XML pages for Journals on NIEPMD/Library website)	
06	Name Five most important Academic/Research Libraries, who are your customers i.e. IIT, IIM, NML, AIIMS, CSIR, NPL, DRDO, ICMR, IARI, Central Universities (Attach letters from three Librarians from above regarding satisfactory performances in their Libraries and if currently you are supplying journals to NIEPMD a copy of performance letter issued by the NIEPMD towards satisfactory supply, be appended)	
07	How will you follow-up/tackle in case of delay in release of publications i. Mechanism to overcome such delays (such as any tie up with the related publishers or others with documentary evidence) ii. Any special arrangement with Courier/Postal authorities to avoid delays. If so, details may be furnished.	



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	iii. Arrangements, if any to speed-up delivery of journals by air freight	
08	How much time will be taken in supplying the issues of journal to the NIEPMD from date of their publications (Need to attach the schedule of publications of the issues of the journals during the concerned subscription year)	
09	In case of failure of satisfactory performance, penalty @ 5% (after two month) and 10% (after six month) will be imposed on non-supplied journals.	Agreed / Not agreed (Pls. write)
10	Details in respect of Universities/Institutions wherein supply order has successfully been executed during last year, having value more than Rs. 20 lakh each. (Attach copy of orders & satisfactorily completion)	
11	Do you agree to make the payment to the publisher on behalf of NIEPMD by electronic transfer at own cost.	Yes / No
12	I agree to deposit 20% of total value of order as Security Deposit	Yes / No

It is certified that the information furnished above in column no. 1 to 11 are true and correct. In case, it is found false we have no objection if the tenders quoted by us is rejected.

Name:

Signature of Agent/Vendor:

With seal:



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(PART-D)

PROFORMA FOR FINANCIAL BID (FOR JOURNALS)

1. Name of the Firm/Supplier:.....

Address & Telephone Number:.....

PAN No.:.....GST NO.....

2. Discount Offered:

Sl. No.	Type of Journals	Rate of discount (Only flat discount rate to be quoted)
01	International Journals	

DECLARATION:

It is certified that the information furnished above is correct. We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. The signatory to this bid is authorized to sign such bids on behalf of the organization.

Place:.....

Signature:.....

Date:.....

Name:.....

Designation:.....



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(PART-E)

Instructions/Check List:

1. Please upload the online payment proof of the Cost of the Tender document (downloaded) and EMD of Rs.50,000/- for participating in the tendering process.
2. Please quote practically feasible discount rate for Journals (both in words and in figures)
3. EMD of all successful firms in the bidding process will be kept as the Performance Security deposit for the empanelled period.
4. Successful firms for Journals have to deposit 10% cost of the total order value received from the NIEPMD as Bank Guarantee after getting the order. No need to give at the time of empanelment.

Procedure for e-payment:

EMD of Rs. 50,000/- and Tender fee of Rs. 1,000/- (Non-refundable) should be paid online through NEFT or RTGS in NIEPMD account and payment receipt to be uploaded with technical bid. Technical bids without EMD and Tender Fee shall not be considered for further evaluation. NIEPMD Bank details are as follows:

A/C No. 761297290

Type of Account: Saving Bank

Name of Bank: Indian Bank, Kovalam Branch

IFS Code: IDIB000K122

Branch Code: 01176

- **Caution:** Please ensure that you need to mention the correct beneficiary account number and IFSC code as mentioned above while making payment via RTGS / NEFT. In the event of funds remitted to wrong beneficiary account number, NIEPMD, Chennai or its Bank would not responsible for the same.



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Tender Submission process

Interested bidders are requested to submit their proposal in two bid system.

(a) Technical Bid

(b) Financial Bid

Technical bid should be sealed in one envelope clearly marked on top "**Technical Bid**" and financial bid should be sealed in one separate envelope and clearly marked on top "**Financial Bid**". Both the bids to be put in one envelope and the envelope should be marked on top "**Tender for empanelment for subscription of International Journals**"

The sealed envelope should be forwarded through courier or speed post to "Director, NIEPMD, Chennai and should reach to Institute on or before 03.00 PM on 23rd Dec 2019. Tender received after this time and date will not be entertained and no communication will be accepted in this regard.

International Journals List for Procurement

01. American Journal of Occupational Therapy (OT)
02. Archives of Physical Medicine & Rehabilitation (PT)
03. Australian Journal of Physiotherapy (PT)
04. Canadian Journal of Occupational Therapy (OT)
05. Deafness & Education International (DB)
06. Exceptional Children (SPL)
07. Focus on Autism & other developmental Disabilities (DAIL)
08. International Journal of Audiology (S&H)
09. Journal of Early Intervention
10. Journal of Augmentative and Alternative Communication (S&H)
11. Journal of Speech, Language and Hearing Research (S&H)
12. Journal of Vocational Rehabilitation (DAIL)
13. Physical Therapy Journal (OT)
14. Technology & Disability
15. Journal of Prosthetics and Orthotics (JPO)
16. Journal of rehabilitation and assistive technologies engineering
17. Journal of Visual Impairment & Blindness
18. Deafblind International Review
19. Remedial and Special Education
20. British Journal of Psychiatry (MED)
21. Autism in Adulthood (DAIL)
22. Journal of Physiotherapy (PT)
23. European Journal of Special Education Technology (Special)
24. Journal of Special Education Technology (Special)
25. Journal of Rehabilitation Research & Development (Special Education)