

**TENDER DOCUMENT**

M/S \_\_\_\_\_

Receipt No. \_\_\_\_\_

\_\_\_\_\_

Date: - \_\_\_\_\_

**FOR  
SUPPLY OF  
INDIAN & FOREIGN JOURNALS( PRINT VERSION) ONLY FOR CENTRAL  
LIBRARY  
OF IGMC, SHIMLA**

**DUE ON—11/5/2017**

**LAST DATE  
FOR RECEIPT OF BID  
UPTO 1 PM ON 11/5/2017**

**PRINCIPAL  
INDIRA GANDHI MEDICAL COLLEGE,  
SHIMLA**

**TEL No. 0177- 2883214, 2807682**

**COST OF TENDER DOCUMENT**

**AT COUNTER RS. 1000/-  
BY POST RS. 1050/-**

INDIRA GANDHI MEDICAL COLLEGE, SHIMLA -171001.

No. HFW/ME (MCS)G(2)3/07-

Dated:

**TENDER NOTICE**

Sealed tenders are invited for the supply of Indian & Foreign Journals print version only, to the Library of Indira Gandhi Medical College, Shimla for the year 2017 from the interested publishers/reputed firms. so as to reach in this office on or before 11/5/2017 up to 1 PM, thereafter no tender shall be entertained. The tenders will be opened on same day at 3 PM in the presence of the prospective bidders who may wish to remain present.

Tender form containing specifications, terms and conditions can be purchased from the office of the undersigned on any working day between 10 AM to 5PM up to 11/5/2017 at the cost of Rs. 1000/- on counter and Rs. 1050/- by Registered post, which is non refundable (only M.O/TMO will be entertained if received sufficiently in advance to avoid the risk of late dispatch of the tender forms. Delay in submission of tender form due to late receipt of MO/TMO will be the entire responsibility of the Tenderers). The tenders sent by post or courier shall be entertained only if these are actually received by the specific date and time.

The tender document can also be downloaded from the website [www.igmcshimla.org](http://www.igmcshimla.org), however, such bidder shall be required to pay the cost of the tender document in the form of DD in favour of the Principal IGMC Shimla alongwith their bid.

The tender must be accompanied with an earnest money of Rs. 1,00,000/- (Rs. One Lac) only in the shape of FDR duly pledged in the name of PRINCIPAL, INDIRA GANDHI MEDICAL COLLEGE, SHIMLA. The tenders without earnest money or short or not in form specified above will be rejected straightway.

In case any date mentioned above happens to be a holiday, the next day will be considered as due date.

No. As above

6526

Dated:-

20.4.17

Principal  
IGMC Shimla

Copy forwarded for information and necessary action to:-

1. The Director, Information & Public Relation Department, Himachal Pradesh, Shimla-2 along with six spare copies for wide publicity in the leading News papers in English and Hindi .
2. The Director Medical Education & Research, Himachal Pradesh, Shimla-9.
3. The Controller of Stores, Himachal Pradesh, Shimla-1.
4. All the Members of Departmental Purchase Committee.
5. Smt. Sunita Bhatia Tele medicine I.G.M.C. Shimla for uploading the above tender on the I.G.M.C. website.
6. Interested Tenderers.
7. Notice Board.

Principal  
IGMC Shimla

## **1. Instructions to Bidders**

- 1.1 Bids are invited, for and on behalf of Principal, IGMC Shimla from established, reputed and experienced publishers or their authorized dealers/representatives for the purchase of various Indian & Foreign Journals ( print version only) as per detail at Annexure-A-I, for Central Library of IGMC, Shimla
- 1.2 The bidder has to supply printed hard copies of Indian & Foreign Journals.
- 1.3 Bidders are requested to study the tender document and terms & conditions carefully. Submission of tender shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.
- 1.4 The scope of work shall include complete Supply & Satisfactory inspection. This will also include testing, packing, transportation, scheduling of transportation, transit insurance, delivery at sites, unloading, storage, job site storage, insurance, and any other services associated with the delivery of Journals. The successful bidder will assume full responsibility of the complete supply until final acceptance.
- 1.5 It will be imperative on each bidder to fully acquaint himself with all the local conditions and factors which would have any effect on the performance of supply. No request for the change of price, or time, schedule of delivery of stores shall be entertained after the purchase on account of any local condition or factor.
- 1.6 The bidders will not form a part of the cartel and put in supporting quotations for some other company. This will debar the company for participating in other tenders floated or to be floated in by the purchaser. The authorities can compare the prices of other Bidders L2, L3 etc. also with the prices quoted in other tenders for same products and in case of discrepancy suitable action will be initiated
- 1.7 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 participating in other tenders floated or to be floated in by the purchaser and suitable action will be initiated against such defaulters.
- 1.8 Non Blacklisting Certificate: All the bidders will give an undertaking on non judicial Stamp paper duly attested that neither they nor their principals or the publishers have been blacklisted by any State / Central Government Departments/other organizations.
- 1.9 The bidders shall also be required to submit the copies of PAN and income tax returns and sales tax returns for the last three year along with the copy of TIN/ copy of registration of their firms with appropriate authority . However the condition of three years shall not be applicable in r/o new entrant.
- 1.10 The average annual turn over of the bidder should be Rs.20 lacs or more during last three years. The certified copies from Statutory Auditors should be enclosed with the bid. However this condition shall not be applicable in r/o newly registered firms, the copy of registration shall be attached
- 1.11 The bidder should have three year's experience of supplying medical Journals to the Medical College Libraries of State/Govt. of India/Medical College.
- 1.12 All the correspondences shall be addressed to the Principal, IGMC Shimla.

- 1.13 Only the Bid Documents are not transferable and the cost of the documents is not refundable under any circumstances.
- 1.14. The bidder shall be eligible to apply who are member of state and national level books Trade Association and Federation .
- 1.15. The bidder shall supply only latest edition and those may not be reminder titles.

## **2. Bid Security/Earnest Money**

- 2.1 Bid Security/EMD amount should be enclosed along with the Technical Bid for an amount of Rs.1,00,000/-(Rupees One Lac )only in respect of items at Annexure-A –I in the shape of FDR duly pledged in the name of “Principal, IGMC Shimla”, failing which the tenders will be out rightly rejected. Bid Security/EMD, if already deposited against other tenders, shall not be adjusted against this tender.
- 2.2 The "Bid Security/Earnest Money ", in case of unsuccessful Bidders, shall be retained by the Purchaser, up-to a maximum period of one year from the date of opening of the Bids or till the finalization of the tender, whichever is later. The Bid security shall be refunded to the unsuccessful Tenderers on their written request.
- 2.3 The Bid Security/Earnest Money shall be forfeited ;
  - a) If a Bidder withdraws his bid during the period of bid validity specified by the Bidder in the Bid; or
  - b) In the case of finally selected Bidder, if the Bidder fails;
    - i) to furnish Performance Guarantee in accordance with Clause 5.8 or
    - ii) if, at any stage, any of the information/declaration is found false.
- 2.4 Bid security/Earnest Money in respect of the finally selected Bidder(s) will be discharged upon the Bidder(s) after executing the Contract and furnishing the Performance Guarantee, pursuant to Clause-5.8.

## **3. Bidder's Qualification**

The "Bidder" as used in the tender document shall mean one who has signed the Bid Form. The Bidder shall be publisher or authorized dealer of Indian/Foreign Journals. for which prices are quoted, in which case, he shall submit a certificate of authority as per **Annexure- B**. All necessary certificates and documents shall be furnished by the publisher/ representative of the firm. Publisher/companies should authorize only one distributor for the State/for this particular tender and such specific authorization to this effect should be accompanied with tender document.

Only one bid from a Publisher firm shall be accepted and in case the publish firm itself apply in the tender process, the bid of the authorized representative shall not be considered.

## **4. Procurement and Submission of Tender Document**

- 4.1 The non-transferable Tender Document will be sold at counter on payment of tender fee of Rs.1,000/- (Rupees One Thousand only non refundable) through cash or MO/TMO or

demand draft or by post Rs.1050/- by MO/TMO or Demand Draft payable at Shimla drawn in favour of the “Principal IGMC Shimla”.

**IMPORTANT:** IN CASE THE TENDER DOCUMENTS ARE DOWNLOADED FROM THE WEBSITE:-THE BIDDERS MAY DOWNLOAD THE TENDER DOCUMENTS DIRECTLY FROM THE WEBSITE [WWW.IGMC SHIMLA.ORG](http://WWW.IGMC SHIMLA.ORG) IN SUCH CASE, THE BIDDERS ARE REQUIRED TO SUBMIT THE TENDER COST FEE OF RS.1,000/- (NON-REFUNDABLE) BY WAY OF SEPARATE DEMAND DRAFT - MENTIONING FIRMS NAME ON BACK OF BANK DRAFT DRAWN IN FAVOUR OF PRINCIPAL, INDIRA GANDHI MEDICAL COLLEGE, SHIMLA AND THE SAME SHOULD ESSENTIALLY BE ENCLOSED ALONGWITH THE TECHNICAL BID. THE BIDDERS SHOULD SPECIFICALLY SUPERSCRIBE, “DOWNLOADED FROM THE WEBSITE” ON THE TOP LEFT CORNER OF THE OUTER ENVELOPE CONTAINING TECHNICAL BID & PRICE BID SEPARATELY. IN NO CASE, THE TENDER COST FEE SHOULD BE MIXED WITH EMD AMOUNT. THE TENDERS NOT FOLLOWING THE ABOVE PROCEDURE WILL BE SUMMARILY REJECTED.

- 4.2 The non-transferable tender document can be obtained from the Office of Principal IGMC Shimla on or before 10/5/2017 on any working day from 10.00 AM to 05.00 PM.
- 4.3 The sealed bids will be accepted up to 11/5/2017 till 1.00 p.m. in the office of the Principal IGMC Shimla.
- 4.4 The Technical Bids will be opened on 11/5/2017 at 03.00 p.m. in the office of the Principal IGMC Shimla. The bidders or their authorized representatives may attend opening of technical bid, if they so desire.
- 4.5 After evaluation of the Technical Bids and the technical presentation, the short listed bidders will be intimated accordingly.
- 4.6 The Financial bids of the short listed bidders will be opened in the Office of the Principal IGMC Shimla in the presence of prospective bidders/their authorized representatives, if any. (The date of opening of financial bids will be communicated to the technically successful bidders separately).

Note :- The forwarding letter as at **Annexure C** and other relevant documents as per check list duly signed should invariably be returned alongwith the quotation furnished, failing which the tender shall be rejected.

## **5. Bid Requirements**

- 5.1 The College invites two part Bids from eligible suppliers/bidders. The two part bid shall consist of Part-I Technical Bid and Part-II Financial Bid. Technical and Financial Bids for Journals as detailed at **Annexure-A-I** Should be submitted in two separate sealed envelopes superscripted “Technical Bid” and “Financial Bid” respectively. The

Technical bids of Indian & Foreign Journals should be submitted in separate sealed envelopes . The technical bid would be opened first. The Financial bid would be opened only in the case of those bidder who qualify and meet requisite parameter for technical evaluation.

a) Technical Bid shall comprise the following documents-

- i) Publisher's Authorization Form (Annexure -B)
- ii) Forwarding letter (Annexure-C)
- iii) Bidders particulars (Annexure-E)
- iv) Non gratification undertaking
- v) Earnest Money Deposit
- vi) Non Blacklisting certificate on Non judicial paper
- vii) Copy of Sale tax No/Tin No.
- viii) Copy of registration with appropriate authority.
- xi) Certificate of annual turnover for the last three years.
- x) ITRs for last three years
- xi) PAN Proof .
- xii) Copy of suppliers made to Medical Colleges.

b) Financial Bid in one cover. (Annexure-D-I)

5.2 Bidders are required to submit all relevant documents as per check list, brochures, authority letters etc. with the technical offer .

**PLEASE NOTE NO PRICE/ COST SHOULD BE INDICATED IN THE TECHNICAL BID. TENDERS SUBMITTED WITHOUT FOLLOWING THE TWO BID SYSTEM PROCEDURE WILL BE SUMMARILY REJECTED.**

5.3 Both these covers shall also contain name and address of the firms. Technical Bid cover and Financial Bid cover prepared as above are to be kept in a single sealed cover super-scribed with Tender Number and “ Tender for the Journals for Central Library of I.G.M.C. Shimla.

5.4 The cover thus prepared should also indicate clearly the name and address of the Bidder.

5.5 Each copy of the tender should be a complete document and should be bound as a volume. Different copies must be bound separately.

5.6 The sealed cover as mentioned at Clause 5.3 above shall be deposited with the Principal IGMC Shimla.

5.7 The finally selected Bidder(s) will be required to furnish Security amount for Contract Performance equal to 10% of the Contract Price, on award of Contract in the shape of Bank Guarantee from any scheduled Indian Bank or FDR duly pledged in favour of the Principal, IGMC, Shimla which shall be valid for one year. Failure to furnish security for the performance of contract, in time, would also entail forfeiture of EMD.

5.8 Bids not accompanied by EMD and Bids from representatives without letter of Authority from the Publishers will be summarily rejected.

5.9 Telex/Fax bids, bids received through e-mail and incomplete bids will be summarily rejected.

- 5.10 Bidders should enclose, alongwith the Technical Bid of their offers, the full details, documentation, descriptive literature/leaflets supplementing the description and point out any special feature of their system. All documentation is required to be in English.
- 5.11 The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the bid.
- 5.12 All pages of the Bid being submitted must be signed and sequentially numbered by the Bidder and a certificate may be provided on the covering letter indicating the number of pages submitted along with the bid.
- 5.13 All information in the offer must be in English. Information in any other language must be accompanied by its authenticated translation in English. Failure to comply with this may render the offer liable to be rejected. In the event of any discrepancy between the offer in a language other than English and its English translation, the English translation will prevail.
- 5.14 The bidder must give an undertaking that the offered Journals have not been supplied anywhere in India at a less rate than offered rate in this tender.
- 5.15 The bidder must submit the list of supply made to other institutions and also submit the copy of latest supply order alongwith satisfactory performance report.

## **6. Period of Validity of Bids**

Bids shall remain valid for one year from the date of opening of price bid prescribed by the Purchaser or till the completion of job, whichever is later, unless otherwise prescribed contrary in other terms and conditions of this tender document. The Purchaser may reject a bid valid for a shorter period.

## **7. Purchaser's Right to accept any Bid and to reject any or all bids**

The Purchaser reserves the right to accept any bid and to annul the tender process and reject all bids at any time, without assigning any reason, prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Purchaser's action.

## **8. Opening of Bids by Purchaser**

- 8.1 The bids will be opened in the presence of Bidders/representatives who may like to attend on the scheduled date and time as mentioned in the tender document. The Bidders/representatives who are present shall sign a register evidencing their attendance. The Bidder's representatives shall furnish letter of authority from their principal to attend the bid opening. However the tenders of other participating firms shall not be allowed to be handed over to them for their inspection. Financial bids of only those Bidders, whose bids are found technically suitable/qualified will be opened. The decision of the sub-committee on technical suitability shall be final and shall not be open for discussion.

The bidders who do not qualify the technical evaluation their EMD and unopened financial bid shall be returned on their written request after award of the contract.

## 9. Scrutiny of Bids

- 9.1 The College will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required EMD has been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

The College may waive any minor infirmity, nonconformity or irregularity in a bid that does not constitute a material deviation and that does not prejudice or affect the relative ranking of any Bidder as a result of the technical and financial evaluation.

- 9.2 Prior to the detailed evaluation, the College will determine whether each Bid is acceptable qualitatively, is generally complete and is substantially responsive to the Bid Documents. For the purposes of this determination, a substantially responsive Bid is one that conforms to all the terms, conditions and specifications of the Bid Documents without material deviations, objections, conditional ties or reservations. A material deviation, objection, conditionality or reservation is one (i) that affects in any substantial way the scope, quality of performance of the Contract; (ii) that limits in any substantial way and /or is inconsistent with the Bid Documents or the college's rights or the successful Bidder's obligations under the Contract; or (iii) whose rectification would unfairly affect the competitive position of other Bidder's who are presenting substantially responsive Bids.

- 9.3 Arithmetical errors, if any, will be rectified on the following basis: If there is a discrepancy between the unit price and the total unit price as declared in the Price Schedule the unit price shall prevail and the total price shall be corrected. If there is a

discrepancy between words and figures, the amount in words will prevail. If the supplier does not accept the correction of the errors, its bid will be rejected.

## 10. Price Bid

The price comparison shall be made on the basis of discount offered on publisher's printed price of Indian & Foreign Journals by the bidders and net price of the journals . Separate price comparison shall be done for Indian & Foreign journals and L-I shall be determined for Indian not as a whole. The discount may be quoted in percentage only. All prices mentioned should be FOR destination at IGMC Shimla.

- 10.1 The bidder shall indicate the prices on prescribed PRICE BID PROFORMA at Annexure- D-I for Indian & Foreign journals of the tender document. The Tenderers should quote the rate for each the price bid proforma. The Proforma should be duly signed & sealed by their authorized signatories. Financial Bids not given in Proforma will be rejected out rightly.
- 10.2 The prices of Journals quoted by the Bidder and accepted by IGMC Shimla and no additional claims will be admissible on account of any price variation or fluctuation in market rates.
- 10.3 Payments made consequent to any notified change in sales tax and other statutory levies (both increase and decrease) shall be to the Purchaser's account. For such claims of variation, the Bidder shall produce the Government notification as documentary evidence. Price variation due to any other cause shall be on Bidder's account.
- 10.4 The finally selected Bidder will have to apply to the proper Government Authority for grant of requisite License for such items as required and the purchaser will only tender such assistance, as considered necessary.
- 10.5 The firm has to provide the break-up of expenditure of different quoted Journals as well as total expenditure clearly for the whole items.



- 10.6 Excise/Custom Duty, VAT, Entry Tax and any other levy/surcharge in any shape or by whatever nomenclature may be included in the quoted amount unless it is specially mentioned separately.
- 10.7 Conversion rate on the date of billing shall apply .
- 10.8. The Price may be correctly/charged on accordance with the publisher's /Importers/Distributor's invoices & publishers category.

**11. Purchaser's Right to Vary Quantities at the time of Award**

The Purchaser reserves the right to vary the quantities and/or services.

**12. Negotiation/Award of Contract**

Prior to the expiry of the period of bid validity, the Purchaser will notify the finally selected Bidder(s) in writing by registered letter or by cable or fax, to be confirmed in

writing by registered letter or by Hand in person, that its bid has been accepted. If need for extension of the bid validity period arises, it should be extended by mutual agreement. Before the award of contract, the College may hold negotiations with the bidder, whose bid has been determined to be substantially responsive to the bid documents and whose offers are lowest one. The aim is to reach agreement on all points and sign a contract.

**13. Signing of Contract**

13.1 At the same time as the Purchaser notifies the finally selected Bidder(s) that its bid has been accepted, the finally selected Bidder(s) shall collect the supply order, agreement/ Contract proforma from the office of the Principal IGMC Shimla.

13.2 Without prejudice to any legal remedy, failure of the finally selected Bidder(s) to comply with the requirement of Clause 2.3 (a) or Clause 2.3 (b) shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD, in which event the Purchaser may make the award to the next lowest evaluated Bidder or call for fresh bids.

**14. Payment: Payment of the Journals shall be as under:-**

The payment for the Indian & Foreign journals approved shall be made within 60 days of the receipt of the bill. The bill will be raised by the suppliers at the conversion rate prevailing on the date when the Journals are finally invoiced against order or procured.

**15. Other Terms and Conditions of Tendering Firms**

15.1 Printed terms and conditions to the Bidder will be considered as forming part of their Bids. In case terms and conditions of the contract applicable to this invitation of tender are not acceptable to any Bidder, he should clearly specify deviation in his Bid.

**16. Inspection**

All Journals will be accepted only after inspection by the committee of IGMC, Shimla or any officer authorized by the institute.

**17. Previous supplies**

17.1 The names and address of the institutions/hospitals where the supplier has already supplied the Journals may be given (in India and abroad) alongwith supply orders in support. He should also attach performance certificates.

**18. Delivery of Journals**

18.1 Delivery of the Journals at the Institute premises shall be completed by the Supplier within 4-6 weeks from the date of Supply Order for published journals and within 4 weeks from publishing of journals failing which penalty @ 0.5 % of contract amount shall be charged for every week of delay up to maximum of 10% of contract amount.

**19. Property Rights**

The Supplier shall indemnify the Purchaser against all third party claims of infringement of patent, copyright, trademark, license of industrial design rights, software piracy arising from use of the store/goods or any part thereof in the Purchaser's country.

**20. Arbitration**

Disputes, if any, shall be subjected to the sole arbitration of Addl.Chief Secretary(Health) to the Government of Himachal Pradesh, whose decision shall be final and binding on the parties.

**21. Jurisdiction**

The courts at Shimla will have the jurisdiction for trial of any matter, dispute or reference between the parties arising out of the contract. It is specifically provided that no court outside and other than Courts at Shimla shall have jurisdiction in the matter.

**22. Force Majeure**

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 omission or commission arises from an act of 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 regulation 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, 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 an event which could be attributed to Force Majeure conditions.

**23. Termination for default**

The purchaser may without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, terminate the contract in whole or in part.

- i) If the supplier fails to deliver the Journals within the time period(s) specified in the contract, OR
- ii) If the supplier fails to perform any other obligation(s) under the contract.

**24. Termination for Insolvency**

The purchaser may at any time terminate the contract by giving written notice to the supplier, without compensation to the suppliers, if the supplier becomes bankrupts or otherwise insolvent (which shall be a breach of the contract on the part of the supplier), provided such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

**25. Termination for Convenience**

25.1 The purchaser may by written notice sent to the supplier terminate the contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Purchaser's convenience.

25.2 The principals or their agents are required to submit a certificate that they have satisfactory service arrangements and fully trained staff available to support the uptime guarantee.

26.1 The guarantee uptime of 95% of 365 days in a year (24 hr basis) shall have to be ensured. In case the down time exceeds the 5 % limit , a penalty of Rs1,000/- (One thousand rupees) per day shall be imposed No discount shall be given on account of public holidays/Sundays. If journals are not available on line for more than three consecutive days penalty of Rs- 5000/- shall be imposed.

26.2 The principals or their agent are required to submit a certificate that they have satisfactory service arrangement and fully trained staff available to support the uptime guarantee.

**27. PRICE FALL CLAUSE**

The offer of rates by the tenderer will be subject to the price fall clause i.e. if any item is offered at a lower rate by the tenderer in any other State/Place in India to any other person/Org./Institution, he shall forthwith notify such reduction or sale to the Principal IGMC Shimla and the price payable for the Stores supplied to IGMC after the date of coming into force the such reduction or sale, shall stand correspondingly reduced even to IGMC.

28. The supplier shall finish the following certificate alongwith each bill for payment for supplies made against the Rate Contract Tender.

“I/We certify that the Stores of description identical to the Stores supplied to the Government under the contract against Tender herein have not been offered/sold by me/us to any other person/organization/Institution upto date of bill/the date of completion of supplies against all supply orders placed during the currency of the tender/rate contract at the price lower than that of prices offered to the institute UNDER THIS CONTRACT/AGAINST TENDER”.

The bidders must attach copies of their existing rate contracts, if any, with DGS&D or any other State Government/Institution.

**NOTE :- BIDDER must go through these terms and conditions very carefully and submit an undertaking alongwith his signature and stamp in token of acceptance of these terms**

**and conditions in a separate sheet** Any further charges in the term and condition of this tender discount ,if any shall only be uploaded on the website of this institute . Hence the bidders are requested to keep a watch on the same prior to submitting their bids.

**Principal  
I.G.M.C., Shimla-1.**

**CHECK List duly filled in to be attached with the Technical Bid**

<b>S.N.</b>	<b>Particulars</b>	
1.	Undertaking for no gratification as per clause 1.7	Yes/No
2.	Non-blacklisting certificate as per Clause 1.8	Yes/No
3.	Authorization from original manufactures in case bid is being submitted by representative firms on affidavit (Annexure-B)	Yes/No
4.	Forwarding letter (Annexure-C)	Yes/No
5.	Undertaking as per clause 5.15	Yes/No
6.	List of Books/Journals as per clause 5.16	Yes/No
8.	Whether copies of annual turn over as per clause 1.10 is enclosed.	Yes/No
9.	Whether a list of institution/organizations where your firm has supplied these item recently, is attached along with satisfactory performance certificate from those institution/ organizations. As per clause 17	Yes/No
10.	In case of publishers, have you enclosed the certificate.	Yes/No
11.	Whether the prices has been quoted on the prescribed proforma.	Yes/No
12.	Whether all the undertakings as required in the tender document are enclosed	Yes/No
13.	Whether EMD as required has been attached.	Yes/No
14.	Whether Tender Document duly signed by the authorized signatory attached.	Yes/No
15.	Whether the technical specifications of the article are attached.	Yes/No
16.	PAN and copies of Income Tax Returns/sales tax returns for the last three years.	Yes/No
17.	Copies of TIN issued/certificate of registration.	Yes/No
18.	Any other certificate/undertaking as prescribed in the tender	Yes/No
19.	Whether certified copy of member of State & National level book Trade Association & Federation is attached or not	

**Authorized Signatory:**

**Name of the firm/bidder:**

**To be enclosed with Technical Bid**

**PROFORMA FOR AUTHORITY FROM PUBLISHERS.**

No.....

Dated.....

To,

Dear Sir,

Sub: Tender No.....

We..... an established and reputed publishers of ..... having publishing house at.....and office at M/s..... hereby authorise (Name and Address of the Authorized representative) \_\_\_\_\_ to represent us, to participate in the tender, negotiate and conclude the contract on our behalf with you against Tender no.....

No company/firm or individual other than M/s..... is authorized to represent us in regard to this business against this specific tender.

Yours faithfully,  
Signature and seal

Name.....  
For & on behalf of M/s  
.....  
(Name of Publishers)

Note: This letter of authority should be on the letter head of the publishing concern and should be signed by a person competent and having the power of attorney to bind the Publishers.

**INDIRA GANDHI MEDICAL COLLEGE, SHIMLA, HIMACHAL PRADESH**

S.NO. OF TENDER : \_\_\_\_\_

FILE NO. :

Name of the party in whose :

Favour the Tender form has

been issued

\_\_\_\_\_  
(SEAL OF THE OFFICER)

**To**

**The Principal,**  
Indira Gandhi Medical College  
Shimla, HP -171001

Dear Sir,

1. I/We hereby submit our tender for the \_\_\_\_\_
2. I/WE am/are enclosing herewith the FDR. No..... dated..... for Rs.1,00,000/- (Rupees One Lac) Only in respect of items at Annexure-A-I of Tender document duly pledged in favour of the “Principal IGMC Shimla” towards EMD. (TENDERS NOT ACCOMPANIED WITH EMD/BID SECURITY ALONGWITH THE TECHNICAL BID SHALL BE SUMMARILY REJECTED).
3. I/We have gone through all terms and conditions of the tender documents before submitting the same.
4. I/We hereby agree to all the terms and conditions, stipulated by the IGMC, in this connection including inspection, delivery and penalty etc. Quotations for each group are being submitted under separate covers, and sheets and shall be considered on their face value.
5. I/We have noted that overwritten entries shall be deleted unless duly cut & re-written and initialled.
6. Tenders are duly signed (No thumb impression should be affixed).
7. I/We undertake to sign the contract/agreement, if required, within 15 (Fifteen days) from the date of issue of the letter of acceptance, failing which our/my security money deposited may be forfeited and our/my name may be removed from the list of suppliers at the IGMC Shimla-1.

NOTE: ALL TERMS AND CONDITIONS SUCH AS TAXES ETC, HAS BEEN INDICATED IN THE QUOTATIONS FAILING WHICH IT WILL BE PRESUMED THAT ALL THE RATES ARE INCLUSIVE OF ALL TAXES AND OTHER TERMS AND CONDITIONS ARE ALSO AS PER YOUR REQUIREMENTS.

Yours faithfully,

Signature of Tenderer(s)  
full Address

WITNESS \_\_\_\_\_  
WITNESS \_\_\_\_\_

**PRICE BID PROFORMA FOR THE INDIAN & FOREIGN JOURNALS**

**ANNEXURE-D -I**

**Prices to be quoted in INR only.**

<b>Sr. No.</b>	<b>Title of Journals</b>	<b>Unit price of HARD copy</b>	<b>Discount offered (in percentage)</b>	<b>Net price</b>
1.				
2.				
3.				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

**It is certified that the cost of Journals shown above, has included all taxes/duties etc. and nothing above shall be charged over and above this cost.**

**Authorized Signatory:  
Name of the firm/bidder:**

**To be enclosed with Technical Bid**



BIDDER PARTICULARS

Bidder Serial Number Allotted on Tender Document: \_\_\_\_\_

1. Name of the Publishers/Dealers :

2. Address of the Publishers/Dealers:

3. Name of the Dealers (s) :

4. Address(es) of the Dealers :

5. Name and address of the person :  
To whom all references shall be  
Made regarding this tender inquiry.

Telephone :

Telex :

Fax :

e-mail address :

Witness :

Signature

Name

Address

Date

Signature

Name

Designation

Company

Date

Company Seal

**CHECK List duly filled in to be attached with the Technical Bid**

<b>S.N.</b>	<b>Particulars</b>	
1.	Undertaking for no gratification as per clause 1.7	Yes/No
2.	Non-blacklisting certificate as per Clause 1.8	Yes/No
3.	Authorization from original manufactures in case bid is being submitted by representative firms (Annexure-B)	Yes/No
4.	Forwarding letter (Annexure-C)	Yes/No
5.	Undertaking as per clause 5.15	Yes/No
6.	List of installations as per clause 5.16	Yes/No
7.	Undertaking on affidavit from the original manufacture as per Clause 18.8	Yes/No
8.	Undertaking for the supply of spare part as per clause 19.1	Yes/No
9.	Whether a list of institution/organizations where your firm has supplied this item recently, is attached alongwith satisfactory performance certificate from those institution/ organizations. As per clause 20	Yes/No
10.	Certificate of having satisfactory service arrangement and fully trained staff as per clause 32.2	
11.	In case you are manufacturer, have you enclosed the certificate.	Yes/No
12.	Whether the prices has been quoted on the prescribed proforma.	Yes/No
13.	Whether all the undertakings as required in the tender document are enclosed	Yes/No
14.	Whether EMD as asked has been attached.	Yes/No
15.	Whether Tender Document duly signed by the authorized signatory attached.	Yes/No
16.	Whether the technical specification of the material are attached.	Yes/No
17.	PAN and copies of Income Tax Returns for the last three years.	Yes/No
18.	Copies of TIN issued/certificate of registration.	Yes/No
19.	Undertaking for supply of spare part during the subsequent twelve years(form G)	Yes/No
20.	Any other certificate/undertaking as prescribed in the tender	Yes/No

**Authorized Signatory:**

**Name of the firm/bidder:**

## **LIST OF INDIAN JOURNALS OF 2017**

### **I ANATOMY**

1. Journal of the anatomical society of India.(+)

### **II PHYSIOLOGY**

2. Indian Journal of Physiology & Pharmacology (+)

### **III BIOCHEMISTRY**

3. Indian Journal of Clinical Biochemistry.

4. Indian Journal of Biochemistry & Biophysics.

5. Indian Journal of Medical Research.

6. Indian Journal of Experimental Biology.

### **IV COMMUNITUY MEDICINE**

7. Indian Journal of Preventive & Social Medicine.

8. Indian Journal of Community Medicine

9. Indian Journal of Public Health.

### **V FORANSIC MEDICINE**

10. Indian Journal of Forensic Medicine & Toxicology.(+)

11. Journal of Indian academy of Forensic Medicine.

12. Journal of Punjab Academy of Forensic Medicine Toxicology(+)

13. Medico Legal Update.(+)

### **VI PHARMACOLOGY**

14. Indian Journal of Pharmacology.

15. Indian Journal Pharmaceutical Sciences.(+)

### **VII MICROBIOLOGY & PATHOLOGY**

16. Indian Journal of Microbiology Research.

17. Indian Journal of Medical Microbiology.

18. Journal of communicable diseases .

19.. Indian Journal of Hematology & Blood transfusion.

20. Journal of Clinical & Diagnostic research (+)

### **VIII OPHTHALMOLOGY**

21. Journal of clinical Ophthalmology & Research.

22. Indian Journal of Ophthalmology

23. Ophthalmology Today.

**IX ENT**

24. Indian Journal of Otology.

25. Indian Journal of Otolaryngology, Head & Neck Surgery.

**X MEDICINE**

29. Journal of Association of Physicians of India.

**XI SURGERY**

30. Indian Journal of Surgery.

31. Journal of Minimal Access Surgery.

32. New Indian Journal of Surgery (Formerly Journal of Indian surgery)

**XII OBSTETRICS & GYNAECOLOGY**

33. Journal of Obstetrics & Gynecology of India.

34. Indian journal of Gynecological oncology.

35. Indian Journal of Obstetrics & Gynecology.

**XIII ORTHOPAEDICS**

37. Indian journal of Orthopedics.

**XIV PEDIATRICS**

38. Indian Journal of Practical Pediatrics.

39. Indian Journal of Pediatrics

41. Indian Pediatric.

42. Annals of Indian Academy of Neurology.

43. Journal of Pediatric Critical Care.

**XV DERMATOLOGY**

44. Indian Journal of Sexually Transmitted disease and AIDS

45. Indian journal of Leprosy.

**XVI ANAESTHESIA**

46. Indian journal of Anesthesia.

47. Journal of Anesthesiology Clinical Pharmacology.

**XVII CARDIOLOGY**

48. Indian Heart Journal.

**XVIII CARDIOTHORACIC SURGERY**

49. Indian journal of Thoracic and Cardiovascular Surgery.

**XIX GASTROENTEROLOGY**

50. Indian journal of Gastroenterology .

51. Tropical Gastroenterology(+)

**XX NEUROLOGY**

52. Neurology India.

**XXI NEURO SURGERY**

53. Indian Journal of Neurosurgery.

**XXII PEDIATRIC SURGERY**

54. Journal of Indian Association of Pediatric surgeons.

55. Indian Journal of Plastic surgery.

**XXIII UROLOGY**

56. Indian Journal of Urology.

**XXIV RADIOTHERAPY**

57. Indian Journal of Cancer.

**XXV NEPHROLOGY**

58. Indian Journal of Nephrology.

**XXVI PULMONARY MEDICINE**

59. Lung India.

60. Indian Journal of Chest Diseases & Allied Sciences(+)

61. Indian Journal of Tuberculosis(+)

62. Indian Journal of Allergy, Asthma and Immunology.

**XXVIII FORANSIC MEDICINE**

63.Indian journal of Forensic Medicine and Toxicology (+)

64. Journal of Indian Academy of Forensic Medicine.

65. Journal of Panjab Academy of Forensic Medicine and toxicology(+)

66. Medico-Legal update(+)

## **LIST OF FOREIGN JOURNALS FOR-2017**

### **I ANATOMY**

1.Surgical & Radiological Anatomy

### **II ANAESTHESIA**

2.British Journal of Anesthesia

### **III BIOCHEMISTRY**

3.Journal of cellular Biochemistry (Print version)

### **IV CARDIOLOGY**

4.JACC: Journal of American College of Cardiology

### **V COMMUNITY MEDICINE**

5.International Journal of Public Health.

### **VI DERMATOLOGY**

6. Dermatology.

### **VII E.N.T.**

7.JAMA Otolaryngology, Head & Neck Surgery(formerly Archives of Otolaryngology Head and Neck Surgery)

### **VII FORANSIC MEDICINE**

8. American Journal of Forensic Medicine and Patholgy.

### **VIII GASTROENTEROLOGY**

9. American journal of Gastroenterology.

### **IX MEDICINE**

10.Annals of Internal Medicine.

12.Journal of American Medical ASSOCIATION (JAMA).

13.The new England Journal of Medicine.

### **X MICROBIOLOGY**

14 American Journal of Infection control.

15 Clinical Infection Dieases.

### **XI OBSTERICS & GYNAECOLOGY**

16.BJOG: International Journal of Obstetrics & Gynecology.

### **VIII OPHTHALMOLOGY**

17. American journal of Ophthalmology.

18. British Journal of Ophthalmology.

### **XII ORTHOPAEDICS**

17 Clinical Orthopedics & Related Research.

18. Orthopedics clinics of North America

**XIII PATHOLOGY**

19. Acta cytological.

**XIV PEDIATRICS**

20. Pediatrics clinics of North America.

**XV PHARMACOLOGY**

21. Annual Review of Pharmacology & Toxicology.

**XVI PSYCHIATRY**

22. Psychiatric clinics of North America.

23. British Journal of Psychiatry.

**XVII PULMONARY MEDICINE**

24. Chest.(from 2016 with Elsevier) (+)

**XVIII RADIOLOGY**

25. Emergency Radiology.

26. Seminars in Ultrasound, CT & MRI

**XIX SURGERY**

27. American journal of Surgery .

28. British Journal of Surgery.

**XX UROLOGY**

29. BJU International.