

GOVERNMENT OF INDIA
DIRECTORATE GENERAL OF HEALTH SERVICES
LADY HARDINGE MEDICAL COLLEGE & ASSOCIATED HOSPITALS
SHAHEED BHAGAT SINGH MARG, NEW DELHI – 110 001

The President of India acting through Director invites sealed tenders from Indian Agents/ Distributors/ Publishers for procurement of Books & Journals in the Central Library, L.H.M.C. & Associated Hospitals, New Delhi, for the year 2020 (financial year 2019-2020). List of Books & Journals (Titles) with terms & conditions can be obtained only from the Central Library, L.H.M.C. & Associated Hospitals. The sealed tenders should be submitted along with the Publisher's Price Proofs in order to Books & Journals' list on or before 05.12.2019 till 12.00 noon in the Central Library of this Institution. **Tender by post/courier will not be entertained.**

1. List of Books & Journals along with terms & conditions are available in the Central Library From 6.11.2019 to 04.012.2019, from 10.30 am to 3.30 pm on all working days except Saturdays, Sundays and Gazetted Holidays.
2. Submission of sealed tenders up to 05.12.2019 till 12.00 noon in the tender-box at the Central Library.
3. Opening of tender box at 2.30pm on 05.12.2019 in the Central Library.

The Director reserves, the right to reject any tender in part or all the tenders without assigning any reason whatsoever.

DIRECTOR
L.H.M.C. & ASSOCIATED HOSPITAL

भारत सरकार
स्वास्थ्य सेवा महानिदेशालय
लेडी हार्डिंग मेडिकल कॉलेज एवं सह अस्पताल,
शहीद भगत सिंह मार्ग, नई दिल्ली- ११०००१

भारत के राष्ट्रपति की ओर से निदेशक द्वारा सेंट्रल लाइब्रेरी, लेडी हार्डिंग मेडिकल कॉलेज एवं सह अस्पताल, नई दिल्ली में पुस्तकों एवं जर्नलस के प्रापण 2020 (वित्त वर्ष 2019-2020) के लिए भारतीय एजंटो/वितरकों/प्रकाशकों से मुहरबंद निविदाएं आमंत्रित की जाती हैं। नियम एवं शर्तों सहित पुस्तकों एवं जर्नलस की सूची (शीर्षकों) की सूची केवल, सेंट्रल लाइब्रेरी, लेडी हार्डिंग मेडिकल कॉलेज एवं सह अस्पताल से ही प्राप्त की जा सकती है। मुहरबंद निविदाएं, पुस्तकों एवं जर्नलस की सूची के क्रम में प्रकाशकों के मूल्य शाक्ष्यों सहित, इस संस्थान की सेंट्रल लाइब्रेरी में 05.12.2019 को दोपहर 12 बजे तक या इससे पूर्व जमा करनी होगी। डाक/ कूरियर द्वारा भेजी गई निविदा विचारणीय नहीं होगी।

1. नियम एवं शर्तों सहित पुस्तकों एवं जर्नलस की सूची/शीर्षकों की सूची, सेंट्रल लाइब्रेरी में 06.11.2019 से 04.12.2019 तक शनिवार, रविवार तथा राजपत्रित अवकाशों को छोड़कर सभी कार्य दिवसों पर पूर्वा. 10:30 बजे से अप. 3:30 बजे के बीच उपलब्ध है।
2. मुहरबंद निविदाओं को सेंट्रल लाइब्रेरी में रखी गई निविदा पेटिका में 05.12.2019 को दोपहर 12 बजे तक जमा करना होगा।
3. निविदा पेटिका को सेंट्रल लाइब्रेरी में 05.12.2019 को अप. 2:30 बजे खोला जाएगा।

निदेशक, बिना कोई कारण बताए किसी भी निविदा को आंशिक रूप से या सभी निविदाओं को पूर्ण रूप से निरस्त करने का अधिकार सुरक्षित रखते हैं।

हस्ता./-
निदेशक
लेडी हार्डिंग मेडिकल कॉलेज एवं सह अस्पताल

**GOVERNMENT OF INDIA
DIRECTORATE GENERAL OF HEALTH SERVICES
LADY HARDINGE MEDICAL COLLEGE & ASSOCIATED HOSPITALS
SHAHEED BHAGAT SINGH MARG, NEW DELHI – 110 001
PHONE NO. 23365181 / 23744491**

1. Price per tender set Rs.0.00
2. Schedule to Tender No. Lib/Proc. Books - Jrls/ 19-20 supply of Books.
3. Time & date of receipt of tender by 12.00 noon on 05.12.2019.
4. Time & date of Tender opening at 2.30 PM on 05.12.2019.

5. TENDER VALIDITY

Tender shall remain open for acceptance for a period of 90 days from the date of tender opening/extended date of opening (if any). Tenders received for shorter validity will be rejected.

6. PURCHASER

THE PRESIDENT OF INDIA
THROUGH : - DIRECTOR,
LADY HARDINGE MEDICAL COLLEGE &
ASSOCIATED HOSPITALS
SHAHEED BHAGAT SINGH MARG
NEW DELHI – 110 001

7. TENDERER'S ELIGIBILITY AND QUALIFICATIONS.

The tenderers' shall furnish as a part of tender document, following documents establishing their eligibility to tender and qualification to perform the contract if its tender is accepted.

- (A) **At least 3 years experience in supply of Medical books (INDIAN& FOREIGN) to Three Government Medical College Libraries (Attach Certificates of supply of 3 Government Medical College Libraries served.) Supply orders will not be entertained, as proof.**

8 TENDER SECURITY

Tenderer shall furnish along with their tender, a tender security for Rs.30,000/-, as EMD Which will be deposited by the tenderer directly in the “bharatkosh.gov.in” , under the head Civil Deposit (Lady Hardinge Medical College) and will attach the receipt obtained from the net. Kindly contact the Library if there is any confusion, before depositing the EMD in Civil Deposit (LHMC), bharatkosh.gov.in”

Unsuccessful tenderers, tender security will be discharged/ returned as promptly as possible after the expiration of the period of tender validity prescribed by the purchaser but not later than 30days of the award of the rate contract. No interest is payable on the tender security amount.

9 .PRICE SCHEDULE AND PAYMENT TERMS

- (A) Net price must be mentioned in rupees only. It must be inclusive of all charges i.e. All taxes, Discounts, Handling charges etc.. Only net price will be considered for purchase.
- (B) Both edition, and year of publication are needed to be mentioned distinctly in the list of books Provided. Only latest edition of books will be considered for purchase. The latest publishers Catalogue/ Invoice or importers/ distributors invoice, copy of such invoice/ catalogue duly certified by the supplier should be submitted along with the approval memo/ challan at the time Of supply of books.
- (C) Bills/Invoices in triplicate in the name of Director, Lady Hardinge Medical College & Associated Hospitals , i.e. Director, Lady Hardinge Medical College & Smt. S.K.Hospital & for Paediatrics Department, Director L.H.M.C. & Kalawati Saran Children's Hospital pre-receipted (On revenue stamp, if necessary) Quoting order number and date are to be sent to Lady Hardinge Medical College for payment. All payments (100% payment) will be released only after the entire supply has been received to the satisfaction of purchaser.
- (D) The bills/invoices should bear the certificate from the supplier that only latest edition(S) has been Supplied.

10 TERMS OF DELIVERY

Free delivery at Central Library, Lady Hardinge Medical College & Associated Hospitals.

11. DELIVERY PERIOD

All orders placed by Lady Hardinge Medical College & Associated Hospitals will be supplied within 60 days for the books ordered with foreign publishers by the suppliers. Orders for books available locally will be supplied within 45 days. However the Director reserve the right for extension of period of supply of books if required.

12. PENALTY CLAUSE

- (A) For delays – If the supplier fails to supply books as ordered to them within the time period Specified in the contract, the security amount will be forfeited.

13. VERIFICATION

Books will be accepted only after the verification at the Lady Hardinge Medical College Library by : -

Verification Authority – Director,
Lady Hardinge Medical College & Associated Hospitals
New Delhi
OR
Library & Information Officer

- 14. Tenderers are required to comply with above requirements and submit their tender complete in all respects , and submit following documents along with the tender by the due date and time in sealed cover super scribing “ Tender for Supply of books in Lady Hardinge Medical College & Associated Hospitals”.

(A) Tender Security(EMD)

(B) **Certificate from three Govt. Medical College Libraries served for three years.**

15. MODIFICATION AND WITHDRAWAL OF TENDERS

- (A) The tenderer may modify or withdraw its tender after the tender's submission, provided that written notice of the modification or withdrawal is received by the purchaser prior to the deadline prescribed for submission of tenders.
- (B) The tender's modification of withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions of tender notice. A withdrawal notice may be sent by a signed letter by hand not later than the deadline for submission of tenders.
- (C) No tender may be modified subsequent to the deadline for submission of tenders.

16. Tenders not meeting any/all of the aforesaid requirements (s) shall be rejected.

17. RESOLUTIONS OF DISPUTES

In case of a dispute or difference arising between supplier and purchaser relating to any matter arising out of or connected with the contract, such dispute or difference shall be referred to the sole arbitration of an officer in the ministry of law appointed to be the arbitration by the Director Lady Hardinge Medical College & Director general of Health Services. The ward of the arbitrator shall be final and binding to the parties concerned.

SIGNATURE OF TENDERER _____

NAME IN BLOCK LETTERS _____

CAPACITY IN WHICH
TENDER IS SIGNED _____

ADDRESS IN FULL _____

TELEPHONE/MOB.NO. _____

**TERMS & CONDITIONS FOR SUPPLY OF JOURNALS FOR THE SUBSCRIPTION
YEAR 2020 (JAN-DEC).**

1. Annual subscription price of journals for the institution (inclusive of airmail charges) will be charged as fixed by publishers. Prices quoted for each title, price proofs have to be submitted at the time of submission of tender only.
2. Conversion rates will be charged by you as fixed by the good office committee at the time of submitting the tender/invoices. Conversion rates for the month of December only will be accepted.
3. As per the publishers policy, journals will be supplied directly to the subscriber, however the agency will provide challan for the direct supplied issues.
4. Only rate for the year 2020 of all titles shall be quoted by the agencies, rates quoted for 2019 will not be accepted.
5. From the date of advance payment from this institution you will forward the same amount to the publishers on behalf of Director, LHMC within a fortnight and shall submit to LHMC the remittance proof details within eight (8) weeks, which will be regarded as invalid if not made in the name of LHMC.
6. You shall be required to submit complete supply status of journals to LHMC in the last week of March, June, September & December of subscription year 2019, giving reasons of non-supply, if any, with documentary evidence from publisher.
7. All non-supplied issues of the subscribed journals will have to be supplied by you by the last week of February of the following year of subscription failing which you shall be required to refund double of the subscription amount of non-supplied journals' issues through DD in the name of "Director, LHMC". At the same time you shall be required to submit the bill for supplied journals for the final settlement of advance payment made to you by first week of March of following year.
8. All the issues of the subscription year will have to be supplied by you. No extension of period of subscription will be accepted by this institution.
9. At the time of receiving the advance payment for the purchase of journals for the subscription year 2020, you will be required to provide Bank Guarantee for 100% of the amount of total ordered value, till 30th April 2021 from the date of issue of the advance payment. If agreed all the terms & conditions, give your- acceptance on the Non-judicial stamp paper of Rs. 100/- (Rupees One Hundred Only), at the time of submission of tender.
10. At least 5 year experience in supply of Medical Periodicals (INDIAN& FOREIGN) to 3 (three) Govt. Medical College Libraries. Please attach certificates/proofs. Those who will not attach certificates/proofs their tender will be rejected.

11. The authority reserves the right to reject any or all the tenders/invoices without assigning any reason & also is not bound to accept the lowest rates. The authority also reserves the right to delete any title from the tender/invoice.

12. The Agencies are already supplying Journals to LHMC in the current Year need not to fill the tender, if their supply is not up to the mark.

13. The agency will provide subscription number of on-line journals which are free to the institution for the subscription year 2020.

14. RESOLUTION OF DISPUTE

IN CASE OF A DISPUTE OR DIFFERENCE ARISING BETWEEN SUPPLIER AND PURCHASER RELATING TO ANY MATTER ARISING OUT OF OR CONNECTED TO THE SOUL ARBITRATION OF AN OFFICER IN THE MIN. OF LAW, APPOINTED TO BE THE ARBITRATOR BU THE DIRECTOR GENERAL OF HEALTH SERVICES. THE AWARD OF THE ARBITRATOR SHALL BE FINAL AND BINDING TO THE PARTIES CONCERNED.

I agree to the above stated terms and conditions of supply order of LHMC & Associated Hospitals, New Delhi.

Signature of tenderer_____

Name in Block Letter_____

Capacity in which tender is signed_____

Address of agency_____

Telephone No._____

