

## SECTION - I

# National Institute of Disaster Management

Sector-29, Rohini, Delhi-110042

## EXPRESSION OF INTEREST (EoI) INVITING TENDERS

Advertised Tender Enquiry on behalf of **NIDM**, online bids are invited in two bid system (Technical Bid and Financial Bid) from reputed, eligible and qualified firms/manufacturer for supply of following Goods:

S. No.	Brief Description of Goods	Quantity
1.	Supply of Journals for the Year 2023	As per Section V

## SECTION - II

### INSTRUCTIONS

- All the bids will only be accepted offline only at NIDM, Rohini Campus.
- The Tender Enquiry Document can be downloaded directly from the website <http://nidm.gov.in/>.
- Bidders are advised to visit this website regularly to keep themselves updated, for any changes/modifications in the Tender Enquiry Document and any corrigendum, till closing date of submission of bid.
- If you are registered firm under Micro, Small Enterprises (MSEs) please submit necessary documents related to the same.
- Technical bid and financial bid should be provided separately in two different envelopes.
- Vendors will be asked to submit all the mandatory documents for technical verification
- Please let us have your tender for supplying of 06 journals for the year 2023 with following details along with Check List:
  - Details of Journals
  - Approved Supplier Certificates
  - List of clients / users and Last 3 years performance report
  - Authorized Supplier Letter of current year
  - Registered Member Registration No/Membership no of current year
  - Income Tax and annual returns of last three years
  - Audited balance sheet, Profit & Loss Account, Profit and Gross Turnover for last 3 financial years
  - PAN Card copy
  - Subscription Rate (Institutional)
  - Mode of Payment
  - Details of Remittance to Publishers
  - Mode of Supply
  - Mode of Claim Settlement / Refund for missing issues
  - Special features if any
  - ID for the online journals which are free with print subscriptions
  - Terms & Conditions agreement in letter head with stamp and signature
- Vender are requested to upload the price list of journals as per the attached Supplier Price List excel sheet (Print, KNC-Print) in Financial bids only.
- ED, NIDM reserves the right to reject all or any tender without assigning any reason**

## **Technical Qualifications & Requirements**

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 the tenderers, as fixed by the good office committee at the time of submitting the tender/invoices. Conversion rates for the closing date of tender 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. Rates for the year 2023 only, for all titles shall be quoted by the agencies, rates quoted for 2022 will not be accepted.
5. The company should have a minimum turnover of 50 lakhs per annum for last three years (2020-21, 2021-22, 2022-23) Copies of proof to be attached. From the date of advance payment the agency will forward the same amount to the publishers on behalf of ED, NIDM within a fortnight and shall submit to NIDM the remittance proof details within Four (4) weeks, which will be regarded as invalid if not made in the name of NIDM.
6. The agency shall be required to submit complete supply status of journals to NIDM in the last week of March, June, September & December of subscription year 2023, 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 2024, failing which agency shall be required to refund double of the subscription amount of non-supplied journals' issues through DD in the name of "ED, NIDM". At the same time agency shall be required to submit the bills for supplied journals for the final settlement/adjustment (of advance payment made to the agency for 2023) by first week of March 2024.
8. All the issues of the subscription year will have to be supplied by the agency. No extension of period of subscription will be accepted by this institution.
9. In case of advance payment for the purchase of journals for the subscription year 2023, agency will provide Bank Guarantee for 100% of the amount of total ordered value, till 30 April 2024 from the date of issue of the advance payment. If agreed all the terms & conditions, give acceptance on the Non-judicial stamp paper of ₹100 (Rupees One Hundred Only), at the time of submission of tender.
10. The agency must have permission from RBI to open foreign currency bank account for journals subscription, such permission letter should be attached.
11. At least 5-year experience in supply of Periodicals (Indian & Foreign) to 3 (three) Govt. libraries. Please attach certificates as proofs. **Supply orders as proof will not be accepted.**
12. Authority of NIDM 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.
13. The agency will provide subscription number of on-line journals which are free to the institution for the subscription year 2023.

**SECTION - III**

CHECKLIST (to be submitted with Technical Bid)

**The vendor should upload following documents (duly attested) with Technical Bid** (Please give Annexure No. for submitted Documents as mentioned below)

**Name of Company:** \_\_\_\_\_

**Name of Contact Person:** \_\_\_\_\_

**Mobile No:** \_\_\_\_\_ **eMail ID:** \_\_\_\_\_

<b>Sr. No</b>	<b>Name of Document</b>	<b>Document Submitted (Yes/No)</b>	<b>Annexure No</b>	<b>Reason for not submitting documents</b>
1	Details of Journals		I	
2	Authorized Supplier Letter of current year		II	
3	Registered Member Registration Certificate of current year		III	
4	List of clients / users and Last 3 years Performance report		IV	
5	Last 3 years Tax Assessment & Turn Over Certificates		V	
6	Last 3 years Annual Audit Statement		VI	
7	GST Registration Certificate		VII	
8	Terms and Conditions Agreement in letter head with stamp and Signature		VIII	
9	PAN Card		IX	

**Signature with Company Seal**

SECTION - V

**Financial Bid**

A. LIST OF JOURNALS TO BE SUBSCRIBED IN PRINT FOR THE YEAR 2023

<b>S. No.</b>	<b>Name of Journals</b>	<b>Name of Publisher</b>	<b>Issues</b>	<b>Curr.</b>	<b>Foreign Price</b>	<b>Con. Rate</b>	<b>Price</b>	<b>Net Price after Discount</b>
1	Disasters							
2	Development and Change							
3	Indian Geotechnical Journal							
4	Indian Journal of Gender Studies							
5	Indian Journal of Traditional Knowledge							
6	International Journal of Multidisciplinary Research and Development							