

## **TERMS AND CONDITIONS**

1. Tender form should be purchased from University Library, PJTSAU by making payment of Rs.3000=00 by drawing Demand Draft favoring "University Librarian", PJTSAU payable at Hyderabad
2. Application form to be submitted in the prescribed form purchased from PJTSAU University Library only will be accepted.
3. The Last date for submission of Application form is **31-10-2018 upto 4.30 p.m.** only.
4. The tenders shall be submitted in sealed cover only.
5. The Purchase Committee of Library appointed by PJTSAU will finalize the tenders and the decision of the purchase committee will be final.
6. An amount of Rs. 40,000/- (Rupees Forty thousand only) shall be deposited as EMD along with quotation. A demand draft drawn from any Nationalized Bank shall be submitted in favor of "**University Librarian, PJTSAU**".
7. The EMD of unsuccessful firm will be returned only after finalization of Tenders only.
8. The Tender Application form received after due date will not be considered.
9. The firm shall make advance payments to the publishers on behalf of PJTSAU and shall claim proof for reimbursement from the University.
10. The firm submitting the quotation shall have the following minimum requirements.
  - a) A Member of Good Officers Committee since ten years.
  - b) Preference will be given to the firms who can provide online access to the print Journals subscribed.
  - c) The Company should be in existence for at least 10 years and Registration Certificate shall be submitted as proof.
  - d) The company should have a minimum turnover Rs. 15 Crores for the past 3 years. balance sheet must be submitted as proof.
  - e) The company should be serving Prestigious Institutions like IIT's, IIM's as well as other State Agricultural Universities/ICAR Institutions. Order copies should be attached as proof.
  - f) Should be serving at least 10 State Agricultural Universities or ICAR Institutions in the year 2018. Order copies should be attached as proof.
  - g) The company should have executed at least 10 orders worth Rs.50 Lakhs or more in the previous year. Order copies should be attached as proof.

- h) Company should have proper infrastructure, technical trained staff & resources to enable & provide online access of subscribed journals to the Agricultural University.
- i) The company should have online tracking of periodicals supply, claims and delivery status.
- j) The company should have an office at Hyderabad with an executive assigned, who will be the contact point of the company for the Agricultural University.
- k) All the journals must be delivered by hand at least once in a fortnight. No courier or postal deliveries shall be accepted.
- l) The company's executive should visit to reconcile supply status at least once in a month.
- 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.
- n) The company should have an internet/web based facility wherein supply, claim & delivery status can be viewed online.

11. The subscription amount should be remitted at Bank Conversion rates on the date of remittance to the subscriber. In turn the purchaser 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 Officers Committee (GOC).

12. No handling charges will be paid in case of trade discount and short discount periodicals.

13. As and when subscription orders / renewal orders are received from the purchaser the supplier should remit the subscription amount to the publishers directly within 15 days from the date of receipt of orders from the purchaser on behalf of the purchaser and submit the bill to the purchaser for making payment.

14. 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 purchaser 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 purchaser 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 purchaser. Supplementary bills, as far as possible, shall be avoided.
- d) The payment shall be made to the supplier by the purchaser within two months from the date of receipt of the bills.

15. In case of cessations, discontinuation or non-supply of any periodicals the amount paid by the purchaser 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.

16. The supplier shall take the responsibility of sending AIR MAIL letters to the respective publishers claiming the missing issues with a copy marked to the purchaser. All the journals and issues ordered by the purchaser 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.

17. 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 purchaser 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 purchaser as per the condition laid down under item No.(16) above. The supplier shall remit to purchaser any refund towards the cost of periodicals not supplied during the year without any delay.

18. The purchaser 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 Telangana State for billing purpose. All these orders shall be considered as one order but arrangements shall be

made to supply periodicals directly to the respective libraries. The Supplier shall ensure the supply of periodicals to the purchaser directly from the publishers.

19. 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 purchaser will review and release once in every three months.
20. RBI permission: The supplier must have permission from RBI to make foreign exchange remittances. Copy of such permission should be enclosed.
21. Any dispute between the purchaser and supplier shall be decided by the appropriate courts within the jurisdiction of Telangana State. The purchaser reserves the right to cancel the order if the services are not found satisfactory, by giving a notice of three months.
22. **The university reserves the right to cancel the tenders at any time without assigning any reasons and binding.**

Sd/-  
University Librarian  
PJTS Agricultural University  
Rajendranagar, Hyderabad – 500 030