



ICAR-INDIAN INSTITUTE OF HORTICULTURAL RESEARCH  
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**NOTICE INVITING LIMITED TENDER THROUGH E-  
PROCUREMENT TOWARDS PURCHASE OF FOREIGN JOURNALS FOR  
THE YEAR 2020 AT IIHR**

We have requirement for the Foreign Journals for the year 2020 as per Annexure II as indicated below. For which you are invited to submit your most competitive bids. All the relevant details are given below.

The tender document contains the following:-

**Annexure-I - Terms for Delivery of Goods**

**Annexure II ---“Guiding specification and other technical details”**

**Annexure-III -- “Instructions for Online Bid Submission”**

<b>Tender Enquiry No. : F.No.5-157/2019-20/SP-Library-Foreign Journals/</b>	
<b>Date and Time for Issue/Publishing</b>	<b>12.03.2020 at 04:00 PM</b>
<b>Document Download Date and Time</b>	<b>12.03.2020 at 04:00 PM</b>
<b>Bid Submission start Date and Time</b>	<b>12.03.2020 at 04:00 PM</b>
<b>Bid Submission End Date and Time</b>	<b>19.03.2020 at 03:00 PM</b>
<b>Date and Time for Opening of Bids</b>	<b>21.03.2020 at 11:00 AM</b>

**IMPORTANT NOTES:-**

- i. Tender Documents can be downloaded from IIHR website [www.ihr.res.in](http://www.ihr.res.in) or from the Central Public Procurement Portal [www.eprocure.gov.in](http://www.eprocure.gov.in). Bidders should enroll / register in the e-procurement module of Central Public Procurement Portal through the website : [www.eprocure.gov.in](http://www.eprocure.gov.in) for participating in the bidding process. Bidders should also possess a valid DSC for online submission of bids. Central Public Procurement Portal (CPPP) **shall not tamper/modify the tender form including downloaded price bid template in any manner**. In case if the same is found to be tampered /modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with IIHR.
- ii. **Bids received on e-tendering portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected. EMD DD should be sent through Reg. post to IIHR.**
- iii. **Intending tenderers are advised to visit again IIHR website [www.ihr.res.in](http://www.ihr.res.in) or from the Central Public Procurement Portal [www.eprocure.gov.in](http://www.eprocure.gov.in) at least 3 days prior to closing date of submission of tender for any**

corrigendum/addendum/amendment.

- iv. IIHR reserves the right to accept / reject any or all the tenders in part /full without assigning any reason thereof.
- v. IIHR will not be responsible for any delay in enrollment / registration as bidder or submitting /uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website [www.eprocure.gov.in](http://www.eprocure.gov.in) and enrol their Digital Signature Certificate and upload their quotation well in advance.
- vi. Bids will be opened as per date/time as mentioned in the **Tender Critical Date Sheet**. After online opening of Technical-Bid the results of their qualification as well Price-Bid opening will be intimated later.
- vii. Any change / corrigendum/ extension of opening date in respect of this tender shall be issued through websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates.
- viii. Not more than one tender shall be submitted by one contractor or contractors having relationship. Under no circumstances will father and his son(s) or other close relations who have business relationships with one another (i.e when one or more partners (s)/Director (s) are common be allowed to tender for same contract as separate Competitors. A breach of this conditions will render the tenders of both parties liable to rejection.
- ix. Tender not accompanied with the cost of tender documents is liable to be rejected.
- x. The tender form/bidder documents may be downloaded from the website: <https://eprocure.gov.in/eprocure/app>. Online submission of Bids through Central PublicProcurement Portal ( <https://eprocure.gov.in/eprocure/app>) is mandatory. Manual bids shall not be accepted.
- xi. Tenderers/bidders are requested to visit the website <https://eprocure.gov.in/eprocure/app> regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
- xii. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The Ministry reserves the right to accept or reject any or all the tenders.

The Firms are required to furnish / upload copies of the following documents:

- I. Signed and Scanned copy of Firm's registration, PAN No, VAT No, TIN No & Affidavit of Partnership firm.
- II. Signed and Scanned copy of documents like tender documents & RTGS detail of the firm.
- III. Scanned copy of similar contracts to Government Departments.

We agree to supply the above Library books. We confirm that the same will meet the description, specification and other technical details as required in the tender enquiry.

We conform that we agree to all other terms and conditions of your tender enquiry including the terms of delivery, period of delivery and warranty provision.

We have furnished all the information, as required in the tender enquiry and attached the relevant documents.

(In case a tenderer desires to put some additional/modified stipulations, terms and conditions etc. the same may be clearly indicated).

We confirm that our offer will remain valid for acceptance for **180days** after the date of opening of tenders.

**Sd/-**  
**CHIEF ADMINISTRATIVE OFFICER**

**Annexure-I**

**i. Terms of delivery:**

**Delivery at site viz.—Librarian,ICAR-I.I.H.R,(Library)Hessarghatta, Bangalore.**

**ii. Delivery period for supply of required Library Foreign Journals:**

within 30days from the date of the purchaser's signing the contract.

**iii. Price structure:**

**a) The bidder shall quote for the complete requirement of Library Foreign Journals for the full quantity as shown against in Annexure –II.**

**b) The rates and prices quoted shall be in Indian Rupees only.**

c) All duties, taxes and levies payable by the supplier under the contract shall be included in the quoted price. The purchaser will not pay any such duties, taxes and levies separately.

d) The rates and prices quoted by the supplier shall remain firm and fixed during the currency of the contract and shall not be subject to variation on any account, whatsoever, including statutory variations, if any.

**vii. Receipt of Foreign Journals and terms of payment:**

**a) Payment term for supply of Foreign Journals:-**

Immediately on receiving the **Foreign Journals** at site, the Librarian, will verify the quantities of the items supplied as specified in the delivery challan of the supplier and also check for any superficial damage etc. in the **Foreign Journals** so supplied and issue a provisional receipt accordingly. If the **Foreign Journals** supplied at site, the purchaser, within three working days of issue of the provisional receipt, will issue acceptance certificate (of the **Foreign Journals**) to the supplier, provided the **Foreign Journals** supplied are acceptable in terms of the contract. The supplier will then send its invoice along with the purchaser's acceptance certificate and other accompanying documents to the paying authority for payment.

The paying authority will release the full payment to the supplier as due in terms of the contract, within fifteen working days of receipt of supplier's invoice, purchaser's receipt certificate and other accompanying documents, provided the same are in order.

After release of payment to the supplier as per sub-para (a) above and after successful completion of training of the operator(s) in terms of the contract, the purchaser will immediately issue a certificate to this effect to the supplier. The paying authority will release the payment to the supplier in terms of the contract within fifteen days of receipt of supplier's invoice provided the invoice and the accompanying documents are in order.

**PAYING AUTHORITY: THE DIRECTOR, IIHR, HESSARAGHATTA LAKE POST, BANGALORE- 89.**

### **viii Liquidated Damage Clause:**

If any time during the performance of the contract, the supplier encounters conditions hindering timely delivery of the goods, the supplier shall promptly inform the purchaser in writing the fact of the delay and the likely duration of the same. After receipt of supplier's communication, the purchaser shall decide as to whether to cancel the contract for the un-supplied portion after the existing delivery period, or to extend the delivery period suitably issuing an amendment to the contract. If the supplier fails to deliver the goods and/or perform the services within the contractual delivery period for reasons other than circumstances beyond supplier's control (which will be determined by the purchaser) and the purchaser extends the delivery period, the purchaser will also deduct from the contract price, as liquidated damages, a sum equivalent to 0.5% (half per cent) of the delivered price of the delayed goods or unperformed services for each week of delay or part thereof until actual delivery or performance. The maximum limit of such deduction will, however, be 10% (ten per cent) of the contract price of the delayed goods or services.

Further, during such delayed period of supply and/or performance, the supplier shall not be entitled to any increase in price and cost, whatsoever, on any ground. However, the purchaser shall be entitled to the benefit of any decrease in price and cost on any ground, whatsoever, of the goods and services, supplied during the period of delay.

### **x) Dispute Resolution Mechanism**

If any dispute or difference arises between the purchaser and the supplier relating to any matter connected with the contract, the parties shall make every effort to resolve the same amicably by mutual discussions. However, if the parties fail to resolve the dispute or difference by such mutual discussion within 30 days, either the purchaser or the supplier may give notice to the other party of its intention to refer the same to arbitration. The arbitration shall commence thereafter. The arbitration shall be conducted by a sole arbitrator, who will be appointed by the Secretary, ICAR and the procedure to be followed in this respect will be as per the Indian Arbitration and Conciliation Act, 1996. The venue of the arbitration shall be the place from where the contract is issued.

#### **1. You are also required to fulfill the following conditions and furnish the details as indicated in subsequent paragraphs.**

2. At the time of awarding the contract, the purchaser reserves the right to increase or decrease by up to 25%, the quantity of Foreign Journals as specified in the list of requirements, without any change in the unit price or other terms and conditions.
3. Please furnish a certified copy your later ITCC (INCOME TAX CLEARANCE CERTIFICATE).
4. Please indicate if you are currently registered with any Govt. organization and if registered, furnish all relevant details.
5. Please state whether business dealings with you presently stand banned by any Government organization and, if so, furnishes relevant details.
6. The supplier shall at all times indemnify the purchaser, at no cost to the purchaser, against all third party claims of infringement of patent, trademark or industrial design rights arising from the use of the goods or any part thereof, with respect to the goods quoted by the supplier in its offer.

7. The contract shall be governed by the laws of India and interpreted in accordance with such laws.

8. Notwithstanding the above, the purchaser reserves the right to accept or reject any quotation or annul the tendering process and reject all quotations at any time prior to award of the contract, without assigning any reason, whatsoever, and without incurring any liability or obligation, whatsoever, to the affected tenderer or tenderers.

Tender Document should contain covering letter, Bidder's Profile on the prescribed format and the requisite fee.

- a) Bidder should mention the flat discount rate offered by the bidder and should be duly signed and stamped by the bidder.
- b) The amount quoted by the bidder in the Financial Bid shall mention all levies and taxes, packing, forwarding, freight and insurance in case of material to be supplied.
- c) The Supplier must attach a list of Government Institutions to which they have supplied books in the last three years along with proof.
- d) The Supplier shall append the declaration on the bill that:-
  - a. Only the latest editions of the Foreign Journals 2020 etc. have been supplied.
  - b. The actual prices of Publications have been charged without any handling/postage charges.
  - c. These are not remaindered titles/ damaged books with missing pages.
- d. The Indian/Low priced editions of these publications (if foreign) are not available in India.
- e) Damaged books, books with missing pages shall have to accept back by the supplier even after they have been stamped for accessioning.

t) The Good Offices Committee (GOC) rates should not be used for exchange rate assist is not a Government entity. On obtaining the proof of RBI/ nationalized bank exchange selling rates having prices in foreign currencies on the date of invoice for (a) books and other monographs, payment will be made against pre-receipted bills after the supply is made against the proper purchase orders issued by the ICAR Unit. Price Proof: Accepted Price Proof are : ( Signed & Stamped by supplier) distributor's invoice to supplier, Printout from the Publisher's catalogue, Photocopy from Publisher Catalogue For some Indian publications, price mentioned on the title Alternatively, Library also cross verifies the prices from publisher's website. Such printouts verified and signed by library staff will be accepted as price proof.

u) Downloaded forms should be accompanied with a DD of 1,000/- (Rupees One Thousand Only) as cost of Tender Document and should be drawn from any nationalized bank favoring ICAR Unit This DD should not be merged with the DD for Bid Security.

v) The Director, ICAR-IIHR, Hesaraghatta, reserves the right to reject any or all Bids/Offer without assigning any reason or cancel the process at anytime.

w) Exhibitions: Library may arrange for book exhibitions through publishers or their representatives or the empanelled suppliers. Institute will facilitate the exhibitions by providing the space, basic furniture, indent forms, etc. for obtaining book recommendations

#### **Terms and conditions for Vendors :-**

- a. All books carry a discount as per the agreed terms.
- b. This order should be acknowledged within 7 days.
- c. If a book is ordered from abroad, we should be informed accordingly before sourcing it.
- d. The latest paperback editions should always be supplied unless otherwise mentioned. Indian reprints/editions, if available should be supplied. Librarian of ICAR Unit should be consulted beforehand if vendors intend to supply hardback editions, if the ordered paperback edition is not available.
- e. The Supplier shall supply all the ordered Foreign Journals within the period (of one year for Foreign Publication) from the date as specified in the purchase order.

**Annexure – II**

**REQUIRED FOREIGN JOURNALS FOR THE YEAR 2020 FOR SUPPLY TO IIHR,  
LIBRARY**

Sl.No.	Title
01	Annals of the Entomological Society of America
02	European Journal of Horticulture Science
03	Fruits.
04	Genome
05	Hort Science.
06	International Journal of Plant Sciences
07	Journal of the American Society for Horticultural Sciences.
08	Journal of Economic Entomology
09	Journal of Environmental Horticulture
10	Journal of Horticultural Science & Biotechnology
11	Phytopathology
12	Plant Disease
13	Scientia Horticulturae

**Terms and Conditions:**

1. GOC terms and conditions to be followed.
2. The bank guarantee for full amount remitted should be submitted and shall be released after the supply is completed and settlement made.
3. The rates charged for subscription shall be as that of the rates quoted by the publishers for Institutions including postage, if any which should be supported

by the publishers' price list/catalogues or invoice.

4. All surface mails should be air lifted free of cost.
5. Proof for having remitted the subscription amount in advance to the publishers on behalf of IIHR Bangalore shall be submitted to the office in the form of order copy to the publisher and copy of the demand draft.
6. Conversion rates for foreign currencies shall be as per the GOC exchange rates at the time of billing.
7. No handling cost shall be charged on service rendered to the Institute.
8. The Journals shall be supplied to the Institute Library at Hesaraghatta.
9. Journal issues should be supplied regularly every day and complete the supply by the end of December 2020.
10. The supplier should ensure the supply of missing issues of journals and refund the full amount of any missing issue in case of non-supply.
11. An agreement on a non-judicial stamp paper abiding all the terms and conditions duly signed should be submitted by the firm (format will be provided later).
12. **Willingness to supply only partly will not be considered.**

Sd/-  
CHIEF ADMINISTRATIVE OFFICER

### **Annexure-III**

#### **INSTRUCTIONS FOR ONLINE BID SUBMISSION:**

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>

#### **REGISTRATION:**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their userID / password and the password of the DSC / eToken.

#### **SEARCHING FOR TENDER DOCUMENTS:**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through

SMS / e-mail in case there is any corrigendum issued to the tender document.

- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **PREPARATION OF BIDS:**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

### **SUBMISSION OF BIDS:**

- 1) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 4) The serve time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders,

opening of bids etc. The bidders should follow this time during bid submission.

- 5) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- 6) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 8) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

**ASSISTANCE TO BIDDERS:**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

For any technical related queries please call the Helpdesk, Mobile Number -

+91 8826246593 Tel: The 24 x 7 Help Desk Number 0120-4200462, 0120-4001002.

E-mail: support-eproc[at]nic[dot]in

Note: Bidders are requested to kindly mention the URL of the Portal and Tender Id in the subject while emailing any issue along with the Contact details.

**Sd/-**  
**CHIEF ADMINISTRATIVE OFFICER**

**TENDER ACCEPTANCE LETTER**  
(To be given on Company Letter Head)

Date:

To,

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**Sub: Acceptance of Terms & Conditions of Tender.**

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: -

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Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

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as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc .,), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I/We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I/We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

