

**OFFICE OF THE DEAN,
MGM MEDICAL COLLEGE,
INDORE**

*TENDER FORM FOR SUPPLY
OF
MEDICAL JOURNALS
2015-16*



Price: Rs. 1000 /- (by hand)

[Handwritten signature]

M G M MEDICAL COLLEGE, INDORE
TENDER FORM FOR SUPPLY
OF
MEDICAL JOURNALS
2015-16

Issued by:

Dean & CEO,
M G M Medical College,
Indore

Address: -

A.B.Road,Indore


Phone No. :0731-2527383,2527679

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deanlibrary@dataone.in

Website: -www.mgmmcindore.org



**Prof. In-charge
Central Library
M.G.M. Medical College,
INDORE (M.P.)**

INDEX

	Page No.
1 COVERING LETTER AND IMPORTANT DATES	4
2 GENERAL INSTRUCTION AND TENDER PROCEDURE	5-6
3 GENERAL TERMS & CONDITIONS	7-11
4 TERMS AND CONDITION FOR PURCHASE OF JOURNALS	12
5 LIST OF REQUIRED JOURNALS	13-15
6 SAMPLE OF AFFIDAVIT	16
7 DECLARATION	17



Last Date For Sale of Tender Form: 28.12.2015 upto 5 P.M
Last Date for Submission: 29.12.2015 upto 1 P.M
Opening of tender: 29.12.2015 upto 3 P.M

To,
Dean & CEO
MGM Medical College
Associated Hospitals (Autonomous Society),
A.B. Road, Indore (M.P.)
452 001

Subject: Tender submission for -----

We, the undersigned being a bidder for -----
undertake to abide by the terms and conditions as have been specified in the
tender form. In the event of acceptance of our bid offer, we shall enter into an
agreement with you at approved rates.

Yours faithfully,

Authorized Signatory

(Full Name & Address of Authorized signatory under official seal)

Date:----- Date:-----
Phone No.:----- Fax No.:-----
Mobile No.:----- E-Mail : -----

Enclosure:



GENERAL INSTRUCTIONS

TENDER PROCEDURE

1. Tender forms will be sold by Dean, MGM Medical College, Indore to the desired parties up to 28.12.2015 till 5 P.M by paying in person Rs.1000/- (Rs. One Thousand Rupees only), in cash /DD in favour of Dean, MGM Medical College, Indore, Payable at Indore as the cost of Tender form (Non refundable). Or Tender can be down loaded from Website - www.mgmmcindore.org and downloaded form should be accompanied with D.D of Rs 1000/- in Favour of Dean, MGM Medical College , Indore Payable at Indore.
2. No relaxation from EMD
3. Each bid must be submitted in the following manner:
 - i. Original tender application signed by authorized signatory on each page under official seal together with:
 - a. The financial statement of the preceding financial year & certificate of good financial standing and practices issue by your bankers of the financial year 2014-15,
 - b. Current Sales Tax Clearance Certificate issued by the competent authority (If applicable)
 - c. Turn over certificate issued by Chartered Accountant for last Three years.
 - d. Satisfactory report of supply status for the three years including 2014 of your clients.
 - e. Registration of the Company /Firm issued by the Competent Authority, and
 - f. Affidavit on Rs 100/- Non-Judicial stamp paper duly notarized concerning no black listing, least price offer, no pending case against the firm by any Govt., by any Investigating agency, CBI or Economic Offense Department etc.
 - ii. **Envelope A:** Containing EMD of Rs. 10,000/- (Rs. Ten Thousand only) in the form of F.D. for one and half year, issued by nationalized bank guaranteed by RBI, in the name of the bidder and pledged in favour of **Dean, MGM Medical College, Indore** (refundable)
 - iii. **Envelope B:** Separate financial bid for Medical journals with two additional self certified copies of each.

Important: All envelopes must be wax sealed using sealing wax and official seal.



4. Marking of Envelopes:

Envelope A: must be marked "EMD for tender relating to the supply of Medical journals in separate sealed envelopes.

Envelope B: must be marked "financial bid for tender relating to supply of Medical Journals" in separate sealed envelopes.

Envelope C: Containing sealed Envelop 'A' & ' B' and all documents mentioned in paragraph No. 3 (i).

The bid must be submitted in following format:

S.N	Title of the Journal	Conversion rate	Publisher Price for the Year 2016			Price in Rs.	Discount in %			Discounted Price in Rs.
			Print Journals. with online free	Print + online Journals	Online Journals		Print Journals. with online free	Print + online Journals	Online Journals	

5. Submission of Tender:

Tenders complete in all respect have to be submitted in the office of the Dean, MGM Medical College, Indore on or before 29.12.2015 up to 1 P.M. (13 Hrs) .

6. Opening of tender

The opening of the tender will be sequential procedure, as under:-

Envelopes 'A' will be opened on 29.12.2015 at 3 PM (15 Hrs) in the Central Library at MGM Medical College, Indore in presence of authorized representatives of the bidders, if they are present. At this stage following documents will be checked.

- a. Original Tender Form: (Attaching desired enclosures will be the sole responsibility of the bidder).
- b. Envelope A: will be checked for F.D. of desired EMD. If the envelop does contain EMD of desired amount in form of FD for desired period, the tender will be rejected.



MGM MEDICAL COLLEGE & ASSOCIATED HOSPITALS
(AUTONOMOUS SOCIETY), INDORE

GENERAL TERMS & CONDITIONS

- 1 **Acceptance of Contract:** - Any clause, conditions or items in this which is repugnant to or inconsistent with the terms and conditions of the tender enquiry, contract and its annexure shall be void and of no force and effect.

- 2 **CEO:-** The Dean, MGM Medical College, Indore, in this, foregoing pages and hereinafter means Chief Executive Officer. The purchases are being made for and on behalf of the MGM Medical College & Associated Hospitals Autonomous Society, Indore.

- 3 **Submission of Tender:** - See general Instructions. Bidders are again reminded to ensure marking and wax sealing of each and every envelope.

- 4 **Address:** - The bidder must mention their full address, such as number street, colony, town, country with pin code etc. which should be easily verifiable. Vague addresses are liable to be rejected.

- 5 **Authorized Representative:** - Only one authorized representative of the bidder will be allowed to be present at the time of opening of envelop A and B.

- 6 **Authorized Person:** - After receiving letter of acceptance, the authorized signatory shall inform in writing, under his official seal, the name and designation of the person together with attested signatures of the person who shall be authorized to deal with all matters including signing of contract & who shall be directly responsible for the successful completion of contract.



- 7 **Cost of tender form:** - Will not be refunded in any case. EMD in the form of FD for one and half year issued by scheduled bank authorized by RBI, in the name of the bidder and pledged in favor of Dean, MGM Medical College, Indore is a must.
- 8 **EMD:-** All bidders have to deposit a refundable EMD of Rs. 10,000/- (Rupees Ten thousand only), in the form of F.D. for one and half year issued by a Nationalized bank guaranteed by RBI in the name of bidder and pledged in favour of Dean, MGM medical College, Indore against the order of two Lakhs if the order exceed two lakhs for additional order FDR of 10% of additional amount should be given. The Draft will be verified from the issuing Bank.
- 9 Conditional tenders are liable to be rejected.
- 10 Tenders once submitted cannot be withdrawn. Earnest money of bidder who withdraws from his offer, for whatever reason, will be forfeited.
- 11 Bidders offering bid for chosen discount and price (amount and currency) their bid shall remain undisputed for all future actions of the society in this regard. The bidder will have to stick to the percentage of discount and nature of currency mentioned in the bid.

In the event of bid found to be lowest and the orders placed the same must be complied with in 2 months. This period will not be extended under any condition, whatsoever. Bidders who fail to supply the desired journals with in stipulated time shall be deemed to do so deliberately. In such event, the order will be placed to the next lower bidder, whose discount is otherwise higher and such difference will be debited from the security deposit amount from defaulting bidder and the money remaining un-recovered, will be recovered from the defaulting bidder as



- public revenue. Simultaneously, he will be black listed to participate in the future tender process and the Government will informed of such black listing.
- 12 Canvassing for the support, in any form, for the acceptance of any tender is strictly prohibited. Any bidder doing so will render himself liable to penalties which may include removal of his name from the register of approval suppliers or penal action u/s 8 of M.P. *Vinirdishtta Bharashta Acharan Adhinium 1982*.
- 13 The accepting authority reserves the right to accept/reject any tender without assigning any reason thereof.
- 14 Price once agreed shall be freezed for a period of one year from the date of agreement on price.
- 15 While quoting price, levied in India, must be mentioned separately.
- 16 Once the tender is accepted and the contract has been signed, this will remain undisputed till the currency to the contract.
- 17 **Refund of EMD:-**
- a. EMD of unsuccessful bidders will be refunded between 2-4 months of the signing of contract with the successful bidder.
- b. EMD of successful bidder will be retained till the currency of the contract.
- 18 The supplier will be responsible for proper packaging of journals. In the event of loss, damage, breakage, leakage, fire, theft or any other shortage etc. or due to any cause whatsoever, the supplier shall be responsible to make good such losses/shortages noticed till the stage of handing over of the journals.
- 19 All cutting and overwriting must be property attested by the bidder; otherwise the tender will be rejected.

- 20 Incomplete & illegible tenders are liable to be rejected and no correspondence there of will be entertained in this respect.
- 21 **Lowest Price Quote & Counter Offer:** - Lowest price quote does not necessarily mean issuance of purchase order. The Dean may ask the lowest bidder to discuss counter offer by appearing before him or before any such committee appointed specifically for this purpose. The procedure of counter offer can be exercised only in the case of lowest price quote. Bidder quoting higher prices cannot enjoy this facility.
- 22 **Signing of Contract:** - On receipt of final letter for the acceptance of tender, the bidder has to enter in to a contract on non judicial stamp paper of requisite amount within 15 days of receipt of such letter.
- 23 Inviting this tender does not mean commitment to make purchases for all or any item purchased in this tender.
- 24 Quoting discount on foreign journals. The bidder must ensure that the quoted discount absorbs money exchange rate fluctuation to the extent of 10%. The increase in prices by the publisher shall be accepted subject to the production of price change letter issued by the publisher in favour of the bidder.
- 25 The rights and liabilities of the parties shall be governed by the terms & conditions of the tender form & the agreement. The bidder shall be bound to comply with the terms & conditions of the therein & all the conditions including the submissions of the documents are mandatory & No deviations shall be acceptable.
- 26 The decision of the purchase committee shall be final & bindings.

ADVANCE:

“Giving advance is not a policy of this institution. However, this facility can be extended up to 75% of order size only subject to the production of 100% order size bank guarantee issued by a Nationalized Bank in favour of Dean, MGM Medical College, Indore” of as the case may be for a period of one and half years.

PAYMENT:

1. Payment will be made in Indian currency only.
2. Payment will be made after due verification by the O/C library.

DISPUTE:

All disputes, questions interpretation etc. arising out this tender subsequent procedure and the contract agreement between aforesaid parties shall be referred to the arbitrators. One arbitrator proposed by the Dean, MGM Medical College, Indore and other by the supplier. If they fail to agree, the matter referred to an umpire proposed by the arbitrator. Normally the decision of the umpire will be accepted.


JURISDICTION:

Indore shall be the Jurisdiction for all legal matters in this regard at the cost and expenses of the supplier firm.



TERMS AND CONDITIONS FOR PURCHASE OF JOURNALS

1. The online Journals which are available free along with print subscription should have provided by the Agent/Vendor without charging any additional service charges.
2. The Agent /Vendor should activate online subscription on behalf of the library & provide IP access within one month from the date of agreement.
3. Delivery of the journals will be on destination with no packing and postal charges.
4. Conversion rate of foreign currency in Indian rupees as per GOC.
5. On receipt of the payment you will please send receipt in duplicate (One stamped and on unstamped) towards the bills. It may please be noted that in delay in transmission of receipt is not permissible and therefore you will please not it a point to furnish the same with in a fortnight latest.
6. Journals must be started 1st from January 2016 as per our order regularly.
7. You will be fully responsible to replace the missing issues against demanded journals.
8. If the MGM Medical College, Indore decides not to subscribe any or more of the periodicals the MGM Medical College, Indore shall give to the supplier 15 days notice. In view of the foreign journals we intimate to the supplier in writing and supplier shall on the expiry of the said notice refund to the proportionate amount of the subscription for the unexpired period.
9. While submitting the bid please enclose the authorized distributor certificate from the publisher of the journals.


**Prof. In-charge
Central Library
M.G.M. Medical College,
INDORE (M.P.)**

DEAN & C.E.O.

MGM Medical College &
Associated Hospitals
(Autonomous Society),
Indore



LIST OF MEDICAL JOURNALS REQUIRED FOR YEAR 2015-16

S.No.	Title	Subject
1.	Anaesthesia and Analgesia	Anaesthesia
2.	Canadian Journal of Anaesthesia	Anaesthesia
3.	European Journal of Anaesthesiology	Anaesthesia
4.	British Journal of Anesthesiology	Anaesthesia
5.	International Journal of Obstetric Anesthesia	Anaesthesia
6.	Best Practice and Research in Clinical Anaesthesiology	Anaesthesia
7.	Current opinion in Anaesthesiology	Anaesthesia
8.	Anesthesiology clinics of North America	Anaesthesia
9.	Anatomia, Histologia, Embryologia	Anatomy
10.	Journal of Anatomy	Anatomy
11.	Anatomical Science International	Anatomy
12.	Surgical and Radiological Anatomy	Anatomy
13.	Annals of Anatomy	Anatomy
14.	Clinical Anatomy	Anatomy
15.	The Anthropologist	Anatomy
16.	Biochemistry and Cell Biology	Biochemistry
17.	Biochemistry Journal	Biochemistry
18.	American Journal of Tropical Medicine and Hygiene	Community Medicine
19.	Community Development Journal	Community Medicine
20.	Journal of Epidemiology and Community Health	Community Medicine
21.	Journal of Epidemiology	Community Medicine
22.	International Journal of Epidemiology	Community Medicine
23.	Archives of Environmental Health	Community Medicine
24.	American Journal of Public Health	Community Medicine
25.	American Journal of Forensic Medicine and Pathology	Forensic Medicine
26.	Journal of Forensic and Legal Medicine	Forensic Medicine
27.	Medicine, Science and Law	Forensic Medicine
28.	Forensic Science International	Forensic Medicine
29.	Environmental Health Perspective	Forensic Medicine
30.	British Medical Journal	Medicine
31.	Clinics in Chest Medicine	Medicine
32.	Medical Clinics of North America	Medicine
33.	The New England Journal Medicine	Medicine
34.	Lancet	Medicine
35.	JAMA	Medicine
36.	Chest	Medicine
37.	International Journal of Tuberculosis and Lung Disease	Medicine
38.	Thorax	Medicine
39.	Annals of Respiratory Medicine	Medicine
40.	European Respiratory Journal	Medicine
41.	American Journal of Respiratory and Critical Care Medicine	Medicine
42.	Current Opinion in Allergy and Clinical Immunology	Medicine
43.	Journal of Infectious Disease	Microbiology
44.	Obstetrical & Gynaecology Survey	Obstetrics & Gynaecology
45.	Obstetrics and Gynaecology Clinics of North America	Obstetrics & Gynaecology
46.	American Journal of Obs and Gynae	Obstetrics & Gynaecology
47.	International Journal of Gynaecology Obstetrics	Obstetrics & Gynaecology
48.	Ultrasound in Obstetrics and Gynaecology	Obstetrics & Gynaecology
49.	Human Reproduction Updates	Obstetrics & Gynaecology
50.	BJOG	Obstetrics & Gynaecology

51.	Contraception	Obstetrics & Gynaecology
52.	Gynaecology Oncology	Obstetrics & Gynaecology
53.	Journal of Reproductive Immunology	Obstetrics & Gynaecology
54.	Journal of Perinatology	Obstetrics & Gynaecology
55.	International Urogynaecology Journal Pelvis Floor Dysfunction	Obstetrics & Gynaecology
56.	International Journal of Gynaecology Cancer	Obstetrics & Gynaecology
57.	American Journal of Ophthalmology	Ophthalmology
58.	Survey of Ophthalmology	Ophthalmology
59.	Ophthalmology	Ophthalmology
60.	American Journal of Orthopedics	Orthopedics
61.	Clinical Orthopaedics and Related Research	Orthopedics
62.	Journal of Bone & Joint Surgery (American)	Orthopedics
63.	Journal of Bone and Joint Surgery (British)	Orthopedics
64.	Orthopedics Clinics of North America	Orthopedics
65.	Acta Orthopædica	Orthopedics
66.	Operative Techniques in Orthopedics	Orthopedics
67.	Acta Otolaryngologica	Otolaryngology
68.	Annals of Otolaryngology, Rhinology and Laryngology	Otolaryngology
69.	Archives of Otolaryngology	Otolaryngology
70.	Otolaryngology and Otolaryngology	Otolaryngology
71.	Laryngoscope	Otolaryngology
72.	Otolaryngologic Clinics of North America	Otolaryngology
73.	Journal of Laryngology and Otolaryngology	Otolaryngology
74.	Otolaryngology Head and Neck Surgery	Otolaryngology
75.	American Journal of Clinical Pathology	Pathology
76.	Cancer (Cancer Cytopathology)	Pathology
77.	Blood	Pathology
78.	Pediatrics	Pediatrics
79.	JAMA Pediatrics	Pediatrics
80.	Acta Paediatrica	Pediatrics
81.	Archives of Disease in Childhood	Pediatrics
82.	Journal of Tropical Pediatrics	Pediatrics
83.	Pediatrics Clinics of North America	Pediatrics
84.	Journal of Clinical Pharmacology	Pharmacology
85.	Journal of Experimental Pharmacology	Pharmacology
86.	Journal of Pharmacology and Experimental Therapeutics	Pharmacology
87.	Journal of Body Work and Movement Therapies	Physiotherapy
88.	Journal of Orthopedics and Sports Physical Therapy	Physiotherapy
89.	Physiotherapy Canada	Physiotherapy
90.	American Journal of Physiotherapy	Physiotherapy
91.	Australian Journal of Physiotherapy	Physiotherapy
92.	Journal of Cardiopulmonary Rehabilitation	Physiotherapy
93.	American Journal of Physical Medicine and Rehabilitation	Physiotherapy
94.	New Zealand Journal of Physiotherapy	Physiotherapy
95.	South African Journal of Physiotherapy	Physiotherapy
96.	Journal of Geriatric Physical Therapy	Physiotherapy
97.	Journal of Women Health Physical Therapy	Physiotherapy
98.	Pediatric Physical Therapy	Physiotherapy
99.	Physiological Reviews	Physiology
100.	Journal of Exercise Physiology	Physiology
101.	American Journal of Psychiatry	Psychiatry
102.	Clinical Radiology	Radiology
103.	Seminars in Radiation Oncology	Radiation Oncology
104.	International Journal of Radiation Oncology Biology Physics (Red Journal)	Radiation Oncology

105	Radiotherapy and Oncology	Radiology Oncology
106	Radiologic Clinics of North America	Radiology
107	British Journal of Surgery	Surgery
108	Surgical Clinics of North America	Surgery

IMPORTANT NOTE: Please Raise Seperate Proforma Invoice For Physiotherapy Journals.



SAMPLE AFFIDAVIT

((On Rs. 100/- Non-Judicial stamp paper, duly notarized))

I-----Designation-----of-----
-----official address-----
-----residential address-----

--solemnly declare that:

1. Our company/firm -----has not been black listed anywhere in India or abroad.
2. We have not quoted prices less then these (mentioned herein) in any Govt./Semi Govt./L.U.N./Co-operative body in M.P. in this financial year.
3. No vigilance/CBI/Investigation agency/Govt./Economic Offense case is pending against our Company.

Witnesses:

Signature

Signature

1. Name:-----

Address:-----

----- Signature, Name & Official

----- Seal of Authorized signatory

2. Name-----

Address:-----

----- Designation:-----

----- Official Add.:-----

----- Resi. Add.:-----



FOR MEDICAL JOURNALS

DECLARATION

(Declaration on Rs. 100/- Non-Judicial stamp paper, duly notarized)

I-----Designation-----of-----
-----being authorized signatory
solemnly affirm that I have carefully read all terms & conditions (General & Specific
both) as laid down in the form for the supply of Journals to MGM Medical College &
Associated Hospitals (Autonomous Society), Indore and accept them.

Date -----

Witnesses:

Signature

Signature

3. Name: -----

Address:-----

-----Signature name & official

seal of authorized signatory

4. Name-----

Address:-----

-----Name & full address of

Co. /Firm