

Request for Proposal (RFP)**Subject: Annual Rate Contract for Purchase of Journal/e-journal****Ref. No. 64/713/2018, dated:****INVITATION TO BIDS****Requested by:****Institute of Mathematics and Applications, Bhubaneswar (IMA),
Andharua, Bhubaneswar, Website: www.iomaorissa.ac.in**

Organisation Profile: Institute of Mathematics and Applications, Bhubaneswar (IMA, Bhubaneswar) established under Science & Technology Department, Government of Odisha, is a premier Institution in India involved in teaching, research and nurture activities.


REQUEST FOR PROPOSAL (RFP)**Institute of Mathematics and Applications, Bhubaneswar (IMA),
Andharua, Bhubaneswar, Website: www.iomaorissa.ac.in****Title of Request for Proposal:** Purchase of Journals/e-Journals**Scope of work:**

Institute of Mathematics and Applications intends to purchase both Journals/e-Journals for library requirement.

Submission of bid:

Interested parties can send their quotations with complete details in form of Annexure A (Technical Bid) and Annexure B (Financial Bid) to **the Director, Institute of Mathematics and Applications, Bhubaneswar** at Andharua, Bhubaneswar - 751029 on any working day upto **15.00 hours** on or before **31st December, 2018**.

The Technical and Financial Bid must be submitted in separate sealed envelopes clearly super-scribing "**Technical Bid**" or "**Financial Bid**" for purchase of Journals/e-Journals respectively on them. Both the sealed envelopes should be kept in a third sealed envelope super-scribing "**QUOTATION for Journals/e-Journals.**"


11.12.18
REGISTRAR
Institute of Mathematics & Applications
Bhubaneswar

TERM & CONDITION OF SUBSCRIPTION OF JOURNALS FOR THE YEAR 2019

1. The Supplier (Subscription Agent / Firm / Publisher) is required to mention / submit the following information in their offer / proforma invoice.
 - A. Volume (s) and issues along with publisher's price - proof of 2019.
 - B. Combined price, applicable for combined subscription.
 - C. Any special offer for procuring CD / availing online facility, with / without print version.
2. Offers with prices for the year 2019 will only be accepted. If prices for the year 2019 are not available then price for the year 2018 should be mentioned with a note.
3. If the quoted price is lower than publisher's price, normally no supplementary bills will be accepted. Supplementary bills may be considered only if the price of 2019 is not available at the time of submitting.
4. The party should mention maximum discount, extended towards above subscription. The discount structure of each journal (including society published journals) is to be furnished in a separate sheet.
5. DAE consortium rate would be applicable to this Institute for science direct journals. If DAE consortium rate is not available, then the subscription agent may quote the rate prevailing for the year 2019. The order is to be processed and subscription amount would be paid for science direct journals as per DAE consortium rate.
7. The advance payment will be made to publishers / subscription agents by the Institute with a condition that the Institute would make the payment after receiving remittance proofs (including following documents) from the subscription agents, supporting advance payment made to publishers by the concern subscription agents towards subscription charges.
 - i) Copy of the foreign Drafts / Cheques.
 - ii) Copy of the publisher's invoice.
 - iii) Copy of the letter, sent to publisher, along with the cheque / draft, where draft number, date and amount must be clearly mentioned.
 - iv) Copy of the currency conversion from the concerned bank, issued the cheques / drafts and bank's debit advice, supporting the payment to publishers.
 - v) If needed, publisher's certificate is to be submitted, supporting receipt of subscription amount, before payment of final Bill / Invoice.
8. The order should be processed to publishers as quick as possible to start / continue supply of journals without any interruption and for availing online facility from the beginning of the calendar / subscription year. The Institute should receive the issues as early as possible. In exceptional cases only the late receipt of copies will be permitted. All attempts should be made to avoid delay in supplying journals. Cases of excessive missing issues must be avoided.

9. The gross price, as fixed by publishers, is to be charged. Bank conversion rate on the date of remittance shall be applicable.
10. The offer should mention basic price (publisher's price) only. Postage (surface air lifted / surface mail preferred) and discount is to be calculated separately. Please note that the actual publisher's price and conversion rate shall be applicable. In case of any over payment, released due to whatsoever may be the reason, the subscription agent is required to refund the same to the Institute within 30 days of bringing it to their notice in writing.
11. Minimum price (applicable to the Library of this Institute) would be paid towards subscription after deducting discount (including publisher's special discount, if any). The Institute would not be held responsible for any extra payment made by subscription agent to different publishers towards subscription / postal charges. No service tax would be paid for subscription of any journals.
12. Information about supplying of no. of scientific journals (print / print + online) as free / as a gift to this Library is to be mentioned.
13. The issues have to be delivered as quickly as possible by hand delivery only.
14. No extra charges would be paid towards handling / service / incidental charges etc. and also towards online charges unless mentioned separately. No surcharge would be paid except exceptional cases.
15. The Institute is paying institutional rate for subscription of journals. Institute would not be held responsible for any type of subscription other than Institutional subscription.
16. The supplier has to take full responsibility for missing issues / unsupplied issues (non-receipts) / damaged issues and has to ensure for replacement only or in worst cases to refund the amount of volume price / issue price. Normally, extension of subscription period in the event of non-receipt of a journal would not be allowed.
17. If Supplier required advance payment then along with the final proforma invoice (submitted for advance payment), a bank guarantee in favour of Director Institute of Mathematics and Applications, Bhubaneswar for the full amount is to be deposited which should be valid for a period of 18 months (from the date of execution of the bank guarantee). The supplier (subscription agent) has to supply all the journals before expiry of bank guarantee failing which the Institute reserves the right to encash the bank guarantee. Submission of fresh / extended bank guarantee towards cost of missing issues may be allowed in exceptional cases.


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18. After receiving the acceptance of above terms and conditions in writing from the supplier, the Institute will place confirm order for subscribing journals for the year 2019. Once this is effected it is obligatory on the part of the supplier to abide by these terms and conditions setforth here in for effecting the supply of issues. The supplier (Subscription Agent) will be deemed to have entered into contractual obligation with the Director Institute Mathematics and Applications , Bhubaneswar represented by the DIRECTOR within the purview of the Indian Contract Act under the jurisdiction of the courts at Bhubaneswar within the District of Khurda, Orissa, India.


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