

TENDER DOCUMENT

e-Tender:- “Subscription of Databases, e-journals and printed Indian Journal for a period of
Jan-Dec 2017”

at IGDTUW Campus

e-NIT no. :03(15)2013-IGDTUW-Library



Notice inviting Authority

Registrar

INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN

(Established by Govt. of NCT of Delhi under Act 9 of 2012)

Kashmere Gate, Delhi-110 006

E-mail: purchase.igit@gmail.com; www.igdtuw.ac.in

Table of Contents

Section	Contents/Description	Page No.
Section-1	Notice Inviting Tenders (NIT)	3
Section- 2	Eligibility Criteria	4 - 5
Section-3	Instructions to Tenderers (IT)	6 - 8
Section-4	Conditions of Contract (CC)	9 - 11
Section-5	Schedule of Requirements	12 - 13
Annexure I	The periodicity of journals, its time limit, relaxation period and penalty	14
Annexure II, III	Online Bid Submission	15 - 16



INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN
(Established by Govt. of NCT of Delhi under Act 9 of 2012)
Kashmere Gate, Delhi-110 006
E-mail: purchase.igit@gmail.com; www.igdtuw.ac.in

TENDER DOCUMENT

E-Tender “Subscription of Databases, e-journals and printed Indian Journal for a period of Jan-Dec 2017”

at IGDTUW Campus

e-NIT no. :03(15)2013-IGDTUW-Library

SECTION- 1

NOTICE INVITING TENDERS (NIT)

- 1.1 **Invitation for bidding : e-Tenders (online open tenders)** under two bid system are invited by “**INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN**, Kashmere gate Delhi 110006, from eligible suppliers (Agency / authorized dealers) for “Subscription of Databases, e-journals and printed Indian Journal for a period of Jan-Dec 2017”to the Library of IGDTUW on basis of free delivery at site, as per the schedule of requirements given in Section-5, within a period of **45 days** from the date of issue of Supply order whichever is the earliest with the terms and conditions in this tender.
- 1.2 **Schedule of Tenders**

i.	Name of work	Subscription of Databases, e-journals and printed Indian Journal for a period of Jan-Dec 2017
ii.	Date of release of advertisement of tenders through e-procurement web site	28 April 2017 at 05.00 P.M.
iii.	Last date, time for submission of quotation/Due date and Time	19 May 2017 up to 2.00 PM
iv.	Date& time of opening of Tender (Technical bid)	19 May 2017 at 3.00 PM
v.	Financial bid shall be opened after evaluation of technical bid/time notified thereafter	

- 1.3 A list of Databases, list of printed and e-journals for which bid is being sought is mentioned at Annexure III. Tenderer can participate for all or any item given in the list. EMD amount for databases/ journals is mentioned in Annexure III. Accordingly, EMD of specific amount for which tenderer is participating shall be submitted in the form of DD/BC in favour of “Registrar, IGDTUW GIA SB A/C” Delhi from any nationalized or commercial Bank.
- 1.4 **The validity** of bid should be 180 days from the due date of tender.
- 1.5 **The e-procurement** web site <https://govtprocurement.delhi.gov.in>. is to be used on line to avail and submit the tender documents & bids.
- 1.6 **The place** of clarification, physical submission (as per tender), and opening of bids shall be “**INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN**, Kashmere gate Delhi 11006
- 1.7 **Late Tenders** are not acceptable.

**Registrar
IGDTUW**

SECTION- 2 ELIGIBILITY CRITERIA

The Tenderer should meet the following eligibility criteria:-

- 2.1. The firm should have financial status in dealing with the supply of the Periodicals. Turnover of the firm during the preceding 3 years should be minimum 5 times of the estimated cost of items participated or any equivalent amount fixed by the IGDTUW, The documentary proof of this effect in the form of balance sheet for each year for the last three years has to be enclosed along with the offer of the tender, failing which the offer will be rejected. (To be enclosed with the technical bid).
- 2.2. The firm should be having PAN (Permanent Account No.) / TAN allotted by the Income tax Department, documentary proof of the same has to be enclosed along with the technical bid.
- 2.3. The tax will be applicable as per rules; the firm must be registered with concerned govt. department.
- 2.4. The tenderer should be a original publisher / sole distributor/authorized dealer for the tendered items & should not be blacklisted by any Govt. Deptt. /Autonomous body/PSU etc. to become eligible for tendering. The tenderer should submit an undertaking for agreeing Terms & Conditions mentioned in all sections of this tender. The tenderer shall enclose the copy of the same as PDF file in Cover-I of the e-tender while submitting the tender.
- 2.5. The firm shall provide claim management support so that the order/delivery/claim status can be checked by this institution as and when required. Company should submit documentary evidence (in the form of website printouts) of such a facility and also give website address where this service can be checked.
- 2.6. The estimated cost towards journals/ database subscription is **Rs.43,49,740/- (Rupees Forty Three Lakhs Forty Nine Thousand Seven Hundred Forty only) + taxes as applicable.**
- 2.7. **The Bidder/Vendor has to deposit Bid Security (EMD) amount mentioned in the Annexure III** in the shape of Demand Draft from commercial bank in favour of Registrar, IGDTUW along with the Technical Bid. The Bid Security (EMD) will not carry any interest on it. The EMD will be refunded in full on receipt after the finalization of tender. The EMD will be refunded only after depositing the Security amount furnishing in the bank guarantee. Bids without EMD summarily be rejected.
- 2.8. The firm /agency is supposed to enclose the documentary evidence of minimum Two (2 nos.)work orders of at least the same value during last three years of the present supply order each for the subscription of foreign and Indian journals to be annexed regarding supply of periodicals to Institute's/SAU Central universities/other UGC recognized universities and IITs/ NITs, (to be enclosed with the technical bid). Experience should be for supply of foreign and Indian journals.
- 2.9. The Firm / agency should give undertaking that the firm have necessary permission to deal with foreign and Indian periodicals subscription and make necessary payment in currency. Further it should fulfill all statutory requirements as per the enclosed checklist with the technical bid)
- 2.10. Terms and conditions for supply of journals in IGDTUW library duly signed has to be enclosed with the technical bid.

Details of Documents to be enclosed:-

The tenderer should submit online the scanned copy of the 'Technical Compliance Statement' as per Annexure-II.

The tenderer should submit in physical form any printed leaflet/ catalogue/Literature/specification sheet etc. in support of their product / service & specifications in the sealed envelope meant for submitting original instrument of EMD

Original documents: The tenderer should submit only following original documents in physical form before the due date & time of this tender. No other documents shall be entertained except Original instrument of EMD.

Scanned copies of documents: The tenderer should submit online the scanned copies of the following documents duly filled & signed before the due date & time of this tender. The scanned copies should be clearly visible & readable.

- I. Copy of Earnest Money Deposit by way of Demand Draft /BG or copy of certificate for Bid Security exemption, if claiming. (As per clause-2.7).
- II. The documentary proof of the turnover of the firm during the preceding 3 years in the form of balance sheet (2013-14, 2014-15 and 2015-16) (As per clause-2.1).
- III. Documentary evidence of minimum Two (2 nos.) Work order of at least the same value of the present supply order each for the subscription of foreign and Indian journals & customers list (As per clause-2.8).
- IV. Scanned copy of valid Authorization Certificate of authorized distributor/ Dealership from Publisher
- V. Undertaking from the firm that they will be in a position to supply the foreign and Indian journals as per list attached.
- VI. Copy of Service Tax Registration, Income Tax PAN, Registration with Delhi VAT department or any other registration required as per professional ethics (like copyright etc).
- VII. Copy of undertaking from the bidder that they have not black-listed by any State/Central Government Departments/other organizations.
- VIII. Undertaking from the firm stating they have necessary permission to deal with foreign and Indian periodicals subscription.
- IX. Documentary evidence of claim management support (in the form of website print outs) & website address details.
- X. Terms and conditions for supply of journals in IGDTUW library duly signed

SECTION-3

INSTRUCTIONS TO TENDERERS (IT)

3.1 Locations for the Supply, Installation & Warranty Services

The entire products as described in Schedule of Requirements must be supplied at IGDTUW. All the databases, e-journals must be accessible on the campus LAN, for it the range of IP addresses used by IGDTUW for Internet access may be provided to the Supplier.

3.2 Delivery Period:

All the items covered in the Schedule of Requirements must be supplied within 15days from the date of placement of order and subsequently on the dates as mentioned in Annexure- I.

3.3 Order Placements:

The Supply Order shall be released by IGDTUW Library

3.4 Amendment to Bidding Documents

- a. At any time prior to the deadline for submission of bids, IGDTUW may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidder, modify the bid document.
- b. The amendments to the tender documents, if any, will be notified by release of Corrigendum Notice in print media / website. The amendments/ modifications will be binding on the bidders.
- c. IGDTUW at its discretion may extend the deadline for the submission of bids if it thinks necessary to do so or if the bid document undergoes changes during the bidding period, in order to give prospective bidders time to take into consideration the amendments while preparing their bids.

3.5 Preparation of Bids

Bidder should avoid, as far as possible, corrections, overwriting, erasures or postscripts in the bid documents. In case however, any corrections, overwriting, erasures or postscripts have to be made in the bids, they should be supported by dated signatures of the same authorized person signing the bid documents. However, bidder shall not be entitled to amend/ add/ delete/ correct the clauses mentioned in the entire tender document.

3.6 Earnest Money Deposit (EMD)

The Earnest Money Deposit (EMD) must be submitted prior to the DUE DATE of submission of the online technical bid. The EMD is required to be in the form of Demand Draft in favour of Registrar, IGDTUW GIA SB A/C, Delhi, for an amount mentioned above in the NIT.

The Indian bidders registered with National Small Industries Corporation are exempted from payment of EMD. In this case, the bidders must submit the copy of NSIC registration certificate valid till the date of completion of all obligations/ responsibilities of both parties. The bid submitted without EMD shall stand rejected. No interest shall be payable on EMD.

The EMD will be returned to the bidder(s) whose offer is not accepted, within 30 days from the date of opening of commercial bid(s). In case of the bidder whose offer is accepted, the EMD will be returned on submission of Security Deposit. However if the return of EMD is delayed for any reason, no interest/penalty shall be payable to the bidder.

The successful bidder, on award of contract / order, must send the contract/ order acceptance in writing, within 7 days of award of contract/ order, failing which the EMD will be forfeited and the order will be cancelled.

3.7 The EMD may be forfeited:

If the bidder withdraws the bid during the period of bid validity specified in the Tender. In case a successful bidder, fails to furnish the Performance Bank Guarantee. If the bidder fails to furnish the acceptance in writing, within 7 days of award of contract/ order.

3.8 Period of validity of bids

Validity of bids: For the calendar year and additional six months totaling 18 months. A bid valid for a shorter period shall stand rejected.

3.9 Submission of Bids- Online PDF format only.

The Bid documents shall be neatly arranged. They should not contain any terms and conditions, printed or otherwise, which are not applicable to the Bid. The conditional bid will be summarily rejected. Insertions, postscripts, additions and alterations shall not be recognized, unless confirmed by bidder's signature.

3.10 Deadline for Submission of Bids – Online Only.

Bids must be received by IGDTUW before the due date and time at the address specified in the tender document. IGDTUW may extend this deadline for submission of bids by amending the bid documents and the same shall be suitably notified in the media.

3.11 Late Bids

IGDTUW shall not be responsible and liable for the delay in receiving the bid for whatsoever reason.

3.12 Bid Opening & Evaluation of Bids

The technical bids will be evaluated in two steps.

- The bids will be examined based on eligibility criteria stipulated at Section- 2 to shortlist the eligible bidders.
- The technical bids of only the short listed eligible bidders shall be evaluated based on technical specifications stipulated at Annexure – II.

The bidders whose technical bid is found to meet both the requirements as specified above will qualify for opening of the financial bid and will be informed about the date and time of the opening of the financial bid. The duly constituted Tender Evaluation Committee (TEC) shall evaluate the bids. The TEC shall be empowered to take appropriate decisions on minor deviations, if any. The bidder's name, bid prices, discounts and such other details considered as appropriate by IGDTUW will be announced at the time of opening of the Financial bids.

3.13 Comparison of Bids

Only the short-listed bids from the bid evaluation shall be considered for commercial comparison. The Financial bid will be evaluated on the basis of percentage of discount on the total order value. The contract will be awarded to the party who has quoted the highest discount rate.

3.14 Award of Contract

IGDTUW shall award the contract to the technically qualified bidder who has quoted the highest percentage **of discount** on the item quoted of the Commercial Bids. IGDTUW reserves the right to increase or reduce the Quantity databases/ e-journals/ printed journal to be subscribed. If more than one bidder happens to quote the same price, IGDTUW reserves the right to decide the criteria and further process for awarding the contract, decision of IGDTUW shall be final for awarding the contract.

3.15 Purchaser's Right to amend / cancel

IGDTUW reserves the right to amend the eligibility criteria, commercial terms & conditions, Scope of Supply, technical specifications etc. IGDTUW reserves the right to cancel the entire tender without assigning any reasons thereof.

SECTION-4
CONDITIONS OF CONTRACT (CC)

- 4.1 The selected firm/agency upon receipt of confirmed order shall process Institutional subscription for **all Indian and foreign journals** and payment shall be made by the firm to the respective publisher for the journals / databases ordered with them.
- 4.2 Firm has to provide Subscriber Number allotted by the publisher against journals / databases subscribed.
- 4.3 The journals available in dual currencies should be billed in the currency by which the converted cost is the lowest in Indian rupees.
- 4.4 **The Bidder/Vendor has to deposit Bid Security (EMD) amount mentioned in the NIT** in the shape of Demand Draft / from commercial bank. The Bid Security (EMD) will not carry any interest on it. The EMD will be refunded in full on receipt after the finalization of tender. However, in case of tender accepted for the supply of journals, the EMD will be refunded only after depositing the Security amount furnishing in the bank guarantee.
- 4.5 **The successful bidder will have to require to deposit the security amount equivalent to 100% of advance made against the request or terms and conditions wherever applicable in the shape of Bank Guarantee or fixed deposit valid for 18 months** which will be released only after completion of supply of issue(s) of Foreign and Indian journals/databases. No interest will be paid by IGDTUW on Security money.
- 4.6 The successful bidder will have to deposit a performance guarantee @10% of the order value within 15 days of the issue of supply order, in the shape of Bank Guarantee/ fixed deposit in the name of Registrar IGDTUW valid for 18 months. In the event of breach of terms and conditions of contract the performance guarantee will be forfeited.
- 4.7 **The Firm/Agency has to specify clearly the Flat discount rate to be given for the supply keeping in view the total order value. Such discount will be subject to deduction from the bill amount itself.**
- 4.8 Printed Journals/ issues so ordered to be delivered in the IGDTUW Library in good condition. The firm/agency shall procure all the journals subscribed for the IGDTUW library from the respective publishers by Air Freight arrangement at no additional cost and supply the same to the library.
- 4.9 The firm/Vendor has to inform about the availability of free online access to the ordered journals to the IGDTUW Library.
- 4.10 Free online access of journals where ever it is applicable with the print order has to be IP authenticated on the Institute's IP Numbers.
- 4.11 Activation of online journals has to be done by the firm without charging any additional charges or subscription.
- 4.12 The firm/vendor has to provide all the facilities of subscription model/license agreement with the publishers where ever applicable. **The Supplier should furnish access terms and conditions of all the publishers of online journals to confirm the perpetual access. Supplier should facilitate to get necessary agreement from the publisher to IGDTUW in this regard.**
- 4.13 The subscription agency has to send periodical reminders automatically to the publishers concerned for any non-receipt of issues and send copies of reminders to us for our verification and records. Agency/firm should provide claim management support so that the order/delivery/claim status can be checked by IGDTUW as and when required. The company should submit documentary evidence (In the form of website print outs) of such facility and also give website address where this service can be checked.

- 4.14**The firm should have last Five years' experience in supply of foreign and Indian journals/databases to Institute's/SAU, Central universities/other UGC recognized universities/ IITs/ NITs. The firm /agency should make an undertaking that it will be in a position to supply the Databases, foreign and Indian journals as per the list attached.
- 4.15**The firm have to pay 2% penalty (up to 10% maximum) against late supply of print journals. The periodicity of journal, its **Time limit proposed relaxation period & penalty is shown in (Annexure I)**. The firm/vendor will refund the proportionate cost/value/amount along with 10% penalty for the not supplied journals/issues in lieu thereof in the form of refund by means of a Demand Draft favouring Registrar, IGDTUW GIA SB A/C. The firm will refund to IGDTUW Library full amount of subscription of journals along with the penalty which are not supplied within six months from receipt of payment.
- 4.16** No interest would be payable on amount paid by the subscription agent to the publisher on account of delay in payment by the institute.
- 4.17** The Firm/agency should give undertaking that the firm have necessary permission to deal with foreign and Indian periodicals subscription and make necessary payment in foreign and Indian currency. Further it should fulfill all statutory requirements.
- 4.18** The successful firm will have to enter into an agreement with the IGDTUW on a non-judicial stamp paper of Rs. 500/-(Rupees Five hundred only), the cost of which has to be borne by the Tenderer himself.
- 4.19** The Institute reserves the right to discontinue the service of the firm on the basis of performance in terms of supply of journals subscribed through them.
- 4.20** The number of journals to be for the calendar year Jan. to December which may be increased or decreased at any stage of the contract by IGDTUW.
- 4.21**All journals are to be supplied for the calendar year January to December, supply of the periodicals should commence from the issue no. 1 of the volume starting during the year unless specified otherwise.
- 4.22**The rates of the journals /titles must be submitted only by charging on **current bank exchange rate** (TT selling rate).
- 4.23** Force majeure: Any failure of omission or commission to carry out the provisions of the contract by the supplier shall not give rise to any claim by either of the party to contract, if such failure of omission or commission arises from an act of God, which shall include all acts of natural calamities such as fire, flood, earthquake, , hurricane or any pestilence or from civil strikes, compliance with any stature and /or regulation of the government, lockouts and strikes, riots, embargo or from any political or other reasons beyond the supplier's own control including war (whether declared or not) civil war or state or insurrection, provided that notice or the occurrence of any event by either party to the other shall be given within two weeks from the date of occurrence of such an event which could be attributed to Force majeure conditions.
- 4.24** Price Fall Clause: The offer of the rates by the publishers/suppliers will be subject to the price fall clause i.e. if any item is offered by the tenderer on lower rates to some other organization, he shall forthwith notify such reduction or sale immediately to the IGDTUW and such reduction will automatically applicable to the IGDTUW.
- 4.25** No gratification clause: The bidders will give an undertaking that they will not try to gratify any person or use any other unfair means involved in the purchase of the quoted books & journals. This will also debar the company for participating in other tenders floated or to be floated by the purchaser and suitable action will be initiated against such defaulters.
- 4.26** Validity of bids: For the calendar year and additional six months totaling 18 months.

- 4.27** The bidders will not form a part of the cartel and put in supporting quotations for some other companies. This will debar the company for participating in other tenders floated or to be floated by the purchaser. The institute can compare the prices of other bidders L2, L3 etc. also the prices quoted in other tenders for same products and in case of discrepancy suitable action will be initiated.
- 4.28 Non-black listed - bidders will provide an undertaking on non-judicial stamp paper that neither they nor their principal publishers/suppliers have been blacklisted by any State/ Central Government departments/other organizations.**
- 4.29 Discount percentage shall be indicated both in figures as well in words.**
- 4.30** Users list may also to be attached in the tender form
- 4.31** All the tender documents & price bid to be uploaded as per this tender are to be digitally signed by the bidder.
- 4.32** If the disputes are not resolved by joint discussions then the matter will be referred to a sole arbitrator appointed by the Vice Chancellor IGDTUW and the award of the arbitrator shall be final and binding of all the parties the arbitration proceedings shall be governed by Indian arbitration and conciliation act 1996 as amended from time to time. The cost of arbitration shall be borne in equal proportion. During the pendency of arbitration proceedings, neither party shall be entitled to suspend the work/services and payment to the contractor shall continue. The arbitration proceedings will be held at Delhi/New Delhi.
- 4.33** The courts of Delhi/New Delhi shall have exclusive jurisdiction to try all disputes.

SECTION 5:
SCHEDULE OF REQUIREMENTS

A. Databases, Subscription Period Jan-Dec 2017, for IGDTUW Library

S.No.	Name of database	Publisher
1.	IEEE Electronic Library	Institute of Electrical and Electronics Engineers
2.	ASME Digital Library (all 28 journals)	American Society for Mechanical Engineers
3.	ACM Digital Library	Association of Computing Machinery

B. Foreign E-journals, Subscription Period Jan-Dec 2017, for IGDTUW Library

S.No.	Name of E-journals	Publisher
1.	Energy and buildings	Elsevier
2.	Construction and Building Materials	Elsevier
3.	Building and Environment	Elsevier
4.	Design Studies	Elsevier
5.	Journal of Cultural Heritage Management and Sustainable Development	Emerald
6.	Journal of Urban Design	Taylor and Francis
7.	Design and Culture	Taylor and Francis
8.	The Journal of Architecture	Taylor and Francis

C. Printed Indian Journals, Subscription Period Jan-Dec 2017, for IGDTUW Library

S.No.	Journal Name	Publisher	Periodicity
1.	Indian Architect and Builder	Jasubhai Media Pvt. Ltd., 26 Maker Chamber VI, Nariman Point, Mumbai	Monthly
2.	Indian Concrete Journal	ACC Ltd., L B Shastri Marg, Near Teen Haath Naka, Thane-400604	Monthly
3.	Indian Construction	Builders Association of India, Commerce Centre, Tardeo, Mumbai	Monthly
4.	Journal of Indian Institute of Architects	The Indian Institute of Architects, Prospect Chambers Annexe, 5 th Floor, Dr. D.N. Road, Fort Mumbai	Monthly
5.	Journal of Construction Management	National Institute of Construction	Quarterly

		Management and Research, 25/1, Balewadi, NIA P.O., Pune	
6.	Marg	The Marg Foundation, Mumbai	Quarterly
7.	Urban India	National Institute of Urban Affairs	Bi-annual
8.	Journal of Landscape Architecture	C-589, Vikas Puri, New Delhi	Quarterly
9.	The Indian Journal of Social Work	Tata Institute of Social Sciences	Quarterly

ANNEXURE- I
THE PERIODICITY OF PRINTED JOURNALS, ITS TIME LIMIT, RELAXATION PERIOD and PENALTY IS AS UNDER

Periodicity of periodicals/journals	Time limit for supply of journals	Relaxation Period	Penalty
Weekly	Within 15 days from date of publication	7 Days	2% of the cost of the late supplied issue each day and maximum of 15 days from the date of relaxation
Fortnightly	Within 25 days from date of publication	10 Days	2% of the cost of the late supplied issue each day and maximum of fifteen days from the date of relaxation
Monthly	Within 35 days from of publication	10 Days	2% of the cost of the late supplied issue each day and maximum of 15 days from the date of relaxation
Quarterly	Within 45 days from date of publication	10 Days	2% of the cost of the late supplied issue each day and maximum of 15 days from the date of relaxation
Any other periodicity	Within 35 days from date of publication	10 Days	2% of the cost of the late supplied issue each day and maximum of 15 days from the date of relaxation
<p>No penalty will be charged if the supplier provides valid and satisfactory reason for non-supply of the journal with documentary evidence received from the publishers. The documents relating to non-supply of journals should be submitted well in advance to avoid penalty. No interest would be payable on amount paid by the subscription agent to the publisher on account of delay in payment by the institute.</p>			

ANNEXURE- II

Online Bid Submission

The online bid (complete in all respect) must be uploaded in two covers as explained below:

COVER-I

(Following documents to be provided as PDF file)

S.No	Documents	Content	File Types
1.		The documentary proof of the turnover of the firm during the preceding 3 years in the form of balance sheet	.PDF
2.		Copy of Authorized Distributorship/Dealership license from Publisher	.PDF
3.		Undertaking from the firm that they will be in a position to supply the foreign and Indian journals as per list attached.	.PDF
4.		Copy of Service Tax Registration, Income Tax PAN, Delhi VAT	.PDF
5.		Copy of Earnest Money Deposit by way of Demand Draft /BG or copy of certificate for Bid Security exemption, if claiming.	.PDF
6.	Technical Bid	Copy of undertaking from the bidder that they have not black-listed by any State/Central Government Departments/other organizations.	.PDF
7.		Documentary evidence of minimum Two (2 nos.)work order of at least the same value of the present supply order each for the subscription of foreign and Indian journals & customers list	.PDF
8.		Documentary evidence of claim management support (in the form of website print outs)and website address details.	.PDF
9.		Undertaking from the firm stating they have necessary permission to deal with foreign and Indian periodicals subscription.	.PDF
10.		Undertaking for acceptance of Terms and conditions for supply of journals in IGDTUW library.	.PDF

ANNEXURE- III
COVER-II

S.No.	Types	Content	
1.	Financial Bid	Financial bid (BOQ) to be filled in given format as per instructions given in financial bid	.PDF

All the documents and BOQ (Financial bid) has to be digitally signed by the bidder.

Format of Financial Bid for Subscription of Databases/ e-journals/ Printed Journals
(to be submitted separately in second envelope)

A. Databases, Subscription Period Jan-Dec 2017, for IGDTUW Library

S.No.	Name of database	Publisher	EMD (in INR)	Subscription rate in original currency (a)	Discount offer (b)	Bidder Subscription rate for IGDTUW in INR (a-b)
1.	IEEE Electronic Library	Institute of Electrical and Electronics Engineers	130000/-			
2.	ASME Digital Library (all 28 journals)	American Society for Mechanical Engineers	9000/-			
3.	ACM Digital Library	Association of Computing Machinery	23000/-			

B. Foreign E-journals, Subscription Period Jan-Dec 2017, for IGDTUW Library

S.No.	Name of database	Publisher	EMD (in INR)	Subscription rate in original currency (a)	Discount offer (b)	Bidder Subscription rate for IGDTUW in INR (a-b)
1.	Energy and buildings	Elsevier	12000/-			
2.	Construction and Building Materials	Elsevier	8500/-			
3.	Building and Environment	Elsevier	13000/-			
4.	Design Studies	Elsevier	4500/-			
5.	Journal of Cultural Heritage Management and Sustainable Development	Emerald	2000/-			
6.	Journal of Urban Design	Taylor and Francis	4000/-			
7.	Design and Culture	Taylor and Francis	1500/-			
8.	The Journal of Architecture	Taylor and Francis	7000/-			

C. Printed Indian Journals, Subscription Period Jan-Dec 2017, for IGDTUW Library

S.No.	Journal Name, Quantity one copy	EMD (in INR)	Publisher Subscription rate (a)	Discount (b)	Bidder Subscription rate for IGDTUW (a-b)
1.	Indian Architect and Builder	100/-			
2.	Indian Concrete Journal	100/-			
3.	Indian Construction	100/-			
4.	Journal of Indian Institute of Architects	100/-			
5	Journal of Construction Management	100/-			
6.	Marg	100/-			
7.	Urban India	50/-			
8.	Journal of Landscape Architecture	100/-			
9.	The Indian Journal of Social Work	50/-			