

[www.cift.res.in](http://www.cift.res.in)  
Phone: 0484-2412300  
Fax: 0091 -484-2668212

E.Mail: [cift@ciftmail.org](mailto:cift@ciftmail.org)  
[ciftpurchase@gmail.com](mailto:ciftpurchase@gmail.com)



**केन्द्रीय मात्स्यकी प्रौद्योगिकी संस्थान**  
**CENTRAL INSTITUTE OF FISHERIES TECHNOLOGY**  
(भारतीय कृषि अनुसन्धान परिषद)  
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)  
विल्लिंगडन आइलैंड, मत्स्यपुरी पी. ओ., कोच्चिन-682 029  
WILLINGDON ISLAND, MATSYAPURI P.O., COCHIN-682 029



**Tender for the subscription of  
Foreign Journals/Indian Journals  
for the year 2019 for ICAR-CIFT, Kochi**

Tender Enquiry No.: **F.No. 27-2/2018-Purchase**

( Click here to view the tender in CPP portal

email: [ciftpurchase@gmail.com](mailto:ciftpurchase@gmail.com)

website: [www.cift.res.in](http://www.cift.res.in)

[www.eprocure.gov.in](http://www.eprocure.gov.in)

Tel: 0484 – 2412397 / 2412345

# INDEX

S. No.	Description	Page No.
1	Notice inviting tender	3
2	Instructions for online bid submission	4-6
3	Instructions to Bidders	7-10
4.	Instructions for filling up Price Bid (BOQ)	11
4	General Terms & conditions of contract	12-15
5	Selection criteria of Bidders	16
6	Schedule of Requirements	17
7	The periodicity of journal, its time limit Relaxation period & Penalty	18
8	Online Bid submission details	19

[www.cift.res.in](http://www.cift.res.in)  
Phone: 0484-2412300  
Fax: 0091 -484-2668212

E.Mail: [cift@ciftmail.org](mailto:cift@ciftmail.org)  
[ciftpurchase@gmail.com](mailto:ciftpurchase@gmail.com)



**केन्द्रीय मात्स्यकी प्रौद्योगिकी संस्थान**  
**CENTRAL INSTITUTE OF FISHERIES TECHNOLOGY**  
(भारतीय कृषि अनुसन्धान परिषद)  
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)  
विल्लिंगडन आइलैंड, मत्स्यपुरी पी. ओ., कोच्चिन-682 029  
WILLINGDON ISLAND, MATSYAPURI P.O., COCHIN-682 029



## NOTICE INVITING TENDER

CIFT invites e-tenders for the Subscription of Foreign Journals/Indian Journals for 2019 for ICAR-CIFT, Kochi through the website [www.eprocure.gov.in](http://www.eprocure.gov.in) under two bid system from reputed manufacturers / suppliers.

<b>Tender Enquiry No. : F.No.27-2/2018-Purchase</b>	
<b>Published Date</b>	<b>28.11.2018 -10.30 hrs</b>
<b>EMD Submission end date</b>	<b>19.12.2018 - 11.30 hrs</b>
<b>Bid submission start date</b>	<b>28.11.2018 - 10.40 hrs</b>
<b>Bid submission end date</b>	<b>19.12.2018 - 11.30 hrs</b>
<b>Technical bid opening date</b>	<b>20.12.2018 - 11.30 hrs</b>

### IMPORTANT NOTES:-

1. Tender Documents can be downloaded from CIFT website [www.cift.res.in](http://www.cift.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.
2. **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.**
3. CIFT reserves the right to accept / reject any or all the tenders in part /full without assigning any reason thereof.
4. CIFT 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 enroll their Digital Signature Certificate and upload their quotation well in advance.
5. 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.

**(P. Krishna Kumar)**  
**Asst. Admn. Officer (P)**  
**FOR DIRECTOR**

Place: Kochi  
Date: 28.11.2018

[www.cift.res.in](http://www.cift.res.in)  
Phone: 0484-2412300  
Fax: 0091 -484-2668212

E.Mail: [cift@ciftmail.org](mailto:cift@ciftmail.org)  
[ciftpurchase@gmail.com](mailto:ciftpurchase@gmail.com)



**केन्द्रीय मात्स्यकी प्रौद्योगिकी संस्थान**  
**CENTRAL INSTITUTE OF FISHERIES TECHNOLOGY**  
(भारतीय कृषि अनुसन्धान परिषद्)  
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)  
विल्लिंगडन आइलैंड, मत्स्यपुरी पी. ओ., कोच्चिन-682 029  
WILLINGDON ISLAND, MATSYAPURI P.O., COCHIN-682 029



### **ANNEXURE – I INSTRUCTIONS FOR ONLINE BID SUBMISSION**

The tender shall be submitted in accordance with these instructions and any tender not confirming to the instructions as under is liable to be rejected. These instructions shall form the part of the tender and the contract.

1. 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/eprocure/app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates.

More information useful for submitting the online bids on the CPP Portal is available obtained at [www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app)

#### **For Registration**

2. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.
3. Foreign Bidders have to refer “**DSC details for foreign Bidders**” for Digital signature Certificates requirements which comes under Download Tab at <http://eprocure.gov.in/eprocure/app?page=StandardBiddingDocuments&service=page> and the remaining part is same as above and below.
4. The intending Tenderer, in case of Authorized Distributor/ Authorised Dealer shall possess valid authorized Distributorship /Dealership license from Original Equipment Manufacturers. The tenderer shall enclose the copy of the same as PDF file in Cover-I of the e-tender while submitting the tender.
5. Two bid System – Online submission through <https://www.eprocure.gov.in/eprocure/app> : The two bid system will be followed for this tender. In this system, the bidder must submit their offer - online in separate envelopes/packets as explained below:

#### **Online - Envelope No. 1: "Technical Bid" shall contain: (PDF format only)**

- Scan copy of Demand draft towards **Earnest Money Deposit for Rs.2,000/-** (Rupees two thousand only) drawn in favour of ICAR Unit- CIFT Kochi. **(The Demand Draft must reach physically at the place of Opening of the Tender on or before the Due Date & Time of the Tender Submission).**

- A copy of Certificate of Incorporation, Partnership Deed / Memorandum and Articles of Association / any other equivalent document showing date and place of incorporation, as applicable.
  - ICAR-CIFT reserves the right to reject the bid if any of the above listed document/s is not submitted.
6. The bid must be submitted on-line. The Tender Fees & EMD etc. must be submitted in person or through post/ courier (CIFT shall not be responsible for any postal delays or any other reason for not submitting the tender fees/ EMD etc. in the specified time and resulting in disqualification / rejection of any bid) so as to reach on or before the due date and time.
  7. 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 supply order or any equivalent amount fixed by the ICAR -CIFT, 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).
  8. 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.
  9. The intending Tenderer, in case of Authorized Distributor/ Authorized Dealer shall possess valid authorized Distributorship /Dealership license from Original Equipment Manufacturers. The tenderer shall enclose the copy of the same as PDF file in Cover-I of the e-tender while submitting the tender.
  10. The Firm/Agency should be a regular member of the "GOODS OFFICES COMMITTEE" of the Federation of Publishers and Book Sellers Association of India and a proof has to be enclosed with the offer.
  11. 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.
  12. The Bid Security of Rs. 2,000/- (Rupees two thousand only) can be submitted in the form of Demand Draft /Bankers cheque in favour of "ICAR Unit CIFT, Cochin" payable at State Bank of India, Willingdon Island Cochin-682003 or **Bank Guarantee** (←click here to download the BG Format) in the prescribed format, valid for 45 days beyond the date of opening the technical bid validity of bid. This has to be submitted to this office **on or before 20.12.2018**. Name of the Bidder, Tender and Tender reference number has to be furnished behind the EMD DD/Bankers cheque. The scanned copy of Earnest Money Deposit by way of Demand Draft/Bankers Cheque /BG in PDF form should be included in Cover –I of the E-tender. The offers without bid security will be rejected.
  13. The firm /agency is supposed to enclose the 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 to be annexed regarding supply of periodicals to ICAR Institute's/SAU Central universities/ other UGC recognized universities and IITs, (to be enclosed with the technical bid). Experience should be for supply of foreign and Indian journals.
  14. 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)
  15. Terms and conditions for supply of journals in ICAR -CIFT library duly signed has to be enclosed with the technical bid.

16. Undertaking to supply all journals in the list.

17. Non-black listed by State/Central Govt. Depts/other Organizations

18. List of customers

## **Annexure II: INSTRUCTIONS TO BIDDERS**

### 1. Locations for the Supply, Installation & Warranty Services

The entire products as described in Schedule of Requirements must be supplied at ICAR-CIFT, Kochi.

### 2. Delivery Period:

All the items covered in the Schedule of Requirements (Annexure – VI) must be supplied within 18 months from the date of placement of order.

### 3. Order Placements:

The Supply Order shall be released by: ICAR –Central Institute of Fisheries Technology, Willingdon Island, Matsyapuri, Cochin-682029, Kerala, India Tel No.: 0484-2412300 e-mail: [aris.cift@gmail.com](mailto:aris.cift@gmail.com), [ciftpurchase@gmail.com](mailto:ciftpurchase@gmail.com)

The payments shall be released by: ICAR –Central Institute of Fisheries Technology, Willingdon Island, Matsyapuri, Cochin-682029

### 4. Eligibility Criteria:

- a. The bidder should have executed similar type of orders with other Central / State /PSU /Govt. Societies for a minimum of 2 years.
- b. The bidders should submit the required documents / financial instruments as stipulated in Annexure – I.
- c. The bidder must not be blacklisted by CIFT or any other Educational/R&D/Govt. organizations. A certificate or undertaking to this effect must be submitted.

**Note: The bidders should provide sufficient documentary evidence to support the eligibility criteria. CIFT reserves the right to reject any bid not fulfilling the eligibility criteria.**

### 5. Amendment to Bidding Documents

- 5.1 At any time prior to the deadline for submission of bids, CIFT may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidder, modify the bid document.
- 5.2 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.
- 5.3 CIFT 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.

6. 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.

7. Earnest Money Deposit (EMD)

7.1. 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 ICAR Unit CIFT Kochi , payable at Kochi, India, for an amount mentioned above in the NIT.

7.2 The units registered with Micro Small Enterprises(MSEs) as defined in MSE Procurement Policy issued by Dept. of Micro, Small and Medium Enterprises(MSME) or are registered with the Central Purchase Organization or the concerned Ministry or Department or Startups as recognized by Department of Industrial Policy & Promotion (DIPP) shall be exempted from the payment of Bid Security (Earnest Money Deposit) as defined under Rule 170(i) of General Financial Rules (GFR), 2017. In such case, copy of the certificate showing registration with the above mentioned institutions to be uploaded in Cover - I of the e-tender in PDF format.

7.3 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.

7.4 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.

7.5 The EMD may be forfeited:

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

8. Period of validity of bids

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

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.

## 9 Deadline for Submission of Bids – Online Only.

9.1 Bids must be received by ICAR-CIFT before the due date and time at the address specified in the tender document.

9.2 ICAR-CIFT may extend this deadline for submission of bids by amending the bid documents and the same shall be suitably notified in the media.

## 10 Late Bids

ICAR-CIFT shall not be responsible and liable for the delay in receiving the bid for whatsoever reason.

## 11 Bid Opening & Evaluation of Bids

11.1 The technical bids will be evaluated in two steps.

- The bids will be examined based on eligibility criteria stipulated at Para 4 of Annexure – II 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 – V.

11.2.1 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.

11.2.2 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.

11.2.3 The bidder's name, bid prices, discounts and such other details considered as appropriate by ICAR-CIFT, Kochi will be announced at the time of opening of the Financial bids.

## 12. Comparison of Bids

12.1 Only the short-listed bids from the bid evaluation shall be considered for commercial comparison.

12.2 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.

## 13 Award of Contract

13.1 ICAR-CIFT Kochi shall award the contract to the technically qualified bidder who has quoted the highest percentage **of discount** on the total order value of the Commercial Bids.

- 13.2 ICAR-CIFT, Kochi reserves the right to increase or reduce the Quantity to be procured to the extent of +/- 10%.
- 13.3 If more than one bidder happens to quote the same lowest price, ICAR-CIFT, Kochi reserves the right to decide the criteria and further process for awarding the contract, decision of CIFT shall be final for awarding the contract.
- 14 Purchaser's Right to amend / cancel
  - 14.1 ICAR-CIFT, Kochi reserves the right to amend the eligibility criteria, commercial terms & conditions, Scope of Supply, technical specifications etc.
  - 14.2 ICAR-CIFT, Kochi reserves the right to cancel the entire tender without assigning any reasons thereof.

## Annexure: III

### INSTRUCTIONS FOR FILLING UP PRICE BID (BOQ)

1. The BoQ has 9 columns and the bidder has to enter relevant data only on the cells which was filled with blue colour. ie., column G and M.
2. The bidder is permitted to offer only a flat discount, which will be applicable for all the journals mentioned in column A.
3. The Discount % offered has to be entered in blue coloured cell G 44 only (please do not use % sign). The system will copy the same figure for all the journals.
4. The bidder then has to enter the basic amount in Column M and select the currency in Column S. The Bidder has a choice of currencies like Indian Rupee(INR), US Dollar(USD), Japanese Yen(JPY), Euro(EUR), Great Britain Pound(GBP), Swiss Franc(CHF) & Canadian Dollar(CAD)
5. The bidder has to indicate whether free online facility for the journal. Select Yes or No from the combo box in Column T

NUMBER	TEXT #	TEXT #	NUMBER	TEXT #	NUMBER	TEXT #	NUMBER	TEXT #
Sl. No.	Item Description	Item Code / Make	Quantity	Units	Discount %	Basic Amount	Currency	Free Online Facility
1	FOREIGN JOURNALS							
1.01	International Journal of Food Science and Technology (online)	Item1	1.00	Nos	0		INR	SELECT
1.02	Journal of Applied Microbiology (online)	Item2	1.00	Nos	0		USD	SELECT
1.03	Journal of ADAC (online)	Item3	1.00	Nos	0		INR	SELECT
1.04	Journal of Food Science (online)		1.00	Nos	0		EUR	SELECT

BoQ1

## **Annexure IV: GENERAL TERMS & CONDITIONS OF CONTRACT**

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.
2. Firm has to provide Subscriber Number allotted by the publisher against journals / databases subscribed.
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. **The Bidder/Vendor has to deposit Bid Security (EMD) amount mentioned in the NIT** in the shape of Demand Draft / bank guarantee from commercial bank in favour of Director, ICAR -CIFT 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 refund of EMD not claimed within three years from the last date of receipt of tender will stand forfeited. 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.
5. **The successful firm will be required to deposit the security amount at the 100% of the total order value in the shape of Bank Guarantee or fixed deposit valid for 18 months + 45 days** which will be released only after completion of supply of issue(s) of Foreign and Indian journals/databases. No interest will be paid by ICAR -CIFT on Security money.
6. **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.**
7. Journals issues so ordered to be delivered in the Library ICAR -CIFT in good condition. The firm/agency shall procure all the journals subscribed for the ICAR-CIFT's library from the respective publishers by Air Freight arrangement at no additional cost and supply the same to the library.
8. The firm/Vendor has to inform about the availability of free online access to the ordered journals to the ICAR –CIFT Library.
9. 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.
10. Activation of online journals has to be done by the firm without charging any additional charges or subscription.
11. 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 ICAR-CIFT in this regard.**
12. 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 ICAR -CIFT 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.
13. **The firm should have last Five years' experience in supply of foreign and Indian journals/databases** to ICAR Institute's/SAU, Central universities/other UGC recognized universities. The firm /agency should make an undertaking that it will be in a position to supply the foreign and Indian journals as per the list attached.

14. **The firm have to pay 2% penalty (up to 10% maximum) against late supply of print/online journals/ periodical.** The periodicity of journal, its **Time limit proposed relaxation period & penalty is shown in (Annexure VI).** 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 Director of ICAR -CIFT. The firm will refund to ICAR-CIFT's Library full amount of subscription of journals along with the penalty which are not supplied within six months from receipt of payment.
15. No interest would be payable on amount paid by the subscription agent to the publisher on account of delay in payment by the institute.
16. 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.
17. **The successful firm will have to enter into an agreement with the Director, ICAR –CIFT on a non-judicial stamp paper of Rs.100/- (Rupees One hundred only),** the cost of which has to be borne by the Tenderer himself.
18. 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.
19. The Director, ICAR -CIFT on behalf of ICAR reserves the right to accept or to reject any or all items(s) if the tender at any stage without assigning any reason. The decision of the Director, ICAR -CIFT in this regard will be final and binding.
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 ICAR - CIFT.
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.
22. The rates of the journals /titles must be submitted only by charging on **current bank exchange rate** (TT selling rate).
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.
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 Director, ICAR -CIFT and such reduction will automatically applicable to the ICAR -CIFT.
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.
26. Validity of bids: For the calendar year and additional six months totalling 18 months.

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.
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.**
29. **Discount percentage shall be indicated both in figures as well in words.**
30. In case of any dispute arising out of their contract, decision of the Director ICAR - CIFT, will be final and binding to both Parties
31. Users list may also to be attached in the tender form
32. All the tender documents & price bid to be uploaded as per this tender are to be digitally signed by the bidder.
33. All the communications with respect to the tender shall be addressed to:

**The Director,  
ICAR - Central Institute of Fisheries Technology,  
Willingdon Island, Matsyapuri P.O.  
Kochi – 682029.**

## **ANNEXURE V**

### **Selection Criteria of Bidders for TECHNICAL BID for the supply of Foreign and Indian Journal the supply of Journals**

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 supply order or any equivalent amount fixed by the ICAR -CIFT, 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. 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.
3. The intending Tenderer, in case of Authorized Distributor/ Authorised Dealer shall possess valid authorized Distributorship /Dealership license from Original Equipment Manufacturers. The tenderer shall enclose the copy of the same as PDF file in Cover-I of the e-tender while submitting the tender.
4. The Firm/Agency should be a regular member of the "GOODS OFFICES COMMITTEE" of the Federation of Publishers and Book Sellers Association of India and a proof has to be enclosed with the offer.
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.
6. The firm /agency is supposed to enclose the 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 to be annexed regarding supply of periodicals to ICAR Institute's/SAU Central universities/other UGC recognized universities and IITs, (to be enclosed with the technical bid). Experience should be for supply of foreign and Indian journals.
7. 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)
8. Terms and conditions for supply of journals in ICAR -CIFT library duly signed has to be enclosed with the technical bid.

[www.cift.res.in](http://www.cift.res.in)  
Phone: 0484-2412300  
Fax: 0091 -484-2668212

E.Mail: [cift@ciftmail.org](mailto:cift@ciftmail.org)  
[ciftpurchase@gmail.com](mailto:ciftpurchase@gmail.com)



**केन्द्रीय मात्स्यकी प्रौद्योगिकी संस्थान**  
**CENTRAL INSTITUTE OF FISHERIES TECHNOLOGY**  
(भारतीय कृषि अनुसन्धान परिषद)  
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)  
विल्लिंगडन आइलैंड, मत्स्यपुरी पी. ओ., कोच्चिन-682 029  
WILLINGDON ISLAND, MATSYAPURI P.O., COCHIN-682 029



#### ANNEXURE - VI: SCHEDULE OF REQUIREMENTS

Sl.No.	FOREIGN JOURNALS
1.	Fishing News (Print & Digital)
2.	Info fish International (print)
3.	Journal Of AOAC International(Print & online)
	<b>INDIAN JOURNALS</b>
1.	Fishing Chimes(4 copies) (Print)
2.	Indian Food Industry (Print)
3.	Seafood Export Journal(Print)
4.	Journal of Marine Biological Association(Print)
5.	Economic and Political Weekly(Print)
6.	Kurukshetra, Min. of Rural Development, New Delhi (Print)
7.	Yojana, Min.of Information and Broadcasting, GOI (Print)
8.	Agri Business & Food Industry (Print)



**ANNEXURE -VII - THE PERIODICITY OF JOURNAL, ITS TIME LIMIT**  
**RELAXATION PERIOD & PENALTY IS AS UNDER**

<b>Periodicity of periodicals /journals</b>	<b>Time limit for supply of journals</b>	<b>Relaxation Period</b>	<b>Penalty</b>
Weekly	Within 15 days from date of publication	7 days	2% of the cost of the late supplied Issue each day and maximum of fifteen 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 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
Quarterly	Within 45 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
Online version journals if any	Within 7 days from the date of uploading by the publisher on their website publication	3 days	2% of the cost of the late supplied issue each day and maximum of Fifteen 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 Fifteen days from the date of relaxation
<b>No penalty will be charged if the supplier provide valid and satisfactory reasons for non-supply of the journals with documentary evidence received from the publishers. The documents relating to non-supply of journals should be submitted well in advance to avoid penalty</b>			

**ANNEXURE VIII**  
**Online Bid Submission Details**

**Online Bid Submission:**

The Online bids (complete in all respect) must be uploaded online in Two Covers as explained below:-

<u><b>COVER - I</b></u>			
(Following documents to be provided as PDF file)			
S.No	Documents	Content	File Types
1.	Technical Bid	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 OEM	.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 GST Registration, Income Tax PAN.	.PDF
5.		Copy of proof of the membership in "GOODS OFFICES COMMITTEE" of the Federation of Publishers and Book Sellers	.PDF
6.		Copy of Earnest Money Deposit by way of Demand Draft / BG or copy of certificate for Bid Security exemption, if claiming.	.PDF
7.		Copy of undertaking from the bidder that they have not black-listed by any State/Central Government Departments/other organizations.	.PDF
8.		A copy of Certificate of Incorporation, Partnership Deed / Memorandum and Articles of Association / any other equivalent document showing date and place of incorporation	.PDF
9.		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
10		Documentary evidence of claim management support ( in the form of website print outs) & & website address details.	.PDF
11		Undertaking from the firm stating they have necessary permission to deal with foreign and Indian periodicals subscription .	.PDF
12		Terms and conditions for supply of journals in ICAR -CIFT library duly signed	.PDF
<u><b>COVER - II</b></u>			
S.No.	Types	Content	
1.	Financial Bid	Price bid (BOQ) to be filled in Excel format as per instructions given in price bid	.xls

All the documents and BOQ has to be digitally signed by the bidder.

**(P. Krishna Kumar)**  
**Asst. Admn. Officer (P)**  
**For Director**