



GOVERNMENT OF INDIA
MINISTRY OF EARTH SCIENCES
NATIONAL CENTRE FOR MEDIUM RANGE WEATHER FORECASTING
A-50, INSTITUTIONAL AREA, SECTOR-62, NOIDA-201309

Notice Inviting Tender (NIT) for the Subscription of Foreign Journals for one
year.

File No. – D-31012/02/2018-NMRF

Tender published at websites

<https://moes.euniwizarde.com>

&

www.ncmrwf.gov.in

(For reference only)

Online Tenders under 02 (two) bid system are invited from the publishers/authorized dealers for the online subscription of Foreign Journals for one year as mentioned under 'Scope of Works'.

ELIGIBILITY:

The following requirements should be fulfilled in the Pre-Qualification Bid.

1. Bidder should have Average Annual Financial Turnover of at least ₹ **1.6 lakhs (Rupees one lakh sixty thousand only)** for every year during the last three financial years. Necessary supporting documents should be submitted by the bidder in this regard.
2. Bidder should have at least 01 (one) similar completed work (supply of foreign journals) costing not less than ₹ 420,000/- (Rupees four lakhs twenty thousand only) or 02 (two) similar completed works costing not less than ₹ 260,000/- (Rupees two lakhs sixty thousand only) each or 03 (three) similar completed works costing not less than ₹ 210,000/- (Rupees two lakhs ten thousand only) each with Central Government Institutes/R & D Institutes/Universities during last 3 financial years.
3. EMD of ₹ 11,000/- (Rupees eleven thousand only) in the form of Bank Draft/Pay Order/BG in favour of **"Drawing & Disbursing Officer, NCMRWF"** payable at New Delhi.
4. The agency must not be blacklisted by any Government Office/Autonomous Institute/PSU in any earlier contract and shall submit declaration in prescribed format.
5. Attested Photocopies of PAN & GST registration.
6. Attested Photocopies of Income Tax Returns for the last 3 years.

Bids will be submitted online in two covers only: -

Pre-qualification Bid

1. Self-attested and Scanned Copy of filled up Pre-Qualification Bid Format (along with copies of PAN/GST No.) as per Annexure-2 of Tender Document.
2. Self-attested and Scanned Copy of Tender Acceptance Letter as per Annexure-5 of Tender Document.
3. Self-attested and Scanned Copy of filled up Prior Experience Form (along with Work Orders/Experience Certificates) as per Annexure-6 of Tender Document.
4. Self-attested and Scanned Copy of filled up Declaration Form as per Annexure-7 of Tender Document.
5. Self-attested and Scanned Copies of Audited Balance Sheet of last 03 years.
6. Self-attested and Scanned Copy of EMD/Exemption Certificate.
7. Self-attested and Scanned Copy of proof for regular membership of the "GOOD OFFICES COMMITTEE" of the Federation of Publishers and Book Sellers Association of India.

Financial Bid

1. BOQ in .xls format.
2. Self-attested and Scanned Copy of Filled up Price Bid Undertaking as per Annexure-4 of Tender Document.

Critical Date Sheet

Published Date	18 September 2019 (05.00 PM)
Bid Document Download / Sale Start Date	18 September 2019 (05.00 PM)
Bid Submission Start Date	18 September 2019 (05.00 PM)
Pre bid meeting	26 September 2019 (12.00 PM)
Bid Document Download / Sale End Date	09 October 2019 (02.00 PM)
Bid Submission End Date	09 October 2019 (02.00 PM)
Bid Opening Date	10 October 2019 (03.00 PM)
Venue of Pre Bid Meeting	Conference Hall, NCMRWF, A-50, Institutional Area, Sector-62, Noida-201309
Contact Person	Director (Admin.), NCMRWF 0120-2419480 mgupta@ncmrwf.gov.in

- Bidders who wish to be present at the time of opening of tender may present themselves or their authorized representatives who shall bring the bid acknowledgement receipt.
- Financial Bids of only those Service providers/ Agencies will be opened who fulfill the Pre-qualification conditions.
- Head (NCMRWF) reserves the right to postpone and/or extend the date of receipt / opening of quotations or to withdraw the same.

TERMS AND CONDITIONS

1. Tender document may be downloaded from E Tendering Portal at <https://moes.euniwizarde.com>. Aspiring Bidders who have not enrolled/registered in e-procurement should enroll/register before participating through the website <https://moes.euniwizarde.com>. Bidders are advised to go through instructions provided at Annexure-8 regarding 'Instructions for online Bid Submission'.
2. Bidders can access Tender document on the website, fill them with all relevant information and submit the completed Tender document into electronic Tender on the website <https://moes.euniwizarde.com>.
3. Tenders and supporting documents shall be uploaded through e-procurement portal only. Hard copies of the Bids will not be accepted.
4. **All the annexure mentioned in Pre-Qualification Bid will be filled properly and signed copies of the same will be uploaded. Bids without properly filled annexure will not be considered for financial opening.**
5. Not more than one tender shall be submitted by one bidder or bidders having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/Director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
6. Bidder **shall not tamper/modify the tender document including downloaded price bid template in any manner**. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and bidder is liable to be banned from doing business with NCMRWF.
7. Intending bidders are advised to visit again NCMRWF website www.ncmrwf.gov.in & <https://moes.euniwizarde.com> at least 3 days prior to closing date of submission of tender for any corrigendum/ addendum/ amendment.
8. The Firm/Agency should be a regular member of the "GOOD OFFICES COMMITTEE" of the Federation of Publishers and Book Sellers Association of India and a proof has to be enclosed with the offer.
9. Applicant contractor must submit Earnest Money Deposit for an amount of ₹ 11,000/- (**Rupees eleven thousand only**) in the form of DD/BG/FDR in favor of D.D.O., NCMRWF payable at New Delhi obtained from any Nationalized/ scheduled Bank valid for three months with their application/downloaded tenders. All applicable bank charges shall be borne by the applicant and he shall not have any claim what so ever on this account on Government. In case of re-tendering, the firms which has submitted the EMD in earlier calls will require to submit EMD along with their tender/application in subsequent calls also. Original Instrument of EMD will be submitted to Director (Admin.) on or before Bid Submission End Date & Time failing which bid will not be considered for opening.
10. Bidders, who have NSIC/MSME certificates, will be exempted from paying EMD. Such bidders shall upload attested copy of NSIC/MSME certificate in place of EMD and submit attested copy of NSIC/MSME certificate to Director (Admin.) on or before Bid Submission End Date & time, failing which their bid shall not be considered for opening.
11. The successful bidder will have to deposit a Performance Security Deposit of 5 % of Total Contract Value, in the form of Bank Guarantee with **Drawing & Disbursing Officer, NCMRWF, A-50,**

INSTITUTIONAL AREA, SECTOR-62, NOIDA (U.P.)-201309 having validity of 90 days.

12. The firm /agency is supposed to enclose the documentary evidence for the supply of foreign journals to Govt. Offices/Central universities/other UGC recognized universities and IITs, (to be enclosed with the Pre-qualification bid) during last 03 years. Experience should be for supply of foreign journals only.
13. The Firm / agency should give undertaking that the firm have necessary permission to deal with foreign periodicals subscription and make necessary payment in currency.
14. The selected firm/agency upon receipt of confirmed order shall process Institutional subscription for all foreign journals and payment shall be made by the firm to the respective publisher for the journals ordered with them.
15. Firm has to provide Subscriber Number allotted by the publisher against journals subscribed.
16. All journals are to be supplied for one year from the date of contract.
17. Contractor shall provide back files access of last 05 years for all the journals.
18. The rates of the journals /titles must be submitted only by charging on current bank exchange rate (TT selling rate).
19. The bidder may contact above office on any issues with regard to the above tender on any working day between 14:30 hrs. to 17:30 hrs for clarification, if any. For site visit please contact with Director (Admin.) and Sh. Sandeep Saharia, ASO at Telephone No.0120-2419480 and 0120-2419486.
20. Copies of the Company registration and GST registration etc. may be enclosed with the quotation.
21. Head (NCMRWF) reserves the right to accept / reject any response or all the responses. Head (NCMRWF) taking note of overall facts and circumstances may change, add or relax any of the terms and conditions of this tender notice.
22. **After the award of contract, Contractor shall provide online access of the journals from date of acceptance of contract.** Penalty of `Rs. 2000/- per day shall be charged for failure to provide the service.
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 bidder on lower rates to some other organization, he shall forthwith notify such reduction or sale immediately to Head (NCMRWF) and such reduction will automatically applicable to NCMRWF.
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 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. 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.
27. 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.
28. In case of any dispute arising out of their contract, decision of Head (NCMRWF), will be final and binding to both parties.

29. Arbitration

In the event of any dispute or difference relating to the interpretation and application of the provisions of the contracts, such dispute or difference shall be referred by either party to the Arbitration of one of the Arbitrators in the Ministry of Earth Sciences to be nominated by the Secretary to the Government of India in charge of the Ministry of Earth Sciences. The award of the Arbitrator shall be binding upon the parties to the dispute, provided, however, any party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law Secretary, Department of Legal Affairs, Ministry of Law & Justice, Government of India. Upon such reference the dispute shall be decided by the Law Secretary or the Special Secretary/Additional Secretary when so authorized by the Law Secretary, whose decision shall bind the Parties finally and conclusively. The parties to the dispute will share equally the cost of arbitration as intimated by the Arbitrator.

Pending the submission of and/or decision on a dispute, difference or claim or until the arbitral award is published; the parties shall continue to perform all of their obligation under this agreement without prejudice to a final adjustment in accordance with such award.

SCOPE OF WORK

List of foreign journals (online subscription) for one year

Sr. No.	Title	Publisher
1.	The quarterly journal of The Royal Meteorological Society	Wiley
2.	Pure and Applied Geophysics	Springer

Pre-qualification Bid Format

Sr. No.	Particulars	Details
1.	Name of the Vendor	
2.	Full address of the Vendor:	
3.	Telephone no.	
4.	Fax No.	
5.	Email:	
6.	Contact person name and contact no.	
7.	PAN No. self attested copy of the same be attached.	
8.	GST Registration No., self attested copy of the same must be attached.	
9.	No. of similar work experiences in Central Government Institutes/R & D Institutes/Universities	
10.	Whether the company Black listed by any Organization: Yes/No	

Signature _____

Name of the Authorized Signatory: _____

Seal/Stamp: _____

PRICE BID FORMAT

(for reference only, rates shall be quoted in XLS format only)

S.No	Item	Qty	Rate	GST	Amount
1	The quarterly journal of The Royal Meteorological Society (annual subscription)	01			
2	Pure and Applied Geophysics (annual subscription)	01			
	Total				

PRICE BID UNDERTAKING

From: (Full name and address of the Bidder) _____

To,

Dear Sir/Madam,

I submit the Price Bid for _____ and related activities as envisaged in the Bid document.

2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I offer to work at the rates as indicated in the price Bid, Annexure IV inclusive of all applicable taxes except Service Tax.

Yours Faithfully,

Signature of Authorized Representative

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

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

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

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

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

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

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

5. In case any provisions of this tender are found violated , then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

PRIOR EXPERIENCE

Using the format below, provide information in respect of each Department/Ministry/Agency to whom services were provided by the firm)

Name of the Govt. Department/Ministry/ Agency along with their address and details of contact person to whom services were provided during 2016-17, 2017-18 & 2018-19 (with details)	Details of Similar Works

Yours faithfully,

(Signature of the Authorized person)

Date:

Name:

Place

Designation:

Business Address

Seal:

DECLARATION

Declaration letter on official letter head stating the following:

- (i) We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.
- (ii) We are not black-listed by any Central/State Government/Public Sector Undertaking in India.

Yours faithfully,

(Signature of the Authorized person)

Date:

Name:

Place

Designation:

Business Address

Seal:

Instructions for Online Bid Submission

Instructions for Online Bid Submission: The bidders are required to submit soft copies of their bids electronically on the e-tender Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-tender Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-tender Portal. More information useful for submitting online bids on the e-tender Portal may be obtained at:

<https://moes.euniwizarde.com/>

REGISTRATION

1. Bidders are required to enroll on the e-Procurement Portal (URL <https://moes.euniwizarde.com/> with clicking on the link "Online bidder Registration" on the e-tender Portal 2360 per year.
2. As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidder.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC"s to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.
7. The scanned copies of all original documents should be uploaded on portal.

SEARCHING FOR TENDER DOCUMENTS

There are various search options built in the e-tender Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Item/work id, Title, Date, etc. Once the bidders had selected the tenders in which they are interested, bidder can pay the processing fee Rs.885/- including GST@18%(NOT REFUNDABLE) by net-banking / Debit / Credit card then you may download the required documents / tender schedules, Bid documents etc. Once you pay both fees, tenders will be moved to the respective "Register" Tab.

Please feel free to contact ITI Helpdesk (as given below) for any query related to e-tendering. 1. Helpdesk landline No: 011-49606060 2. Mr. Saurabh Rai (7042643428).