

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

*TENDER FORM FOR SUPPLY
OF
MEDICAL JOURNALS
2011-12*

Price: Rs. 500/- (by hand)
: Rs. 600/- (by post)

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Sr. No.-----
Money Receipt No.-----

Last Date for sale of tender form: 24 sept 2011 up to 1:00 PM
Last Date for Submission: 26 sept 2011 up to 3:00 P.M.
Opening of tender: 26 sept 2011 4:00 PM

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

Subject: Tender submission for -----

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

Yours faithfully,

Authorized Signatory

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

Date:-----

Date:-----

Phone No.:-----

Fax No.:-----

Mobile No.:-----

E-Mail : -----

Enclosure:

GENERAL INSTRUCTIONS

TENDER PROCEDURE

1. Tender forms will be sold by Dean, MGM Medical College, Indore to the desired parties up to 24 sept till 1:00 PM by paying in person Rs. 500 (Rs. Five Hundred only), in cash /DD in favour of Dean, MGM Medical College, Indore, Payable at Indore as the cost of Tender form (Non refundable) or Rs. 600/- (Rs. Six Hundred only) by post.
2. No relaxation from EMD
3. Each bid must be submitted in the following manner:
 - i. Original tender application signed by authorized signatory on each page under official seal together with:
 - a. Certificate of good financial standing and practices issue by your bankers,
 - b. Current Sales Tax Clearance Certificate issued by the competent authority, (If applicable)
 - c. Current Income Tax Clearance Certificate issued by the Competent Authority,
 - d. Satisfactory report of supply status for the three years including 2007 of your clients.
 - e. Registration of the Company /Firm issued by the Competent Authority, and
 - f. Affidavit concerning no black listing, least price offer, no pending case against the firm by any Govt., by any Investigating agency, CBI or Economic Offense Department etc.
 - ii. **Envelope A:** Containing EMD of Rs. 10,000/- (Rs. Ten Thousand only) in the form of F.D. for one and half year, issued by nationalized scheduled bank guaranteed by RBI, in the name of the bidder and pledged in favour of **Dean, MGM Medical College, Indore** (refundable)
 - iii. **Envelope B:** Separate financial bid for Medical journals with two additional self certified copies of each.

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

4. Marking of Envelopes:

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

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

The bid must be submitted in the following format:

S.N.	Title of the Journal	Conversion rate	Publisher Price		Price in Rs.	Discount in %	Discounted Price in Rs.
			Print price	Online price			

5. Submission of Tender:

Tenders complete in all respect have to be submitted in the office of the Dean, MGM Medical College, Indore on or before 26 sept 2011 3:00 PM

6. Opening of tender

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

Envelopes A & B will be opened on 26 sept . at 4.00 PM in the Dean’s Conference Hall at MGM Medical College, Indore (Near Dean’s Chamber) in presence of authorized representatives of the bidders, if they are present. At this stage following documents will be checked.

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

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

GENERAL TERMS & CONDITIONS

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

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

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

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

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

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

- 7 **Cost of tender form:** - Will not be refunded in any case. EMD in the form of FD for one and half year issued by scheduled bank authorized by RBI, in the name of the bidder and pledged in favor of Dean, MGM Medical College, Indore is a must.
- 8 **EMD:-** All bidders have to deposit a refundable EMD of Rs. 10,000/- (Rupees Ten thousand only), in the form of F.D. for one and half year issued by a scheduled bank guaranteed by RBI in the name of bidder and pledged in favor of Dean, MGM medical College, Indore. The Draft will be verified from the issuing Bank. The successful bidder has to deposit additional amount also in the same manner to level EMD together with extra amount to 5% of the accepted price. Successful bidder shall also submit a bank guarantee equivalent of order value from Scheduled Bank, till the pendency of the contract.
- 9 Conditional tenders are liable to be rejected.
- 10 Tenders once submitted cannot be withdrawn. Earnest money of bidder who withdraws from his offer, for whatever reason, will be forfeited.
- 11 Bidders offering bid for chosen discount and price (amount and currency) their bid shall remain undisputed for all future actions of the society in this regard. The bidder will have to stick to the percentage of discount and nature of currency mentioned in the bid.

In the event of bid found to be lowest and the orders placed the same must be complied within 2 months. This period will not be extended under any condition, whatsoever. Bidders who fail to supply the desired journals within stipulated time shall be deemed to do so deliberately. In such event, the order will be placed to the next lower bidder, whose discount is otherwise higher and such difference

will be debited from the security deposit amount from defaulting bidder and the money remaining un-recovered, will be recovered from the defaulting bidder as public revenue. Simultaneously, he will be black listed to participate in the future tender process and the Government will be informed of such black listing.

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

responsible to make good such losses/shortages noticed till the stage of handing over of the journals.

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

ADVANCE:

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

PAYMENT:

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

DISPUTE:

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

JURISDICTION:

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

TERMS AND CONDITION FOR PURCHASE OF JOURNALS

1. Journals which are available online with print copy, you have to make IP authentication or make first user name password for the same & also give us the subscription number.
2. Delivery of the journals will be on destination with no packing and postal charges.
3. Conversion rate of foreign currency in Indian rupees as per GOC.
4. On receipt of the payment you will please send receipt in duplicate (One stamped and on unstamped) towards the bills. It may please be noted that in delay in transmission of receipt is not permissible and therefore you will please not it a point to furnish the same with in a fortnight latest.
5. Journal must be started from 1st January 2012 as per our order regularly.
6. You will be fully responsible to replace the missing issues against demanded journals.
7. If the MGM Medical College, Indore decides not to subscribe any or more of the periodicals the MGM Medical College, Indore shall give to the supplier 15 days notice. In view of the foreign journals we intimate to the supplier in writing and supplier shall on the expiry of the said notice refund to the proportionate amount of the subscription for the unexpired period.

While submitting the bid please enclose the authorized distributor certificate from the publisher of the journals.

DEAN & C.E.O.
MGM Medical College &
Associated Hospitals
(Autonomous Society),
Indore

LIST OF MEDICAL JOURNALS FOR 2012

S.No.	Title	Subject
1.	Anaesthesia & Analgesia	Anaesthesia
2.	Anaesthesiology Clinics of North America	Anaesthesia
3.	Acta Anatomica	Anatomy
4.	American Journal of Anatomy	Anatomy
5.	Anatomical Record	Anatomy
6.	Ex-Medica Anatomy	Anatomy
7.	Journal of Anatomy	Anatomy
8.	Journal of Embryology & Morphology	Anatomy
9.	Journal of Morphology	Anatomy
10.	Teratogenesis	Anatomy
11.	The Anthropologist	Anatomy
12.	International Journal of Epidemiology	Community Medicine
13.	American Journal of Respiratory Critical Care	Medicine
14.	Annals of Internal of Medicine	Medicine
15.	British Medical Journal (International)	Medicine
16.	Clinics in Chest Medicine	Medicine
17.	JAMA	Medicine
18.	Lancet	Medicine
19.	Medical clinics of North America	Medicine
20.	New England Journal of Medicine	Medicine
21.	Journal of Infectious diseases	Microbiology
22.	American Journal of Obstetrics and Gynaecology	Obst.& Gynae.
23.	International Journal of Obstetrics and Gynaecology	Obst.& Gynae.
24.	Obstetrical & Gynaecology survey	Obst.& Gynae.
25.	Obstetrical & Gynaecological Clinics of North America	Obst.& Gynae.
26.	American Journal of Ophthalmology	Ophthalmology
27.	Ophthalmology	Ophthalmology
28.	Ophthalmology Clinics of North America	Ophthalmology
29.	Survey of Ophthalmology	Ophthalmology
30.	Acta Orthopaedica Scandinavica	Orthopaedics
31.	American Journal of Orthopedics	Orthopaedics
32.	Clinical Orthopedics and Related Research	Orthopaedics
33.	Journal of American Society of Orthopaedics	Orthopaedics
34.	Journal of Anthroplasty	Orthopaedics
35.	Journal of Bone Joint Surgery (American & British Vol.)	Orthopaedics
36.	Journal of Orthopaedic Surgery	Orthopaedics
37.	Journal of Trauma	Orthopaedics
38.	Journal of The American Academy of Orthopedic Surgeon	Orthopaedics
39.	Operative Techniques in Orthopaedics	Orthopaedics

40.	Orthopaedics Clinics of North America	Orthopaedics
41.	Acta Otolaryngologica	Otolaryngology
42.	Annals of Otorhinolaryngology	Otolaryngology
43.	Archives of Otorhinolaryngology	Otolaryngology
44.	Journal of Laryngology & Otology	Otolaryngology
45.	Laryngoscope	Otolaryngology
46.	Otolaryngology Clinics of North America	Otolaryngology
47.	Acta Cytologica	Pathology
48.	Acta Hematologica	Pathology
49.	American Journal of Clinical Pathology	Pathology
50.	American Journal of Human Genetics	Pathology
51.	American Journal of Surgical Pathology	Pathology
52.	Blood	Pathology
53.	British Journal of Haematology	Pathology
54.	Cancer	Pathology
55.	Cancer Cytopathology	Pathology
56.	Circulation	Pathology
57.	Journal of Biological Chemistry	Pathology
58.	Journal of Cell Biology	Pathology
59.	Journal of Clinical Investigation	Pathology
60.	Journal of Histopathology	Pathology
61.	Nature	Pathology
62.	Science	Pathology
63.	Archives of Diseases in Childhood	Pediatrics
64.	Journal of Tropical Paediatrics	Pediatrics
65.	Paediatrics Clinics of North America	Pediatrics
66.	Journal of Clinical Pharmacology	Pharmacology
67.	Pharmacology Review	Pharmacology
68.	Journal of Pharmacology and Experimental Therapeutics.	Pharmacology
69.	Journal of Psychopharmacology	Pharmacology
70.	Physiological Reviews	Physiology
71.	American Journal of Physiotherapy	Physiotherapy
72.	Australian Journal of Physiotherapy	Physiotherapy
73.	Journal of Orthopedics and Sports Physical Therapy	Physiotherapy
74.	Physiotherapy: The Journal of Chartered Society of Physiotherapy	Physiotherapy
75.	Physiotherapy Canada	Physiotherapy
76.	Journal of Body work & movement Therapies	Physiotherapy
77.	International Journal of Radiation Oncology *Biology*Physics (Red Journal)	Radiation Oncology
78.	Journal of Clinical Oncology	Radiation Oncology
79.	Radiotherapy and Oncology (Green Journal)	Radiation Oncology
80.	Seminars in Radiation Oncology	Radiation Oncology
81.	The Lancet Oncology	Radiation Oncology
82.	American Journal of Neuroradiology	Radiology
83.	American Journal of Roentgenology	Radiology

84.	British Journal of Radiology	Radiology
85.	Clinical Radiology	Radiology
86.	Radiological Clinics of North America	Radiology
87.	British Journal of surgery	Surgery
88.	Journal of Paediatric Surgery	Surgery
89.	Paediatric Surgery International	Surgery
90.	Journal of Neurosurgery	Surgery
91.	Surgical Clinics of North America	Surgery
92.	Spine	Surgery
93.	World Journal of Surgery	Surgery

SAMPLE AFFIDAVIT

(To be typed on Non-Judicial stamp paper, duly Notarized)

I-----Designation-----
of-----official address -----
-----residential address-----
-----solemnly declare that:

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

Witnesses:

Signature

Signature

- | | | | |
|----|--|-------|--|
| 1. | Name: -----
Address:-----
----- | ----- | Signature, Name & Official
Seal of Authorized signatory |
| 2. | Name-----
Address:-----

----- | ----- | Designation:-----
Official Add.:-----

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

