

**TERMS AND CONDITIONS FOR SUPPLY OF JOURNALS DURING
THE CALENDAR YEAR 2013.**

- 1 The Firm must be ISO 9001 : 2000 Certified Firm
- 2 The Firm must be a registered firm in India and in business for the last 05 Years or more.
- 3 The Firm must have Minimum Turnover of Rs 10.00 Crores for the Financial Year ending March 2012.
- 4 A latest copy of the VAT Clearance Certificate in form VAT-612 & Income tax clearance Certificate should be furnished along with the quotation.
- 5 Copy of PAN No of the Firm.
- 6 Copy of VAT Certificate of the Firm
- 7 Copy of Service Tax Registration Certificate.
- 8 The quotation should indicate the maximum rate of discount offered on Publishers' Price of the Journals in Indian Currency. They must quote in Indian currency.
- 9 The quotation should be accompanied with a Bank Draft worth Rs.40, 000/- (Rupees Forty Thousand) only towards Security Deposit in favour of VSSUT payable at S.B.I., Burla
- 10 The quotation should be accompanied by an undertaking to the effect that (a) The Vendor will supply the journals to the Central Library at its own arrangement/cost; (b) The Vendor will refund the proportionate cost of the missing issues and unsupplied journals, if any.
- 11 The Vendor at the time of submission of bills for payment must submit documents for proof of the price and conversion rates charged;
- 12 The Vendor must clarify whether it will charge postage separately where the publishers charge postage over and above the cost of the journals.
- 13 The Vendor must not quote tentative price of journals. The Vendor must submit an undertaking to the effect that the price quoted is the actual price and that it will not send any supplementary bills due to price-rise of journals in future.
- 14 The vendor or his authorized agent may remain present at the time of opening of the quotation;
- 15 The Firm must have a well established team of 15 technical people to provide support for online activation of journals. (Resume of Technical Staff members should be enclosed.) The Firm should be in position to Ensure that the required

- support for online access is provided within 2 Working days in case if a problem is being faced in accessing online Journals.
- 16 The Firm should provide Internet Based / Web based Claim Management support so that we can check, our order status, delivery Status / claim status. The Firm should be in position to give the live demo of this facility and also give website name where this service can be checked online.
 - 17 The Firm should provide search engine facility on library portal so that online journals can be search like , Title Listing (A to Z Listing ,) Publisher Index , Subject Index , The Firm should be in position to give the live demo of this facility and also give website name where this service can be checked online.
 - 18 A Xerox copy of the letter of the Reserve Bank of India permitting you to deal with the foreign journals subscription
 - 19 Xerox copy of the following Membership Certificates to be enclosed
 - a) Good Offices Committee (GOC)
 - b)Federation of Publishers and Booksellers Association of India (FPBAI)
 - 20 The undersigned reserves the right to accept or reject any or all quotations without assigning any reason thereto.
 - 21 The successful vendor will have to sign an agreement on Judicial paper.
 - 22 The successful vendor will provide a Bank guarantee against the payment of Journals up to the period of distribution.
 - 23 The successful vendor will show the payment details to the Publisher made on behalf of VSSUT, Burla.
 - 24 Copies of Appreciation Letters and Letters of Good Supply from Customers to be enclosed .
 - 25 Undertaking to the effect that the Tenderer has not been blacklisted by any Govt organization.
 - 26 All the disputes if arise out of this will be arbitrated by Registrar, VSSUT, Burla.
 - 27 All disputes are subject to Sambalpur Court jurisdiction.
 - 28 The quotation must accompany a signed copy of this terms & conditions indicating the willingness of the vendor to abide by the terms & conditions.

Comptroller of Finance