

**Dr. Ram Manohar Lohiya National Law University, Lucknow**  
Sector-D-1, LDA Colony, Kanpur Road Scheme, Lucknow  
Web site: [www.rmlnlul.ac.in](http://www.rmlnlul.ac.in)

Tender Reference No: 29/RMLNLU/Lib/2

Date: 05 Oct., 2023

**TENDER NOTICE**

**(For Empanelment of vendors for supply of journals/Periodicals on subscription)**



**Important Dates:**

<b>Start date for submission of bid</b>	:	05.10.2023
<b>End date and time for submission of bid</b>	:	20.10.2023 Time: 5:00 PM
<b>Date for opening of Technical Bid</b>	:	21.10.2023
<b>Date of Financial Bid Opening</b>	:	Technically qualified tendering firms shall be informed telephonically

Registrar  
Dr. RML National  
Law University, Lucknow

**Dr. Ram Manohar Lohiya National Law University**  
Sector-D1, L.D.A., Kanpur Road Scheme, Lucknow-226012

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**1. Purpose of tender:**

Purpose of tender is the selection of service provider for reputed suppliers of journals/periodicals on subscription for the Library of Dr. Ram Manohar Lohiya National Law University, Lucknow. Empaneled vendor shall be required to ensure supply of the ordered titles and quantities on yearly basis in a time bound manner. Objective of this tender notice is to select a quality vendor on competitive pricing.

**2. General Information and Instruction to the Bidders:**

**(a) Submission of bid**

The Vendors shall submit their proposals in two parts (i) Technical Proposal and (ii) Financial Proposal in the following manner:

1. The Tender Fee of Rs. 1000.00 (non-refundable) (Rs. One thousand only) shall be required to be paid through RTGS/NEFT in '**RMLNLU Misc. Account' A/c No. 30728927026 IFSC Code- SBIN0012734 0012734** and a copy of proof of payment with UTR number shall have to be attached along with Technical Bid.
2. EMD of Rs. 60,000/- (Rupees sixty thousand only) shall be required to be paid through bank draft in favour of **Finance Officer, Dr. Ram Manohar Lohiya National Law University, Lucknow** which should be payable at Lucknow. Bidder shall have to send the EMD draft alongwith **technical bid**.
3. Bids are invited for "**Empanelment of vendors for supply of Journals/periodicals etc**" at Dr. Ram Manohar Lohiya National Law University, Lucknow" in two bids system i.e. Technical Bid (**Annexure-A**) and Financial Bid (**Annexure-B**) separately.
4. The tender must be submitted in a sealed cover containing two sealed envelopes i.e. **Part A (Technical Bid) and Part B (Financial Bid)**, superscripted "For Empanelment of vendors for supply of journals/Periodicals on subscription".
5. Tender document may be downloaded from website of university ([www.rmlnlu.ac.in](http://www.rmlnlu.ac.in)) and can be sent through speed post or handed over to Room number-120 of the Administrative Block of the University on any working day before last date and time of the bid. The University shall not be responsible for any postal delay.
6. The Tenders should be typewritten or handwritten but there should not be any overwriting or cutting. Correction, if any, shall be made by neatly crossing out and rewriting with signature and date. The name and signature of the bidder's authorized person should be recorded on each page of the tender papers.
7. **Incorrect or misleading information:** If the bidder deliberately gives incorrect or misleading information in his tender or wrongfully creates circumstances for the acceptance of the tender, the Vice Chancellor of the University reserves the right to reject such a bid at any stage.
8. Even though the bidder may satisfy the qualifying criteria, it is liable to disqualification if it has a record of poor performance or cannot understand the scope of work etc.
9. Earnest money (EMD) will be returned to the unsuccessful bidders without interest after awarding a contract or setting aside.
10. Earnest money will be forfeited if the bidder withdraws the offer, unilaterally amends, or impairs the request within its validity period.
11. Tentative cost of supply of journals/Periodicals is rs. 20.00 lacs.

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**(b) Other conditions:**

Bidders are advised to read carefully other terms & conditions of the contract and sign as a token of acceptance of the terms.

1. Tendering firm must have at least one running contract with any Government University of National Repute.
2. Minimum turnover of the tendering firm for the last three financial year, i.e. 2019-20, 2020-21, 2021-22 must be Rs. 50.00 lacs.
3. Proposals of the firm not having registration under F.P.B.A.I. or any other State level organisation or equivalent shall not be considered.
4. Tendering firms must sign on all the proposal pages of tender document.
5. A security deposit of Rs. 1,00,000/- (Rupees One lac only) shall be required to submit after the award of the contract either by way of a bank guarantee or in the form of a term deposit pledged in favour of 'The Registrar, Dr R.M.L. National Law University, Lucknow' for the period of the contract which shall be refunded to the service provider on the expiry of the contract period.
6. The Supply of all kinds of 'journals/periodicals on subscription' as mentioned in Annexure –'B' shall be made at the University site at the supplier's cost and risk.
7. Supplier shall be responsible for the exchange of journals damaged during transportation.
8. Supplier shall ensure that the Journals supplied to the University are genuine. Any deviation from this condition may result in the termination of the contract and forfeiture of the security money.
9. The University reserves the right to relax any condition if none of the tendering firms fulfils the prescribed eligibility criteria.
10. Discount agreed shall be valid for three years i.e., from F.Y. 2023-24 to 2025-26 for book which shall be applicable from the date of agreement.
11. The contract may be terminated anytime if services are unsatisfactory and security money will be forfeited.
12. Bills of supply shall be raised by the supplier in favour of The Registrar Dr. Ram Manohar Lohiya National Law University, Lucknow which after verification from the library shall be paid ordinarily within two working weeks of the receipt of the bill.
13. The supplier will be responsible for ensuring the delivery of ordered journals in a time-bound manner.
14. Loss of journals in transit shall be the vendor's responsibility. The University shall not be responsible for any such losses.
15. Incomplete proposal shall outrightly be rejected. Sub-division of the columns by the tendering firm shall be seen as a conditional proposal and will not be accepted.
16. In the event of selection of the firm for empanelment, the empanelled vendor shall be required to sign an agreement containing the terms and conditions of this document on a Rs. 100/- stamp paper.
17. **Proposals must specify the exact percentage of discount rather than the range (i.e., 1% to 7% etc.) of the percentage discount in the financial bid.**
18. In case of any dispute regarding the implementation of the contract, the decision of the sole Arbitrator appointed by the University shall be final.
19. If discount rates remain the same, the preference shall be given to a vendor with experience in supplying journals on subscription to the law universities.
20. The vendor must be capable of supplying journals on subscription' of the prominent publishers viz – Cambridge University Press, Oxford University Press, Stanford University Press, Columbia University Press, Harvard University Press, Joh Hopkins University, Michigan University, Blackwell, Virginia University, Yale University Routledge, Wiley, Springer, LexisNexis, Thomson Reuters, Sweet & Maxwell, Ashgate, Sage, Brill, All India Reporter, Eastern Book Company, Eastern Law House, Wolter Kluwer, Carswell, Elder Elger, Taxmann, Hart etc.

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**Annexure-A**

**(Technical Bid)**

S.N.	Particulars	Details
1.	Name of firm	
2.	Registered Address	
3.	Address of Office at Lucknow	
4.	Name & Designation of Contact Person	
5.	Telephone/Mobile No.	
6.	E-mail ID	
7.	Legal Status of the Firm (e.g. company, firm, sole proprietorship)	
8.	Bank A/c detail along with IFS code (Please enclose an unsigned cancelled cheque)	
9.	Income Tax (PAN No.)	
10.	Name of the prominent clients (Attach the list of clients) <b>Institutions/Organizations)</b>	
11.	Registration no. (FPBAI or any other State level organization or equivalent) (Attach the certificate)	
12.	Subscription Agent No. for Journals/Periodicals (Attach the certificate)	
13.	Tendering firm should have at least one running contract with any government University of National Repute ( <b>Enclose Work order and Agreement</b> )	
14.	The average annual minimum turnover of last three years i.e. years 2019-20, 2020-21, 2021-22 must be Rs. 50 lacs. ( <b>Enclose balance sheet and Certificate from CA</b> )	
15.	Earnest Money Details	

**DECLARATION**

I/We.....Designation..... (Name of the company) ..... hereby agree to abide by the terms & conditions of the tender document. I/We declare that I/We have sufficient work experience for supplying journals/periodicals to Educational Institutions/Universities. I/We will not sublet the work to any other agency/firm. I/We certify that the facts in the tender documents are correct, and nothing has been concealed.

Signature of authorized  
signatory  
Name\_\_\_\_\_

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**Annexure-B**

**(Financial Bid)**

<b>S.N.</b>	<b>Particulars (Journals/periodicals on Subscription)</b>	<b>Offered Discount</b>
1.	Indian Journals/Periodicals	
2.	Foreign Journals/Periodicals	

***Note: Range of discount shall not be accepted and currency exchange rate in case of foreign titles shall be applicable as per G.O.C. norms.***

Signature of Bidder