

**OFFICE OF THE DIRECTOR-CUM- MEDICAL SUPERINTENDENT,
MENTAL HEALTH INSTITUTE, S.C.B. MEDICAL COLLEGE HOSPITAL, CUTTACK**
Telephone: 0671 – 2414359, Email – mhi.cuttack@gmail.com

TENDER FOR SUPPLY OF MEDICAL JOURNALS (FOR THE DEPARTMENT OF PSYCHIATRY, CLINICAL PSYCHOLOGY, PSYCHIATRIC SOCIAL WORK & PSYCHIATRIC NURSING) FOR THE LIBRARY OF MENTAL HEALTH INSTITUTE, S.C.B. MEDICAL COLLEGE HOSPITAL, CUTTACK.

**COST OF TENDER PAPER : Rs.1,000/-
(Rupees one thousand only)**

DATE OF SALE OF TENDER PAPER : 03/11/2023 to 30/11/2023

LAST DATE FOR RECEIPT OF TENDER: 01/12/2023

DATE OF OPENING OF TENDER : 02/12/2023 AT 04.30 PM

PLACE OF OPENING OF TENDER : Office of the Director-cum-Medical Superintendent, Mental Health Institute, SCB MCH, Cuttack.

ADDRESS FOR COMMUNICATION : Director-cum-Medical Superintendent, Mental Health Institute, SCB MCH, Cuttack-753 007, Odisha.

**TENDER FOR SUPPLY OF MEDICAL JOURNALS
TO MENTAL HEALTH INSTITUTE, S.C.B.M.C.H., CUTTACK
FOR THE YEAR- 2023.**

TERMS & CONDITIONS.

1. Reputed Publishers / Suppliers having experience in supplying medical journals can participate in this tender process.
2. Tenderer, who has been blacklisted either by the tender inviting authority or by any State Govt. or Central Govt. organization should not participate in the tender during the period of blacklisting.
3. The tenderer must be enclosed the copy of the Money Receipt in support of purchase of tender papers or a bank draft amounting to Rs.1,000/- (Rupees one thousand only) in favour of the “The Director-cum-Medical Superintendent, Mental Health Institute, SCB Medical College Hospital, Cuttack”, when the tender paper will be downloaded from the website at the time of submission of tender paper. The tender paper should be reached in the office of the undersigned through Speed Post/Regd. Post only.
4. The Bids shall be opened in presence of the tenderer or their authorized representatives. The representative to be present at the time of opening of tender should produce an authorization letter from the bidders. There is no bar for opening the tender by the competent authority even if the bidder or his representative is not present.
5. The tender should be in “Two BID type”. All documents and information of the tenderer should be sealed in an envelope superscribed as “TECHNICAL BID” and the price of each item should be furnished in another sealed cover superscribed as “PRICE BID”. Both the envelopes should be sealed in another envelope superscribed as “TENDER FOR SUPPLY OF MEDICAL JOURNALS TO MENTAL HEALTH INSTITUTE, CUTTACK FOR THE YEAR - 2022”.
6. Delivery of journals should be at the library of Mental Health Institute, SCB Medical College Hospital, Cuttack.

7. Tender is valid up to 31.03.2024 from the date of approval.
8. Advance payment may be made on the basis of agreement against bank guarantee. (vide Point 17 & 18).
9. The communications and documents are to be clearly written in English and the rates mentioned by the bidder should be clearly legible.
10. The payment of the cost of foreign edited / published journals will be made on the basis of exchange rate as declared by the appropriate authority or on the basis of exchange rate for library purchase as declared by Government of India whichever will be less as on the date of supply of journals to the Library in INR. The certificate in support of exchange rate must be enclosed with each bill. Advance payment against journals will be final as per the claim made in the tender and no further charge or supplementary demand will be entertained.
11. If any information or document furnished by the tenderer with the tender paper is found to be misleading, haphazard or incorrect at any stage will be rejected.
12. The authority / committee reserves the right to accept in full or part or reject any or all the tenders without assigning any reasons thereof.
13. Journals should be supplied in original print within 6-8 weeks from the date of original publication.
14. Technical Bid (Annexure – I) - The tenderer shall furnish the following documents along with the tender which are to be reflected in the forwarding letter.
 - a. Original money receipt or Demand Draft towards the cost of the tender paper.
 - b. Photocopy of the P A N Card.
 - c. Declaration to supply the journals regularly.
 - d. Photocopy of previous purchase orders from Govt. Medical Colleges of Odisha if any.
 - e. The bidder should submit EMD amounting to Rs.15,000/- in shape of D.D. payable at Cuttack to be pledged in favour of the "Director-cum-Medical Superintendent, Mental Health Institute, SCB Medical College Hospital, Cuttack".
 - f. GST Registration Certificate.

- g. Up to date GST Clearance Certificate.
- h. Attested Xerox Copy of IT returns for last 3 (Three) financial year i.e. 2019-20, 2020-21 & 2021-22 (i.e. Assessment year 2020-21, 2021-22 & 2022-23).
- i. Company to be in existence for at least 10 years. Registration Certificate must be submitted as proof.
- j. A Member of Good Office's Committee for at least 10 years (proof to be enclosed) / membership certificate from the Federation of Publishers & Booksellers Associations in India for at least 10 years (Proof to be attached).
- k. The company should have a minimum turnover 10 Crores. Balance sheet must be submitted as proof for last 3 years.
- l. The company should have executed at least 3 subscription orders worth Rs. 50 Lakhs or more in the last year. Order copies should be attached as proof.
- m. The company should have an internet/web based facility where supply, claim & delivery status can be viewed online. If yes, at least 5 working examples on a CD to be submitted.
- n. Name of the publishers, whom you represent as Distributor in India. Enclose supporting documentary proof.
- o. Year of experience in supplying journals – minimum 5 years. Enclosed documentary proof.
- p. Name of at least two institutions where you are supplying journals worth Rs.10 lacs and above per year. Attach copy of supply order / work order for last two years.
- q. Bidder shall submit an affidavit stating that the bidder has not been black listed by any Government/Quasi- Government institution in Non-Judicial stamp paper.
- r. The bidder should submit an undertaking for acceptance of all the terms & conditions of the tender.

15. **Price Bid** :

Percentage of discount on the publisher's price of Medical Journals should be quoted very clearly in Annexure – II, which should be sealed in separate cover superscripting as “PRICE BID”.

16. The EMD of successful bidder will be refunded after receipt of the Bank guarantee. But the EMD of unsuccessful bidders would be returned back soon after the completion of tender process.
17. The selected supplier of journals should deposit a Bank Guarantee equal to the amount claimed as advance payment from any commercial bank for a period of one year in favour of the Director-cum-Medical Superintendent, Mental Health Institute, Cuttack within 15 days from date of issue of the purchase order.
18. If the tenderer will not be able to supply the journals within the stipulated period without any satisfactory reason, the Director-cum-Medical Superintendent will draw the amount paid against such journals from the bank guarantee of the concerned bank. Such authorization letter must be enclosed along with the tender paper with prior intimation to the bank concerned.
19. The purchase order will be placed to the concerned firm, who will offer highest percentage of discount on publisher's price.
20. The authority will carry no responsibility for receipt of the tender paper beyond the stipulated last date for submission due to postal delay.
21. Any dispute is subject to Cuttack jurisdiction only.
22. The lists of journals are enclosed herewith in separate pages.

**Director-cum-Medical Superintendent,
Mental Health Institute, SCBMCH, Cuttack.**

TECHNICAL BID (CHECK LIST)

Sl. No.	Requirements	Whether documents enclosed
1.	Name of the Bidder with Complete Address/Tel/ Email/ PAN No.	Name : Address: Tel. No. : Email : PAN No. :
2.	Original money receipt or Demand Draft towards the cost of the tender paper.	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.	Photocopy of the P A N Card.	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.	Declaration to supply the journals regularly.	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.	Photocopy of previous purchase orders from Govt. Medical Colleges of Odisha if any.	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.	EMD amounting to Rs.15,000/-	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.	GST Registration Certificate.	Yes <input type="checkbox"/> No <input type="checkbox"/>
8.	Up to date GST Clearance Certificate.	Yes <input type="checkbox"/> No <input type="checkbox"/>
9.	IT returns for last 3 (Three) financial year i.e. 2019-20, 2020-21 & 2021-22 (i.e. Assessment year 2020-21, 2021-22 & 2022-23)	Yes <input type="checkbox"/> No <input type="checkbox"/>
10.	Company to be in existence for at least 10 years. Registration Certificate must be submitted as proof.	Yes <input type="checkbox"/> No <input type="checkbox"/>
11.	A Member of Good Office's Committee for at least 10 years (proof to be enclosed) / membership certificate from the Federation of Publishers & Booksellers Associations in India for at least 10 years (Proof to be attached).	Yes <input type="checkbox"/> No <input type="checkbox"/>
12.	The company should have a minimum turnover 10 Crores. Balance sheet must be submitted as proof for last 3 years.	Yes <input type="checkbox"/> No <input type="checkbox"/>

13.	The company should have executed at least 3 subscription orders worth Rs. 50 Lakhs or more in the last year. Order copies should be attached as proof.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
14.	The company should have an internet/web based facility where supply, claim & delivery status can be viewed online. If yes, at least 5 working examples on a CD to be submitted.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
15.	Name of the publishers, whom you represent as Distributor in India. Enclose supporting documentary proof.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
16.	Year of experience in supplying journals – minimum 5 years. Enclosed documentary proof	Yes <input type="checkbox"/>	No <input type="checkbox"/>
17.	Name of at least two institutions where you are supplying journals worth Rs.10 lakhs and above per year. Attach copy of supply order / work order for last two years.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
18.	Bidder shall submit an affidavit stating that the bidder has not been black listed by any Government/Quasi- Government institution in Non-Judicial stamp paper.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
19.	The bidder should submit an undertaking for acceptance of all the terms & conditions of the tender.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
20.	Authorization letter regarding point No.18 of the terms & conditions of the tender	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Date :

Place:

Name & Signature of the Authorized
Signatory of the Company.

ANNEXURE-II

PROFORMA FOR FINANCIAL BID

(The financial bid is required to be submitted separately in a sealed cover)

To

The Director-cum-Medical Superintendent,
Mental Health Institute, SCBMCH, Cuttack.

Sub : Discount offered for Medical Journals for the year 2023.

Sir,

With reference to the Tender for Medical Journal, we are hereby submitting below our offer of discounts.

Sl. No	Items	Percentage of Discount	
		In Figure	In Word
1	Medical Journals (Indian)		
2	Medical Journals (Foreign)		

The discount offered should match in figure and word. In case of any deviation between figure and words, the offer of discount in respect of that particular item (Journals) may be invalid. The discount column in respect of any item, which is not intended to be quoted (Computerized type, hand written not accepted) against should be written as “**NA**”.

Place :

Signature of the Bidder

Date:

Name and Address of the Bidder

E.mail. :

Phone No :

JOURNALS LIST FOR– 2023

1. DEPARTMENT OF PSYCHIATRY

Sl. No.	NAME OF THE JOURNALS
1.	British Journal of Psychiatry
2.	North American Clinics
3.	Journal of Clinical Psychopharmacology.(J.C.P)
4.	Indian Journal of Psychiatry
5.	Act Scandinavia Psychiatry.
6.	Indian Journal of Psychological Medicine
7.	Industrial Journal of Psychiatry
8.	Indian Journal of Social Psychiatry
9.	Child & Adolescent Psychiatry Clinics of North America.
10.	Nature Neuroscience – Nature Publishing Group.
11.	Archival Psychiatry.
12.	Biological Psychiatry.

2. DEPARTMENT OF CLINICAL PSYCHOLOGY

SL . NO	NAME OF THE JOURNALS
1.	British Journal of Psychotherapy.
2.	Indian Journal of Clinical Psychology.
3.	Journal of Consulting and Clinical Psychology.
4.	Journal of Personality Assessment.
5.	British Journal of Clinical Psychology.
6.	Journal of Couple and Relationship Therapy.
7.	Behavioral Medicine.
8.	Journal of Clinical Psychology.
9.	Annual Review of Clinical Psychology.

3. DEPARTMENT OF PSYCHIATRIC SOCIAL WORK

Sl. No.	Name of the Journals
1	America Journal of Family Therapy [Formerly Known as International Journal of Family Counselling (1977 – 1978) & Journal of Family Counselling (1973 – 1976)]
2	British Journal of Social Work.
3	Child & Adolescent Social Work Journal.
4	Child & Family Social Work.
5	Clinical Social Work Journal.
6	Indian Journal of Social Work.
7	Journal of Family Psychotherapy.
8	Journal of Marital & Family Therapy.
9	Journal of Social Work in End-of-Life & Palliative Care.
10	National Journal of Professional Social Work (NJPSW).

4. DEPARTMENT OF PSYCHIATRIC NURSING

Sl. No.	Name of Journals
1.	Advances in Nursing Science
2.	Critical Care Nursing Quarterly
3.	Journal of Forensic Nursing
4.	Journal of Neuroscience Nursing
5.	AJN: American Journal of Psychiatric Nursing.
6.	MCN: American Journal of Maternal / Child Nursing
7.	Journal for Nursing in Professional Development (formally Journal for Nurses in Staff Development)
8.	Plastic & Aesthetic Nursing – Official Journal of the International Society for Plastic & Aesthetic Nurse
9.	International Journal of Nursing Education and Research.
10.	International Journal of Nursing Students
11.	International Journal of Mental Health Nursing.