

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 E-RESOURCES (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 at 05.30 P.M.

DATE OF OPENING OF TENDER :02/12/2023 at 04.30 P.M.

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

ADDRESS FOR COMMUNICATION : Director-cum-Medical Superintendent, Mental Health Institute, SCBMCH, Cuttack-753007, Odisha.

TENDER FOR SUPPLY OF E-BOOKS & E-JOURNALS WITH A SINGLE SEARCHABLE PLATFORM FOR LIBRARY OF MENTAL HEALTH INSTITUTE, SCB MEDICAL COLLEGE HOSPITAL, CUTTACK FOR THE YEAR 2023-24.

The Library of Mental Health Institute, SCB Medical College Hospital, Cuttack is planning to subscribe to e-books & e-journals, which would be accessible to all the authorized users of the institute on single searchable platform.

1. Tender documents can be obtained from the office of Director-cum-Medical Superintendent, Mental Health Institute, SCB Medical College Hospital, Cuttack on any working day from 10.00 A.M. to 5.30 P.M. on payment of Rs. 1000/- (Non refundable).
2. The tenderer should submit the tender in a sealed envelope addressed to **Director-cum-Medical Superintendent, Mental Health Institute, SCB Medical College Hospital, Cuttack - 753007, Odisha** and the Corresponding postal address of the tenderer should be written on the envelope of the sealed tender through speed post/Regd. Post only.
3. Each tenderer must enclose the copy of money receipt in support of purchase of tender paper. However a D.D. amount to Rs.1000/- drawn in favour of **Director-cum-Medical Superintendent, Mental Health Institute, SCB Medical College Hospital, Cuttack** is to be enclosed with the tender paper when the tender form would be downloaded from the www.mhicoecuttack.co.in website. The sealed tender will be received by the undersigned on or before **dt.01/12/2023 up to 5.30 P.M.** and will be opened on **dt.02/12/2023 at 4.30 P.M.** in presence of the tenderer or their authorized representative who should be present in place as per scheduled date and time. If the tenderer or their authorized representative fails to turn-up at the time of opening of the tenders, it will not be a bar for the authority to open the tender. Tender received beyond the scheduled date and time will not be taken into consideration and will be rejected. Any deviation in the date of opening of the tender will be intimated to the tenderers through email/ postal address given by them on the cover of the sealed tender.
4. The agency will use the licensed tools for creation of contents, for updating and maintenance of the contents.
5. Tender is valid up to one year from the date of agreement.
6. If any information or document furnished by the tenderer with the tender paper is found to be misleading or incorrect at any stage, the tender will be cancelled.
7. The selected supplier will sign an agreement in non-judicial stamp paper with the Director-cum-Medical Superintendent, Mental Health Institute, SCB Medical College Hospital, Cuttack for acceptance of terms & conditions.
8. The selected supplier 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.

9. **EMD** (2% of the tender cost) in the form of demand Draft drawn in favour of **The Director-cum-Medical Superintendent, Mental Health Institute, SCB Medical College Hospital, Cuttack** is to be submitted along with the tender paper, failing which tender will be rejected.
10. The vendor/ supplier bidding for e-Resources **should have an online portal** through which online access of journal would be provided. Samples of such portals should be submitted.
11. The Vendor/ supplier have to submit the price proof of the package and discount rate.
12. The EMD of successful bidder will be refunded after successful completion of tender process.
13. In case of agency's failure to undertake the job after its award or failure to complete the job, the agency shall be liable to such action as blacklisting, debarring from having any business with this institute, forfeiture of security deposit, besides any other action as may be deemed proper by the institute.
14. If the bidder is not able to fulfill its obligations under the contract, which includes non-completion of the work order, the library reserves the right to get the work accomplished in open market and Security Deposit of defaulting bidder shall be forfeited. Such a bidder shall be liable to pay any or all cost, damages/ compensation etc. resulting out of the non-performance by the defaulting firm.
15. In case the work carried out is not according to the specification mentioned in the work order, the work will have to be redone.
16. The job shall be completed by the agency within the time limit specified by the agency in its quotation /tender. The completion period may be extended with the approval of the competent authority only in exceptional cases on written request of the agency giving reasons / explaining circumstances under which the completion period could not be adhered to. In case, the job is not completed within the stipulated period, the agency shall be liable to pay the institution. The compensation amount equivalent to 1% (one percent) of the cost of the order each day or such other amount as the competent authority may decide till the job remains incomplete, provided that entire amount of compensation shall not exceed 10% of the total cost of the order. An appeal against these orders shall, however, lie with the Director-cum-Medical Superintendent, Mental Health Institute, SCB Medical College Hospital, Cuttack, whose decision shall be final and binding.
17. The tenderers or their authorized representative(s) have to present themselves on the day of the opening of tender.
18. The work shall be executed strictly in accordance with general terms and conditions mentioned in the tender.
19. If the bank charges any amount, it has to be met from the agency account.

19. Bill No. should be duly printed / machine numbered.
20. The Authority reserves the right to accept or reject any or all the bids or negotiate on any of the tender conditions/items and to annual the bidding process and reject all the bids at any time prior to placement of order without assigning any reason there to and without any obligation to inform the affected bidders.
21. The decision of the institute authorities shall be final, and bidding upon in the event of any dispute arising out of the terms of the contract. Disputes, if any, shall be subject to the jurisdiction of Cuttack city only. Any other jurisdiction mentioned in agency's quotation or invoices shall be invalid and shall have no legal sanctity.
22. Not more than one tender shall be submitted by a vendor / agency. No two or more concerns in which an individual is interested as a proprietor and / or partner shall tender for the execution of the same work. If they do so, all such tenders shall be liable to be rejected.
23. Bidders can visit Library, Mental Health Institute, SCB Medical College Hospital, Cuttack, in case of any clarification required for technical bid, term and condition etc.
24. The bidder/firm should enclose documentary evidence of supply reports, and tracking reports to show the proficiency in the field of e-resource delivery processes at half yearly interval.
25. The payment will be made only on presentation of bills in triplicate together with the quantum of successful implementation of the e-resources at Library.
26. The work will be accepted only after quality assurance tests/checks are carried out by the competent authority.
27. The company's executive should visit to at least once in a month to find out functioning status.
28. **PRICE BID** : The price bid documents must be kept in one sealed envelope marked 'Envelope-B'. All other documents for technical bid should be kept in another sealed envelope marked 'Envelope-A'. The EMD amount is not to be disclosed and the DD in this regards is to be enclosed in a separate envelope and kept inside Envelope-A. Both cover- A and cover- B are to kept in a sealed envelope marked as 'Envelope-C'. The envelope C is to be superscribed as "TENDER FOR E-BOOKS & E-JOURNALS WITH A SINGLE SEARCHABLE PLATFORM FOR LIBRARY OF MENTAL HEALTH INSTITUTE, SCB MEDICAL COLLEGE HOSPITAL, CUTTACK FOR THE FY 2023-2024.
29. **Technical Bid** - The tenderer shall furnish the following documents along with the tender which are to be reflected in the forwarding letter.
 - I. Photocopy of the money receipt as proof of purchase of tender paper/Demand Draft to be submitted along with technical bid in envelope 'A'.
 - II. The successful bidder will have to install the software, demonstrate and train the user's free of cost.
 - III. The period of supply will one calendar year from the date of installation.

- IV. Photocopy of PAN Card.
- V. The bidder should submit EMD amounting to 2% of the cost for e-Resources in shape of D.D. payable at Cuttack pledged in favour of the “DIRECTOR-CUM-MEDICAL SUPERINTENDENT, MENTAL HEALTH INSTITUTE, SCB MEDICAL COLLEGE HOSPITAL, CUTTACK” in a sealed envelope inside envelope ‘A’.
- VI. GST Registration Certificate.
- VII. Up-to-date GST Clearance Certificate.

Technical Specification:

- I. All the e-Resources should be accessible through single platform.
- II. All the e-books & e-journals should be downloadable in PDF and HTML format.
- III. All the subject area are to be included.
- IV. E-Resources covered in the database should be with multiuser access facility and with unlimited download facility.
- V. Total no of e-journals in the database package should not be less than 1000 and e-books should not be less than 700 in number.
- VI. Company should provide IP case access and username and password.
- VII. Publisher should provide training for benefit of users of the institute during subscribing year.
- VIII. Access of e-resources should start within 1 week of order.
- IX. Subscription duration will be counted from starting date of subscription.
- X. Should provide free demonstration, installation of training.

Eligibility Criteria for Participating in Tender Process:

1. Must be registered company/firm under Indian companies act (attach proof).
2. Must have its own infrastructure in India to undertake this project for the Institute/University.
3. Must have executed minimum five similar projects for Medical Colleges or Medical Universities (attach proof). The bidder should have at least 2(two) years of experience in providing e-resources in single invoicing of Rs.10,00,000/- and above. These orders should be from any Medical Colleges or Medical Universities. Provide documentary proof i.e. copy of work orders etc.
4. The company/firm should have not been debarred / blacklisted for any reason / period by any Central / State Govt. Dept. / University / PSU etc. Append a self affidavit with the quotation / tender that the firm has not been debarred / blacklisted for any reason / period by any Central / State Govt. Dept. / University / PSU etc.. If so, particulars of the same may be furnished
Concealment of facts shall not only lead to cancellation of the order, but may also warrant legal action.

TECHNICAL BID

Please furnish the following information in this part so as to enable the panel to decide about the qualification & the Technical Bid. Necessary documents/certificates from the appropriate authority must be attached in support of statements.

1. Name of the Applicant : _____

2. Address : _____

3. Tel.No. _____ Fax No. _____

4. Details of Demand Draft:

	DD Number	Date of Issue	Issuing Bank
Earnest Money (EMD)			
Cost of Tender			

5. Performance for submitting the Technical Bid.

i. Name of the Company _____.

ii. Address of the Company _____

iii. Details of manpower & hardware resources to be deployed for completing the work in accordance with the schedule.

iv. Proposed Project Manager (along with his/her profile and work experience)

Name & Signature of the Authorized Signatory of the Company.

CHECK LIST FOR TECHNICAL BID.

Sl. No.	Conditions & Documents Required.	Documents Enclosed.
1.	Name of the Bidder with Complete Address/Tel.No./Email/PAN No.	Name : Address : Tel.No. : Email : PAN No. : GST No. :
2	Details of EMD amount	Yes No.
3	Status of Bidder (Whether Firm/Company/Joint Venture. Please enclose Certificate of proof.	Yes No.
4	Name of Publisher(s), whom you represent as sole/Exclusive Distributor in India. Enclose supporting documentary evidence.	Yes No.
5	No of years of experience in supplying e-journals – Minimum 2 years. Enclose documentary proof.	Yes No.
6	Income Tax return for the last year with PAN number.	Yes No.
7	List of at least three institutions where you are supplying e-journals worth and above 10 Lakh per year. Attach copy of supply order /work order for last three years.	Yes No.
8	The Bidder shall submit an affidavit stating that the bidder has not been black listed by any Government/Quesi-Government institution on stamp paper.	Yes No.
9	Latest Sale tax clearance certificate issued by the Sales tax authority with GST/TIN number should be enclosed.	Yes No.
10	Name & address with Phone number of the vender.	Yes No.
11	Person to be contacted in emergency with name, designation, address & Phone numbers.	Yes No.

Date:

Place:

Name & Signature of the Authorized Signatory of the Company.