


**Terms and Conditions for Supply of Journals at the Central Library,SGPGIMS, Lucknow**

Offers are invited for supply of journals in the Central Library of Sanjay Gandhi Postgraduate Institute of Medical Sciences, Lucknow the following terms and conditions:

1. The offer must be in two separate sealed envelopes including technical and financial bids and stated clearly on the face of envelop. Financial bid of technically qualified bidders will be opened.
2. Vendor should have to supply journals to at least 5 reputed Biomedical Academic/ Research Institutions, continuously for last 5 years (should have to enclose documentary proof).
3. Order for each library should be more than Rs. 50 lakhs per year (should have to enclose documentary proof).
4. The vendors must be members of Good Offices Committee or Federation of Publishers and Booksellers Associations in India (should have to enclose documentary proof).
5. Vendors should not be black listed from any library.
6. Satisfactory performance Certificate from at least 5 institutions, where the vendor is supplying journals along with copy of recent supply orders (should have to enclose documentary proof).
7. The vendor will process the order and make payment to the concerned publishers within the least possible time so that the journals are received by the library promptly (within 6 -8 week of releasing payment) and on regular basis thereafter.
8. After making the payment and confirming the subscription, the vendor(s) will send the following documents to Sanjay Gandhi Postgraduate Institute of Medical Sciences, Lucknow for release of the payment:
  - a. Proof of subscription processed in the name of Sanjay Gandhi Postgraduate Institute of Medical Sciences, Lucknow as an Institution.
  - b. Remittance proof, in the form of copy of the demand draft or online payment sent to the publishers, duly certified by the issuing/remitting bank's branch manager; along with price proof and currency conversion rate on the day of payment.
  - c. The journals must be sent directly to Central Library, Sanjay Gandhi Postgraduate Institute of Medical Sciences, Lucknow from the publisher.
  - d. Sanjay Gandhi Postgraduate Institute of Medical Sciences, Lucknow will make payment to the vendor(s) only after receiving all the documents referred in points above (8 a. & 8 b.).
  - e. Vendor(s) will be required to deposit security money to the tune of 5% of the order amount or Rs. 1.5 lakh (whichever is more), which will be released only after all the issues of the ordered journals are received by the Central Library.
9. Sanjay Gandhi Postgraduate Institute of Medical Sciences, Lucknow will make the selection of journals to be ordered with authorized vendors based on exclusive/preferable agency, publishers grouping and discount offer if any. Vendor(s) will not have the option to ask for a preferable list of journals to be ordered.
10. Vendors must abide by the terms and conditions of the Institute, detailed as above.
11. A legal agreement should be made with vendors on non-judicial stamp paper towards procurement of journals.
12. Institute does not bind itself to accept the request and reserves the right of rejecting any or all requests of the vendors.
13. Penalty may be imposed on the vendors, if delay in supply is not adequately justified.
14. Contract/empanel is made for 03 yrs subject to yearly renewal on satisfactory performance.

  
(Prof. K. N. Prasad)  
Chief Librarian