



Annexure- A
Press Note

NETAJI SUBHAS INSTITUTE OF TECHNOLOGY

(An Autonomous Institution under Govt. of NCT of Delhi)

CENTRAL LIBRARY (JOURNAL SECTION)

Azad Hind Fauj Marg, Sector-3, Dwarka, New Delhi 110078

Tel.: 25099050 (ext-2352); 25099018 Fax: 25099022

Website: <http://www.nsit.ac.in>

F.No.100 (111)/2015-16/Emp-Ven-print Jour./Lib/NSIT/173

Dated:27/11/2015

Empanelment of Agencies for Subscription to Journals

The Director, NSIT on behalf of the Chairman, BOG invites the application in prescribed format from reputed Indian agencies for empanelment for three years towards subscription to Indian and Foreign Journals/Periodicals in the Central Library. Only the agencies registered with "State/National Association for Books/Journals Suppliers/Publishers" are required to apply. The application forms can be download from Institute web site <http://www.nsit.ac.in> and the completely filled application with annexure can be submitted in a sealed envelop by **3:30 PM on 30/12/2015** in the Central Library, NSIT. EMD for Rs.80,000/- (DD) in favour of Director, NSIT, New Delhi is required to be deposited along with the application.

Head, Library Services
Central Library, NSIT



Annexure- B
NETAJI SUBHAS INSTITUTE OF TECHNOLOGY
(An Autonomous Institution under Govt. of NCT of Delhi)
CENTRAL LIBRARY (JOURNAL SECTION)
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Dated:27/11/2015

Invitation for Empanelment of Vendors for Subscription to Journals

The requests are invited from the journal suppliers for empanelment for three years starting from the calendar year 2016 for renewal of subscription to Indian and Foreign Journals/Periodicals at Central Library, NSIT, New Delhi as per the 'Performa for Application for Subscription to Journal' (Annexure- D). Any time before placing the order, 20% to 30% of the total number of subscribed titles in preceding year from the publishers mentioned in "Annexure-G" may either be dropped or be added. The renewal of subscription will be reviewed annually. The filled applications and other documents, mentioned in this invitation are required to be submitted in physical form at following address:

Head, Library Services
Central Library
Netaji Subhas Institute of Technology,
Sector-3, Dwarka, New Delhi-110078

The Envelop containing the application should clearly be mentioned "**Application for Empanelment of Vendors for Subscription to Journals 2016**". It must be supported by following documents:

(i) *Covering Letter in the prescribe format (Annexure-C)*, (ii) Application in prescribed Performa, "*Application for Subscription to Journals*" (Annexure- D), (iii) Publisher wise discount for all Print/ on-line Journals/Periodicals mentioned in Annexure- G, (iv) Self attested copy of respective publisher's 2016 catalogue for all listed titles of journals in Annexure F, (v) Signed 'NSIT Terms & Condition for Subscription to Journals' (Annexure-E) and, (vi) Necessary document w. r. t points no.1,2,4,6,8 & 10 of the Annexure-D. These documents should be signed and completed in all respect.

The application will have to deposit with an earnest money amounting to Rs80,000/- (Eighty thousand only) by demand draft/ pay order in favour of the Director, Netaji Subhas Institute of Technology, payable at New Delhi-110078.

Please note that we would prefer subscribing to on-line version of journal wherever journals are available on "perpetual access" basis and/or covered in a publisher's package for subscribed years.

Further the Institute charges 10% of the order value as a fixed deposit, those vendors who are not willing to submit the fixed deposit for this amount may not apply.

Head, Library Services

ANNEXURE- C

Format of Covering Letter

(To accompany with Application by an Agency)

To

The Head Library Services
Central Library
Netaji Subhas Institute of Technology Delhi
Dwarka, New Delhi- 110 078

Sir,

Having studied the advertisement including the Annexure, we the undersigned, offer to arrange to supply the journals required by your Institute's Central Library in conformity with the said documents. We enclose herewith completed and signed (i) Application for Subscription to Journals in prescribed proforma (ii) Publisherwise discount for the Print/online Journals/Periodicals (iii) Certified copy of publisher catalogue 2016 in support of the price for the title of journal mentioned in annexure-F.(iv) Signed NSIT Terms & Condition (v) documents w. r. t points no.1,2, 4,6,8 & 10 of the Application (Annexure D) and (vi) EMD for Rs. 80,000/-.

If my firm is empanelled, we undertake to supply/arrange to supply the journals as ordered by you in accordance with the terms and condition specified in the document.

If the order is placed, we will make payments of the journals subscription amounts for NSIT to the respective publishers first and then claim the dues from the NSIT Delhi, providing you authentic proof of our payments to the publishers and price proof as per your satisfaction.

We agree to abide by this application for a period of 90 days from the last date to submission of application. It shall remain binding upon us and will accept the order placed at any time before expiry of that period.

Until, a formal contract is prepared and executed, this application together with your written acceptance therefore shall constitute a binding contract between us.

We undertake that, in competing for (and, if empanelled for execution the subscription) the above empanelment we will strictly observe the laws against fraud and corruption in force in India, namely," Prevention of Corruption Act 1988."

We understand that you are not bound to accept any or all application you may receive.

Duly authorized to sign the application for and on behalf of

(Name and Address of the supplier)

Dated this _____ day of _____ 2015

(Signature)

(In the capacity of)

Annexure – D

Performa for Application for Subscription to Journals

(Performa to be used by the agents / vendors for the supply of foreign journals for Central Library, Netaji Subhas Institute of Technology, New Delhi for the year 2016)

S. No.	Item	
1.	Name of the Agent, Complete Postal Address, Tel. No./Cell No./FAX/ E-Mail, the Membership no. for the Association for Books/Journals Suppliers/Publishers along with address proof.	
2.	Annual Turn-over/PAN No. (copy of IT return for last three year)	
3.	(a) Address of your local office in Delhi/ National Capital Region (with Contact numbers, Fax, e-mails, etc) and Number of manpower deployed (b) In case, your local office is not established, how do you propose to provide services i.e. hand delivery of the issues of journals	
4	Name of Publishers from the list of journals, whom you represent as – I. Exclusive Agent or preferred Agent (Attach letters from publishers)	
5.	Do you provide proactive help for enabling online access to subscribe journals (The process would involve updating Library Software and HTML/XML pages for Journals on Institute/Library website)	
6	Name Five most important Academic/Research Libraries, who are your customers i.e. IIT, DCE, NSIT, IIM, NML, AIIMS, NISCAIR, NPL, ICMR, IARI, Central Universities (Attach letters from two Librarians from above. If, currently you are supplying journals to NSIT a copy of	

	performance letter issued by this Institute towards satisfactory supply, be appended.	
7	How will you follow-up/tackle in case of delay in release of publications i. Mechanism to overcome such delays (such as any tie up with the related publishers or others with documentary evidence) ii. Any special arrangement with Courier/Postal authorities to avoid delays. If so, details may be furnished. iii. Arrangements, if any to speed-up delivery of journals by air freight	
8	How much time will be taken in supplying the issues of journal to the Institute from date of their publications (attached the schedule of publications of the issues of the journals during 2016)	
9	In case of failure of satisfactory performance, penalty @ 5% (after two month) and 10% (after six month) will be imposed on non-supplied journals.(agreed/not agreed)	
10.	Detail in respect o Institutions wherein supply order has successfully been executed during last year, having value more than Rs. 50.0000 lakh each. (Attach copy of orders & satisfactorily completion)	
11	Details of Earnest Money Deposit for Rs. 80,000/-(eighty thousands)	
12	Mode of supply of journals as proposed	
13	Do you agree to make the payment to the publisher by electronic transfer at own cost .(Yes/No)	
14	I agree to deposit 10% of total value of order as Security Deposit	

It is certified that the information furnished above in colum no. 1 to 14 true and correct. In case, it is found false we have no objection if the tenders quoted by us is rejected.

Signature of Agent/Vendor
With seal

Annexure – E

TERMS & CONDITIONS FOR SUBSCRIPTION TO JOURNALS (PRINT/CD-ROM/ON- LINE -2016)

1. **CONVERSION RATE:** For the rupees payment all the foreign currencies of the invoices shall be converted at the prevailing bank exchange rate at the nationalized bank at the time of the remittance to publishers by the vendor. Vendor will be required to submit adequate proof for bank exchange rates (pertaining to the NSIT order) along with the bills. The bills shall be addressed to the Director, NSIT.
2. **SUBSCRIPTION PRICES:** Publisher's prices plus postage charges shall be payable. Vendor shall airlift the journals and deliver them preferably through their own deliveryman without charging any extra cost to the library. Being for at NSIT Journal available in dual currency shall be billed in the currency by which the converted cost is the lowest in Rupees and available for India. Vendor shall charge the special lower price or package price, if any, offered by the publisher for developing countries or otherwise, and shall inform NSIT accordingly. Vendor is required to certify that all available special lower prices with benefit schemes if any have been claimed.
3. **PRICE PROOF:** Vendors shall be required to submit adequate price proof along with the bills (e.g. Publisher's latest catalogue. Proof of the payments made to the publishers on behalf of the Institute towards the orders placed with the agency, Bank Conversion rate etc.)
4. **TERMS AND CONDITIONS OF PAYMENT:** A Vendor will have to make advance payment to the Publishers for the journals (print/CD-ROM/ON-LINE) ordered to him by the Institute. After making the advance payments to the publishers for the journals so ordered, the vendor shall raise the bills to the Institute for payment. Vendor must provide the remittance details, duly certified by their bankers, or acknowledgment of the same by the publishers. Though the advance payments will be made by vendor, no interest will be payable by NSIT on this amount for the period between the payments made by the vendor to Publishers and the payment by NSIT to the vendor.
5. **SECURITY DEPOSIT:** In case of journals/CD-ROM/ON-LINE the vendor will have to deposit 10% cost of the total order received from the institute as Bank Guarantee for a period of *eighteen* months to provide satisfactory services.
6. **CLAIM HANDLING AND FOLLOW-UPS:** The vendor will ensure:
 - 6.1. Timely supply of issues of journals/update of CD-ROMS including its full disk(s) ordered to him by sending regular reminder on his own to the publishers/principal.
 - 6.2. The vendor shall also pursue and arrange to supply the updates not received by the Library and reported by the Library as missing. He shall also be fully responsible to replace commutative CD or updates if found damage or defective in anyway. In the absence of satisfactory proof of sufficient and

regular follow up, vendor shall be responsible to replace the missing issues/updates.

6.3. For on-line access of the journals (free on-line is available along with subscription of print), the vendor will have to provide the technical support.

6.4. All the complaints should be attended within reasonable time.

6.5 *On-line Activation-*

- a. The firm/Vendor has to inform the NSIT Central Library, about the availability of free/ paid online access to the ordered foreign journals. The vendor would inform about any additional journals that becomes available during the subscription period.
- b. Online access to journals, free or paid (where ever applicable with the order) has to be IP authenticated. IP range will be provided at the time of placing the order.

In case if the firm or agency failed to provide the online accessibility within 60 days from the date of billing, the firm / agency will be subject to a legal action and a penalty of **(2% of the cost where online is free and 10% of the cost where online is paid by institute)** of the cost of the subscription of that journal will be imposed by the Institute.

- c. Activation of online journals has to be done by the firm without charging any additional service charges.
- d. The vendor will provide all the facilities of subscription model/ license agreement with the publishers wherever applicable

7. **REFUND FOR MISSING ISSUES/NON-SUPPLIED JOURNALS/CD-ROMs:**

7.1. Vendor shall make refund for journals, not received in the Library by 31st May of subsequent year irrespective of the fact whether the payment was made by the vendor or not unless the publishers confirms about delay in publication.

7.2. Vendors will be fully responsible for the refund of subscription amount + interest (for the journals not started) by the end of the subscription period (Jan. to Dec.). The time can be extended only in cases where confirmation is received from the publisher regarding receipt of payment and that the delay in supply is either due to delay in publication or due to "Act of God or any unusual /unforeseen circumstances beyond the control of the vendor or publisher".

7.3. Vender will be required to make the proportionate refund for missing issues of journals/updates on subscription with them. The vendor will be required to submit the photocopy of the missing issues within a period of two months of the schedule publication and before one month of the expiry date of the

BG/fixed deposit with the permission of the publishers, failing which 10% of the cost of missing issues will be paid by the agency as penalty.

8. **SUBSCRIPTION PERIOD:** Subscription period for the journals ordered is for the volumes starting in a given year unless specified otherwise.
9. **HAND DELIVERY OF JOURNALS:** In order to avoid loss in transit the library shall prefer to receive all journals/CD-ROM by hand delivery. The cases where hand delivery is not possible the matter shall be reported to the library while accepting the order.
 - 9.1. Vendor is required to inform the schedule of publication of each issue while accepting the order.
 - 9.2. Every publication should be supplied within a fortnight (15 days) of its publication scheduled. For any delay, a documentary proof showing the cause of the delay will have to be produced for consideration and taking appropriate action if warranted.
 - 9.3. Any journal(s) for which a vendor is unable to handle or which can not be made available by Air Freight and required to be delivered by messenger should not be processed without the consent of the Institute.
 - 9.4. All correspondence relating to the subscription of the journals shall be addressed to:

**The Head, Library Services
Netaji Subhas Institute of Technology, GNCT of Delhi
Azad Hind Fauj Marg, Sector-3
Dwarka, New Delhi - 110078.**

10. **STATUS REPORTS:** At the end of every month the vendor will submit a status report giving the details of the journals supplied during the month along with action taken on the pending supplies.
11. **PENALTY CLAUSE:** Notwithstanding the clauses mentioned in the terms and conditions, the Institute reserves the right to discontinue the service of the vendor on the basis of his performance in terms of supply of journals subscribed through him and revoke the Bank Guarantee/Fixed Deposit given by vendor as a consequence. A copy of this notice would be sent to the respective publisher(s).
12. **GUIDELINES FOR CONVERSION OF FOREIGN CURRENCIES:**
 - 12.1. Payment to the publisher should be made by electronic transfer through any of the nationalized bank. And the conversion rate on this date certified by the bank will be applicable for billing to the Institute.
 - 12.2. The vendor/supplier will not delay in submitting bill after the receipt of order (s) and shall invariably submit them within one to two weeks as specified.

13. General

- a. The earnest money deposited will not carry any interest on it. The money will be refunded in full on receipt of BG/Fixed Deposit of the 10 %of the order value or not being empanelled on expiration of validity of empanelment as the case may be. The request for the same should be made by the agency accordingly. However in case of application accepted for the supply of Foreign Journals, the EMD will be refunded only after depositing of the Security Deposit. The successful firm will be required to deposit Security amount @ 10% of the total order value in the shape of Fixed Deposit duly marked in favour of The Director, NSIT, Dwarka, New Delhi-110 078. The deposit shall remain till the supply of ordered journals (including back logs or missing issues, if any) is completed.
- b. The successful firm (s) will have to enter into an agreement on a non-judicial stamp paper of Rs 100/-, the cost of which has to be borne by the Firm itself.
- c. The Director, NSIT, Dwarka, New Delhi –110 078 reserves the right to accept or to cancel/ reject any or all item (s) of the application at any stage without assigning any reason. Decision of the Director, NSIT, New Delhi on any dispute related to this invitation of the application shall be final and binding.
- d. The number of journals to be supplied in the year 2016 may vary at any time before placing the order.
- e. In the case of any dispute or misunderstanding arising out of this agreement, the decision of the Director of the Institute shall be the final and binding to the suppliers including fixing of penalty for any violation of this agreement.

All matters and disputes related to journal subscription are subject to legal jurisdiction of Honorable Court, Delhi.

14. **ACCEPTANCE OF TERMS AND CONDITION OF SUBSCRIPTION:** The vendor shall sign the terms and condition of subscription to journals if it is acceptable to him before the order is placed. Any other condition imposed by the agency on its own will not be valid.

(Signature of the Subscription Agent/Vendor)

(Director's Nominee)

(Signature of 1st Witness and his address)

(Signature of 2nd Witness and his address)

Annexure-F

Performa for Publisher's Price for the Print/Online Journals/Periodicals Supported by Publisher's Catalogue for 2016 [self attested]

A.

S.No.	Title of Journal/Periodical	Publisher	Print/Online
1.	Frequenz: Journal of RF-Engineering and Telecommunications, (Renewal)	Fochverlag & Schoen GmbH, Germany	Print
2.	IETE Journal of Education, (Renewal)	Institution of Electronics and Telecommunication Engineers	print
3.	IETE Journal of Research, (Renewal)	Institution of Electronics and Telecommunication Engineers	Print
4.	IETE Technical Review, (Renewal)	Institution of Electronics and Telecommunication Engineers	print
5.	International Journal of Electrical Engineering Education, (Renewal)	Manchester Univ. Press	online
6.	Journal of Circuits Systems and Computers, (Renewal)	World Scientific	online
7.	Journal of the Institutions of Engineers (India): Series- B (Electrical Eng., Electronic & Telecommunication Engg. And Computer Engg.), (Renewal)	Institutions of Engineers, India	Print
8.	Electronics World (Renewal)	Saint John Patrick Publishers, London	Print/online
9.	Multiscale Modeling and Simulation (Renewal)	Society for Indus. And Applied Mathematics (SIAM)	online
10.	SIAM Journal on Control and Optimization (Renewal)	Society for Industrial and Applied Mathematics (SIAM)	online
11.	International Journal of Electronics (Renewal)	Taylor & Francis	Online
12.	International Journal of Systems Science (Renewal)	Taylor & Francis	Online
13.	Dynamical Systems: An International Journal (Renewal)	Taylor & Francis	Online
14.	International Journal of Control (Renewal)	Taylor & Francis	Online
15.	Energy and Fuels(new)	ACS	Online
16.	Environmental science & Tech.(new)	ACS	Online
17.	Inorganic chemistry(new)	ACS	Online
18.	Journal of the American chemical society(new)	ACS	Online

B. Engineering + Computer Science on Science Direct as per AICTE rate (Renewal)

Annexure-G
THE LIST OF PUBLISHERS FOR 2016

S.No.	Publishers	% Discount offered on publishers catalogue price in original currency, if any
1	Fochverlag & Schoen GmbH, Germany	
2	Institution of Electronics and Telecommunication Engineers, India	
3	Institutions of Engineers, India	
4	Manchester Univ. Press, England	
5	Saint John Patrick Publishers, London	
6	Society for Indus. and Applied Mathematics (SIAM),USA	
7	World Scientific, Singapore	
8	Taylor & Francis	
9	American Chemical Society	
10	Miscellaneous	