

INDIAN INSTITUTE OF MANAGEMENT KASHIPUR  
Uttarakhand

Dated: 08/11/2017

ADVERTISEMENT FOR SUPPLY OF JOURNALS/PERIODICALS

IIM Kashipur Library, Uttarakhand invites application from registered vendor, reputed book sellers, agencies registered with national / state federation with annual turnover of Rs.1 crore or more and have at least 5 years' experience in supplying of books or journals on Management and allied subjects to Management Institutions for empanelment for supply of journals during 2018.

Details terms and conditions may be downloaded from the website of the Institute [www.iimkashipur.ac.in](http://www.iimkashipur.ac.in).

Application form must reach to:

The Chairman: Library,  
Indian Institute of Management Kashipur,  
Kundeshwari,  
Kashipur,  
Dist- Udham Singh Nagar, PIN- 244713  
Uttarakhand.

Last date of receipt of application is 08.12.2018 up to 4 P.M.

Director  
IIM Kashipur

### **Terms and conditions for supply of Journals to IIM Kashipur Library, Uttarakhand:**

1. Agent / Vendor who are registered member of Federation of publishers and booksellers Association in India may apply for supply of periodical and Journals to IIM Kashipur Library, Uttarakhand.
2. Supply of periodicals/ journals published/ issued by the publishers as shown at Annexure–I.
3. The contract period will be initially for one year from the date of issue of supply order, which may be extended, if services are found satisfactory.
4. The Agent / Vendors applied for supply of the Journals is expected to examine all the instructions and terms and conditions before submission of willingness.
5. The agent / Vendor should apply for supply of periodicals/ journals within stipulated time.
6. Agent/Vendor with an annual turnover of Rs. 1 crore or more and at least 5 (five) years' experience of supplying Books or Journals/periodicals to medical institutes / universities etc. may apply for supply of Journals. Documentary evidence is to be submitted.
7. The selected Agent/Vendor upon receipt of the confirmed order shall process institutional subscription & make advance payment to respective publishers on behalf of IIM Kashipur, Uttarakhand. The agent shall submit their invoices within thirty days from the date of order along with remittance proof from publisher, price proof, bank conversion certificate & agreement.
8. All subscription must be entered in the name of IIM Kashipur, Uttarakhand in record of the respective publishers.
9. For all the periodicals, the supplier shall charge the publishers' current subscription rates as indicated in the publishers' current catalogues or invoices. Whenever concessional / package rates are available/applicable, the supplier must charge accordingly. The publisher's price proof should support the bill submitted by the supplier.
10. Rate quoted should include all taxes(if any).
11. The foreign Journals available in dual currencies should be billed in the currency by which the converted cost is lowest.
12. Supply of the periodicals should commence from the issue number 1 of the volume starting during the year unless specified otherwise.
13. The current bank exchange rate (TT selling rate) on the date of remittance shall be used for conversion of foreign currencies supported by a certificate issued by a schedule bank and countersigned by the supplier. All payment will be made in Indian rupees only through account payee cheque. Net payable price will be the publishers' price less discount offered.
14. The supplier shall submit Publishers ID's of the Journals as well as provide technical support to enable online access to Journals within one month of signing the agreement.
15. On- Line Activation-
  - (i) The Online periodicals/journals which are available free along with print Subscription should be provided by the Agent/Vendor without charging any additional service charges.
  - (ii) The Agent/Vendor should activate online subscription on behalf of the Library & provide IP access/username & password within one month from the date of agreement.
16. Payment terms-
  - (i) Upon submission of Agent Invoices along with Remittance proofs, publisher's price proofs, Agreement, bank conversion certificate, IIM Kashipur Library shall release 50% payment against the Invoice amount within three weeks from the date of submission of bills.
  - (ii) **Liability for non-activation of online journals:** - If the vendor fails to provide online activation of the Journal within the specified time as mentioned in the supply order 20% amount of bill may be withheld till the activation of online access to such periodicals/journals.
17. Director, IIM Kashipur Uttarakhand reserves the right to accept or reject any or annul the bidding process and reject all bids at any time prior to award of contract or supply order without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders of the grounds for the IIM Kashipur, action

18. The Agent/ Vendor shall supply the journals (Indian/Foreign) to IIM KASHIPUR Library, Uttarakhand by Hand/registered/Courier post. Empanelled supplier must supply all the ordered titles, whether it is an Indian or foreign. The Agent/Vendor shall procure all the journals subscribed by the IIM Kashipur Library from the respective publishers by airfreight arrangement at no additional cost to the IIM Kashipur and supply the same to the library. The Agent / vendor will ensure safe delivery of journals to the IIM Kashipur Library along with a challan/ Delivery proof in duplicate.
19. The vendor / agent shall have to accept full responsibility for the refund in full in cases where any issue or substantial number of issues of a journal is not supplied to the Library. In case of incomplete supplies, subscription cost for missing issues must be refunded within the target date. If fails to refund within target date 5% interest will be charged on the refundable amount from the target date.
20. It is to be mentioned by the Agent/Vendor how they proposed to provide regular / monthly status of Journals to the library. The supplier shall monitor claims for missing issues of Journals, if any and arrange to provide replacements within reasonable period.
21. The Vendor/Agent shall follow- up on those issues of journals which are delayed and / or not received from the publishers within six weeks from the expected date of publication, with due intimations to the IIM Kashipur.
22. Discount: Only flat discount rates must be quoted. Quotation of rates in any other way will considered disqualification.
23. Invoice: The price charged in the invoices should be the actual price fixed by the publishers, Documentary evidence; Photocopy of the price proof should be attached to the invoice. Stamped pre receipt, invoices in triplicate should be submitted along with the publications at the time of supply.
24. List of Journals to be supplied including Indian and foreign journals, may vary.
25. In the case of any disputes or misunderstanding arising out of this agreement, the decision of the Director, IIM Kashipur, Uttarakhand will be final and binding to the suppliers including fixing of penalty for any violation of the agreement.
26. Any legal dispute will be dealt with the jurisdiction of Kashipur
27. The Agent/ Vendor should certify along with his document as below-‘It is certified that all the information furnished by me is true and correct. I agree to abide by the terms and conditions mentioned above.’

Date:

Place

Signature and Seal of Agent/Vendor

## LIST OF JOURNALS/PERIODICALS:

Annexure:1

S.No.	Title
1	Asian Journal of Management
2	Chartered Secretary
3	Communications of the ACM
4	Dalal Street Investment Journal
5	Decision Support System
6	European Journal of Information System
7	Indian Journal of Social Research
8	Indian Journal of Training & Development
9	Indian Journal of Transport Management
10	Industrial Engineer
11	Industrial Management
12	Journal of Applied Psychology
13	Journal of Management Review
14	Journal of World Economic Review
15	Management Accountant
16	Productivity
17	Transport Policy
18	Global Business Review
19	Indian Economic Review
20	Journal of Emerging Market Finance
21	Journal of Industrial Relations
22	Margin
23	Organisation Jl.
24	Organisation Studies Jl.
25	Paradigm
26	Work,Employment and Societies Jl.
27	Vision
28	Business India
29	Business Today
30	Business World
31	Forbes Asia
32	Forbes India
33	Frontline
34	India Today
35	Outdoor Asia
36	Point of Purchase
37	VMRD
38	Week
39	Yojana
40	Time
41	Reader Digest
42	Outlook Money
43	Outlook

Enclose supporting documentary proof as per proforma

Name of the Bidder:

Address :

Telephone No.

Fax

No.

PAN :

E- mail :

SL.NO.	NAME OF THE INSTITUTION	COST OF JOURNALS SUPPLIED	YEAR ( FROM TO )

Date :

Place :

Signature and Seal

Enclose supporting documentary proof as per proforma  
(In sealed Envelope A)

Name of the Bidder:

Address :

Telephone No.

Fax No.

E- mail :

SL.NO.	NAME OF THE INSTITUTION	YEAR OF SUPPLYING JOURNALS ( FROM

Date :

Place :

Signature and Seal

## Proforma to be used for quoting discount rate supply of journals

Name of bidder :

Address :

Telephone No.

Fax No.

E- mail :

SL.NO.	TYPE OF JOURNALS	RATE OF DISCOUNT ( Only flat discount rate to be quoted )
1	SOCIETY JOURNALS	
2	INDIAN JOURNALS	
3	FOREIGN JOURNALS	

Date :

Place :

Signature and Seal