



GOVERNMENT OF MAHARASHTRA

GOVERNMENT MEDICAL COLLEGE, NANDURBAR

DISTRICT CIVIL HOSPITAL AREA, SAKRI ROAD, NANDURBAR – 425412

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WEBSITE: <http://gmchnandurbar.com>

No. GMCN/CL/Journal Subscription-2024/Quotation/ 3861 /2023

Date : 26/12/2023

Website Open Quotation Letter

To,

**Subject : Supply of Indian and Foreign Medical Journals for the calendar
Year January 2024 to December 2024.**

Dear Sir,

With above cited subject Government Medical College, Nandurbar Central Library has decided to subscribe Indian and Foreign Medical Journals for the calendar year January-2024 to December-2024.

We would like to inform you that as per Good Offices Committee, New Delhi's guidelines, you are requested to submit your valid quotation along with necessary documents in sealed envelope. Envelope should be entitled as "**Quotation for supply of Indian & Foreign Medical Journals for the calendar year Jan-2024 to Dec-2024**". The address for sending your quotation should be to the name "**Dean Government Medical College, Nandurbar, Sakari Road, Civil Hospital Campus, Nandurbar-425412**". **Send said quotation before 09/01 /2024 up to 5.00 pm.** It should be noted that subsequent quotation will not be considered.

❖ **Important :-**

- A. If you receive an order from this college to supply the journals for the calendar year Jan-24 to Dec-24 you should strictly follow the terms and conditions of the Good Offices Committee, New Delhi and the Central Library department of this college.
- B. It is mandatory for you to submit subscription no./ ID no., any other correspondence, e-mail regarding journals subscription in present case. It is mandatory to complete the supply of journals for the calendar year Jan-24 to Dec-24 by the end of June, 2025. After paying the subscription amount to the publisher in the name of this college, it is mandatory for you to submit the subscription no./ID Number of each subscribed title to the Central Library Department immediately.
- C. It is necessary to submit the evidence of payment made by you to the publisher in the name of "Dean Government Medical College, Nandurbar". For payment verification with you must submit publisher price proof, price list, publisher invoice, order placed to publisher, details of payment made to publisher and all the entire relevant document regarding advance payment. (Don't submit price list of the publisher on your firm's letterhead). The supplier must be submitted the publisher's e-mail ID, full name and address proof, telephone/ mobile phone etc., for cross verification.
- D. The supplier to whom the order will be placed, have to make an agreement on stamp paper of Rs.500/- with this office regarding supply of Indian and Foreign Medical Journals for the calendar year Jan-24 to Dec -24 . If you have any terms and condition regarding payment of the journal it should clearly mentioned in the quotation.

The following documents should be attached with the Quotation -

Sr. No.	Required Document	Documents/Information Attached Yes/No
1	GOC circular dated Dec-2023	
2	Good Offices Committee, (GOC) New Delhi approved member certificate for the year 2023-24.	
3	Income Tax Assessment Certificate for the financial year 2022-23	
4	Detail Postal Address of Partner/Board of Director with Partner/Board of Directors PAN card, phone no/cell no. and e-mail ID.	
5	Banker Name and full postal address, e-mail ID of the bank through which the transaction is to be made.	
6	Circular regarding GST	
7	List of the College in which your firm had supplied the journals for the calendar year 2023	
8	Any other Documents/Other paperwork	

❖ **To get the supply order of this college for the calendar year Jan-2024 to Dec-2024 the supplier should clearly state the subject matter in below mentioned table.**

Sr. No.	Terms and Condition	Information / Documents
1	Regarding payment of Journal subscription to the publisher	
2	Bank certificate to the effect that the payment of a particular Journal is made on behalf of this Institution to the concerned publishers of the respective Journals.	
3	After the publisher publishes the price of the journal or if the publisher increases the price in the meantime or in case of supplementary payment for other matters	
4	If you are ordered to supply the journals required by this college, and if the publisher has not published the price of the journals for the calendar year 2023 then what will your firm done.	
5	Regarding handling and postal charges for door delivery service to Central Library Department Government Medical College, Nandurbar.	
6	Mention the responsibility about refunding the cost of issue of journal / replacing/missing /lost in transit/ not supplied by the publishers/from the firm.	
7	Whether the firm has obtained the permission of Reserve Bank of India to make the remittance of subscription abroad? If so, please furnish a photo state copy (Valid) of the same.	
8	What about not a single issue of a journal is received during the year to Central Library then regarding those journals or those issues which have not been received.	
9	The supplier to whom the order will be placed, will have to submit 5% security deposit of the total order with the college.	
10	Regarding supply / distribution of journals	
11	Regarding the Terms and Conditions of Good Offices Committee, New Delhi	
12	Regarding visit /other services to the college	
13	About journals subscription No./ID No.	
14	In addition to the terms and conditions mentioned above, if there are any other conditions of the firm.	

The undersigned has reserved the right to enhance or to reduce the quantity or to decide not to purchase any journal or all journals or to accept any quotation in full or in part or to reject any quotation without assigning any reason whatever.


DEAN
Government Medical College
Nandurbar