



Ref. No:

Reference No: BMKKRC/24-25/400

Date:

Date: 14/11/2024

Subject: Invitation to submit Quotations for Journal Subscriptions at SNDT Women's University BharatRatna Maharshi Karve Knowledge Resource Centre Churchgate Campus

The SNDT Women's University BharatRatna Maharshi Karve Knowledge Resource Centre Churchgate Campus invites qualified vendors to submit their quotations for the annual subscription to Periodicals (journals and magazines). We request your submissions in two separate parts: Technical Bid and Financial Bid. Please find the details for each bid category below.

Technical Bid

The Technical Bid should include the following:

1. Vendor Profile:

- Company name, address, and contact information.
- Brief history and experience in providing journal subscriptions for academic libraries.
- List of universities or academic institutions currently served.

2. Journal Titles & Publishers:

- List of publishers you can provide, including the titles attached herewith
- Indicate whether you can provide access to both print and online formats.

3. Subscription Period: Clearly define the subscription period you are offering.

4. Access & Delivery Methods:

- Details on how the physical copies of journals will be delivered.
- Information about the access for print + online journals (e.g., single sign-on, IP-based authentication, etc.).

5. Refund Policy: Proportionate amount to be refunded against non-supply / missing periodicals.

6. Follow Up Visits: The vendor is expected to make periodic visits to the library to assess and verify the status of supplied and pending periodicals.

7. Minimum Experience: The vendor must have 3-5 experience in supplying periodicals to universities.

8. Additional Benefits: Specify any additional free services or products provided to the university.

9. GOC Certificate: Attach the membership certificate of GOC

Financial Bid

The Financial Bid should include the following details:

1. Pricing:

- Provide the costs for the requested journals i.e. the price per journal for both print and print + online subscriptions.
- Include any discounts offered

2. Payment Terms:

- Specify payment methods (e.g., bank transfer, cheque, etc.).
- Include payment terms (e.g., 30 days, 60 days, etc.)

3. Additional Costs:

- Indicate any extra charges, such as shipping fees (for print subscriptions), platform fees (for digital access).

Submission Instructions:

Please submit your Technical Bid and Financial Bid separately to the address given below and in the following manner

Address for Communication

To,
The Director,
SNDT Women's University
BharatRatna Maharshi Karve Knowledge Resource Centre
& Head, SHPT School of Library Science
1, Nathibai Thackersey Road, Churchgate, Mumbai 400 020

- Technical Bid: Submit a physical copy in a sealed envelope to the above Mailing Address, clearly marked as "Technical Bid". The technical proposal should not mention any pricing details.

- Financial Bid: Submit a physical copy in a separate sealed envelope to the above Mailing Address, clearly marked as "Financial Bid".

Any discrepancies or combined bids may result in disqualification from the evaluation process.

Important Dates:

All bids must be received by 22/11/2024. Late or incomplete submissions may not be considered.

- Subscription Start Date: January 2025 to December 2025

We look forward to receiving your proposal. If you have any questions or require further clarification, please feel free to contact –

To,
The Director,
SNDT Women's University
BharatRatna Maharshi Karve Knowledge Resource Centre
& Head, SHPT School of Library Science
1, Nathibai Thackersey Road, Churchgate, Mumbai 400 020
Email:librarian@sndt.ac.in



The Director,
BharatRatna Maharshi Karve Knowledge Resource Centre
& Head, SHPT School of Library Science
SNDT Women's University, Mumbai 400 020

**BHARAT RATNA MAHARSHI KARVE
KNOWLEDGE RESOURCE CENTRE
SNDT WOMEN'S UNIVERSITY,**

