



The Asiatic Society

Founded in 1784

(An Institution of National Importance declared by an Act of Parliament)
and

(An Autonomous Organization under Ministry of Culture, Government of India)

Patron : Hon'ble Governor of West Bengal

Ref No: TASK/2026-27/NIT/001

Dated: 13.04.2026

NOTICE FOR EMPANELMENT

Sub: Empanelment of Vendors/ Suppliers for Supply of Journals to the Asiatic Society Library, Kolkata for the period, 2026-2027, 2027-2028 and 2028-2029

The Asiatic Society, Kolkata, a 243 years old centre for Asian studies, is an Institution of National Importance declared by an Act of Parliament and an Autonomous organization under Ministry of Culture, Government of India. The Asiatic Society, Kolkata invites application in sealed envelope under two bid systems from competent and resourceful vendors for empanelment of Vendors/Suppliers for supply of Journals to the Asiatic Society, Kolkata during the period 2026-2027, 2027-2028 and 2028-2029.

2. General instructions and other terms and conditions relating to the empanelment of vendors are given in Annexure 1 & 2.
3. Critical dates and information for bid submission and processing are as under:
 - Web advertisement for Empanelment : **13.04.2026**
 - Last date of submission of Application : **30.04.2026 up to 15:00 hrs**
 - Opening of Application : **04.05.2026 at 11:00 hrs**
4. Interested vendors/suppliers can download the Application Form from the website of The Asiatic Society, Kolkata i.e. www.asiaticsociety.culture.gov.in.
5. Applications are to be submitted in sealed cover, completed in all respects along with all necessary documents duly numbered to the Administrator, The Asiatic Society, 1 Park Street, Kolkata-700 016.
6. The Asiatic Society, Kolkata reserves the right to amend/cancel any of the terms and conditions in the Empanelment Document or to reject any or all applications without giving any notice or assigning any reason.

7. The Asiatic Society, Kolkata may disqualify the applicants at any stage for any of the following reasons:
- i. Non-fulfillment of essential qualification conditions
 - ii. Incomplete/part information/misinformation [without supporting proof]
 - iii. Exerting external influences

Sd/-
Administrator
The Asiatic Society, Kolkata

General Instruction for Applicants

1. Eligibility Criteria for participation in the Empanelment process:

- a) The vendor should have experience of providing such services to the Departments of the Government of India/Statutory Bodies/Central Autonomous Bodies/Universities/ PSUs/ Reputed Private Sectors during last **Five** years.
- b) The vendor should have valid enlistment with "State/National Association for Books/Journals Suppliers / Publishers"
- c) The vendor should have sound financial background and also have earned profit during the last three years.
- d) The vendor should be registered with Income Tax and Goods and Service Tax authorities.
- e) The vendor shall submit an affidavit stating that it is not / has not been black listed by Central/State Government/ any PSUs/Private Sector at any point of time.

Non-compliance with any of the conditions mentioned above by the vendor will amount to non-eligibility for the empanelment and its application will be summarily rejected.

2. Submission of Application :

- a) The Application shall consist of two parts: Technical Bid and Financial Bid. Both the bids are to be placed in two separate sealed envelopes (clearly superscribing 'Technical Bid' and 'Financial Bid') which in turn are to be placed in a sealed cover. The bids of all the vendors whose Financial Bid is not in a separate sealed envelope shall be rejected forthwith. The Financial bids of only those vendors shall be opened whose Technical bids are found to be eligible while the disqualified vendor's Financial Bid shall be returned unopened.
- b) The bid document shall be clearly and legibly written and each page must be signed by the authorized signatory of the vendor and seal affixed. Erasing or over writing in the bid document shall not be allowed. Corrections in the bid document should be avoided but if this becomes unavoidable, each correction should be signed separately and without ambiguity.

3. The bid should be valid for a minimum period of ninety days from the date of the opening of bids.

General Terms and Conditions

1. **Subscription Period:** Subscription period for the journals ordered is for the volumes starting in a given year unless specified otherwise.
2. **Delivery of Journals:** In order to avoid loss in transit the library shall prefer to receive all journals / online version / CD- ROM by speed post only.
 - 2.1. Vendor is required to inform the schedule of publication of each issue while accepting the order.
 - 2.2. 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.
 - 2.3. Any journal(s) for which a vendor is unable to handle or which cannot be made available by Air Freight and required to be delivered by messenger should not be processed without the consent of the Society.
3. **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.
4. **Claim Handling & Follow-ups:**
 - 4.1. The vendor will ensure timely supply of issues of journals / update of online version / CD-ROMS including its full disk(s) ordered to him by sending regular reminder on his own to the publishers/principal.
 - 4.2. The vendor shall also pursue and arrange to supply the updates not received by the Library and reported by the Library as missing. In the absence of satisfactory proof of sufficient and regular follow up, vendor shall be responsible to replace the missing issues/updates.
 - 4.3. 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.
 - 4.4. All the complaints should be attended within reasonable time.
5. **On-line Activation:**
 - 5.1. The firm/Vendor has to inform The Asiatic Society 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.
 - 5.2. Online access to journals, free or paid (wherever applicable with the order) has to be IP authenticated. IP range will be provided at the time of placing the order.
 - 5.3. Activation of online journals has to be done by the vendor without charging any additional service charges.
 - 5.4. The vendor will provide all the facilities of subscription model/ license agreement with the publishers wherever applicable.

6. Refund for missing issues/non-supplied Journals/CD-ROMS:

- 6.1. Vendors will be fully responsible for the refund of subscription amount and interest thereon (for the journals not started) by the end of the subscription period (January to December.). 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".
- 6.2. Vendor will be required to make the proportionate refund for missing issues of journals/updates on subscription with them.
7. **Security Deposit:** The empanelled vendor(s) shall have to furnish Security Deposit i.e. 10% (ten percent) of the order value (excluding statutory tax, if any) within seven (7) days of issue of Purchase Order. The Security Deposit must be in favour of The Asiatic Society, Kolkata payable at Kolkata and in form of Performance Bank Guarantee (PBG)/Fixed Deposit Receipt (FDR) (preferably from a Nationalized Bank). The Security Deposit shall remain valid for 90 days beyond the entire contractual obligation. Failure of submission Security Deposit within the specified time period may lead to cancellation of Purchase Order.
8. **Payment Terms:** The payment will be made in advance in INR to the vendor within 45 days from the date of submission of bills in triplicate along with adequate price proof (e.g. Publisher's latest catalogue. Proof of the payments made to the publishers on behalf of the Society towards the orders placed with the vendor, RBI rate etc.).The payment shall be made through RTGS/NEFT. The Income Tax and other statutory deductions, as applicable will be deducted from the payment.
9. **Conversion Rate:** For the purpose of payment, all the foreign currencies of the invoices shall be converted at the prevailing Reserve Bank of India [RBI] Reference rate at the time of the remittance to publishers by the vendor.
10. **Execution of Agreement:** Empanelled vendor(s) shall execute an agreement for the fulfillment of the contract on a Non Judicial stamp paper of Rs.100/- within seven (7) days from the date of issue of the work order.
11. Any dispute/difference arising out of or relating to this agreement including interpretation of its terms will be resolved through joint discussions of the concerned parties. However, if disputes are not resolved by joint discussions, then the matter will be referred to arbitration as per the provisions of Arbitration Act, 1940, where the Administrator, The Asiatic Society, Kolkata or his nominee will be the Sole Arbitrator.
12. The Asiatic Society, Kolkata reserves the right to terminate the contract at any point of time after giving a week's notice to the vendor without assigning any reason, if the performance of the vendor is found unsatisfactory. The Asiatic Society, Kolkata may also resort to blacklist the vendor for a suitable time period on the lapse on its part.
13. All disputes are subject to the jurisdiction of Courts in Kolkata.

THE ASIATIC SOCIETY

1, Park Street, Kolkata – 700 016

Phone: 2229-0779, 2249-7250, 2229-7251, Fax: 033-2217-2355

Ref No:

Dated:

Part I: TECHNICAL BID

(to be submitted in a separate sealed envelope)

**Empanelment of Vendors/Suppliers for Supply of Journals to the Asiatic Society Library, Kolkata for
the period 2026-2027, 2027-2028 and 2028-2029**

1. Name of the Vendor :
2. Constitution of the Vendor :
3. Enlistment details with State/National Association for Books/Journals Suppliers/Publishers :
4. Name of the Proprietor/Director/Partner :
5. Complete office address :
6. Telephone Number :
7. E-mail address :
8. Permanent Account Number [PAN] :
9. GSTIN :
10. Affidavit stating that the Vendor is / has not been black listed by Central Government Departments/State Government/Statutory bodies/ Autonomous bodies /PSUs /Private Sector at any point of time.
11. Bank Details
 - Name of the Bank and Branch:
 - Account type:
 - Bank Account No.:
 - IFSC Code:

12. Name of Publishers whom you represent as Exclusive Agent or preferred Agent (Attach letters from publishers):

13. Financial Turnover & profit of the Contractor during last 3 Financial Years

Financial Year	Turnover [Rs. in Lakhs]	Profit [Rs. in Lakhs]
2022-23		
2023-24		
2024-25		

14. Details of experience in last Five years for carrying out similar works with the Departments of the Government of India/Statutory Bodies/Central Autonomous Bodies/Universities/PSUs/ Reputed Private Sectors :

<u>Sl.No.</u>	<u>Name & Address of the Organization</u>	<u>Period of operation</u>	<u>Remarks</u>
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15. Time taken in supplying the issues of journal to the Society from date of their publications :

16. Details of follow-up to be taken in case of delay in release of publications :

17. Do you agree to make the payment to the publisher on behalf of The Asiatic Society :

Yes/No

Declaration:

I,Son / Daughter / Wife of Shri Proprietor/Director, authorized signatory of the Vendor, mentioned above, is competent to sign this declaration and execute this bid document;

I have carefully read and understood all the terms and conditions of the empanelment and undertake to abide by them;

The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am/ are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date :

Place : Signature of the authorized person with seal

The intending vendor is required to enclose photocopies of the following documents along with the Technical Bid, failing which their bids shall be summarily / out rightly rejected and will not be considered any further:

- a. Enlistment Certificate
- b. PAN
- c. GSTN
- d. List of similar works carried out with the Departments of the Government of India /Statutory Bodies/Central Autonomous Bodies/PSUs/Universities/Reputed Private Sectors during the last Five years [documentary evidence like Work Order, Work Completion Certificate etc].
- e. Statement of Accounts for 2022-23, 2023-24 & 2024-25.
- f. Affidavit stating that the vendor is / has not been black listed by Central Government Departments/State Government/Statutory bodies/ Autonomous bodies/PSUs /Private Sector at any point of time.

The intending vendor is required to put his/her signature on each page of the Technical Bid.

THE ASIATIC SOCIETY

1, Park Street, Kolkata – 700 016

Phone: 2229-0779, 2249-7250, 2229-7251, Fax: 033-2217-2355

Part II (Financial Bid)

(to be submitted in a separate sealed envelope)

To

The Administrator

The Asiatic Society

1, Park Street, Kolkata – 700 016

Dear Sir,

Sub: Empanelment of Vendors/Suppliers for Supply of Journals to the Asiatic Society Library, Kolkata for the period 2026-2027, 2027-2028 and 2028-2029.

Ref: Tender Notice No

dated

1. Having examined the bid documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the service as required and outlined in the Notice for Empanelment of Vendors/Suppliers for Supply of Journals to the Asiatic Society Library, Kolkata for the period 2026-2027, 2027-2028 and 2028-2029.
2. To meet such requirements and to provide the service as set out in the Notice for Empanelment, we attach hereto our response as required by the bid document, which constitutes our proposal.
3. We undertake, if our proposal is accepted, to adhere to the terms and conditions put forward in the Notice for Empanelment and the agreement to be entered with The Asiatic Society, Kolkata.
4. We agree for unconditional acceptance of all the terms & conditions set out in the Notice for Empanelment as also in the contract to be signed with The Asiatic Society, Kolkata for Empanelment of Vendors/Suppliers for Supply of Journals to the Asiatic Society Library, Kolkata for the period 2026-2027, 2027-2028 and 2028-2029.
5. We confirm that the information contained in this proposal or any part thereof, including its exhibits, schedules and other documents and instruments delivered or to be delivered to The Asiatic Society, Kolkata are true, accurate and complete.
6. Discount Offered:

Sl. No.	Type of Journals	Rate of discount (Only flat discount rate to be quoted) (In Percentage)
1.	Indian Publications	
2.	Foreign Publications having price in Foreign Currencies	
3.	Indian Magazines (Both Hindi/English/Sanskrit)	
4.	Any other charges to be levied (Please specify)	

Date :

Place :

Signature of the authorized person with seal