



भाकृअनुप - राष्ट्रीय कृषि अनुसंधान प्रबंध अकादमी
राजेन्द्रनगर, हैदराबाद-५०००३०, तेलंगाणा, भारत
ICAR-National Academy of Agricultural Research Management
(ISO 9001:2015 Certified)
Rajendranagar, Hyderabad-500030, Telangana, India
Phones: (040) 2458 1322; Fax: (040) 2401 5912; <https://naarm.org.in>



F.No.5-611/2022-23/Ind&For.Jour/AIII

Date: 5th January 2023

TENDER DOCUMENT FOR SUPPLY OF FOREIGN/INDIAN JOURNALS 2023



भाकृअनुप - राष्ट्रीय कृषि अनुसंधान प्रबंध अकादमी
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F.No.5-611/2022-23/Ind&For.Jour/All
Date: 5th January 2023

NOTICE INVITING TENDER
FOR SUPPLY OF FOREIGN AND INDIAN JOURNALS - 2023
(PRINT COPY, PRINT + ONLINE VERSION, ONLINE VERSION)
AT ICAR-NAARM, HYDERABAD

The Director, ICAR- National Academy of Agricultural Research Management (ICAR-NAARM), Hyderabad invites Tender Enquiry from reputed subscription agencies in India for the Supply of **Foreign and Indian Journals (Print copy, Print + online Version, Online Version)** at ICAR-NAARM, Hyderabad. Tender form can be downloaded from Website (<https://www.naarm.org.in/>) or the Government of India, Central Public Procurement Portal (<http://eprocure.gov.in/cppp/>).

The Tenders have to be submitted online only. The details of submission is as follows:

Sl. No.	Description	Date	Time
1)	Tender Publishing Date	06.01.2023	1200 hrs
2)	Document Download start date	06.01.2023	1300 hrs
3)	Seek Clarification Start Date	06.01.2023	1400 hrs
4)	Seek Clarification End Date	21.01.2023	1100 hrs
5)	Bid Submission Start Date	06.01.2023	1500 hrs
6)	Bid Submission Closing Date	27.01.2023	1400 hrs
7)	Bid Opening Date	30.01.2023	1400 hrs

An amount of **Rs.25,000/- (Rupees Twenty Five Thousand only)** towards EMD should be deposited in the form of crossed demand draft/bankers cheque payable to **“NAARM MAIN ACCOUNT”**. The EMD must be valid for 90 days. The tenders of the firms/dealers who do not deposit EMD in the above said manner is liable to be rejected. Incomplete & unsigned tenders will not be considered.

The Director, ICAR-NAARM, Hyderabad reserves the right to accept or reject any or all tenders without assigning any reason thereof.

Documents/Papers to be submitted with Technical Bid and Price Bids are as follow:-

Technical Bid (Eligibility Criteria)

A. Foreign & Indian Journals:

1. Detailed list of journals to be supplied (both Foreign & Indian Scientific Journals)
2. The tenderer must have done the business of more than Rs. 50 Lakhs each year for the last three consecutive years in supply of foreign & Indian scientific journals and attach as a proof either duly audited profit and loss account/Balance Sheet of the firm or certificate issued by the Chartered Accountant as a proof thereof i.e., for the previous three (3) years.
3. Bid Security (EMD)
4. List of customers during the last five consecutive years' along with addresses, phone etc. having supplied Foreign/Indian Scientific Journals to five (5) Govt. Organizations.
5. The tenderer must have minimum of 5 years supply record to leading academic, education/research and ICAR institutes/SAU, Central universities/other UGC recognized universities.
6. Proof that they are listed in the latest list of approved suppliers of journals/subscription Agents of GOC and submit Xerox copy of the following Membership Certificates Good Offices Committee (GOC) or (b) Federation of Publishers and Booksellers Association of India (FPBAI)
7. Certified copy of PAN/IT Returns for the previous three (3) financial years i.e. 2019-20, 2020-21 & 2021-22. Certified copy of GST certificate.
8. Undertaking to the effect that the Bidder has not been blacklisted by any Government Organization.
9. The price has to be offered for all the journals listed in Annexures "A" & "B". The Tenderer has to provide a certificate for this on their letter head with signature and seal. In absence of such certificate the tender would be disqualified. If any of journal has been stopped/ceased by the publisher, a valid proof to be enclosed along with such certificate.

Price Bid:-

1. Price schedule duly completed enclosed with bidding documents.
2. Proforma Invoice from foreign principal.
3. Prices should be valid for 360 days from the date of opening of bid.

Senior Administrative Officer



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INVITATION TO TENDER AND INSTRUCTIONS TO TENDERS

F.No.5-287/19-20/PS
5th January 2023

Note: The tender as well as all subsequent communication should be addressed to:-
The Director,
ICAR-National Academy of Agricultural Research Management
(NAARM)
Rajendranagar,
Hyderabad – 500 030
All communications must be addressed to the Officer named above by Title only and not by Name

To, M/s. _____

Dear Sirs,

1. On behalf of the purchaser i.e., ICAR-NAARM, Hyderabad as stated above, I invite you to tender for supply of the **Foreign/ Indian Journals** at ICAR-NAARM, Hyderabad detailed in the said Annexures A & B. Keeping the given terms & conditions detailed in the Tender Form (and those attached herewith). If you are in a position to quote for supply in accordance with the requirements stated in the attached schedule, please submit your tender on the prescribed tender form attached though **online** mode only.
2. **EARNEST MONEY:** EMD of **Rs.25,000/- (Rupees Twenty Five Thousand only)** as Demand Draft drawn in favour of “**NAARM MAIN ACCOUNT**” payable at Hyderabad should be enclosed along with the bid in the form of demand draft. No other mode of EMD will be accepted. **[THE TENDER MAY NOT BE CONSIDERED IF THE EARNEST MONEY DEMAND DRAFT IS NOT SUBMITTED WITH THE TENDER (TECHNICAL BID)]**. He will not resale from his offer or modify the terms and conditions thereof. If the tenderer fails to observe and comply with the foregoing stipulation the aforesaid amount will be forfeited to ICAR-NAARM. The Earnest Money Deposit of the successful bidders is likely to be forfeited in case he/she fails to submit Security Deposit as per purchase order. The Earnest Money should not on any account fall short of the amount actually required.
3. **SECURITY DEPOSIT:** The successful bidder will have to submit **100%** of the amount of purchase order as Security Deposit in the form of Bank Guarantee or Demand Draft in favour of “**NAARM MAIN ACCOUNT**”, **Hyderabad** before supplying the journals. The Security Deposit shall be released / refunded only after successful completion of supply of journals.

4. PREPARATION OF TENDER:

- a. The tender form should be submitted in prescribed format only.
- b. The tender form should be returned intact whether you are quoting for any item or not. Pages should not be detached but when items are not being tendered for the corresponding space should be defaced by some such words as "Not quoting".

5. SIGNING OF TENDER:

- a. The tender is liable to be ignored if complete information is not given there in or if the particulars and date (if any)/asked for in the schedule to the Tender are not fully filled in.
- b. Individual signing the tender or other documents must specify whether he signs as:
 - (i) A sole proprietor of the firm or constituted attorney of such sole proprietor.
 - (ii) A partner of the firm if it be a partnership, in which case he must have authority to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or a power of attorney.
 - (iii) Constituted attorney of the firm if it is a company.

N.B. (A) In case of (ii) a copy of the partnership agreement or general power of attorney in either case attested by a notary public should be furnished or affidavit on stamped paper of all the partners admitting execution of the general power of attorney should be furnished.

- (B) In the case of partnership firms where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the tender and all other related documents must be signed by every partner of the firm.
- (C) A person signing the Tender Form or any documents on behalf of another shall be deemed to warrant that he has authority to bind each other and if on enquiry it appears that the person so signing has no authority to be so the purchaser may without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all cost and damages.
- (D) Each page of the tender, schedule to tender and annexure, schedule to tender and annexure, if any should be signed by the tenderer.

6. SUBMISSION OF TENDER: The Tender document has to be uploaded on CPP Portal through **Online Mode only.**

7. COMMUNICATION OF ACCEPTANCE: Acceptance by the purchaser will be communicated by Email, Fax, and Express Letter of acceptance or formal "Acceptance of tender. In case where acceptance is communicated by e-mails, fax, or express letter, the formal Acceptance of Tender, will be forwarded to tenderer, by speed post as soon as possible but the instructions contained in the e-mails, fax, or express letter should be acted upon immediately.

8. SUBMISSION OF BIDS: Address to Director, ICAR-NAARM, Rajendranagar, Hyderabad-500 030. Telangana

9. JURISDICTION: All questions disputes or difference under, out of or in connection with the contract if concluded shall be subject to the exclusive jurisdiction of the Court within the local limits of whose jurisdiction the place which the Acceptance of Tender is issued, is situated i.e. Telangana.

Senior Administrative Officer



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GENERAL TERMS & CONDITIONS FOR SUPPLY OF JOURNALS FOR THE YEAR 2023

1. Subscription period for all the journals will be from **January to December, 2023** only.
2. The tenderer must have done the business of more than Rs. 50 Lakhs each year for the last three consecutive years in supply of foreign/ Indian journals and attach as a proof either duly audited profit and loss account/Balance Sheet of the firm or certificate issued by the Chartered Accountant as a proof thereof i.e., for the previous three (3) years.
3. List of customers during the last five consecutive years' along with addresses, phone etc. should be furnished with the tender
4. The successful tenderer will have to give Demand Draft / Bank Guarantee @ **100%** of the value of the order placed with him for the period of 24 months from the date of acceptance of Tender. No interest will be paid on Demand Draft / Bank Guarantee amount.
5. Tenderer should be listed in the latest list of approved suppliers of journals/subscription agents of GOC and member of Federation of Publishers and Booksellers Association of India and tender must be attached with Permanent Account Number (PAN).
6. The Technical bid should contain earnest money, copy of PAN, certificate of annual turnover of Rs. 50 Lakhs in each year for the last three consecutive years, list of customers, duly signed tender documents, list of On-line journals freely available against print subscription and acceptance of all terms & conditions of the tender. **Rates or discount must not be mentioned in Technical Bid.**
7. The Financial bid must only contain the discount & rates offered for each title of the lists.
8. The technical bid will be opened first and if it is found in order, financial bid will be opened, otherwise the bid will be rejected.
9. The rates of the journals/titles must be submitted only by charging on **current bank exchange rate** (TT selling rate). Validity of rates should be during the period of contract from the date of opening of tender. The payment will be made in Indian currency only.
10. Tenderer must submit EMD with tender for Rs. 25,000/- in the shape DD/Banker's Cheque in favour of **"NAARM MAIN ACCOUNT"**. No other mode of EMD will be accepted.
11. The suppliers (Indian agent) will have to make necessary arrangements to provide online access of the journals on Internet wherever made available by the publishers free of cost with print version. The vendor shall develop links to such online journals on webpage of institute to enable online access through the same. If the firm fails to arrange to provide online access of such journal(s) to the institute, the firm will be held responsible for the same and a sum equivalent to 10% of the cost of the journal(s) would be charged as a penalty from the firm.

12. The supplier has to enter into an **agreement** for supplying the journals. In case of failure in supplying of any issue(s) of a particular volume(s) of the title(s), the supplier will be required to refund the proportionate amount of the non-supplied issue(s)/volume(s) along with a penalty of 10% thereof.
13. The supplier has to ensure On-line access if any (free with print copy) on Internet and regular, prompt, complete supply of journals immediately after they are published. The supply of journals will be accepted through registered post/Speed Post/Courier Service/special messenger only.
14. Journals publisher's price must be given individually for all the journals of the list supported by price proof. Subscription rate should include foreign postage and handling charges wherever the publisher charges it. No postage & handling charges within the country will be paid in extra. **Selection of the tenderer will be done only on the basis of discount offered by vendor.**
15. The supplier has to go into an **agreement** with ICAR-NAARM on a stamped paper worth Rs. 200.00 ensuring for smooth and prompt supply of journals and agreeing with all the terms & conditions.
16. The tenderer will have to bid and submit invoices for all the journals of the list showing overall discount on the total amount of the invoice for all journals of the list.
17. The quantity of the tender is always subject to change, and the Director, ICAR-NAARM reserves the absolute right to accept or reject any or all tender(s) in part or full, without assigning any reason thereof. Decision of the Director, ICAR-NAARM on any dispute related to this tender shall be final and binding to the supplier including fixing of penalty for any violation of terms and conditions of tender.
18. The selected agency must make the payment only in the form of Demand Draft / Wire Transfer / Online Transfer in favour of respective foreign publishers / developers and the original DD should be produced for office verification along with their bill. If the agency / firm fails to submit DDs the purchase order is liable to be cancelled.
19. The selected agency must produce a Bankers Certificate in confirmation of DD number, date and amount in favour of foreign journals / developers.
20. Subscription remittance should be confirmed by the publishers / developers on account of Library ICAR-NAARM and supply of journals should commence within 6-8 weeks from the date of remittance or otherwise the agency should reimburse the total cost and a sum equivalent to 10% of the cost of the journal(s) would be charged as a penalty from the firm.
21. The firm to have a local office / branch is operating from twin cities i.e. Hyderabad / Secunderabad.
22. The tenderer will have to offer discount, if any, on total amount of the invoice for all the journals for the year 2023. (January - December) and have to raise invoices in triplicate duly pre-receipted with revenue stamp strictly as per format (please see the financial bid)
23. The purchase order for supply of Foreign / Indian journals will be placed with successful tenderer, **who will first remit the subscription amount to the respective publishers / developers on behalf of ICAR-NAARM. Then the firm will submit proof of remittance of the subscription to the institute at the earliest possible to enable this institute to release the payment of subscription amount to the firm.** Following proofs must be enclosed with Remittance Details: (i) the copy of acknowledgement of money transfer to various publishers / developers from the bank, in case of remittance through wire transfer & (ii) Proof of Money Transfer or encashment of Demand Draft (D.D.) by to the publisher issued by sending bank in India.
24. Firm has to provide subscriber number allotted by the publisher against journals subscribed.

25. The journals available in dual currencies should be billed in the currency by which the converted cost is the lowest in Indian rupees.
26. The Bid Security (EMD) will not carry any interest on it. The EMD will be refunded in full on receipt after the finalization of tender. The refund of EMD not claimed within three years from the last date of receipt of tender will stand forfeited.
27. The firm/agency has to specify clearly the flat discount rate to be given for the supply of journals keeping in view the total order value. Such discount will be subject to deduction from the bill amount itself.
28. Journals issues so ordered are delivered by hand in the Library in good condition. The firm/agency shall procure all the journals subscribed for the unit's Library from the respective publishers by Air Freight arrangement at no additional cost and supply the same to the library.
29. The firm/vendor has to inform about the availability of free online access to the ordered journals to the Library.
30. Free online facility of journals where ever it is applicable with the print order has to be IP authenticated on the institute's IP numbers.
31. Activation of online journals has to be done by the firm without charging any additional charges or subscription.
32. The firm/vendor will provide all the facilities of subscription model/license agreement with the publishers wherever applicable.
33. The subscription agency has to send periodical reminders automatically to the publishers concerned for any non-receipt of issues and send copies of reminders to us for our verification and records. Agency/firm should provide web based claim management support so that the order/delivery/claim status can be checked by NAARM as and when required. The company should submit documentary evidence (in the form of website print outs) of such facility and also give website address where this service can be checked.
34. The firm has to pay 2% penalty against late supply of print/online journals/periodical. The firm/vendor will refund the proportionate cost/value/amount along with 10% penalty for the not supplied journals/issues in lieu thereof in the form of refund by means of a Demand Draft favouring **"NAARM MAIN ACCOUNT"**, Hyderabad. The firm will refund to Unit's Library full amount of subscription of journals along with the penalty which are not supplied within six months from receipt of payment.

The periodicity of journal its time limit proposed relaxation period & penalty is recommended as under:-

Periodicity of periodicals/ journals	The limit for supply of journals	Relaxation period	penalty
Weekly	Within 15 days from date of publication	7 days	2% of the cost of the late supplied issue each day and maximum of fifteen days from the date of relaxation
Fortnightly	Within 25 days from date of publication	10 days	2% of the cost of the late supplied issue each day and maximum of fifteen days from the date of relaxation
Monthly	Within 35 days from date of publication	10 days	2% of the cost of the late supplied issue each day and maximum of fifteen days from the date of relaxation

Periodicity of periodicals/ journals	The limit for supply of journals	Relaxation period	penalty
Quarterly	Within 45 days from date of publications	10 days	2% of the cost of the late supplied issue each day and maximum of fifteen days from the date of relaxation
Online version journals if any	Within 7 days from the date of uploading by the publisher on their website	3 days	2% of the cost of the late supplied issue each day and maximum of fifteen days from the date of relaxation
Any other periodicity	Within 35 days from date of publications	10 days	2% of the cost of the late supplied issue each day and maximum of fifteen days from the date of relaxation

35. No interest would be payable on amount paid by the subscription agent to the publisher on account of delay in payment by the institute.
36. The firm/Agency should give undertaking that the firm have necessary permission to deal with foreign and Indian periodicals subscription and make necessary payment in foreign and Indian currency. Further it should fulfil all statutory requirements.
37. The institute reserves the right to discontinue the service of the firm on the basis of performance in terms of supply of journals subscribed through them.
38. The number of journals to be for the calendar year January to December which may be increased or decreased at any stage of the contract by ICAR Unit.
39. All journals are to be supplied for the calendar year January to December, supply of the periodicals should commence from the issue no. 1 of volume starting during the year unless specified otherwise.
40. The rates of the journals/titles must be submitted only by charging on current bank exchange rate (TT selling rate)
41. Force majeure: Any failure of omission or commission to carry out the provisions of the contract by the supplier shall not give rise to any claim by either of the party to contract, if such failure of omission or commission arises from an act of God, which shall include all acts of natural calamities such as fire, flood, earthquake, hurricane or any pestilence or from civil strikes, compliance with any statute and/or regulation of the government, lockouts and strikes, riots, embargo or from any political or other reasons beyond the supplier's own control including war (whether declared or not) civil war or state or insurrection provide that notice or the occurrence of any event by either party to the other shall be given within two weeks from the date of occurrence of such an event which could be attributed to force majeure conditions.
42. Price Fall Clause: The offer of the rates by the publishers/suppliers will be subject to the price fall clause i.e if any item is offered by the tenderer on lower rates to some other organization, he shall forthwith notify such reduction or sale immediately to the Director, ICAR-NAARM and such reduction will automatically applicable to the Library, ICAR-NAARM.
43. No gratification clause: the bidders will give an undertaking that they will not try to gratify any person or use any other unfair means involved in the purchase of the quoted books & journals. This will also debar the company for participating in other tenders floated or to be floated by the purchaser and suitable action will be initiated against such defaulters.

44. Validity of bids: for the calendar year and additional six months totaling 18 months e.g. from 01 January 2023 to 30th June 2024.
45. The bidders will not form a part of the cartel and put in supporting quotations for some other companies. This will debar the company for participating in other tenders floated or to be floated by the purchaser. The institute can compare the prices of other bidders L2, L3 etc. also the prices quoted in other tenders for same products and in case of discrepancy suitable action will be initiated.
46. Non-black listing-bidders will provide an undertaking on non-judicial stamp paper that neither they nor their principal publishers/suppliers have been blacklisted by any state/Central Government departments/other organizations.
47. Discount percentage shall be indicated both in figures as well in words.
48. In case of any dispute arising out of their contract decision of the Director, NAARM, will be final and binding to both parties.

Date_____

(Signature & Seal of Tenderer)

Subscription of Foreign Journals for 2023

S.No.	Name of the Journal	Frequency	Year
Print Version			
1	Food Policy	Bi-monthly	2023
2	Harvard Business Review	Monthly	2023
Online Version			
1	Agribusiness: An International Journal	Quarterly	2023

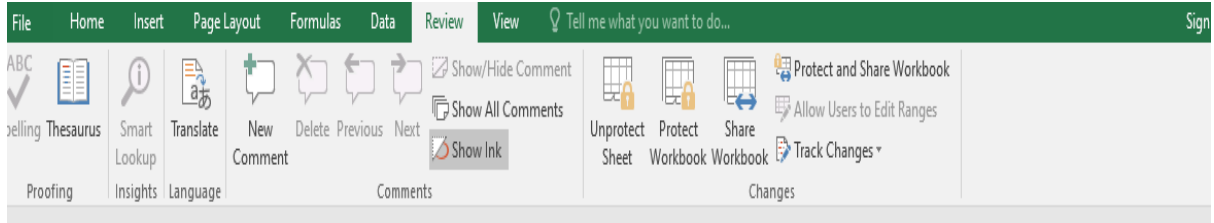
Senior Administrative Officer

Subscription of Indian Journals for 2023

S. No.	Name of the Journal	Frequency	Year
	(Print Version)		
1	Agricultural Economics Research Review	Half-Yearly	2023
2	Agriculture and Industry Survey	Monthly	2023
3	Agriculture Today	Monthly	2023
4	Down to Earth	Fortnightly	2023
5	Indian Farming	Quarterly	2023
6	Indian Journal of Agricultural Economics	Quarterly	2023
7	Indian Journal of Agricultural Marketing	3 issues	2023
8	Indian Journal of Agricultural Sciences	Monthly	2023
9	Indian Journal of Animal Sciences	Monthly	2023
10	Indian Journal of Fisheries	Quarterly	2023
11	Indian Journal of Horticulture	Quarterly	2023
12	IUP Journal of Management Research	Monthly	2023
13	Journal of Management	Bi-Monthly	2023
14	Journal of Indian Society of Agricultural Statistics	3 issues	2023
	Print + Online		
1.	Economic and Political Weekly	Weekly	2023

Senior Administrative Officer

PRICE BID



37									
A	B	E	M	N	O	BA	BB	BC	B

Name of Work: Tender for Supply of Foreign and Indian Journals

Contract No: F.No.5-611/Ind.&Foreign.Jour2021/S&P December 22

Name of the Bidder/ Bidding Firm / Company :	
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PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

NUMBER #	TEXT #	TEXT #	NUMBER #	NUMBER	NUMBER	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Frequency	Rate of supply of item for full year taking into account the frequency Rs. P	Discount %	GST Percentage on the Item %	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT With Taxes	TOTAL AMOUNT In Words
1	2	5	13	14	15	53	54	55
1	FOREIGN JOURNALS (Print Version)							
1.03	Food Policy	Bi-Monthly				0.00	0.00	INR Zero Only
1.04	Harvard Business Review	Monthly				0.00	0.00	INR Zero Only
2	FOREIGN JOURNALS (Online Version)							
2.01	Agribusiness: An International journal	Quarterly				0.00	0.00	INR Zero Only
4	INDIAN JOURNALS (Print Version)							
4.01	Agricultural Economics Research Review	Half-yearly				0.00	0.00	INR Zero Only
4.02	Agriculture and Industry Survey	Monthly				0.00	0.00	INR Zero Only
4.03	Agriculture Today	Monthly				0.00	0.00	INR Zero Only
4.07	Down to Earth	Fortnightly				0.00	0.00	INR Zero Only
4.09	Indian Farming	Monthly				0.00	0.00	INR Zero Only
4.1	Indian Journal of Agricultural Economics	Quarterly				0.00	0.00	INR Zero Only
4.11	Indian Journal of Agricultural Marketing	3 issues				0.00	0.00	INR Zero Only
4.12	Indian Journal of Agricultural Sciences	Monthly				0.00	0.00	INR Zero Only
4.13	Indian Journal of Animal Sciences	Monthly				0.00	0.00	INR Zero Only
4.14	Indian Journal of Fisheries	Quarterly				0.00	0.00	INR Zero Only
4.15	Indian Journal of Horticulture	Quarterly				0.00	0.00	INR Zero Only
4.2	IUP Journal of Management Research	Monthly				0.00	0.00	INR Zero Only
4.24	Journal of Management	Bi-monthly				0.00	0.00	INR Zero Only
4.41	Journal of Indian Society of Agricultural Statistics	3 Issues				0.00	0.00	INR Zero Only
5	INDIAN JOURNALS (Print & Online Version)							
5.01	Economic and Political Weekly	Weekly				0.00	0.00	INR Zero Only
Total in Figures						0.00	0.00	INR Zero Only
Quoted Rate in Words						INR Zero Only		