

TENDER DOCUMENT

Journal of Vector borne Diseases (JVBD)

TENDER NOTICE/ADVERTISEMENT

Sealed tenders/bids are invited from the registered agencies/publishing houses/firms for printing, publishing and online management of the *Journal of Vector Borne Diseases*, a reputed biomedical Journal published by the ICMR–National Institute of Malaria Research (NIMR), Dwarka, New Delhi.

Tender document can be downloaded from the NIMR's website <https://nimr.icmr.org.in/> or Central Public Procurement Portal <http://eprocure.gov.in./cPPP/> and the tender fee of Rs. 1,000 (Non-Refundable) in the form of Demand Draft may be submitted along with the tender form/application. Duly filled-in tender form along with supporting documents should be addressed to the Director, National Institute of Malaria Research, Sector-8, Dwarka, New Delhi-110 077, and dropped in Drop Box placed in Room No. 405 (Store Section) of the Institute within the prescribed date.

The **last date** and time for receipt of bids is **December 23, 2020 up to 02:00 pm**. The date and time of **opening** the Technical bids is **December 23, 2020 at 3:00 pm**.

INFORMATION GUIDELINES AND SPECIFICATIONS (JVBD TENDER)

A. BACKGROUND

The *Journal of Vector Borne Diseases* is an internationally acclaimed, peer reviewed, open access biomedical journal published quarterly by the ICMR–National Institute of Malaria Research, New Delhi on behalf of the Indian Council of Medical Research, an autonomous body under the Ministry of Health and Family Welfare, Govt. of India. The Journal publishes original research contributions, review articles, short research communications, case reports, letters to the editor, correspondences *etc.* in the field of vector-borne diseases such as malaria, filariasis, Japanese encephalitis, dengue, chikungunya, Zika, Crimean-Congo haemorrhagic fever, leishmaniasis, trypanosomiasis, *etc.* with the objective of disseminating the information generated through research to the scientific community and masses.

It is one of the oldest journals in India, which started its publication long back in the year 1947, as the *Indian Journal of Malariology*, and was later superseded by the *Journal of Vector Borne Diseases* in 2003. Presently, the Journal does not charge any APC/fee from authors, though there is minimal fee for print issues. In a short period, it achieved significant ranking among the journals in its field. It is indexed with, or included in, all the major indexing agencies like MEDLINE (PubMed), Science Citation Index Expanded, Scopus, Web of Science, DOAJ, EMBASE/Excerpta Medica, Indian Science Abstracts, SJR *etc.*

B. SCOPE OF WORK/ OBJECTIVES

The scope of the work includes, but not limited to print-production, online publishing, distribution, marketing, indexing support, peer review support, website development, mobile app development (for online submission and management of manuscript), DOI registration, migration from the earlier agency and management of the online manuscript submission of the *Journal of Vector Borne Diseases*. Along with the Journal, other periodicals of the Institute like Annual Reports, magazines may also be required to publish/print on the same approved rates/T&Cs.

The job shall entail manuscript submission and tracking, preparation of text, editing of the articles/manuscripts, editing of images and tables, arranging photographs and cartography, reference correction, pre-press work including copyediting, typesetting and formatting, pagination, proof-reading, HTML/XML conversion, printing, binding, supply and distribution of the Journal. Broadly, the scope of work includes following parts:

1. MANUSCRIPT MANAGEMENT SYSTEM

The firm should provide a royalty free proprietary or licensed online manuscript submission, tracking and peer review system/portal/ editorial software solution [“Portal”]. The manuscript management system should include the features to:

- Permit articles to be submitted in any supported formats (Word/Latex, PDF *etc.*) from any web-connected computer/mobile 24 x7.
- Provide an individualized password protected area for each authority (admin, editors and staff, reviewer, author) with different rights and manuscript phase change options.
- Generate automated e-mail notifications and reminders to authors, reviewers, administrators and editors, and Mobile/SMS alerts to authors and reviewers.
- Track the submission and peer-review process (double blind) with real-time status update.
- Contact, reply, complain, resolution and feedback options for each authority with admin control.

- Generate/show ad hoc reports including Journal performance statistics such as submission decision time, submission acceptance time, acceptance to publication time, submission/acceptance rates, monthly reports, citation data, and other metrics *etc.* *If not these data may be provided by the agency manually as per demand/ requirement.
- Check and view plagiarism.

2. PRINT AND PRE- PRESS WORK

- Editing of the articles/manuscripts (Technical as well as Scientific editing)
- Copyediting as per Journal's format
- Correspondence with relevant team
- Proof-reading
- Editing of images, graphs, charts and tables
- Arranging photographs and cartography,
- Reference correction as per format
- Pre-press work including typesetting and formatting, pagination, final proofing
- Galley and page proof checking by authors and editors + publisher's staff
- PDF generation
- HTML/XML conversion
- Binding
- Printing and supply
- Distribution of the Journal.
- Submission and uploading of XML files to major indexing and abstracting agencies

3. JOURNAL'S WEBSITE DEVELOPMENT

The firm should host the content of the Journal on a separate website as per the requirement of the Journal in line with existing website, if any. The domain (+ rights) will be registered in the Journal owner's name. The Journal owner may also host its own website. The website should include the following features:

- Facility to conduct full text search with simple + advance options (keywords, authors, date/year, subject, speciality, image, *etc.*)
- References linked to full text sources
- Facility to search multiple journals
- Meta tags for articles (DC metadata), linking, search optimisation
- User access statistics and other metrics visibility
- Site structure based on Open URL
- Facility to submit comments or remarks on published articles
- Facility to search Google /AltaVista/ Indian search Engine.
- Support of Abstract, Full HTML text, PDF, Mobile HTML, Epub, *etc.*
- PDF downloading/sales options.
- Facility of manuscript submission, subscription, payment, joining, recommendation and alerts.
- Providing data to the indexing agencies such as MEDLINE/PubMed, Directory of Open Access Journals and others as deemed appropriate.
- Facility to host the back issues/archive of the Journal.

- Availability of all common tabs like: Home, About us, Editorial Board, Ahead of print, Current issue, Search, Archives, Submit article, Instructions, Journal logo, Compliance information, Subscribe, Advertisement, Social media buttons, Contacts, Webmail, Login.
- Mobile friendly and data safety features.

4. DEVELOPMENT OF MOBILE APP FOR JOURNAL

The agency should be able to/may have to develop a separate mobile app (android + iOS) for online submission and management of the manuscript submitted in the journal and browsing the contents.

5. REGISTRATION, MARKETING AND INDEXING SUPPORT

- Journal registration maintenance and other legal/technical support.
- Promotion, advertisement and marketing of the Journal through appropriate means (Offline + Online).
- Indexing and abstracting maintenance and further support in major agencies worldwide.
- Revenue generation support.

C. TERMS & CONDITIONS/INSTRUCTIONS

Please read the tender document thoroughly and carefully before filling and applying.

- The tenderers/bidders must fulfil the essential eligibility criteria/requirements as laid in the appropriate sections, particularly Section E.
- The tenderer shall be deemed to have read, understood and accepted all the terms and conditions stated in this tender document.
- The deadline for submission of tender is December 23, 2020 (2:00 pm). The technical bids/proposals/tenders will be opened at 3:00 pm on the same day in the presence of bidders or their authorized representatives.
- The duly filled in and signed tender documents must reach to the Office (Administration), NIMR in the prescribed format with requisite fee within the stipulated timeframe. Tenders shall be either typed or hand written neatly in indelible ink.
- The fee of the tender document, *i.e.* Rs.1,000/-only (Non-Refundable) need to be paid in the form of Demand Draft drawn in favour of the Director, National Institute of Malaria Research, payable at New Delhi.
- An Earnest money deposit (EMD) of Rs.50,000/- in the form of DD need to be submitted as DD. EMD is liable to be forfeited, if the bidder withdraws or impairs or derogates the bid in any respect or manner and if wrong information is furnished as regards to the qualifying, technical and financial proposals.
- EMD of all the bidders, except those whose technical bids are accepted, shall be adjusted or returned after finalization of the technical bids as soon as possible, and no interest shall be paid thereon.
- Incomplete or late bids/applications shall not be considered for the bidding process.
- The rate approved in this tender shall be valid for the whole period of the rate contract and no upward revision will be allowed during the period of the contract.
- It shall be the responsibility of the successful tenderer to deliver the printing work at NIMR premises as stipulated date/time of work order.

- All entries in the tender form should be legible and filled clearly. If the space provided for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be scanned and attached/submitted. No correction either in the Technical Bids or Financial Bids is permitted.
- All the rates quoted must be inclusive of excise duty, freight, transportation, packing, forwarding, handling, *etc.* but excluding GST, which shall be paid by the NIMR on applicable rates.
- If the firm fails to execute the job within the stipulated time or leaves the job incomplete or refuses to complete the work or takes more time than the schedule fixed, then the firm will be liable to be penalized. The Director, NIMR reserves the right to impose a penalty at his discretion. Penalty for delay in completion of work will be invoked @ Rs.5000 per day & 2% of the value of work award for non-fulfillment of requirement and terms & conditions.
- Printing bills will be accepted and admitted only after the work is done satisfactorily as per the requirement. The press should submit pre-receipted bills in triplicate.
- The Institute reserves the right to terminate the contract at any time without assigning any reason. In case of any dispute arising out of the job contract, the decision of the Director, NIMR will be final.
- The Director, NIMR reserves the right to get one or more issues printed from other presses if backlogs are accumulated.
- The job is of highly prestigious nature and hence its quality and production schedule have to be scrupulously maintained. The NIMR production staff may visit printer's premises to check printing, paper quality, etc.
- To and Fro free messenger service would have to be provided by the Press for collecting the material and delivery of proofs at NIMR.
- Colour laser proofs of 4-colour pages are to be shown for approval for which no extra payment would be made.
- The printer would have to ensure safe custody of material supplied for printing, e.g. Manuscripts., proofs, photographs, floppies, zips, CD, pen drives etc. In case of any loss or damage, the printer would have to make good the loss as per the decision of NIMR.
- The bound copies (as per requirement) must be properly packed and supplied to NIMR, New Delhi (along with soft copies in the form of CD, pen drive, or online/cloud) at the stipulated dates as per schedule.
- All the damaged or badly printed copies would be replaced by the firm at his own cost for which no additional paper or printing cost would be paid by NIMR.
- Selected lowest Bidder(s) shall be empanelled as Service Provider on the fixed/approved rates for one year from the date of signing of Agreement. The contract may be extended for next 2-4 years upon mutual consent of both the parties. In case, the empanelled firm is found in breach of any condition(s) of tender/agreement at any stage or services of the firm are not found to the satisfaction by the Institute, the tender/agreement/contract may be terminated leading to forfeiture of security deposit/performance security. The decision of the Director, NIMR shall be final in this regard.
- The rights to relax/engage other firm postpone/extend/ cancel/ suspend/terminate the tender/contract or its process at any stage (without giving any reason) are reserved with the Director, NIMR, New Delhi. Further, the Director, NIMR, New Delhi, reserves the right to interpret all clauses of this tender in a manner it deems fit in the interest of the core objective for which tenders are being invited and reject all or any of the tender without assigning any reason.

D. CRITERIA FOR SELECTION

The Journal/NIMR will give due consideration to the following criteria while making the selection:

- The ability of the Agency to provide a full breadth of publishing services, including establishment and maintenance of a dedicated journal website, editorial software solution, indexing support, timeliness, marketing, peer reviewer support, copyediting, design/layout, archiving, online publishing and print.
- The Agency's experience in publishing biomedical or health science peer-reviewed journals particularly owned/supported by the government organisations.
- The Agency's experience/calibre in assisting its journals for inclusion in reputed journal indexes.
- Total cost and charges.
- Valid registration and establishment details

E. ELIGIBILITY

The agencies applying should be a registered society and must fulfil following criteria:

1. Reputed agencies/organizations having experience of at least five years in handling online and offline publication and management of at least five scientific/medical journals with a minimum annual turnover of at least Rs.50 lakhs during the last three years.
2. Such organizations should have their own well-established printing press or should have a support of a panel of printing presses.
3. Due consideration will be given to those firms/publishing houses which have professionals with relevant background expertise in printing, publishing and online / offline management of scientific / medical journals. Detailed profile, qualifications, experience of each of the professionals they propose to engage in the work need to be categorically mentioned.
4. Consideration will be given to those firms which have experience in providing facilities with mobile / hand-held device optimization; indexing support, linking from sites such as PubMed, DOAJ and Cross Ref *etc.*; citation tracking and citation alerts; providing online data to bibliographic agencies like PubMed, ISI, CABI, SCOPUS and DOAJ and translating into multiple languages.

F. REVENUE SHARING MANAGEMENT

*The royalty (to JVBD) will be shared as given:

- Subscriptions managed by the agency: 70% of the amount received to JVBD
- Advertisement (if permitted) in the printed issues: 85% of the amount received.
- Advertisements in electronic media: 70%.
- Sale of bulk **reprints** or royalty received for reprint or PDF sales: 70%.
- Advertisements generated by the Institute: entire advertisement revenue.

*All requests for **reprints** or reuse will be handled by the selected agency.

G. RESPONSIBILITIES OF THE FIRM

- a) Designing, hosting, and maintaining the scientific contents on the Journal's website. The domain name will be the property of NIMR (registering body) and the features of the website need to be similar to the existing website.

- b) Access of the software by the editorial office/ staff.
- c) Peer-review and screening support (in coordination with and under control of Editorial office, JVBD). Peer Review support system will be evaluated by the JVBD Editorial team for suitability.
- d) Copying correspondences related to Journal management with Editorial staff, JVBD.
- e) Technical editing, style editing, reference corrections, formatting, copyediting, proofing (including all pre- and post- press work) and providing proofs to authors and/or editorial office within **specified timelines**.
- f) Printing and distributing the journal at specified intervals.
- g) Advertisement management and diligent promotion of the Journal as well as its website.
- h) Subscription management; including sending Performa invoices; copies to the members and subscribers; reprints to authors and tracking and responding to the complaints.
- i) Editorial help as and when required in ethical issues and publishing norms, registration, international guidelines and indexing and bibliographic listing.
- j) It shall not make any edits, cuts, or alterations to the final Journal content submitted by the NIMR, without prior approval from the NIMR authorities/editors, except any edits, or alterations as may be required under applicable law. It may backup all the necessary data.
- k) It shall not use the journal, or authorise its use in any manner that is likely to bring the Journal or NIMR into disrepute.
- l) It grants academic freedom with respect to content, manuscript style, selection of editors, editorial board, subscribers *etc.* to the NIMR and allow free navigation and downloads for all JVBD content in all available formats from across the globe.
- m) In case of discontinuation of service provided by the Publishing agency, it will provide all the data, content, manuscript files, database of authors and reviewers to NIMR and destroy the data with themselves after obtaining written approval from NIMR/JVBD.
- n) Maintain the confidentiality of the data, business, transactions and all T&Cs under the purview of the tender/agreement.

H. RESPONSIBILITIES OF THE EDITORIAL OFFICE

- a) To select, finalize and communicate all scientific contents proposed to be printed in the Journal to the firm.
- b) Peer- review, manuscript screening, correspondence with authors, reviewers, and editors, and decision making+ finalisation.
- c) To proof-read and approve final contents of the Journal.
- d) To promptly provide all necessary assistance to the firm in applying for renewing any regulatory approvals / clearances / registrations/ permits that may be required by the Institute and/ or the firm in order to carry out its activities under this tender/agreement.
- e) To maintain a database of the members of editorial board and all subscribers.
- f) To decide and fix the rates of subscriptions and publication charges for the authors or editors/reviewers. Hike in rates may be possible after internal discussion and consultation with the firm based on market trend.
- g) To ensure that the publication of the selected contents for the Journal, in no way directly or indirectly affects or infringes the intellectual property rights of any third party.
- h) To make any change in style, display, composition, type of paper, printing and binding with or without consultation from the Publishing firm.
- i) Due credit will be given to the firm for their work, and their name/logo will be published at appropriate places.
- j) Maintain the confidentiality of the data, business, transactions and all T&Cs under the purview of the tender/agreement.

I. PRINT-PRODUCTION TIMELINES AND LEGAL BINDING/PENALTY

The selected agency need to complete the processing of the copyediting, proofing, formatting, composing, typesetting, planning, printing and other pre-press/post-press works in the specified timelines (Annexure IV). Delivery of the hard copies and proofs would be the responsibility of the Publishing House/Firm. There would be legal binding or appropriate penalty (in the form of payment cease/ termination or legal) for non-compliance, delay in print-production, unethical practices, damage, unauthorised use of content *etc.*

J. DURATION OF THE CONTRACT

The term of contract shall be one year from the date of signing the agreement which may be extended for further period of 2–4 years' subject to the mutual agreement between the two parties in same existing terms and rates.

K. SUBMISSION OF TENDER

The tender need to be submitted in two parts *viz.* 'Technical Bid' and 'Financial Bid'. Both the bids covered and sealed in two separate envelopes and marked as 'TECHNICAL BID' and 'FINANCIAL BID' respectively must be submitted in another sealed envelope superscripted as "TECHNICAL AND FINANCIAL BID FOR JVBD." All the envelopes should contain complete address of the agency/ firm.

The TECHNICAL BID envelop shall contain:

- i. **Annexure II and III** of this document with supporting documents. It must also carry a copy of the documents (excluding annexures) duly signed by authorized signatory, samples papers with brand name and appropriate gsm along with envelop sealed with company stamp and/ wax.
- ii. Credentials of the firm and its staff with respect to its core business, experience, constitution and technical, managerial capability in relation to the current assignment.
- iii. Complete postal address of the firm with contact details including Telephone / Fax number, Mobile, e-mail address etc.
- iv. Performance record and key highlights bringing out the core professional value and strength of the organization including audited financial statement for the last three years with year-wise turnover.
- v. Methodology and work programme for the proposed assignment along with justification for proposed approach and demonstrating that how it is well-reasoned and thought through limitation if any may be clearly spelt out.
- vi. Proof of substantive past experience in the field of current assignment. Minimum five years in publishing and managing work and publishing at least five scientific / medical journals is essential. Proof in this regard shall be enclosed herewith.
- vii. List of major completed assignments (if any) undertaken in previous years, along with documentary evidences for having done so to the best level of satisfaction of the clients.
- viii. Proof of owning a well-established printing press or support of a panel of printing presses.
- ix. Details of the key professionals to be involved in the work (the names of only those professionals who are in a position to make a commitment of availability of their time and service for the assignment should be furnished). The number of members in the team along with their experience may be highlighted. Profile and relevant details may be emphasized
- x. Annual turnover in the last three years
- xi. Details of major assignments of the similar nature and magnitude undertaken by the firm.

- xii. **Approach for the proposed Assignment:** Steps to carry out the proposed assignment may be described.

The FINANCIAL BID shall contain:

Annexure – I and IV of this document

Any other charges, if demanded by the firm for providing the required services, should also be explicitly mentioned appropriately/separately.

The bid should not contain any interlineations or overwriting except when necessary to correct errors made by the concerned themselves, in which case such corrections must be initialled by the person or persons signing the proposal.

L. AWARD OF CONTRACT

The Contract will be awarded to the successful firm/bidder whose bid will be determined to be substantially responsive and as the best evaluated bid as per the selection criteria provided further that the bidder is determined to be qualified to perform the Contract satisfactorily. The print-publication work shall be entrusted to a firm:

- (i) Who has quoted the total lowest cost including online management, printing, paper and taxes.
- (ii) Who qualifies the technical bid in tune with the requirements of the Journal/NIMR.

As such, the printer shall execute the work as may be entrusted, as per the specific instructions and mutually acceptable production schedule and schedule of delivery in a business-like manner.

M. SIGNING AN AGREEMENT

The successful firm shall have to sign an agreement with the NIMR for fulfilment of the contract and meeting the activities highlighted under the “Scope of Work” on non-judicial stamp paper within 7 days. If anything deemed to be necessary/important in the interest of the Journal is missed in the scope/agreement, it may be mutually discussed and solved amicably in best possible manner.

N. PERFORMANCE SECURITY

The firm may be required to furnish performance bank guarantee to NIMR for an amount of 10% of order value in accordance with the conditions of contract, as per the Proforma of a Bank Guarantee for Performance Security prescribed by NIMR or another form acceptable to NIMR. The payment will be released subject to the production of this document.

O. TERMINATION

The Director, NIMR, shall have the right to accept or reject any or all tenders without assigning any reason thereof. The Director shall also have the right to terminate the tender agreement with the successful firm, if it fails to maintain the timelines or eligibility criteria.

P. PAYMENT TERMS

Payment shall be made through ECS to the firm only on satisfactory acceptance of the work as well as receipt of pre-receipted duly certified bills in triplicate. In case any item is found to be not as per ordered specification or does not meet the requirement or found to be of substandard quality, the same shall be rejected and firm/supplier should replace the same without extra charge within the specified delivery schedule.

Q. SUPERVISION

Overall supervision of the assignments will be evaluated by a committee duly constituted by NIMR at regular intervals.

R. OWNERSHIP

The Journal ownership and all publishing rights will remain with the Journal owner/NIMR. The owner will have full and exclusive publishing and distribution rights for both print and electronic media. The rights related to editorial software, website design and IPR owned by the agency will be under the ownership of the selected firm.

S. ARBITRATION

In the event of any dispute or disagreement under or in relation to this tender agreement or over the interpretation of any of the terms hereinabove contained or any claim or liability, the same shall be referred to the sole Arbitrator to be nominated by mutual consent of both parties therein. The intending party will serve notice in writing upon the other party notifying its intention for appointment of Arbitrator. Should both parties fail to agree on by mutual consent, then the DG, ICMR will appoint the sole Arbitrator. The arbitration proceedings will be held in New Delhi. The Arbitrator will give reasons for his award and the award passed by the Arbitrator shall be final and binding upon the parties herein. Such reference shall be deemed to be a submission to arbitration under the Indian Arbitration and Conciliation Act, 1996, or of any modifications or re-enactment thereof including the rules framed there under.

T. FORCE MAJEURE

Notwithstanding the provision of the clauses, the firm shall not be liable for forfeiture of its performance security, liquidated damages or termination for breach, if and to the extent that, its delay and performance or other failure to perform its obligation under the agreement is the result of an event of Force Majeure. For purpose of this clause, "Force Majeure" means an event beyond the control of the firm and not involving the firm's fault or negligence and not unforeseeable. Such events may include, but are not restricted to, act of the God, wars or revolutions, fire, floods, epidemics, quarantine restrictions and freight embargoes. If the Force Majeure situation arises, the firm shall promptly notify the NIMR in writing of such condition and the cause thereof. Unless otherwise directed by the NIMR in writing, the firm shall continue to perform its obligation under the agreement as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. All disputes are subject to the jurisdiction of courts in the National Capital Territory of Delhi.

GENERAL PRINT PUBLICATION SPECIFICATIONS/MECHANICAL DATA

for (one issue)

1. Page size (Letter) : 8.5" x 11" (inch) or [215.9 x 279.4 mm]
2. Printing area : ~18 x ~25 cm
3. Print run : ~200
4. Paper type : Imported white art paper (MagnaStar/matt finish, best quality) or as per JVBD/NIMR specifications (to be arranged by firm)

5. Number of pages

- | | |
|--------------|--|
| B/W Pages* | : ~80 [130 GSM] |
| Colour pages | : ~20 (130 GSM) [No. of pages may vary] |
| Cover pages | : Four colour (300 GSM, MagnaStar/matt finish) |

6. Printing pages

- | | |
|--------|---|
| Text | : B/W or Four colour (by sheetfed/web offset) |
| Images | : B/W or Four colour (by sheetfed/web offset) |
| Cover | : Four colour (by sheetfed/web offset) |

7. Binding : Perfect binding
8. Printing technology : Offset printing using Computer-to-plate (CTP) technology
9. Lamination : Biaxially Oriented Polypropylene (BOPP) film (cover), with rule crease
10. DTP : Up to four electronic proofs

**In case of competitive rates between B&W and colour, we may opt for all colour pages printing*

FINANCIAL BID/TENDER SUBMISSION LETTER

(On the letterhead of the agency/organization)

Date:

Ref:

To,

The Director,
ICMR–National Institute of Malaria Research
Sector-8, Dwarka, New Delhi – 110 077

Subject: Financial Bid/Tender for Printing, Publishing and Online Management of JVBD

Dear Sir,

Being duly authorized to represent and act on behalf of (herein after referred to as “the Bidder/Tenderer”), having reviewed and fully understood all the requirements of the department, the undersigned hereby submits the proposal mentioned in the subject above.

I / We are enclosing the following documents with details as per the requirements of the tender document.

- (i). Tender fee of Rs. 1,000/- (Rupees One thousand only) that is non-refundable vide crossed demand draft No drawn on in favour of the **Director, National Institute of Malaria Research, New Delhi.**
- (ii). Earnest Money Deposit of Rs. 50,000/- (Rupees Fifty thousand only) vide crossed Demand Draft No.....drawn on in favour of the **Director, National Institute of Malaria Research, New Delhi.**
- (iii). All other documents / information relating to technical bid/tender along with supporting documents wherever necessary.
- (iv). GST Registration No. / PAN No. / Address Proof / Telephone No's / Email ID etc. of the bidder.

I / We understand that the 'Director, NIMR, New Delhi, reserves the right to reject any application/tender without assigning any reason.

I / We also understand that the application/tender along with annexures and formats not completed in all respects is liable to rejection.

Yours Sincerely,
Signature
(Authorized Signatory + Stamp)
Name
<Publishing House / Agency >

TECHNICAL BID SUBMISSION LETTER
(On the letterhead of the agency/organization)

Date:

Ref:

To,
The Director
ICMR–National Institute of Malaria Research
Sector-8, Dwarka, New Delhi – 110 077

Subject: Technical Bid/Tender for Printing, Publishing and Online Management of JVBD

Dear Sir,

Being duly authorized to represent and act on behalf of (herein after referred to as “the Bidder/Tenderer”), having reviewed and fully understood all the requirements of the department, the undersigned hereby submit competitive rates for the proposal mentioned in the subject above.

I / We am/are enclosing the all the details as per the requirement of the tender document.

I / We understand that ‘Director, NIMR, New Delhi reserves the right to reject any application/tender without assigning any reason.

I / We also understand that the application/tender along with annexures and formats not completed in all respects is liable to rejection.

Yours Sincerely,
Signature
(Authorized Signatory)
Name
<Publishing House/Agency >

TECHNICAL BID FORMAT

Date:

Please fill in the format with factually correct information along with supporting documents. The supporting documents should be referred to in each cell of column mentioning annexure and page number. Use extra sheets if necessary.

Parameters	Information	Supporting Documents	Remarks
1. Past experience of the firm (yr)			
Number of years in professional experience			
Past expertise in similar assignment			
Publishing and managing online medical journals			
Facilities (website, data source, software / tools used)			
2. Team Leader / Key Personnel / Consultants			
Team Leader			
Qualifications			
Experience in the related field			
Key Personnel			
Number of full time personnel with relevant experience			
Qualifications			
Experience in the related field			
Part-time Consultants/other staff			
Number of Consultants			
Qualifications			
Experience in the related field			
3. Financial Strength			
Turnover figure for the last three years			
Net profit figure for the last three years			
IT returns for the last three years			

Format for Submitting Rates

S. No.	Printing job details	Specifications	Rate/page/item (in Rs.)	Rates for 100 pages/total (in Rs.)
1.	Offset printing Page size (Letter) 8.5" x 11" Text (130 gsm)	Four colour (CMYK)		
		Black & White		
		B/W + Colour (Mix in the ratio of 80:20 pages) (may vary as per requirement)		
	Text (130 gsm) Cover (300 gsm)	Four colour (CMYK) [~100 pages for 200 copies run] (Fix rate inclusive of all charges) (in words)		
	Cover (300 gsm)	Four colour (4 pages)		
2.	Digital printing	Four colour (CMYK)		
		Black & white		
		Mix		
3.	Binding	Perfect Saddle Stitch Spiral Others		
4.	Printing technology	Offset using CTP plates (~100 pages) Screen Any other		
5.	Lamination	BOPP Others (Please specify)		

S. No	Printing job details	Specifications	Rate/page/item (₹)	Rates for 100 pages/total (₹)
6.	CD supply	Multicolour branded CD with die cut format, label/ sticker, and pouch/cover		
7.	Online submission portal/software management	One-time fee Maintenance/year (from 2 nd year) Any other		
8.	Website creation (full-fledged)	With features of search, PDF, HTML, submit, mobile layout etc. as specified (One-time fee)		
9.	Mobile app development	With features of browsing, submission, tracking, search, PDF downloading <i>etc.</i>		
10.	e-publishing charges/conversion	XML/HTML or any other		
11.	Plagiarism charges per manuscript	Ithenticate		
12.	PDF creation	Searchable/ OCR support		
13.	Peer Review Support			
14.	Editing charges per item/article	Text (technical editing in English or Hindi/vernacular language) (per page or per cm ² or ¼, 1/3, ½ pages)		
		Image/figure/graph/line drawings/phylogenetic tree, schemes, charts; mathematical formulae		
		Table B/W with screen Colour		
		Typesetting + formatting + planning +layout (per page) (Complete in all aspect as per style) Font size ≤8 [per cm ²] 9 10 11 12 ≥14 Or Same rate for all fonts		
		Cover designing		

S. No.	Printing job details	Specifications	Rate/page/item (`)	Rates for 100 pages/total(`)
15.	Proofing	Up to 4 proofs or as per requirement		
16.	Proofing and production timelines (Days) (should not exceed a ~week or two in general conditions for batches)	Parameters	Timelines (Days)	
		Editing/copyediting/typesetting		
		1 st proof		
		2 nd proof		
		3 rd proof		
		Finalisation		
		Ferrow		
		Online publishing		
		Final Print		
		Distribution		
17.	Quality assurance	Text + final proof		
18.	Indexing and compliance management	As per standard guidelines: Steps to be taken in general		
19.	SEO and Marketing	Website + cross promotion, advertisement		
20.	Tax rates	GST		
		Others		
21.	Any other (Please write)			
22.	Miscellaneous plus points of the firm (May be specified)			

*Write NA for Not Applicable columns and specify details. For some items rates may be quoted as per suitability and applicability on yearly basis.

Authorised Signatory

(Name and Stamp)

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