



CENTRAL COUNCIL FOR RESEARCH IN UNANI MEDICINE

61-65, Institutional Area, Janakpuri, New Delhi - 110058

TENDER NOTICE

Sealed tenders in two bids viz. technical and financial for printing, publishing and online management of Hippocratic Journal of Unani Medicine – a quarterly journal of the Council – are invited from registered publishers having at least five years of relevant experience.

Tender document can be obtained from the Office of Assistant Director (Administration) during working hours on payment of Rs. 250.00 (Rupees two hundred and fifty only) (non-refundable) through bank draft in favour of 'DIRECTOR GENERAL, CCRUM' payable at New Delhi. It may also be downloaded from ccrum.res.in and the tender fee of Rs. 250/- may be submitted along with the tender form. **Duly filled-in tender form should reach CCRUM by 4.00 pm on November 16, 2018 and the technical bid will be opened on the same day at 5:00 pm.**

Assistant Director (Administration)



CENTRAL COUNCIL FOR RESEARCH IN UNANI MEDICINE

61-65, Institutional Area, Janakpuri, New Delhi-110058

TENDER DOCUMENT NO. -----

Tender for Printing, Publishing and Online Management of Hippocratic Journal of Unani Medicine (HJUM)

A. INTRODUCTION

1. Sealed tenders in two bids viz. technical and financial for printing, publishing and online management of Hippocratic Journal of Unani Medicine – a quarterly journal of the Council – are invited from registered publishers having at least five years of relevant experience.
2. Tender document can be obtained from the Office of Assistant Director (Administration) during working hours on payment of Rs. 250.00 (Rupees two hundred and fifty only) (non-refundable) through bank draft in favour of 'DIRECTOR GENERAL, CCRUM' payable at New Delhi. It may also be downloaded from ccrum.res.in and the tender fee of Rs. 250/- may be submitted along with the tender form. **Duly filled-in tender form should reach CCRUM by 4.00 pm on November 16, 2018 and the technical bid will be opened on the same day at 5:00 pm.**

B. INSTRUCTIONS

3. Please read the tender document thoroughly and carefully before filling it.
4. While submitting the bid, the bidder shall be deemed to have read, understood and accepted all the terms and conditions stated in this tender document.
5. The bidders must have at least five years of experience [of works similar to those mentioned in 'Schedule of Work'. Proofs (such as work orders) in support of these are to be attached with the technical bids.
6. The deadline for submission of tender is 4:00 PM on ___ October 2018. The technical bids shall be opened at 5:00 PM on the same day. The bids will be opened in the presence of bidders or their authorized representatives, if any.
7. The tender document may be obtained from and submitted to the Office of Assistant Director (Administration), CCRUM on payment of prescribed fee. Alternatively, it may be downloaded from www.ccrum.res.in or www.eprocure.gov.in and prescribed fee may be submitted along with tender document.
8. The fee of tender document is Rs. 250/- only (nonrefundable) to be paid in the form of Demand Draft drawn in favour of Director General, CCRUM, payable at New Delhi.
9. An EMD of Rs. 15,000/- in the form of DD is also required to be enclosed with technical bid. It shall be liable to be forfeited, if wrong information is furnished as regards to the qualifying, technical and financial proposals.

10. EMD of all the bidders, except those whose technical bids are accepted, shall be returned after finalization of the technical bids as soon as possible, and no interest shall be paid thereon.
11. EMD is liable to be forfeited, if the bidder withdraws or impairs or derogates the bid in any respect or manner.
12. The bids shall be valid for three months from the date of opening of tender.

C. SCOPE OF WORK

1. This tender is meant for printing, publishing and online management of Hippocratic Journal of Unani Medicine – a quarterly journal of the Council. The job shall entail preparation of text, editing, reference correction, arranging photographs and cartography, pre-press work including composing, proof reading, printing, binding, supply and distribution of the journal.

2. Specifications for Print Publication

Page Size	:	8.5” x 11”
Printing	:	Offset printing
Copies	:	500 per issue
Pages	:	Around 100 Pages (both black and white and color)
Paper	:	90 GSM Art Paper
Cover Paper	:	300 GSM Art Card
Cover Printing	:	Four Color
Binding	:	Perfect Binding
Printing	:	Offset using CTP plates
Lamination	:	BOPP
DTP	:	Including three electronic proofs

- a. Number of pages may vary from quarter to quarter. The text is in English and abstract of each article may be of a half page will be bilingual (Both English and Hindi).
- b. The successful organization / consortium should be in a position to provide additional services; including copy editing for style and language, reference correction, DOI registration for individual articles and registering the journal in reputed indexing agencies like PubMed etc. Actual postage and mailing cost will be paid by the council/ editorial office.

3. Manuscript Management System

- a. The organization / consortium should provide a royalty free proprietary online manuscript submission and review system [“Software”]
- b. This license to access and use the software should be provided for facilitating the submission and review of articles intended to be published in the journal.
- c. The Manuscript Management System should include the features to:
 - i. Permit articles to be submitted from any web-connected computer at any time of the day
 - ii. Provide an individualized password protected area for each authority (author, reviewer, editor and staff)

- iii. Generate automated email notifications and reminders to authors, reviewers, administrators and editors and Mobile/SMS alerts to authors and reviewers.
- iv. Track single or double blind” peer review (depending on the journal’s selection)
- v. Generate ad hoc reports including journal performance statistics such as submission decision time, submission acceptance time, acceptance to publication time etc.
- vi. Check plagiarism

4. Journal’s Website

- a. The organization / consortium should host the content of the Journal on a website. The website provided by the publisher should include the following:
 - i. Facility to conduct search of full text
 - ii. References linked to full text sources
 - iii. Facility to search multiple journals
 - iv. Meta tags for articles
 - v. User access statistics
 - vi. Site structure based on Open URL
 - vii. Facility to submit comments or remarks on published articles
 - viii. Facility to search Google
 - ix. PDF sales through agreed third parties (i.e. Infotrieve and CCC), in case the Journal keeps restricted/ paid access to PDF files
 - x. Providing data to the indexing agencies such as Directory of Open Access Journals and others as deemed appropriate.

5. Subscription, Advertisement and Reprints Management

- a. For the subscriptions managed by the publisher, CCRUM should get a royalty of 70% of the amount received by the publisher.
- b. For the advertisement for printed issues generated by the publisher, CCRUM should get a royalty of 85% of the amount received by the Publisher.
- c. For the advertisements in electronic media generated by the publisher, CCRUM should get a royalty of 70% of the amount received by the publisher.
- d. For the sale of bulk reprints or royalty received for reprint or PDF sales, CCRUM should get a royalty of 70% of the amount received by the publisher.
- e. For the advertisements generated by the council, the council retains the entire advertisement revenue.
- f. All requests for reprints or reuse will be handled by the Publisher. The royalty will be shared as given above.

6. Responsibilities of the Publisher

- a. Designing, hosting and maintaining the scientific content of the Journal’s website.
- b. Providing the editorial office of HJUM access to the software.

- c. Style editing, reference corrections, formatting and providing proofs to authors and editorial office.
- d. Printing and distributing the journal at specified intervals.
- e. Advertisement management and promoting the Journal and website.
- f. Subscription management; including sending Performa invoices; copies to the members and subscribers; reprints to authors and tracking and responding to the complaints.
- g. Editorial help as and when required in ethical issues and publishing norms and indexing and bibliographic listing.
- h. The owner will have full and exclusive publishing and distribution rights for both print and electronic media.

7. Responsibilities of the Editorial Office

- a. To finalize and communicate all scientific content proposed to be printed in the Journal to the publisher.
- b. Papers received should be reviewed by at least two external reviewers and convey the decision to the authors within 10-12 weeks from the date of submission.
- c. To handle all correspondences with the authors and reviewers.
- d. To proof-read and approve final content of the Journal.
- e. To promptly provide all necessary assistance to the publisher in applying for renewing any regulatory approvals / clearances / registrations/ permits that may be required by the Institute and/ or the Publisher in order to carry out its activities under this agreement.
- f. To ensure that the publication of the selected content for the Journal, in no way directly or indirectly affects or infringes the intellectual property rights of any third party.

D. DURATION OF CONTRACT

- 1. The term of contract shall be two years from the date of signing the agreement which may be extended for further period two years subject to the mutual agreement between the two parties.

E. SUBMISSION OF TENDER

- 1. The tender is to be submitted in two parts viz. ‘Technical Bid’ and ‘Financial Bid’. The two 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 PRINTING, PUBLISHING AND ONLINE MANAGEMENT OF HIPPOCRATIC JOURNAL OF UNANI MEDICINE (HJUM).”
- 2. All the envelopes should contain complete address of the organization / consortium.
- 3. The TECHNICAL BID envelop shall contain:
 - i. **Annexure - I and II** of this document with supporting documents. It must also carry a copy of the document, except annexure III and IV, duly signed by authorized signatory and sealed with company stamp.

- ii. Credentials of the organization / consortium with respect to its core business, experience, constitution and technical, managerial capability in relation to the current assignment etc.
 - iii. Complete postal address of the organization / consortium 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 and Net Profit / Loss.
 - 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.)
 - x. Annual turnover in the last three years
 - xi. Audited financial accounts for the last three years.
 - xii. Details of major assignments of the similar nature and magnitude undertaken by the organization/consortium.
 - xiii. **Team Qualification:** International experience if any may be highlighted.
 - xiv. **Approach for the proposed Assignment:** Steps to carry out the proposed assignment may be described.
4. The FINANCIAL BID shall contain **Annexure III & IV**. Any other charges, if demanded by the bidder for providing the required services, should also be explicitly mentioned. The bid must not contain any interlineations or overwriting except when necessary to correct errors made by the concerned themselves, in which case such corrections must be initialed by the person or persons signing the proposal.
 5. Duly filled in and signed tender shall reach the authority in the prescribed format within the stipulated timeframe.
 6. Tenders shall be either typed or hand written neatly in indelible ink.

7. The Director General, CCRUM, New Delhi, shall have the right to accept or reject any or all tenders without assigning any reason thereof.
8. The bidder shall submit all the documents required as per tender document at the time of submitting bid. No document shall be accepted thereafter.

F. ELIGIBILITY CRITERIA

1. Reputed organizations / consortia 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. five crore during last three years.
2. Organizations / consortia with a net profit of minimum 25 lakh in the last three years.
3. Such organizations / consortia should have its own well established printing press or should have support of a panel of printing presses.
4. Due consideration will be given to those organizations which have professionals with relevant background expertise in printing, publishing and online / offline management of scientific / medical journals. Detailed qualifications, experience of each of the professionals they propose to engage in the work should be categorically mentioned.
5. Consideration will be given to those organizations which have experience in providing facilities with mobile / hand-held device optimization; 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.
6. The Central Council for Research in Unani Medicine, New Delhi, reserves the right to interpret all clauses of this advertisement 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.

G. EVALUATION PROCEDURE

1. The bids shall be evaluated in two phases – Technical and Financial in the presence of one authorized representative of each of the organizations / consortia, if the desire to be present.
 - i. In the first phase, the technical bids shall be opened and evaluated on the basis of details and supporting documents and conformity with other requisites, e.g. EMD and tender fee, if downloaded from website. Non-fulfillment of criteria will lead to rejection of the proposal in totality. The bids evaluation committee may also visit the bidding firms to verify the contents and details submitted in the technical bid. The technical bid shall be assessed as per the parameters given below:

S. No.	Details	Maximum Marks
1	Past experience of the firm	60%
	Number of years in professional experience	20%

	Past expertise in similar assignment	50%
	Publishing and managing online medical journals	15%
	Facilities (website, data source, software / tools used)	15%
2	Team Leader / Key Personnel / Consultants	25%
	Team Leader	40%
	Qualifications	40%
	Experience in the related field	60%
	Key Personnel	30%
	Number of full time personnel with relevant experience	40%
	Qualifications	30%
	Experience in the related field	30%
	Part-time Consultants	30%
	Number of Consultants	30%
	Qualifications	35%
	Experience in the related field	35%
3	Financial Strength	15%
	Turnover figure for the last three years	50%
	Net profit figure for the last three years	50%

- ii. Organization / consortium securing a minimum of 75% of the marks allocated for the technical bid will be eligible for participation in the financial bid. The financial bid of any firm which scores less than 75% in the technical evaluation will be returned without opening.
 - iii. In the second phase, financial bids of only those technically qualified organizations / consortia will be opened on the date and time to be intimated to them through website / E-mail / Fax or Telephone/Mobile. The financial bids of the bidders who do not confirm to the requisite specification and fulfill other conditions in their technical bid shall not be opened.
2. After opening the financial bids of eligible firms, Evaluation Committee will again meet and final scores will be arrived as per the Combined Quality Cum Cost Based System (CQCCBS) as explained below:
 3. **Combined Quality cum Cost Based System (CQCCBS)**
 - i. 70% weight-age will be given to technical bids and 30% to the financial bids in this system. The highest score obtained by the organization shall be considered for the award of the contract as illustrated below:

1. As an example, the following procedure can be followed. In a particular case of selection of an organization / consortium, it was decided to have minimum qualifying marks for technical qualifications as 75 and the weight-age of the technical bids and financial bids was kept as 70: 30. In response to the EOI, for example; four proposals, (A, B, C & D) were received. The technical evaluation committee awarded them 75, 80, 90, & 70 marks respectively. The minimum qualifying mark was 75. Therefore, D would be disqualified to participate in the evaluation process and other three proposals were, therefore, found technically suitable and their financial proposals were opened after notifying the date and time of bid opening to the successful participants.
2. The price evaluation committee examined the financial proposals and evaluated the quoted prices as under:
 - a. Proposal Evaluated cost of A: 120, B: 100, C: 110.
3. Using the formula LEC / EC, (where LEC stands for lowest evaluated cost and EC stands for evaluated cost), the committee gave them the following points for financial proposals:
 - a. A: $100 / 120 = 83$ points
 - b. B: $100 / 100 = 100$ points
 - c. C: $100 / 110 = 91$ points
4. In the combined evaluation, thereafter, the evaluation committee calculated the combined technical and financial score as under:
 - a. Proposal A : $75 \times 0.70 + 83 \times 0.30$
= 77.40 points
 - b. Proposal B : $80 \times 0.70 + 100 \times 0.30$
= 86.00 points
 - c. Proposal C : $90 \times 0.70 + 91 \times 0.30$
= 90.300 points
5. The three proposals in the combined technical and financial evaluation were ranked as under:
 - a. Proposal A : 77.40 points : H3
 - b. Proposal B : 86.00 points : H2
 - c. Proposal C : 90.30 points : H1
6. Proposal C at the evaluated cost of Rs. 110 was, therefore, declared successful and recommended for negotiations / approval by the competent authority.

H. AGREEMENT

1. The successful organization / consortium shall have to sign an agreement with the CCRUM for meeting the activities highlighted under “Scope of Work”.

I. TERMINATION

1. The Director General, CCRUM, shall have the right to accept or reject any or all tenders without assigning any reason thereof. The Director General shall also have the right to terminate the agreement with the successful organization / consortium, if it fails to maintain the eligibility criteria.

J. PAYMENT TERMS

1. Payment for the published issues will be released by CCRUM on submission of the duly certified bills by the organization / consortium.

K. SUPERVISION

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

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

Date:

To,
The Assistant Director (Administration)
Central Council for Research in Unani Medicine
61-65, Institutional Area,
Janakpuri, New Delhi – 110 058

Subject: Technical Bid for Printing, Publishing and Online Management of Hippocratic Journal of Unani Medicine (HJUM)

Dear Sir,

Being duly authorized to represent and act on behalf of (Here in after referred to as “the Bidder”), 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 requirement of the tender document.

- i. Tender fee of Rs. 250/- (Two hundred fifty only) that is non-refundable vide crossed demand draft No drawn on in favor of **Director General, CCRUM, New Delhi.**
- ii. Earnest Money Deposit of Rs. 15000/- (Ten Thousand Only) vide crossed demand draft No drawn on in favor of **Director General, CCRUM, New Delhi.**
- iii. All other documents / information relating to technical bid 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 ‘Director General, CCRUM, Janakpuri, New Delhi reserves the right to reject any application without assigning any reason.

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

Yours Sincerely,

Signature
(Authorized Signatory)
Name
< Organization / Consortium >

Enclosures: 1- Annexure – II; 2- _____

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 4 mentioning annexure and page number.

S. No.	Parameter	Information	Supporting Documents / Annexure
1	Past experience of the firm		
	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		
	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		

Signature
(Authorized Signatory)
Name
< Organization / Consortium >

FINANCIAL BID SUBMISSION LETTER
(On the letterhead of the organization / consortia)

Date:

To,
The Assistant Director (Administration)
Central Council for Research in Unani Medicine
61-65, Institutional Area
Janakpuri, New Delhi – 110 058

Subject: **Financial Bid** for Printing, Publishing and Online Management of Hippocratic Journal of Unani Medicine (HJUM)

Dear Sir,

Being duly authorized to represent and act on behalf of (Here in after referred to as “the Bidder”), having reviewed and fully understood all the requirements of the department, the undersigned hereby submitting herewith 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 General, CCRUM, Janakpuri, New Delhi reserves the right to reject any application without assigning any reason.

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

Yours Sincerely,

Signature
(Authorized Signatory)
Name
< Organization / Consortium >

Enclosures: 1- Annexure – IV; 2- _____

FINANCIAL BID FORMAT

Date:

Please specify your charges for the specified activity in the format given below:

	Work Description	Total Amount (in Rs.)
1	Printing, Posting of 500 copies of Journal / per issue as per the specifications mentioned	
2	Online manuscript / journal website management charges per year, if any, along with the needful linking facilities, citation tracking and citation alerts; indexing etc. as mentioned in the eligibility criteria and scope of work.	
3	Any other charges, if demanded by the bidder for providing the required services	
4	Taxes	
5	Grand Total (in words)	

Signature
(Authorized Signatory)
Name
< Organization / Consortium >