

Central Council for Research in Ayurvedic Sciences (CCRAS)  
Ministry of AYUSH,  
Jawahar Lal Nehru Bhartiya Chikitsa Avum Homeopathy Anusandhan Bhavan  
No.61-65, Institutional Area, Opp. 'D' Block, Janakpuri,  
New Delhi - 110058 ( India )

**Expression of Interest**  
**For Print, Publish and Online Manage Journal of Drug Research in Ayurvedic**  
**Science "JDRAS" Journal**

**The Director General,**  
Central Council for Research in Ayurvedic Sciences (CCRAS)  
Jawahar Lal Nehru Bhartiya Chikitsa Avum Homeopathy  
Anusandhan Bhavan  
No.61-65, Institutional Area, Opp. 'D' Block, Janakpuri,  
New Delhi - 110058 ( India )  
Ph: [011-28525862/97 ]

The EOI is to be submitted before 12.05.2016 at 03:00 PM at the above address. Proposal so submitted should include the organization's mandate, its past experience and credentials (with relevant documentation) and with justification as to why it should be considered as a suitable organization for undertaking the activity. The details should specifically include:

- ✓ Full particulars of the constitution, ownership, organizational structure, and main activities including details of professionals appointed in the organization.
- ✓ Details of the key professionals to be involved in the work (the names of only such professionals should be furnished who are in a position to make a commitment of availability of their time and service for the assignment).
- ✓ Audited financial accounts for the last three years.
- ✓ Details of major assignments of a similar nature and magnitude undertaken by the consultant.

## **ELIGIBILITY CRITERIA:**

1. Reputed organizations / consortia having an experience of at least FIVE years in conducting online / 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 will be eligible.
2. Organizations / consortia with a net profit of minimum 25 Lakhs in the last three years will be preferred.
3. Such organizations / consortia should have its own well established Printing Press or should have support of a panel of Printing Press.
4. Due consideration will be given to organizations with professionals having relevant background expertise in print, publish and online / offline manage scientific / medical journals. Detailed qualifications, experience of each of the professionals they propose to engage in the study should be categorically provided.
5. Consideration will be given to organizations having experience in providing facilities with mobile / hand-held device optimization; linking from sites such as PubMed, DOAJ and CrossRef etc.; Citation tracking and citation alerts; providing online data to bibliographic agencies like PubMed, ISI, CABI, SCOPUS, and DOAJ and translation into multiple languages.

### **Note:**

- 1) CCRAS 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 applications of EOI are being invited, and reject all or any of the proposals without assigning any reason.
- 2) EOI is being published in daily news papers. For detailed advertisement can be downloaded from the website of the institute viz. [www.ccras.nic.in](http://www.ccras.nic.in)

## **SCOPE OF WORK:**

The job shall entail preparation of text, editing, reference correction, arranging photographs & cartography, pre-press work including composing, proof reading, printing, binding, supply and distribution of the journal. The journal brings out 4 issues every year.

### **A. Specifications for the print publication of the journal are as under:**

Page size	:	8.5" X 11"
Printing	:	Offset printing
Copies	:	500 per issue
Pages	:	108 b/w + 12 color pages
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

**Note:** Number of pages may vary quarter to quarter  $\pm$  20 pages b/w and  $\pm$  4 pages in color pages.

The successful organization / consortia shall 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. Postage and mailing actual will be paid by the institute / editorial office.

B. The specification for other parameters of the journal are as under.

**Manuscript management system:**

- ✓ The organization / consortia should provide a royalty free proprietary online manuscript submission and review system ["Software"].
- ✓ This license to access and use the Software should be provided for the purpose of facilitating the submission and review of articles intended to be published in the journal.

**The Journal's website:**

- ✓ The organization / consortia should host the content of the Journal on a website.
- ✓ The Annual Maintenance Charges for maintaining systems as long as is being published by bidder should be provided.

**Subscription, Advertisement and Reprints management:**

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

**Responsibilities of the Publisher:**

- ✓ Design, hosting and maintaining the scientific content of the Journals website.
- ✓ Providing an access to the Software to the editorial office of JDRAS.
- ✓ Style editing, reference corrections, formatting and providing proofs to authors and to editorial office.
- ✓ Printing and distributing the journal at specified intervals.
- ✓ Advertisement management and Promoting the Journal and website.
- ✓ Subscription management including sending pro forma invoices; sending copies to members and subscribers; sending reprints to authors; tracking and responding to the complaints.
- ✓ Editorial help as and when required in ethical issues and publishing norms and indexing and bibliographic listing.
- ✓ The publisher will have full and exclusive publishing and distribution rights for both print and electronic media.

**Responsibilities of the editorial office:**

- ✓ To finalize and communicate all scientific content proposed to be printed in the Journal to the publisher.
- ✓ 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.
- ✓ To handle all correspondence with the authors and reviewers.
- ✓ To proof-read and approve final content of the Journal.
- ✓ To maintain an accurate and up to date database of the members of the Association and subscribers of the Journal.

- ✓ To promptly provide all necessary assistance to the Publisher in applying for or 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.
- ✓ 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.

### DURATION OF THE ASSIGNMENT:

The initial period of memorandum between the successful organization / consortia and CCRAS will be for ONE YEARS from the date of signing of agreement, which can be extended for further with mutual agreement maximum total for FIVE years.

### OTHER INFORMATION TO BE PROVIDED:

- ✓ **Team Qualification:** International experience if any may be highlighted.
- ✓ **Expertise of the firm:** Relevant assignments undertaken may be highlighted by providing, title of the assignment, client for whom the assignment is being carried out, timelines, and team strength, documentary evidences of having carried out such assignment successfully.
- ✓ **Approach for the proposed assignment:** Steps to carry out the proposed assignment successfully may be described.

### PROPOSAL SHOULD COMPRISE:

1. Interested organization / consortia shall have to submit tender document in two parts. First part will be TECHNICAL BID and the second part will be FINANCIAL BID. Both the bids shall be submitted in two separate sealed envelopes and shall be super scribed as "TECHNICAL BID" and "FINANCIAL BID" respectively. Both these envelopes shall together be placed in a third sealed envelope with the superscription "Technical & Financial Bid for PRINT, PUBLISH and ONLINE MANAGE Journal of Drug Research in Ayurvedic Sciences "JDRAS" JOURNAL".
2. All the envelopes should contain complete address of the organization / consortia.
3. The SEALED TECHNICAL BID envelop shall contain
  - ✓ Application (Format is placed at Annexure-1)
  - ✓ Credentials of the organization / consortia with respect to its core business, experience, constitution and technical, managerial capability in relation to the current assignment.
  - ✓ Complete postal address of the organization / consortia with contact details including Telephone / Fax number, e-mail address.
  - ✓ 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.
  - ✓ 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.
  - ✓ 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 a must. Proof in this regard shall be enclosed herewith.
  - ✓ List of major completed assignments (if any) undertaken in previous years, along with documentary evidence for having done so to a good satisfaction level of their clients.
  - ✓ Proof owning well established printing press or support of a panel of printing press.
  - ✓ Educational qualifications and experiences of requisite technical staff.
  - ✓ Annual turnover in last 3 years

## OTHER DETAILS:

- ✓ The sealed Financial bid envelop shall contain the Price Quotation as per the format provided at **Annexure B**. Price bid shall include all taxes and duties if any.
- ✓ Duly filled and signed tenders shall reach the authority in the prescribed format within the stipulated timeframe.
- ✓ Tenders shall be either typed or written neatly in indelible ink.
- ✓ The Director General, CCRAS, New Delhi shall have the right to accept or reject any or all tenders without assigning any reason thereof.
- ✓ Bidder must sign and stamp all the pages of tender document even if he is not using these pages while filling the tender document or annexing separate sheets for the information required on these sheets.

## EARNEST MONEY DEPOSIT (EMD):

- ✓ Successful organization / consortia shall have to deposit Security Money of Rs. 10000/- (Ten Thousands) of quoted price in the form of crossed demand draft drawn from any nationalized Bank or SBI / HDFC / IDBI / ICICI / AXIS Bank, in favor of Director General, CCRAS, New Delhi. The Security Money shall be released within one month of successful implementation of the work. No interest will be payable on this security money.
- ✓ This draft is to be enclosed along with technical bid, failing to which tender will be considered as invalid.

## TENDER FEE:

- ✓ Non-refundable Tender Fee of Rs. 900/- (Nine Hundreds) in the form of crossed demand draft drawn from any nationalized Bank or SBI / HDFC / IDBI / ICICI / AXIS Bank, in favor of Director General, CCRAS, New Delhi is to be enclosed along with the tender.
- ✓ This draft is to be enclosed along with technical bid, failing to which tender will be considered as invalid.

## PROPOSAL SHOULD REACH:

The proposal complete in all respects and sealed properly shall reach The Director General, Central Council for Research in Ayurvedic Sciences Jawahar Lal Nehru Bhartiya Chikitsa Avum Homeopathy Anusandhan Bhavan No.61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi - 110058 (India) latest by 12.05.2016 up to 03.00 PM.

## INDICATIVE CRITERIA FOR ASSESSMENT WOULD INCLUDE:

- ✓ Credentials of the organization / consortia with respect to its Core business, experience, constitution and technical & managerial capability.
- ✓ Performance record of the organization.
- ✓ Methodology and work programme for the proposed assignment.
- ✓ Experience in the field of assignment and qualification of key team members to be deployed.
- ✓ Quality of Proposal and presentation may also be considered.
- ✓ Interested organizations / consortia shall submit their proposals by considering all these aspects. It may be noted that conditional offers will not be accepted.
- ✓ Any unsatisfactory work or any undue delay at any stage at the part of consultant in various milestones to be achieved after signing of the agreement may result in termination.

## EVALUATION CRITERIA

### **Selection Process:**

- ✓ Bids will be opened at Office of the The Director General, Central Council for Research in Ayurvedic Sciences Jawahar Lal Nehru Bhartiya Chikitsa Avum Homeopathy Anusandhan Bhavan No.61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi - 110058 ( India )
- ✓ First the technical bids will be opened and their documents will be page numbered and signed by the Screening Committee Members.
- ✓ The Financial bid of the bidders who do not conform to requisite specification and fulfil other conditions in their technical bid shall not be opened.
- ✓ Financial bids of only the technically qualified organizations / consortia will be opened on the date and time to be intimated to them through Website / E-mail / Fax or Telephone.
- ✓ One authorized representative of each of the organization / consortia may present at the time of opening the bid.
- ✓ After opening of 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:

### **Combined Quality Cum Cost Based System (CQCCBS)**

70% weightage will be given to technical bids and 30% to the financial bids in this system. The highest score obtained shall be considered for award of the contract as illustrated below:

As an example, the following procedure can be followed. In a particular case of selection of a organization / consortia, it was decided to have minimum qualifying marks for technical qualifications as 75 and the weightage of the technical bids and financial bids was kept as 70:30. In response to the EOI, four proposals, (A, B, C & D) were received. The technical evaluation committee awarded them 75, 80, 90 & 70 marks respectively. The minimum qualifying marks were 75. Therefore D would be disqualified to participate in 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.

The price evaluation committee examined the financial proposals and evaluated the quoted prices as under:

Proposal Evaluated cost of A: Rs.120, B: Rs.100, C: Rs.110.

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:  $100 / 120 = 83$  points
- B:  $100 / 100 = 100$  points
- C:  $100 / 110 = 91$  points

In the combined evaluation, thereafter, the evaluation committee calculated the combined technical and financial score as under:

Proposal A	:	$75 \times 0.70 + 83 \times 0.30$	=	76.6 points.
Proposal B	:	$80 \times 0.70 + 100 \times 0.30$	=	84 points.
Proposal C	:	$90 \times 0.70 + 91 \times 0.30$	=	90.3 points.

The three proposals in the combined technical and financial evaluation were ranked as under:

Proposal A	:	76.6 points	:	H3
Proposal B	:	84 points	:	H2
Proposal C	:	90.3 points	:	H1

Proposal C at the evaluated cost of Rs.110 was, therefore, declared Successful and recommended for negotiations / approval to the competent authority.

#### **AGREEMENT:**

The successful organization / consortia shall have to sign an Agreement with the CCRAS with regard to meeting of the activities highlighted under "Scope of Work".

#### **TERMINATION:**

The Director General, CCRAS shall have the right to accept or reject any or all tenders without assigning any region thereof. The director shall also have the right to terminate the agreement with the successful organization / consortia, if they fail to maintain the eligibility criteria.

#### **PAYMENT TERMS:**

Payment for the published issues will be released by CCRAS on submission of the duly certified bills to the organization / consortia.

#### **SUPERVISION:**

Overall supervision of the assignments will be evaluated by committee appointed by CCRAS at regular intervals.

The Marks allocated for technical bid is as follows:

A	Items	Maximum Marks
1	<b>Past Experience of the firm</b>	<b>60%</b>
	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	<b>Team Leader / Key personnel / Consultants</b>	<b>25%</b>
	i. Team Leader	<b>40%</b>
	Qualifications	40%
	Experience in the related field	60%
	ii. Key Personnel	<b>30%</b>
	Number of full time personnel with relevant experience	40%
	Qualifications	30%
	Experience in the related field	30%
	iii. Part-time consultants	<b>30%</b>
	Number of consultants	30%
	Qualifications	35%
	Experience in the related field	35%
	3	<b>Financial Strength</b>
Turnover figure for last three years		50%
Net profit figure for last three years		50%

**Note:**

- ✓ Details of each personnel should be furnished in a separate sheet.
- ✓ Organization / consortium securing a minimum of 60% of the marks allocated for the technical bid will be eligible for participation in the financial bid. For any firms scoring less than 75% in the technical evaluation, the financial bid will be returned unopened.



**APPLICATION LETTER**

(On the letter head of the Organization / Consortia)

Date : .....

To,

**The Director General,**

Central Council for Research in Ayurvedic Sciences

Jawahar Lal Nehru Bhartiya Chikitsa Avum Homeopathy Anusandhan Bhavan

No.61-65, Institutional Area, Opp. 'D' Block, Janakpuri,

New Delhi - 110058 ( India )

**SUB:** Bid for PRINT, PUBLISH and ONLINE MANAGE JOURNAL OF DRUG RESEARCH IN AYURVEDIC SCIENCES "JDRAS" JOURNAL.

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 of the requirements of the department, the undersigned hereby submitting for 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 document fee of Rs. 900/- (Nine Hundreds Only) that is non-refundable vide crossed demand draft No..... drawn at ..... in favor of **Director General,CCRAS, NEW DELHI.**
- ii. Earnest Money Deposit of Rs. 10000/- (Ten Thousands Only) vide crossed demand draft No..... drawn at ..... in favor of **Director General,CCRAS, NEW DELHI.**
- iii. All other documents / information relating to technical and financial bid along with supporting documents wherever necessary.

I / We understand that '**Director General,CCRAS, JANAKPURI, NEW DELHI** reserves the right to reject any application without assigning any reason.

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

Yours sincerely,

Signature  
(Authorized Signatory)  
Name  
< Organization / Consortia >

**Enclosures:**

FINANCE BID

Please specify your prices for the specified activity in the below format.

	<b>Work Description</b>	<b>Total Amount (in Rs.)</b>
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.	
	<b>TOTAL inclusive of all Govt. taxes</b>	

Date :

Signature of authorized signatory  
with Seal of the Organization / Consortia

Name:  
Designation: