**Tender for Publishing and Online Management of**

**“Journal of Indian Medical Association(JIMA)” (on monthly basis)**

**Last Date: 7th December, 2022**

# SCOPEOFWORK

* + 1. This tender is meant for online publishing & management of “Journal of Indian Medical Association (JIMA)”, Kolkata (on monthly basis). The job shall entail preparation of text, editing, reference correction, arranging photographs and cartography, online management of manuscripts including acknowledgement, notification to reviewers, manuscript revision and notification of editorial decision to authors and reviewers, pre-press work including composing, proof reading of the journal.

# Specifications for Publication

* + - 1. Pages: Around 100 Pages (Four color) Number of pages may vary from month on month (±5%)
      2. The successful Bidder 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, Medline, DOAJ, Scopus, Science Citation Index Expanded, Biological abstracts, Excerpt a Medica etc. Actual postage and mailing cost will be paid by the editorial office.

# Manuscript Management System

* + - 1. The successful Bidder should provide a proprietary online manuscript submission and review system [“Software”]
      2. 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.
      3. The Manuscript Management System should include the features to:
         1. Permit articles to be submitted from any web-connected computer at any time of the day.
         2. Provide an individualized password protected area for each authorized functions (author, reviewer, editor and staff).
         3. Generate automated email notifications and reminders to authors, reviewers, administrators and editors.
         4. Track double blind” peer review
         5. Generate ad hoc reports of Turnaround Time including journal performance statistics such as submission decision time, submission acceptance time, acceptance to publication time etc.
         6. Check plagiarism

# Journal’s Website

* + - 1. The successful Bidder will host the content of the Journal on a website which should include the following:
         1. Facility to conduct search of full text
         2. References linked to full text sources
         3. Facility to search multiple journals
         4. Meta tags for articles
         5. User access statistics
         6. Site structure based on Open URL
         7. Facility to submit comments or remarks on published articles
         8. Facility to search Google
         9. Providing data to the indexing agencies as deemed appropriate.

# Responsibilities of the successful Bidder

* + - 1. Designing, hosting and maintaining the scientific content of the Journal’s website.
      2. Providing the editorial office of access to the software.
      3. Style editing, reference corrections, formatting and providing proofs to authors and editorial office.
      4. Advertisement management and promoting the Journal and website & giving a report of the same.
      5. Subscription management; including sending Performa invoices; copies to the members and subscribers; reprints to authors and tracking and responding to the complaints.
      6. Editorial help as and when required in ethical issues and publishing norms and indexing and bibliographic listing on a paid basis.

# Responsibilities of the Editorial Office

* + - 1. To finalize and communicate all scientific content proposed to be printed in the Journal.
      2. Papers received should be reviewed by at least two external reviewers and convey the decision to the authors within 6-8 weeks from the date of submission.
      3. To handle all correspondences with the authors and reviewers.
      4. To proofread and approve final content of the Journal.
      5. 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.
      6. 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.

# DURATIONOFCONTRACT

* + 1. The term of contract shall be for three (3) years from the date of signing the agreement which may be extended for further subject to the mutual agreement between the two parties.

# ELIGIBILITYCRITERIA

* + 1. Reputed organizations / consortia having experience of at least five years in handling online and offline publication and management, distribution of at least 35scientific/ medical journals with a minimum annual turnover of at least Rs. Five crores 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. JIMA, Kolkata 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.

# 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.

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| **S. No.** | **Details** |
| **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 |

i. In the first phase, the technical bids shall be opened and evaluated on the basis of details and supporting documents. 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:

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