

JIWAJI UNIVERSITY, GWALIOR

Tender No./Stores./14/248

Dated : 01 November 2014

TENDER NOTICE FOR e-JOURNALS

The Jiwaji University, Gwalior (MP) intends to start e-journals in the fields of Physical Sciences, Natural Sciences, Arts, Humanities, Commerce, Management, Law etc.. Jiwaji University invites sealed tenders from eligible firms for the Design, Development and Management of International Journals Management Systems. For details of work, minimum eligibility criteria and other requirements, interested firms may visit the "Tender Section" of Jiwaji University website www.jiwaji.edu and download /view the "Tender Notice for e-Journals". The last date of submission of duly filled 'Tender Application Form', to the Office of the Registrar, Jiwaji University, Gwalior (MP), only through Speed Post / Registered Post, is November 15, 2014. The University reserves all rights to reject any or all applications without assigning any reasons thereof.

Registrar

जीवाजी विश्वविद्यालय, ग्वालियर

क्रमांक/स्टोर/14/248

दिनांक : 01 नवम्बर 2014

ई-जर्नल के प्रकाशन हेतु निविदा सूचना

जीवाजी विश्वविद्यालय, ग्वालियर (म0प्र0) भौतिक विज्ञान, प्राकृतिक विज्ञान, कला, सामाजिक विज्ञान, वाणिज्य, प्रबंध, विधि इत्यादि विषयों में ई-जर्नल के प्रकाशन का प्रारंभ किया जाना है। जीवाजी विश्वविद्यालय द्वारा ई-जर्नल के प्रकाशन हेतु अधिकृत फर्मों, जिन्हें उक्त कार्य का अनुभव हो, से मुहरबन्द निविदाएं आमंत्रित की जाती हैं। उक्त बावत विस्तृत जानकारी विश्वविद्यालय की वेबसाइट www.jiwaji.edu के टेण्डर सेक्शन से प्राप्त की जा सकती है। पूर्ण रूप से भरे हुए मुहरबंद निविदा आवेदन-पत्र केवल स्पीड पोस्ट/पंजीकृत डाक के माध्यम से कुलसचिव, जीवाजी विश्वविद्यालय, ग्वालियर के कार्यालय में दिनांक 15 नवम्बर 2014 तक प्राप्त हो जाना चाहिए। किसी भी निविदा आवेदन-पत्र अथवा सभी निविदा आवेदनपत्रों को निरस्त करने का अधिकार विश्वविद्यालय के पास सुरक्षित रहेगा।

कुलसचिव

**REQUIREMENT SPECIFICATION'S
FOR
DESIGN, DEVELOPMENT AND MANAGEMENT
OF
INTERNATIONAL JOURNALS MANAGEMENT SYSTEM (IJMS)**

CONTENTS OF REQUIREMENT

1. INTRODUCTION
2. FUNCTIONAL REQUIREMENTS
3. PORTAL REQUIREMENTS SPECIFICATIONS
Administrative control panel task
4. LOGIN MANAGEMENT MODULE FOR IJMS
Creating new user
login existing user
5. DASHBOARD MODULE
Author dashboard
Editors dashboard
Reviewers dashboard
6. PERFORMANCE REQUIREMENT SPECIFICATION

Current requirements
Future requirements
Publication management services required
7. TERMS AND CONDITIONS

Tendering procedure
Technical Bid
Commercial Bid
Important
8. BIDDERS' ELIGIBILITY / QUALIFYING CRITERIA
9. OFFER VALIDITY PERIOD
10. OTHER CONDITIONS

Completeness of tender offer
Earnest money deposit
Authorised signatory
Only one submission permitted
Opening of tender offer
Preliminary scrutiny
Clarification of offer
Short listing of tenderers
Compliance of tender conditions and stipulations and price comparison

UNDERTAKING TO BE GIVEN BY THE BIDDER

1. INTRODUCTION

Jiwaji University intends to start, e-journals in the fields of Physical sciences, natural sciences, Arts, Management, Law etc. It requires Design, development and Management of an International journal management system (IJMS). The IJMS will address to the requirements of users across the globe. Through it the user will be able to log onto the portal and upload their article's manuscripts for publication. They can view previous publications through archives of journals.

Members of editorial board will be able to login to portal and view all articles applications and conduct complete review process through their DASHBOARD. Similarly reviewers will be able to login to portal and view the allocated article(s) and send their comments to the editorial board.

2. FUNCTIONAL REQUIREMENTS

Functional requirements will be as follows:

The portal shall have the following broad functionalities. It should be user friendly and should require minimal key input(s) from the user. The Portal should be access from University's website sub domain.

Sr. No.	Functionalities Required
1	Ability to create and classify titles and categories of journals, thesis, research reports, books, magazines
2	Ability to receive /upload documents from users online
3	Ability to conduct and perform automated editorial, reviewer and plagiarism search process.
4	Ability to respond to send auto responses review reports plagiarism reports to all concern users
5	Escalation provision, in case the review / editorial process doesn't complete in time.
6	Ability to Generate the reports for MIS and analysis purposes and sharing these reports with other Relevant departments.
7	Ability to create unlimited numbers of journals, issues and upload capacity of articles books thesis and answer sheets.
8	Archiving of previous volumes issues and all documents in database.
9	Provision for Open Access Repositories protocol API integration in order to register for impact factor of journals
10	Integration of plagiarism check services for ETD
11	All the concerned users are kept updated through email alerts and mobile SMS.

12	The system shall have ability to display the previous activities of all users through Control Panel.
13	Ability to check the status of applications by using own ID and Password.
14	Ability to allocate these applications/requests to the respective Editors & Reviewers for necessary action.
15	Ability to escalate the problem to the higher officials of UNIVERSITY in case the problem is not resolved within due time period.
16	Ability to generate a dashboard for the Management of system.

3. PORTAL REQUIREMENTS WILL BE AS FOLLOWS:

There will be following modules in the system.

Administrative control panel

It will include following facilities.

- Create new journals
- Manage journals, create volumes and issues
- Appoint editor for each journal title
- Manage announcement
- Activate / deactivate users
- Resend failed emails
- Receive information of all activities of portal
- Manage featured articles

4. LOGIN MANAGEMENT DESCRIPTION

Creating New User

(1) New user will fill up the following details and submit for new registration

Register author/ Chief editor/ editor/reviewer
Name
Date of birth
Gender
Education
Designation
Occupation
Affiliation with
 Organization Name and Type
 Address
Academic experience
Industry experience
Contact number

photo upload
Resume upload
Communication address

- (2) New user will validate the registration by clicking the link received in the e-mail.
- (3) Once the validation is done, user will be able to login into the portal.

Login Existing user

Existing user will login into the portal using the following details.

Login
Password
Update user details
Forget password
Reset the password with new password sent through e-mail

5. DASHBOARD MODULE

Author dashboard

- Submit your article
- Become a reviewer (application)
- Become a guest editor (application)
- Check status of submitted articles

Editor dashboard

Note: There will be separate editor for each journal title appointed by system administrator and editor can conduct or manage the editorial/review process of only those journals assigned to him.

- Select/appoint reviewers for journal from reviewer applications
- Check submitted articles applications
- Assign reviewer for each article
- Alerts to reviewers
- Alerts to authors on manuscript revisions
- Will receive article from reviewer with review comments
- Further editor can perform following task:-
 - i. Approve article for publication
 - ii. Reject article.
 - iii. Send article to author with comments for changes in articles

Reviewer dashboard

- Receive article from editor.
- Reply to editor with comments about article
 - i. Comments to editor
 - ii. Comments to authors

6. PERFORMANCE REQUIREMENT SPECIFICATION

Current Requirements

At present JIWAJI UNIVERSITY is running about 80 courses and it is expected that there is a need to create 5 -6 journal Titles with minimum 2 issues each per year to cover all the subjects & departments.

Considering above requirements storage is concerned. All the hardware & software requirements will be fulfilled by the vendor.

The data uploaded on the portal will be archived regularly and should be available on demand.

Future Requirements

The platform for portal may be non proprietary and should follow Open that gives flexibility for customization at later stages. The portal should also have facility to be accessed from any Desktop PC, Tablet or any mobile devices having facility to connect to Internet.

Publication Management Services Required

Registration of ISSN & ISBN for all international journals, Magazines, books & Thesis.

1. Indexing of university journal in OJAS, host by INFILIBNET.
2. Indexing of university journals in reputed international indexes.
3. Creative commons attribution license for open access journals.
4. Bibliographic union databases-The bibliographic databases represent the holdings of university libraries, for which the data is contributed by participating libraries.
5. Pre-Press Services like data capturing, data conversions, data basing, typesetting, document scanning etc.
6. Converting electronic data from one format to another involving the conversion of Text and Graphic images into a specified format like PDF/HTML/SGML/XML etc. . .
7. Digitization of existing journals available with University
8. Promotion of University Journals to attract talented researchers to submit their articles in University Journals.
9. Registration of journal for Impact Factor count..

7. TERMS AND CONDITIONS

Tendering Procedure

Technical bid and commercial bid are to be submitted in separate sealed envelopes marked as technical bid and commercial bid. Required Demand Draft should be kept in third envelope and designated as EMD. **If bids are not submitted separately, the firm will be disqualified.**

The firm should submit all the three envelopes in one envelop marked as **“Tender for Design Development and Management System (IJMS)”**

Technical Bid

- i. All technical details required in Qualification Criteria
- ii. All commercial terms along with copy of blanked offers as in Part B.
- iii. Income tax return for last three the assessment years 2011-12, 2012-13 and 2013-14 and sales tax (VAT) registration certificate must accompany the technical bid.

Commercial bid

- i. It will contain price offer.
- ii. It shall not contain any commercial terms of deviation, which shall not be considered.

Important

The Tendered should agree to execute an agreement for proper maintenance of website.

Authorized dealers should submit a copy of valid dealership certificate and authorized distributorships certificate along with quotation

8. BIDDER'S ELIGIBILITY / QUALIFYING CRITERIA

- (a) The firm should submit proof of minimum 3 years' experience in publication and management of International Journals with ISSN
- (b) The bidder should be a Company registered in India under the Companies Act 1956 or a partnership registered under the India Partnership Act 1932 with their registered office in India.
- (c) Maximum two companies are in case of consortium.
- (d) The Bidder or the other bidder in consortium should be in existence for minimum 3 years in International Journals publication business.
- (e) Lead Bidder or the other bidder in consortium should have allotment of International publisher's identifier under ISBN for publishing, distribution and library practices granted by International ISBN agency, London, UK and issued by Ministry of Human Resource Development, department of Higher Education, India.
- (f) Lead Bidder or the other bidder in consortium should have executed a project in scanning, processing & digitization of documents.
- (g) Lead Bidder or the other bidder in consortium should have expertise in Journal Management system with ISSN and process of getting Impact Factor.
- (h) Annual turn over of the new bidder during previous financial year 2013-14 should be Rs. 1 crore (furnish project)
- (i) An affidavit to the effect that the firm or any of Board Member of any firm has not been black listed by any Government /Semi Government Organization/statuary body in past ever.
- (j) Lead Bidder or the other bidder should have experience of executing scanning & digitization of min. 2 lac documents.

- (k) Lead Bidder or the other bidder in consortium should have valid certified company & organizations.
- (l) Lead Bidder or the other bidder in consortium should have qualified team of 10 Software Professionals Certificate & attached detail.
- (m) Canvassing for support in any form for the acceptance of any tender is strictly prohibited. Any tenderer doing so will render himself liable to the penalties which may include removing of his name from the register of approved suppliers.
- (n) The bidder shall forfeit the EMD if we find the bidder providing any false information and no further communication in this respect shall be entertained.
- (o) In case any legal dispute arises, the jurisdiction shall be Gwalior Court.
- (p) Jiwaji University requires the bidder to observe the laws against fraud and corruption enforced in India viz, Prevention of Corruption ACT 1998.
- (q) The Registrar of Jiwaji University reserves the right to accept or reject any offer in part or whole without assigning any reasons whatsoever.
- (r) The tender document can be downloaded from the website of the university. The Downloaded tenders should accompany a draft of Rs 1000.00 towards the tender fee.
- (s) Tenders may be submitted through Speed post, Registered post, or by Courier.

9. OFFER VALIDITY PERIOD

Tender should remain valid for 90 days

10. OTHER CONDITIONS

Completeness of tender offer

The Tenderer is expected to examine all instructions, forms, terms, conditions, and specifications in the Tender document. Failure to furnish all information required by the Tender document or submission of a tender offer not substantially responsive in every respect to the tender documents will be at the Tenderer's risk and may result in rejection of its tender offer. The tender offer is liable to be rejected outright without any intimation to the Tenderer if complete information as called for in the tender document is not given therein, or if particulars asked for in the Forms / Performa in the tender are not fully furnished.

Earnest money deposit

Subject to compliance of Response Submission Process the intending bidders should pay along with bids an Earnest Money Deposit of Rs 50000/- (Rupees Fifty thousand only). The EMD shall be paid by Demand Draft / FDR in favor of 'Registrar, **Jiwaji University, Gwalior**', payable at Gwalior. The EMD will not carry any interest.

The EMD made by the bidder will be forfeited if:

- The bidder withdraws his tender before processing of the same.
- The bidder withdraws his tender after processing but before acceptance of “Letter of appointment” issued by Council.
- The selected bidder withdraws his tender before furnishing an unconditional and irrevocable Performance Bank Guarantee.
- The bidder violates any of the provisions of the terms and conditions of this tender specification.

The EMD will be refunded to:

- The successful bidder, 1 year after successful installation, commissioning and testing of Goods and services.
- The successful bidder, only after furnishing an unconditional and irrevocable Performance Bank Guarantee for 10% of the contract value.
- The unsuccessful bidders, only after acceptance of the “Letter of Appointment” by the selected bidder.

Authorised signatory

The selected bidder shall indicate the authorized signatories who can discuss and correspond with the Council, with regard to the obligations under the contract. The selected bidder shall submit at the time of signing the contract, a certified copy of the extract of the resolution of their Board, authenticated by Board Secretary, authorizing an official or officials of the bidder or a Power of Attorney copy, to discuss, sign agreements / contracts with the Council. The bidder shall furnish proof of signature identification for above purposes as required by the Council.

Only one submission permitted

Only one submission of response to tender by each Vendor will be permitted. In case of partnerships / consortium (consortium should not be more than 2 companies), only one submission is permitted through the lead vendor / consultant. The purchase order in such case will be placed in the name of Principal bidder only and the principal bidder will be responsible for non commitment to terms and conditions as per this tender document. All submissions, including any Banking documents, will become the property of Council. Recipients shall be deemed to license, and grant all rights to, Council to reproduce the whole or any portion of their submission for the purpose of evaluation, to disclose the contents of the submission to other Recipients who have registered a submission and to disclose and/or use the contents of the submission as the basis for any resulting process, notwithstanding any copyright or other intellectual property right that may subsist in the submission or Banking documents.

Opening of tender offer

- Tender offers received within the prescribed closing date and time will be opened in the presence of bidders’ representatives who choose to attend the opening of the tender on the specified date and time as mentioned earlier in the tender document.
- The bidder’s representatives present shall sign a register of attendance and minutes and they should be authorized by their respective companies to do so.

- A copy of the authorization letter should be brought for verification.
- In event of any date indicated above is a declared holiday the next working day shall become operative for the respective purpose mentioned therein.

Preliminary scrutiny

- Prior to the detailed evaluation, the Committee will determine the substantial responsiveness of each offer to the tender document. For purpose to these clauses, a substantially responsive bid is one which confirms to all the terms and conditions of the Tender Document without material deviations. The Committee determination of an offer's responsiveness is to be based on the contents of the Tender Offer itself without recourse to extrinsic evidence.
- The Committee will scrutinize the offer to determine whether the offer is complete, whether required technical documentation have been furnished, whether the documents have been properly signed, and whether the offer is in order.
- A tender offer determined as not substantially responsive will be rejected by the purchaser and the commercial bid for such Tenderer will not be opened.
- The Purchase may waive any minor infirmity or irregularity in a Tender offer, which does not constitute a material deviation. This shall be binding on all Tenderers and the Purchaser reserves the right of such waivers.

Clarification of offer

To assist in the scrutiny, evaluation and comparison of offer, the Technical committee may, at its discretion, ask some or all Tenderers for technical clarification of their offer. The request for such clarification and the response shall be in writing. To speed up the response process, the Committee, at its discretion, may ask for any technical clarification to be submitted by means of facsimile by the Tenderer. In such cases, original copy of the document describing the technical clarification must be sent to the Purchaser by means of courier / in person.

Short listing of tenderers

The Committee will short list technically qualifying Tenderers only those Tenderers will be opened.

Compliance of tender conditions and stipulations and price comparison

- The Committee will evaluate the commercial offers of Tenderers previously short listed and determined to be substantially responsive.
- After opening of the commercial offers of the short-listed Tenderers, if there is a discrepancy between words and figures, the amount indicated in words will prevail.

UNDERTAKING TO BE GIVEN BY THE BIDDER

I/ We accept all the terms and conditions of the tender and understand that the decision of the University shall be final and acceptable to me/us.

Place:
Date:

Tenderer's signature _____
Seal of the tendere