

MANOHAR PARIKAR INSTITUTE FOR DEFENCE STUDIES AND ANALYSES

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NOTICE INVITING TENDER (NIT)

F. No. MP-IDSA/IDG/File No. 9/2022

Date: 26 December 2022

E-TENDER NOTICE FOR TYPESETTING AND PRINTING OF JOURNAL OF DEFENCE STUDIES IN TWO-BID SYSTEM

Detailed Tender Documents are available online from the date of tender publication at <https://www.mstcecommerce.com>, www.idsa.in and <https://eprocure.gov.in>. The interested bidders are advised to register themselves with e-procurement portal at <https://www.mstcecommerce.com> to participate in the e-Tender. The bidders should upload duly signed tender form and their bids along with scanned copies of all the relevant certificates, documents, etc., in support of their technical and financial bids on <https://www.mstcecommerce.com>, latest by **16 January 2023 up to 1400 hrs.**

Hard copies of the Tender documents (Technical Bid only) need to be submitted along with the Earnest Money Deposit (EMD to be submitted in the form of Demand Draft [DD] in favour of “**Manohar Parrikar Institute for Defence Studies and Analyses, New Delhi**”) in a sealed envelope addressed to the **Associate Editor, Journal of Defence Studies, Manohar Parrikar Institute for Defence Studies and Analyses**, and sent at the Institute’s address mentioned above either by Speed Post/By-hand delivery at Tender Box kept at the reception office, and should reach on or before **16 January 2023 up to 1400 hrs**, duly mentioning on top right hand corner of the sealed envelope “**Tender Documents for Typesetting and Printing of Journal of Defence Studies**”.

Financial Bid will be accepted online only.

The **Journal of Defence Studies** is a quarterly, refereed journal published by MP-IDSA in January, April, July and October of each year. The maximum time allowed for Execution of Work for each issue is **40 days**. The Work includes the following:

- (a) Typesetting
- (b) Finalisation of Proofs (2–3 rounds)
- (c) Printing
- (d) Delivery of printed stock to MP-IDSA on agreed upon date
- (e) Providing finalized content in the following formats: PDF (full text), MS Word (full text) and XML (Only Abstracts and References in XML format)

All tenderers are requested to read the tender documents carefully **from Annexure I** (General Terms & Conditions); **Annexure II** (Pre-qualification Information, Letter of Transmittal); **Annexure III** (Scope of Work); and **Annexure IV** (Financial Bid for Publication). The Tender form and Tender assessment criteria are slightly different from the routine tenders. If any information furnished by the applicant is found to be incorrect at a later stage, he shall be liable to be debarred from tendering/taking up of work in MP-IDSA. MP-IDSA reserves the right to verify the particulars furnished by the applicant independently.

MP-IDSA reserves the right to accept or reject any or all quotations, including the lowest bidder, without assigning any reason at its sole discretion, and the decision of MP-IDSA will be final and binding to all concerned.

Critical Dates of Tender:

(i) Publish Date & Time	26 December 2022, 1200 hrs
(ii) Document Download Start Date & Time	26 December 2022, 1230 hrs
(iii) Bid Submission Start Date & Time	26 December 2022, 1300 hrs
(iv) Bid Submission End Date & Time	16 January 2023, 1400 hrs
(v) Offline submission of Earnest Money Deposit and other offline supporting documents	16 January 2023, 1400 hrs
(vi) Bid Opening Date & Time	16 January 2023, 1430 hrs

Corrigendum / addendum / modification to this tender, if any, will be notified through <https://www.mstcecommerce.com>, www.idsa.in, and <https://eprocure.gov.in> only.



Madhavi Ratnaparkhi

Associate Editor

Journal of Defence Studies

General Terms & Conditions

General

Tenders are invited for **Typesetting and Printing of the *Journal of Defence Studies*, a quarterly research journal** from experienced and well-established publishers/printers empanelled with the Directorate of Printing, Government of India under 'A' Class Offset printers. The publisher/printer should have in-house facilities for composing on Adobe InDesign, Adobe PageMaker, CorelDRAW and Adobe Illustrator and pre-press work to undertake the entire designing work, including the text and cover. The publisher/printer should have capabilities to print the journal at short notice. **Satisfactory documentary evidence in respect of each of the above must be enclosed with the Tender, failing which Tender is likely to be rejected.**

1. The Manohar Parrikar Institute for Defence Studies and Analyses (MP-IDSA) is India's premier strategic and security studies think tank and has a well-qualified, multi-disciplinary research faculty, drawn from academia, the armed forces and the civil services. The Institute is dedicated to objective research and policy-relevant studies on all aspects of defence and security. Its mission is to promote national and international security through the generation and dissemination of knowledge on defence and security-related issues.
2. Since 2007, the Institute has published the *Journal of Defence Studies* in collaboration with reputed publishers **on a quarterly basis**. The journal issues are published in the months of **January, April, July and October** of each calendar year. The **page extent** of an issue ranges between 100 and 200 pages approximately.

Detailed Specifications are given under Scope of Work in Annexure III

3. The Journal is a periodical with a specific publication schedule: it is a quarterly journal that is published four times a year. It is a peer-reviewed journal and the content undergoes anonymous refereeing by subject experts before it is finalised for publication. It is available for free download on the MP-IDSA website.
4. MP-IDSA is interested in collaborating with a reputed publisher/printer for typesetting and printing of the *Journal of Defence Studies* as per the specifications listed in **Annexure III** through a **Rate Contract, to be signed for a period of One Year, with the provision of a review at the end of the first year, based on performance, for extension of contract for a period of two years, under the same terms and conditions**. Also, the terms mentioned in clause 3 above will remain valid even in a fresh contract.
5. MP-IDSA will need **300 copies** of each quarterly issue of the journal to be printed.
6. **The copyright of the *Journal of Defence Studies* will remain with MP-IDSA.**
7. The Publisher/Printer would be required to undertake the following tasks:
 - For each issue of the Journal, all pre-press/editorial work of journal content, including typesetting (as per the layout agreed upon), and finalization of proofs (2–3 rounds).
 - Cover:
 - (a) Outer cover (front and back) updating volume/issue details, bar code, table of contents, and any specific requirement for planned special issues.
 - (b) Inner cover: editorial/copyright information as and when updated for front inside cover; and updating Call for Papers/Special Issue Announcements/MP-IDSA publications advertisement for inside back cover for each issue.

- Provide PDF ferros of complete cover and inside content before finalization of issue for approval prior to bulk printing.
- Printing (as per the print run agreed upon). Additional copies, if required, would be printed and supplied to the Institute at the same page rate as for the original print run.
- Print the issues in a manner and style agreed upon.
- Delivery of printed stock to MP-IDSA on the agreed upon date.
- Provide the finalized content in PDF (full text), MS Word (full text) and XML (Only Abstracts and References in XML) formats to the Associate Editor, *Journal of Defence Studies* at jds.mpidsa@gov.in.

Detailed Specifications are given under Scope of Work in Annexure III

The MP-IDSA invites per page rate quotation for the above-mentioned publication based on the specifications given under Scope of Work in Annexure III.

8. Taxes and Duties:

TDS shall be deducted from the bills of the vendor as applicable, at the time of payments as per rules.

9. Mobilization Advance:

No mobilization advance shall be paid for the work.

10. Completion Period

The completion period as indicated in the Tender document is for the entire work of publication.

11. Validity

The bid shall remain valid for 90 days from the date of opening of Financial Bid.

12. Payment Terms: Payment will be released after satisfactory completion of work.

13. Eligibility/Pre-Qualification Requirements:

- Bidder should have experience of minimum 5 years in this field, preferably in journals' typesetting and printing.
- Firm should produce completion certificate of similar works undertaken with Organizations/Autonomous Bodies/Think Tanks.
- The Printing Press must be empanelled with the Directorate of Printing, Government of India under the 'A' Class Offset printers (copy to be enclosed).

14. The selected Publisher/Printer will be responsible for receipt of the original manuscript and related material from MP-IDSA.

15. All proofs duly corrected by the printer/publisher up to final proofs, made up dummies, layout, etc., should be made available to MP-IDSA for approval.

16. The Tender Document can also be downloaded from the MP-IDSA website: www.idsa.in or as mentioned in NIT. The Tender Document must be deposited at the time of submitting the Tender.

17. The Publisher/Printer shall be responsible for ensuring delivery of the final printed publications within the time specified, from the date of print order/approval from MP-IDSA. Charges for packing, forwarding and delivery shall be borne by the printing press/publisher.

18. The paper for printing is to be procured by the printer/publisher and shall be as per the specifications indicated in this Tender. A sample of the paper proposed to be used will be

required to be submitted in a prescribed manner along with the bid and would need to be certified by the printer/publisher. The quality of paper and printing must be at par with the specifications mentioned in this Tender Document otherwise the Tender agreement may be cancelled immediately by the competent authority and appropriate action may be initiated against the printer/publisher as per the norms and decisions taken by the competent authority.

19. **Penalty Clause:** A penalty of Rs 500 per day shall be imposed in case the printing press/publisher fails to complete the job in stipulated time. Decision of Managing Editor, JDS in this regard shall be final. MP-IDSA will have the right to cancel/offload the work in full/part and get the same completed through an alternate source at the risk and cost of the successful bidder (printing press/publisher).
20. The publications shall be subject to inspection before delivery from the printer/publisher. Publications, which do not conform to approved samples/ specifications, are liable to be rejected in full. The successful printer/publisher will be required to replace the rejected publications at his cost and deliver them at the specified destination as per instruction given by MP-IDSA.
21. All the pages of the Tender Form must be signed by the bidder or his/her authorised signatory with his/her rubber-stamp affixed onto it.
22. **Award of the Work:** MP-IDSA will notify the name of the successful bidder in writing through a registered letter or email about the acceptance of his/her Tender. The Letter of Acceptance will be treated as Contract until a formal contract is signed.
23. **Arbitration:** In case of any dispute or differences whatsoever between the two parties, the decision of the Director General, MP-IDSA shall be final and binding on both the parties. All disputes are subject to the jurisdiction of the Courts in New Delhi only.
24. **Earnest Money Deposit (EMD).** The bidder must furnish the Earnest Money Deposit (EMD) of **Rs 5,000/-** (Rupees Five Thousand only) in the form of Demand Draft issued by any Nationalised/Scheduled Bank in favour of "**Manohar Parrikar Institute for Defence Studies and Analyses, New Delhi**", payable at New Delhi, failing which the Tender is liable to be summarily rejected. The Earnest Money of the unsuccessful bidders will be returned within 15 days of the decision on the Tender. No interest shall be payable on the Earnest Money. The Earnest Money of the successful bidder shall be forfeited, if the bidder withdraws his/her Tender during the specified period of validity of Tender or does not respond/comply with the instructions to clarify or supplement the information or provide samples of materials, analysis of rates as may be asked for, if the firm fails to convey the Contract. The Earnest Money can be seized or adjusted if the Contract of Tender is cancelled and penalty, if any, is levied against the printer/publisher for any reason.
25. **Security Deposit**
The successful bidder has to furnish a **Security Deposit of 3% of the quoted amount** as a performance guarantee **for a period of 14 months** either by DD (Interest-free) or Bank Guarantee or FDR in favour of "**Manohar Parrikar Institute for Defence Studies and Analyses, New Delhi**". After completion of contract period, if any over-payment is detected, MP-IDSA reserves the right to adjust the same from the Security Deposit. If any under-payment is detected, accounts shall be reconciled thereafter and balance payment shall be released to the firm.
26. **Mode of Sending Bid:**
Bidder has to ensure that hard copies of all requisite documents, certificates, PQR and EMD are put in a sealed envelope addressed to the Associate Editor, *Journal of Defence Studies*, Manohar Parrikar Institute for Defence Studies and Analyses, and sent at the Institute's address **either by Speed Post/By hand delivery at Tender Box** kept at the reception office.
Please note that Financial Bid has to be filled online only.

27. Evaluation Criteria for Tender:

27.1. For the purpose of Tender, bid will be evaluated in the following manner:

27.1.1. The duly filled Tender document should be uploaded as per NIT before the last date.

27.1.2. The Tenderer should have submitted the earnest money of Rs 5,000/-.

27.1.3. The technical evaluation committee shall evaluate the bid as per the criteria and terms and conditions mentioned in the Tender Document.

27.1.4. Even though the bidders may satisfy the above requirements, they would be liable to disqualification if they have:

- (i) **Made misleading or false representation or deliberately suppressed information** in the forms, statements and enclosures required in the pre-qualification document.
- (ii) **Have record of poor performance** such as abandoning work, not properly completing the contract, or financial failure/weakness, etc.

27.1.5. Technically qualified bidders will be informed prior to the opening of financial bids. The Financial Bid of those bidders who qualify in the technical bid, shall be opened in presence of bidders who wish to be present online.

28. Technical Qualifications:

Brief Bio-data with Checklist of the Tender:-

- (i) NAME AND ADDRESS OF THE COMPANY
- (ii) NAME OF CONTACT PERSON
(With Tel. No., Fax, Mobile No., E-mail & Res. Tel No.)
- (iii) INCOME TAX ITCC NO. (With documentary proof)—Attach Income Tax Return of last three Financial Years.
- (iv) Balance Sheet for last three Financial Years—Should be audited & attach attested photocopies.
- (v) GST (With documentary proof)
- (vi) NATURE OF OWNERSHIP: PRIVATE/PUBLIC/COMPANY/PROPRIETORSHIP/PARTNERSHIP (Please provide details with documentary evidence).
- (vii) Details of experience of last five years to whom the aforesaid services have been provided (Please attach annexures with details of Organization's Name with address, time period, contact person's reference with Contact no).
- (viii) Details of present assignments (Please attach annexures with details of Organization's Name with address, time period, contact person's reference with Contact no).
- (ix) Any other details, please specify with documentary evidence.
- (x) Details of EMD enclosed. _____
- (xi) Certificate of Empanelment with the Directorate of Printing, Government of India.

(SIGNATURE WITH STAMP)

Designation
Address
Phone (O)
(R)
Date

CHECKLIST OF ATTESTED COPIES OF DOCUMENTS
TO BE ATTACHED WITH THE TENDER

- | | | |
|-----|--|----------|
| (a) | Firm registration | Yes / No |
| (b) | PAN Number | Yes / No |
| (c) | Bank Draft for earnest money | Yes / No |
| (d) | GST No. | Yes / No |
| (e) | Experience of last five years | Yes / No |
| (f) | Documentary proof of present assignments | Yes / No |
| (g) | Copies of audited Balance Sheet of last three Financial Years | Yes / No |
| (h) | Copies of Income Tax Return for last three Financial Years | Yes / No |
| (i) | Sample of paper or journal issue based on specifications in Annexure III | Yes / No |
| (j) | Certificate of Empanelment with the Directorate of Printing, Government of India | Yes/No |

Signature of Tenderer _____

With Seal

PREQUALIFICATION INFORMATION
LETTER OF TRANSMITTAL

From:

To,
The Associate Editor,
Journal of Defence Studies
MP-IDSA

Subject: TYPESETTING AND PRINTING OF *JOURNAL OF DEFENCE STUDIES*

Ma'am,

Having examined the details given in Tender Press Notice and Tender Document for the above work, I/we hereby submit the quotation and other relevant information.

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms, **Annexures I, II, III, and IV** and accompanying statement, are true and correct.

2. I/We have furnished all information and details necessary for tender and have no further pertinent information to supply.

3. I/We submit the documents mentioned in Annexures I–IV, duly signed and scanned.

Enclosures.

Seal of Applicant

Date of Submission

Signature(s) of Applicant(s)

With seal

SCOPE OF WORK

Pub Type	Print Size (Inches)	Type of Binding	Paper (Text)	Front Cover	No. of Copies to be printed	Timeframe
Journal (Quarterly)	6.25 inches X 9.5 inches (Royal Octavo)	Soft, Perfect	80 gsm Super White Maplitho	300 gsm Art card, 4 colour printing + lamination (Matt)	300	40 Days (maximum)

FINANCIAL BID FOR PUBLICATION**(TO BE FILLED ONLINE ONLY)**

Pub Type	Print Size (Inches)	Type of Binding	Paper (Text)	Cover	No. of Copies to be printed	Timeframe	Per page Rate + Cover (Unit Price)
Journal (Quarterly)	6.25 inches X 9.5 inches (Royal Octavo)	Soft, Perfect	80 gsm Super White Maplitho	300 gsm Art card, 4 colour printing + lamination (Matt)	300	40 Days (maximum)	

Signature of Bidder with stamp

Please note:

1. If any discrepancy in amount is noticed in figure and words, the higher of the two would be considered.
2. Rate should be exclusive of GST.
3. A soft copy of each of the finally printed publication in PDF (full text), MS Word (full text) and XML (Abstracts and References only) formats will be required to be sent to the Associate Editor at jds.mpidsa@gov.in.
4. No extra payment will be made for local delivery and packing/forwarding, etc.
5. The Bidder must have completed all existing taxable formalities covered under rules and laws put in force by the Government and must abide by the Rules and laws to be enforced by the appropriate authority for the firm.