

General Terms & Conditions

**General**

Tenders are invited for **Publication/Printing of the *Journal of Defence Studies*, a quarterly research journal** from experienced and well-established publishers. The publishers should have in-house facilities for composing on page maker, corel and adopt illustrator and pre-press work to undertake the entire designing work, including the text and cover. The publisher/press 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 Institute for Defence Studies and Analyses (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 the months of January, April, July and October of each calendar year. The page extent of an issue ranges between 100-200 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 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 finalized for publication. It is available for download on the IDSA website, but also sells via the Publisher through individual/institutional subscriptions.

4. IDSA is interested in collaborating with a reputed publishing firm to publish and print the *Journal of Defence Studies* as per the specifications listed in **Annexure III** through a **Rate Contract, to be signed initially 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 further 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/renewed contract.

5. IDSA will buy back 200 copies of each quarterly issue of the journal. No royalties are payable on the buy-back arrangement. The Publisher is free to seek and sell subscriptions for the Journal and shall pay IDSA a royalty of 10% nett on each copy sold on commercial sales of the Journal.

6. **The copyright of the *Journal of Defence Studies* will remain with IDSA.**

7. The Publisher would be required to undertake the following tasks:

- At commencement of contract: obtain/renew Registrar of Newspapers for India (RNI) registration; obtain e-ISSN number; and obtain DOI registration for the journal.
- For each issue of the Journal, all pre-press/editorial work of journal content, including typesetting, proofing (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 IDSA publications advertisement for back inside 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 agreed upon print run). Additional copies, if required, would be printed and supplied to the Institute at the same page rate as for the original print run.
  - Publish/print the issues in a manner and style agreed between the Institute and the Publisher.
  - Delivery of stocks to the IDSA on agreed upon date.

**Detailed Specifications are given under Scope of Work in Annexure III**

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

**8. Taxes and Duties:**

The 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 Price Bid.

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

**13. Eligibility:**

- (i) Bidder should have experience of minimum 5 years in this field.
- (ii) Firm should produce completion certificate of similar works undertaken with Organizations/Autonomous Bodies/Think Tanks.

**14.** The Printing Press must be empanelled with the Directorate of Printing, Government of India under the 'A' Class Offset printers (copy to be enclosed).

**15.** The selected Publisher/Printing Press will be responsible for receipt of the original manuscript and related material from the IDSA.

**16.** All proofs duly corrected by the printer/publisher up to final proof, made up dummies, layout, etc. should be made available at the IDSA for approval.

**17.** The Tender Document can also downloaded from the IDSA website: [www.idsa.in](http://www.idsa.in) or as mentioned in NIT. The Tender Document must be deposited at the time of submitting the Tender.

**18.** The Printing Press/Publisher shall also be responsible for ensuring delivery of the final printed publications within the time specified, from the date of print order/approval from IDSA. Charges for packing, forwarding and delivery shall be borne by the printing press/publisher.

19. The paper for printing is to be procured by the printing press/publisher and shall be as per the specifications indicated in this Tender. A sample/dummy 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 press/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 printing press/publisher as per the norms and decisions taken by the competent authority.

20. A soft copy of each of the final printed publications in PDF, HTML format will be required to be submitted on a CD-ROM immediately.

21. **Penalty Clause:** A penalty of **5% (five per cent)** of the total value of the job shall be charged from the printer/publisher for delay. 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).

22. 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 the IDSA.

23. All the pages of the Tender Form must be signed by the bidder or his/her authorized signatory with his/her rubber-stamp affixed onto it.

24. **Award of the Work:** IDSA will notify the name of the successful bidder in writing through a registered letter or fax about the acceptance of his/her Tender. The Letter of Acceptance will be treated as Contract until a formal contract is signed.

25. **Arbitration:** In case of any dispute or differences whatsoever between the two parties, the decision of the IDSA shall be final and binding on both the parties.

26. **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 Pay Order/Demand Draft issued by any Nationalized/Scheduled Bank in favour of "IDSA 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 Tenders. 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.

27. **Security Deposit.** The successful bidder has to furnish a **Security Deposit (interest free) of Rs 25,000/-** as a performance guarantee for an initial period of 12 months either by DD or bank guarantee or FDR in favour of "IDSA New Delhi".

After completion of contract period, if any over-payment is detected, 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.

## **28. Evaluation Criteria for Tender:**

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

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

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

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

28.1.4. 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) Record of poor performance such as abandoning work, not properly completing the contract, or financial failure/weakness etc.

28.1.5. 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.

## 29. Technical Qualifications:

Brief Bio data with Check list 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 FY Years.
- (iv) Balance sheet for last three FY 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 as per Clause 14

( SIGNATURE WITH STAMP)

Designation .....

Address .....

Phone (O) .....

(R) .....

Date .....

**CHECK-LIST OF ATTESTED COPIES OF DOCUMENTS**  
**TO BE ATTACHED WITH THE TENDER**

- |  |          |
|--|----------|
| a) Firm registration   | Yes / No |
| b) PAN Number  | Yes / No |
| c) Bank Draft / Pay order 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 FY years                          | Yes / No |
| h) Copies of Income Tax return for last three FY years                             | Yes / No |
| i) (Sample/dummy of paper or journal issue based on specifications in Annexure III | Yes / No |
| j) Certificate of empanelment as per clause 14                                     | Yes/No   |

Signature of Tenderer \_\_\_\_\_

With Seal