

Indian Council of Medical Research, New Delhi

Invites

Expression of Interest (EOI)

For

**Associating as the formal publisher of the Indian Journal of Medical
Research**

Indian Council of Medical Research

(Department of Health Research, GoI)

V. Ramalingaswami Bhawan, P.O. Box No. 4911, Ansari Nagar,

New Delhi - 110029, India

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1. Letter of Invitation

Invitation of Expression of Interest (EOI) for IJMR

The *Indian Journal of Medical Research* is the flagship journal of the Indian Council of Medical Research since 1913 and has been continually publishing quality biomedical research from national as well as international researchers. With the onset of the COVID-19 pandemic there is a renewed vigour in publication of research findings. Also with the increase in the impact factor of IJMR recently (>2) and the media attention some articles published in the IJMR have received, there is a staggering increase in the number of article submissions.

To support this pace and to understand the capability of the journal to expand in disseminating research across the globe, ICMR seeks EOI from publishers with the following requirements:

- Provide quality support by using a manuscript processing platform for processing all submissions received
- Publishing all the journal content
- Handle the subscriptions for the *Indian Journal of Medical Research*
- Have the capability not only to provide access but also have the technical know-how to advertise and promote the journal

The following specifications are essential:

- 1) The publisher should provide Editorial Manager online manuscript processing platform with integrated iThenticate Plagiarism Detection software in it, or alternatively a standalone access to the software should be provided to the journal team. Costs per search/per article for any additional iThenticate searches required may be enclosed in the bid.
- 2) This manuscript platform should have integrated features similar to those made available via artificial intelligence and machine learning based integrative smart tools such as to provide reviewer suggestions based on automated searches in global databases (PubMed, SCOPUS, *etc*) and article transfer service from international journals based on ranking at no additional costs.
- 3) The publisher should make all published content available online immediately through an article based publishing mode with prompt deposition of the articles in globally recognized databases such as MEDLINE, SCOPUS, Science Direct, *etc* with additional access of some of these database(s) to the journal Editors.
- 4) All published content should also be deposited in popular global healthcare research platforms such as OVID.
- 5) The publisher should be a member of the Committee on Publication Ethics (COPE) to ensure compliance with international ethical standards.
- 6) A standalone quality website with good mobile responsiveness should be provided.

- 7) Journal promotional capabilities through social media marketing and suggesting innovative and new ways of article publishing, promotions through planning educative webinar exercises/modules, *etc* are desirable.

2. Schedule for the Proponents is as under:

EOI Document Number	EOI No. ICMR/EOI/Publisher/IJMR/2022
Date of Publication	22-03-2022
Last date/Time of submission	12-4-2022 : 1700 hrs

Note: Due to the current COVID-19 situation, the EOI may be submitted through email to editorial@ijmr.in . **Please mention the EOI No. ICMR/EOI/Publisher/IJMR/2022 in the subject bar of the e-mail.** ICMR reserves the right to cancel this request for EOI and / or invite afresh with or without amendments, without liability or any obligation for such request for EOI and without assigning any reason. Information provided at this stage is indicative and ICMR reserves the right to amend/add further details in the EOI.

3. Instructions to Proponents

3.1 Documents to furnish

Proponents are requested to go through all pre-qualification requirements, scope of work for execution & requirements w.r.t technical / financial capabilities for acceptance and submission of documents for verification by ICMR.

Documents to be furnished are:

- a. Authorization Letter (Format – 1)
- b. EOI document with each page duly stamped and signed by the Authorized signatory (Format – 2).
- c. Undertaking with regard to Blacklisting (Format – 3).
- d. Undertaking with regard to Non-Litigation (Format – 4)
- e. Undertaking with regard to association with government organisations (Format – 5).
- f. Production Capacity Undertaking (Format – 6)
- g. Royalty Offer (Format – 7)
- h. Supporting documents, as mentioned in Format-2
- i. MSME Certificate (if applicable)

- j. Undertaking/declaration regarding GMP & ISO or equivalent certification.
- k. Any other information which proponent may like to provide.

ICMR reserves the right to call for any clarifications confined in the broad scope, wherever such a clarification become necessary for proper judgment in evaluation.

3.2 Rejection Criteria

The application is liable to be rejected if:

- a. The proposal is not submitted as per the requirements indicated in the EOI.
- b. Not in the prescribed format.
- c. Not properly stamped and signed as per requirements.
- d. Received after the expiry of due date and time.
- e. All relevant supporting documents are not furnished with the PQC.
- f. The proposal shall be substantially responsive without any material deviation, failing which the proposal shall be summarily rejected.

3.3 Disclaimer

- a. ICMR shall not be responsible for any late receipt of applications for any reasons whatsoever.
- b. ICMR reserves the right to reject all applications without assigning any reasons thereof.
- c. ICMR may relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the ICMR without assigning any reasons thereof.
- d. To include any other item in the Scope of work at any time after consultation with proponents or otherwise.

4. Evaluation Methodology

Screening of EOIs shall be carried out as per Pre-Qualification criteria mentioned in the EOI document and based on verification of documents submitted.

Shortlisted proponents shall be sent the Memorandum of Understanding (MoU) and other required documentations.

5. Pre-Qualification Criteria (PQC)

The following will be the minimum Pre-Qualification Criteria (PQC). Responses not meeting the minimum PQC will be summarily rejected and will not be evaluated further:

Sl. No.	Pre-Qualification Criteria	Supporting copy of documents required <i>(All documents must be self-attested by the authorized person of the proponent).</i>
1	The proponent shall be a publisher, registered as a Company/LLP/Society/ partnership firm/ proprietorship firm under respective acts in India.	Company Incorporation Certificate from ROC/Partnership deed etc.
2	The proponent must be registered in India with taxation and other administrative authorities.	GST Registration or GST exemption certificate/ PAN Card
3	The proponent has to be profitable and should not have incurred loss atleast in three (3) immediate preceding years (2020-21 to 2021-22).	Certificate from the Chartered Accountant of the Organization/ Audited Balance sheets for last three financial years or Income Tax return.
4	The proponent should not have been black-listed by any Central /State Government / Public Sector Undertaking, Govt. of India, atleast in three (3) immediate preceding years (2020-21 to 2021-22).	Undertaking on the Letter Head of the Proponent duly signed & Stamped by Authorized Signatory (As per format-3).
5	The proponent should have a registered office in India	Registration copies to be attached
6	The proponent should not be involved in any major litigation that may have an impact of affecting or compromising the conditions required under this EOI and in the MoU.	Undertaking on Proponent's Letter Head, duly signed and stamped by the Authorized Signatory (As per format-4)

7	Past experience of the proponent with other Government organizations will be reviewed	Undertaking on Proponent's Letter Head, duly signed and stamped by the Authorized Signatory (As per format-5)
8	Capacity to produce atleast one thousand printed copies of a journal per annum.	Undertaking (As per format – 6)
9	Royalty offer	(As per format – 7)
10	GMP/ISO or equivalent Certificate/declaration of the company or the outsourced vendor whichever is applicable	Undertaking/declaration to be provided on the company letter head with sign and seal

In case of any clarification required, please contact:

For scientific issues:

Dr. Albina A. Nair, Scientist-C, ICMR-Hq, New Delhi - 9999453242

For Administrative issues:

Dr. R. Lakshminarayanan, Sr.DDG (A), ICMR, New Delhi - 9422517998

Authorization Letter

(To be submitted on Agency's Letter Head)

To,

The Director General,
Indian Council of Medical Research,
Ansari Nagar, New Delhi.

Subject: Letter for Authorized Signatory

Ref. No.: EOI No. ICMR/EOI/Publisher/IJMR/2022 dated March 2022

Sir,

This has reference to your above mentioned Expression of Interest (EOI) for associating as the formal publisher of the Indian Journal of Medical Research.

Mr./Miss/Mrs/Dr _____ is hereby authorized to submit the EOI documents and participate in the processing on behalf of M/s _____ (Agency Name).

The specimen signature is attested below:

Name: _____

(Specimen Signature of Representative)

Yours faithfully,

(Signature of the Authorised signatory)

Name:

Designation:

Seal:

Expression of Interest

(To be submitted on Agency's Letter Head)

To

The Director General
Indian Council of Medical Research,
Ansari Nagar, New Delhi.

Subject: Submission of Expression of Interest (EOI) for associating as the formal publisher of the Indian Journal of Medical Research

Ref: EOI No. ICMR/EOI/Publisher/IJMR/2022 dated March 2022

Sir,

The undersigned having read and examined in detail all the EOI documents pertaining to your transfer of technology, do hereby express the interest to undertake the manufacture of the product as mentioned in the EOI document. The details of the Company and contact person are given below:

1	Name of the Proponent	
2	Address	
3	Name, designation & address of the person to whom all references shall be made	
4	Telephone No. (with STD code)	
5	Mobile No. of the contact person	
6	Email ID of the contact person	

The following documents are enclosed:

Sl. No.	Documents required	Type of document attached	Page No.
1	Company Incorporation Certificate from ROC/Partnership deed etc.		
2	GST Registration or GST exemption certificate/ PAN Card.		
3	Pamphlet or Brochure		
4	Certificate from the Chartered Accountant of the Organization/Audited Balance sheets for last three financial years, Income Tax return.		
6	Proof of a registered office and a manufacturing Unit (either company owned or outsourced) in India.		
7	Authorization Letter	As per format – 1	
8	Expression of Interest	As per format – 2	
9	Undertaking on the Letter Head of the Proponent duly signed & Stamped by Authorized Signatory (As per format – 3).	As per format – 3	
10	Undertaking on the Letter Head of the Proponent duly signed & Stamped by Authorized Signatory (As per format – 3).	As per format – 4	
11	Disclosure and Undertaking on Proponent's Letter Head, duly signed and stamped by the Authorized Signatory	As per format – 5	
12	Undertaking for production capacity	As per format – 6	
13	Royalty Offer	As per format – 7	

14	MSME Certificate (if applicable)		
15	GMP/ISO or equivalent Certificate/declaration of the company or the outsourced vendor whichever is applicable		

I/we hereby declare that my/our EOI is made in good faith and the information contained is true and correct to the best of my/our knowledge and belief.

Thanking you,

Yours faithfully,

(Signature of the Authorised signatory)

Name:

Designation:

Seal:

Place:

Undertaking with regard to Blacklisting

(To be submitted on Agency's Letter Head)

To,

The Director General,
Indian Council of Medical Research,
Ansari Nagar, New Delhi

Subject: Undertaking regarding Blacklisting/Non-Debarment

Ref. No. Ref: EOI No. ICMR/EOI/Publisher/IJMR/2022 dated March 2022

Sir,

It is hereby confirmed and declared that M/s _____ or its representatives have not blacklisted/debarred by any Government Department/Public Sector Undertaking/Private Sector/or any other agency, for any work/assignments/services have been executed/undertaken.

Yours faithfully,

(Signature of the Authorised signatory)

Name:

Designation:

Seal:

Date:

Place:

Undertaking with regard to Non-Litigation

(To be submitted on Agency's Letter Head)

To,

The Director General,
Indian Council of Medical Research,
Ansari Nagar, New Delhi

Subject: Undertaking regarding Litigation

Ref. No. Ref: EOI No. ICMR/EOI/ Publisher/IJMR/2022 dated2022.

Sir,

It is hereby confirmed and declared that M/s_____, or its representatives does not have any litigation/arbitration history, with any Government Department/Public Sector Undertaking/or any other public authority, with which any MoU/Agreement was/has been executed/undertaken.

Yours faithfully,

(Signature of the Authorised signatory)

Name:

Designation:

Seal:

Date:

Place:

Format-5

Submission of Expression of Interest (EOI) for engagement of Publisher

Ref: EOI No. ICMR/EOI/ Publisher/IJMR/2022 dated,2022.

**LIST OF GOVERNMENT ORGANIZATIONS THE BIDDER HAS EXECUTED
SIMILAR WORK IN THE LAST 10 YEARS**

(from the latest to the oldest)

SI. No	Name of the Organisation	Type of engagement	Roles and Responsibilities	Period		Remarks
				<i>From</i>	<i>To</i>	
1.						
2.						
3.						
4.						
5.						

Undertaking with regard to Production Capacity

(To be submitted on Agency's Letter Head)

To,

The Director General,
Indian Council of Medical Research,
Ansari Nagar, New Delhi

Subject: Undertaking regarding Production Capacity

Ref. No. Ref: EOI No. ICMR/EOI/ Publisher/IJMR/2022 dated March 2022.

Sir,

It is hereby confirmed and declared that M/s_____ , does have the capacity (including fund, material, staff etc.) to produce and market atleast 1000 copies of journal issues in one year.

Yours faithfully,

(Signature of the Authorised signatory)

Name:

Designation:

Seal:

Date:

Place:

Undertaking for Royalty

(To be submitted on Agency's Letter Head)

To,

The Director General,
Indian Council of Medical Research,
Ansari Nagar, New Delhi.

Subject: Undertaking for Royalty

Ref. No. EOI No. ICMR/EOI/ Publisher/IJMR/2022 dated March 2022.

Sir,

It is hereby confirmed that M/s -----, agrees to pay a Royalty of ---- % (in words----) on Net Subscription cost of print copies of the journal to the ICMR.

Yours faithfully,

(Signature of the Authorised signatory)

Name:

Designation:

Seal:

Date:

Place: