



Issue date: 23rd May, 2022
Last date of Submission: 30th May, 2022 (Monday), 2:00 pm
Extend Last date of Submission: 7th June, 2022 (Tuesday), 2:00 pm

SEALED QUOTATION NOTICE FOR DELHI OPHTHALMOLOGICAL SOCIETY (DOS)

Sealed quotations are invited from reputed Companies for following Services :

- 1. Online Version : Manuscript management system for online manuscript submission and review.**
- 2. Creating and maintaining Journal website**
- 3. Print Version**

The filled quotations along with all the required document must reach in the office of the undersigned. Please submit your sealed proposal & final negotiable quotation extend till **7th June, 2022 (Tuesday), 2:00 pm** at following address:

ADDRESS FOR CORRESPONDENCE :

Delhi Ophthalmological Society

A-23, 1st Floor, Green Park,
New Delhi – 110016
+91-011-43018576

Email : admin@dosonline.org, dosrecords@gmail.com

Web : www.dosonline.org

Term & Condition

1. Copy of GST registration certificate.
2. Bidder should have done large Medical Website and related work.
3. If an order is placed with the firm, the contract shall be governed by an agreement as per the Society rules in force at the time. Additional terms and conditions may be incorporated in the order, if needed, to safe guard the interests of the Society. The work order is non-transferable
4. DOS reserves the right to accept/reject any offer in full or in part without assigning any reason or accept any offer other than the lowest offer in order to maintain highest standard. However, deficiencies on any one or, more of the crucial criteria which are essential to maintain high quality for organizing the conference will be a factor, for consideration of quotation other than the Lowest Quotation.
5. No overwriting or cutting is permitted in the rate. If found, the quotation shall be summarily rejected.
6. The payment will be made on satisfactory commissioning and installation of the product and services after completion of the event. Failure to provide the services as specified will lead to imposition of penalty of 25 percent of the total cost of the work order. Advance payment request can be considered as per term & condition.
7. The quotations received after this deadline or unsealed shall not be entertained under any circumstances whatsoever. In case of postal delay this Institute will not be responsible. The offer submitted by Fax / email shall not be considered and no correspondence will be entertained in this matter.
8. In case of any dispute in respect of the quotation, all legal matters shall be instituted within the jurisdiction of the place where the office of society is situated.



RATE CONTRACT ENQUIRY

Delhi Journal of Ophthalmology (DJO) is a peer reviewed open-access journal of Delhi Ophthalmology Society since 1993. The journal is published quarterly every year, both in print and electronic version.

We are looking for an established provider of repute, who has at least 10 years of continuous experience in publication of high quality, indexed, peer reviewed medical journals and can seamlessly provide following minimally indicative services for publishing this journal.

1. Financial viability

- Publishers registered as a Company/LLP/Society/ partnership firm/ proprietorship firm under respective acts in India to apply. (Company Incorporation Certificate from ROC/Partnership deed required).
- Company should be registered in India with taxation and other administrative authorities. GST Registration or GST exemption certificate/ PAN Card to be submitted. Registered office should be there in India (Registration copies to be attached)
- Company should have Annual turnover over last 3years of 80% of cost of tender duly verified by CA. Audited Balance sheets for last three financial years or Income Tax return to be provided.
- The publisher/ firm should not have been black-listed by any Central /State Government / Public Sector Undertaking, Govt. of India, at least in three (3) immediate preceding years. Undertaking of same to be given on Letter Head of company duly signed & Stamped by Authorized Signatory)
- Company should not be involved in any major litigation that may have an impact on providing continued service to Delhi Ophthalmic Society.

2. Online Version :

Manuscript management system for online manuscript submission and review, incorporating the following features:

- a) The system should have provision of individualized password protected area for each authority during article submission, instructions to authors, generation of automated email notifications /reminders to authors, reviewers, administrators and editors.
- b) Should have a capacity to maintain a repository of the reviewers with their areas of interest and emails
- c) Should enable the editors or the staff (with due authorisations) to assign reviewers to the manuscripts received for review and publication.
- d) It should have the capability to run plagiarism check using open source and/ or licenced software.
- e) Tracking of double blind peer review, generation of ad hoc reports including journal performance statistics like submission decision time, submission acceptance time, acceptance to publication time, etc.
- f) Reviewing & correction including spell check, grammar and punctuation corrections, capitalization, parallelism, number style, abbreviations, and sequences.

3. Print Version:

- g) To develop, and set the provided content into printer ready version files with pagination, formatting, style editing and reference corrections of articles, and copy editing as per house journal style.



- h) Arranging author and editorial proofs editing till final approval (including minimal 2 electronic proofs).
- i) Registration, Regulatory and Compliance requirements like RNI (Registrar of Newspaper, Ministry of Information & Broadcasting, Govt. of India) registration, ISSN (International Standard Serial Number) number generation, DOI (Digital Object Identifier) registration and any other journal related registration/s pertaining to any Government department, regulatory office or any other concerned organization/office.
- j) Assistance in matters relating to ethical issues and publishing norms, and to indexing and bibliographic listing
- k) Printing of up to 500 copies with each copy having 100-110 both side printed pages including 15-20 multi- colour print pages inclusive of front and back cover pages. Mail ready envelopes for the print issue should be included in the cost.

4. Creating and maintaining Journal website with following features:

- l) Fully open-access journal, accessible online (with no embargo period) under a Creative Commons or equivalent open copyright license that allows anyone to “read, download, copy, distribute, print, search, or link to the full texts of articles, crawl them for indexing”.
- m) Facility to conduct full text search, reference linking to full text sources, meta tags for articles, user access statistics and providing data to indexing agencies like DOAJ and others Website to incorporate copyright license information, unique URL system for articles & ISSN information and statement for open access on author submission or journal policy page.
- n) Policy for screening of plagiarism, professional affiliations of the editorial board, instructions for authors.
- o) URL for each article and articles to be made in PDF and HTML files.
- p) Registered ISSN (International Standard Serial Number) confirmed at issn.org to be displayed on website.
- q) Archiving of articles in long-term preservation services or repositories, persistent article identifiers used by journal (e.g., DOIs)
- r) Link to ORCID to be present in article meta-data.



Vendor responding to this proposal must provide the following information (in the order presented here).

Technical Details

1.	Name	
	Address of the Firm	
2.	Telephone Number Office : Mobile : E-mail :	
3.	Status of the Firm i.e. Sole Proprietorship / Partnership / Pvt. Ltd. Company (Please enclosed supporting Documents)	
4.	GST. Registration No. (Please enclose a copy of the Certificate issued by GOVT. OF INDIA & GOVT. OF DELHI)	
5.	Permanent Account No.(PAN) (Photocopy must be attached)	

Date:

Place:



Financial Quote: Request You to Kindly Quote

S.No	Requirements For The Project	Quote Amount
1	Online version : Manuscript management system for online manuscript submission and review	
2	Creating and maintaining Journal website	
3	Print Version	
4	Misc Charges (If Any)	
	Total Amount	
	GST @18%	
	Grand Total	

Total Amount in Words: