

THE INDIAN FORESTER

Forest Research Institute
(Indian Council of Forestry Research & Education)
Post- New Forest, Dehra Dun – 248006, Uttarakhand, India

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**LAST DATE:1st October, 2011
BY 11.00 A.M.**

EXPRESSION OF INTEREST

Making of Indian Forester as e-Journal

1.0 INTRODUCTION

The Indian Forester has been a pioneer journal in the field of forestry since 1875 and published about 35,000 articles. The Indian Forester is planning to digitize the back volumes of the journal and making them accessible online through IP address/login password registration system, etc.

The Indian Forester is looking for turnkey solution providers having experience and expertise in handling of online journal publishing system as defined in the scope of work who have undertaken and executed projects involving digitization of hard copies, integrating born-digital content and providing post-digitization services involving creation of the metadata, keywords, indexing, and hosting on the web.

2.0 SCOPE OF WORK

Developing an online journal publication system, digitisation of back volumes of the journal, integrating born-digital content and providing post-digitization services involving creation of the metadata, assigning keywords, indexing, hosting on the web and making the back issues as well as current issues accessible online through IP address/login password registration system, etc.

3.0 TERMS OF REFERENCE

- 3.1 Preparing action plan for developing Journal Management System consisting of online journal publication system, digitization of back volumes and their web hosting.
- 3.2 Implementation of Journal Management System with following key features:
 - (a) End-to-end online journal publishing solution with creation of the users' schedule, submission of articles by authors, copy editing, issue creation, organizing table of content.
 - (b) After editor's approval immediate access to table of content and articles in HTML and PDF formats for all users with browse, search and advanced search options.
 - (c) Maintaining complete records of articles submitted for publication.

- 3.2 Quality checks and validation of digitized material and checking of metadata index in coordination with India Forester Management Team.
- 3.3 Storing and hosting of all volumes of Indian Forester on fast web server.
- 3.4 Installation, configuration and administration along with all the required technology upgrades for the web server and software and web hosting of the journal.
- 3.5 Installation, configuration and administration of the Journal Management System along with developing an interactive web portal and designing of Indian Forester's homepage.
- 3.6 Development/customization of various manuals related to the Journal Management System.
- 3.7 Training Officers/staff from India Forester to operate the Journal Management System.
- 3.8 Developing an effective retrieval system for full text content of the Indian Forester.
- 3.9 Implement a full fledged security system for providing IP address and User ID based access system. Designing of payment based access system for the journal.
- 3.10 The online journal will have two set of files – Archives and Current. The Archives will be proposed as separate product within the same platform. The system will have provision for making the archival/current issues access on payment/free basis.

4.0 PRE-QUALIFICATION CRITERIA

- 4.1 The firm/joint venture/consortium of firms must be well established in the area of developing/managing online journal publication systems, including digitization, etc. In case of consortium of firms there should be a valid agreement, establishing their business association.
- 4.2 The firm/joint venture/consortium of firms should have sufficient technical expertise and requisite infrastructure to develop the Journal Management System including online journal publication system, digitisation of back volumes of the journal and making them on-line accessible through IP address/login password registration system, etc.
- 4.3 Average annual turnover should be more than 50 lakhs over the last three years. Audited balance sheets for the last three years are required to be submitted.
- 4.4 Execution of at least three projects of similar nature and complexity comparable to the proposed work within last three years is required.
- 4.5 Letters of reference from past customers together with contact no., address, etc. of each of the customers in order to show past performance in the execution of projects of a comparable nature and complexity.

5.0 EXPRESSION OF INTEREST DOCUMENT SHOULD COVER THE FOLLOWING:

- 5.1 Core business areas of operation, number of years in the business, ownership and organizational structure of the firm/joint venture/consortium of firms.
- 5.2 The bidder should be a profitable company for last three years. Copies of annual reports and audited balance sheet for the last three years ending on 31.03.2011, 31.03.2010 and 31.03.2009 should be provided.

- 5.3 The bidder should have the sufficient experience in online journal publication solution, including digitisation of back volumes of the journals and making them on-line accessible through IP address/login password registration system, etc. at least for last three years in India. Documentary proof should be provided in support of experience like order copy/contract copy/certificate from customer.
- 5.4 The responses to this EOI must be complete and comprehensive with explicit documentary evidence in support of all the eligibility criteria mentioned herein above.
- 5.5 Approach paper for the proposed project.
- 5.6 Any other relevant information.

6.0 OTHER REQUIREMENTS AND TERMS & CONDITIONS :

The Expression of Interest shall either be sent by post in a sealed cover or dropped in a box placed in the office of the Business Manager, Indian Forester, FRI, Dehradun latest by 11.00 AM on 1/10/2011. The box will be opened at 11.30 Hrs. on the same day. If the said date of opening is declared a holiday, the box will be opened on the next working day at the same time but will be sealed on due date and time. The participating firms or their representatives are at liberty to attend the proceedings of opening of the Expression of Interest.

After opening the bid for 'Expression of Interest', the participating firms shall be required to give presentation of their approach paper for the proposed Journal Management System at a short notice of **10** days involving online journal publication solution, including digitization of hard copies of back volumes of the journals, integrating born-digital content and providing post-digitization involving creation of the metadata, keywords, indexing, and hosting and making them on-line accessible through IP address/login password registration system, etc. Therefore the agencies are advised to prepare themselves well in advance.

Hony. Editor
INDIAN FORESTER,
F.R.I., Dehra Dun

Format of Application Form
(On applicant Company/leading company's letterhead)

To,

The Hony. Editor
INDIAN FORESTER
Forest Research Institute,
P.O. New Forest – 248006
Dehradun

Check list

Pre-qualification Criterion	Details			
1. Turnover of the company/JV/Consortium of companies during the last three years. In case of JV/Consortium of companies, the turnover of the leading company during the last three years may also be indicated. (Attach necessary documentary proofs/audited balance sheet.)	Financial year		Rupees in lakhs	
		Company/Leading Company	Consortium of Companies	
	2010-11 2009-10 2008-09			
2. Address and contact numbers of technical support office in India.	Yes/No			
3. Approach paper for the proposed project	Yes/No			
4. Number of key persons who have sufficient experience to develop such system (Attach separate statement indicating names, qualifications, experience and skills sets and details of projects handled)		Total Experience (Years)	In similar works (Years)	As managers of similar works (Years)
	Project Manager other position (List only key management and specialist positions)			
5. Whether you have prior experience in implementation of similar solutions? If yes, Execution of three projects of a nature and complexity comparable to the proposed contracts within last three years is required. Letters of reference from past customers together with contact, address, etc. of each customer in order to show past performance is required.	Yes/No			

6. Client-wise present installed base of e-Journal publishing with supporting documents.	
7 Documents pertaining to all products that will be deployed in the proposed system by the bidder.	
8 Any other document mentioned in the TOR but not mentioned here.	

We understand that if the details given in support of claims made above are found to be untenable or unverifiable or both, our bid may be rejected without any reference to us. We further clearly understand that Indian Forester is not obliged to inform us of the reasons of rejection of our bid.

Yours sincerely

(Signature, Name, designation, contact address and Telephone number of the authorized signatory)