Terms of Reference (Technical Specifications)

COPY EDITING / (LANGUAGE & STYLE) AND PROOFREADING IN ENGLISH FOR INDIAN ACADEMY OF SCIENCES PUBLICATIONS

Reference No 02/PUR/BNN/PUBIASc/2020-21 Dated 10 November 2020

Tender Inviting Authority
ASSISTANT EXECUTIVE SECRETARY, IASc
Fax: +91-080 -23616094, Tel: +91-080-22661207
E-Mail: execsec@ias.ac.in, Visit us at www.ias.ac.in

Reference.: Tender Notice published in Daily newspaper on 14 November 2020
Newspaper Name: THE NEW INDIAN EXPRESS & THE HINDU

CALANDER OF EVENTS

Date of issue of bid document : 17 November 2020 to 02 December 2020 up to 3:00PM
(Except Saturday, Sunday & National Holidays)

Due date. and Time for Receipt of Tender : Up to 02 December 2020 up to 12.00 Noon,

Date and Time of opening of bid : 02 December 2020 up to 3:00PM.

Cost of Bid Document : 1,000/- drawn in favour of 'Indian Academy of Sciences' payable at Bengaluru (Non-refundable)

Earnest Money Deposit (EMD): Rs. 10,000/-
NOTICE INVITING TENDER (IAsc)

1.1 On behalf of the Executive Secretary, IAsc, Bengaluru, Karnataka, India sealed tenders are invited under two bid system from experienced agencies for outsourcing of manpower services at IAsc, Bengaluru.

1.2 Tender documents may be obtained from the Purchase Department, IAsc, Bengaluru on payment of non-refundable tender fee of Rs. 1,000/- by demand draft drawn in favour of ‘INDIAN ACADEMY OF SCIENCES’ payable at Bengaluru.

1.3 Sale period of tender document: 17 November 2020 to 02 December 2020 up to 3:00PM (Except Saturday, Sunday & National Holidays)

1.4 Complete tender document is also available on IAsc website: https://www.iasc.ac.in/About_IAsc/Tender_Notices/

1.5 The tender documents downloaded by the parties from the website shall be valid for participation in the tender process. Those making use of the tender document downloaded from the website shall have to pay the tender fee of Rs. 1000/- in the form of a demand draft to be submitted along with the tender (technical bid). Tender received without the requisite fee shall be considered as invalid.

1.6 Earnest money amounting to Rs.10,000/- by demand draft in favour of ‘Indian Academy of Sciences’ payable at Bengaluru shall be submitted along with the tender (technical bid) in a separate envelope.

1.7 Tenders received without EMD/inadequate EMD shall be summarily rejected.

1.8 The complete tender including the Technical Bid and Financial Bid shall be submitted to IAsc, Bengaluru on or before 12:00 Noon on 02 December 2020 to the purchase section at IAsc. The technical bids shall be opened at IAsc on the same day at 3:00 PM in the presence of tenderers or their authorized representatives present at the time of tender opening.

1.9 The financial bid of only those firms/companies which qualify in the technical scrutiny shall be opened at the time and date to be notified.

1.10 IAsc reserves the right to accept or reject any or all the tenders without assigning any reason.

Assistant Executive Secretary
IAsc, Bengaluru
1. General Information

The Indian Academy of Sciences, a professional institution under the Department of Science & Technology, Government of India was established in the year 1934. The Academy aims at promoting the progress and upholding the cause of science in pure and applied branches. Major activities include publication of scientific journals and special volumes, organizing meetings of the Fellowship and organizing discussion meetings on important scientific topics, recognizing scientific talent, improvement of science education, and taking up other issues of concern to the scientific community.

The publishing firm’s work will be guided by Academy’s Editorial Standards. The Academy is currently reviewing its publication production processes. One of the outcomes of the review is a desire to make use of a web-based editing and typesetting platform (Booktype / journal style), with an emphasis on quick turnaround and more agile production processes.

The work will take place at the publishing firm’s premises. Occasional in-person meetings/consultations may take place at Academy or by using electronic meeting platforms.

2. Scope of Work

The publishing firm will provide high quality editing and proofreading services to Academy for one or more of the following categories:

- Category A: Developmental/substantive editing
- Category B: Copyediting
- Category C: Light copyediting
- Category D: Proofreading

Typical assignments under a Framework Contract entail, but are not limited to:

Category A: Developmental/substantive editing (LATEX or Word file)

In developmental editing (also known as substantive editing and comprehensive editing), the editor considers a document’s concept and intended use, content, organization, design, and style. The purpose is to make the document functional for its readers, not just to make it correct and consistent.

The editor examines the overall structure and help with the organization of the content. The editor should help authors fill in blanks and eliminate repetitions and they may suggest that the chapters or paragraphs be rearranged. The editors are not concerned with grammar or spelling. Ultimately, the substantive editor’s job is to help the author deliver clear, coherent writing to the intended audience.

All changes made to the original text should be visible using the ‘track changes’ function in MS Word, LATEX or equivalent in Booktype.

Referencing: Referencing refers to the process of revising citation and quoting styles, ensuring coherence throughout the whole document for quotes, references, and bibliography (following, preferably, the Chicago style)

Category B: Copyediting (LATEX or Word file)

- Substantive language editing which aims at improving the overall coverage and presentation of the product, its content, scope, length, level and organization. The editor may also suggest improvements for the author(s) to make or may (by agreement with the author(s)) rewrite and rearrange the material. The Academy staff member, in charge of coordinating the specific publication, is responsible for coordinating with the authors and getting approvals on edited texts.
- Detailed editing for meaning: checking whether each section expresses the author’s meaning
Clearly, without gaps and contradictions. This also involves looking at each sentence, the author’s choice of words, the use of abbreviations, comparing the data in tables with relevant texts, checking text against the illustrations and their captions.

- Checking for consistency. This involves reinforcement of the Academy’s Editorial Standards regarding spelling and language style. This also includes checking the numbering of illustrations, tables and notes, and any cross-references to them, as well as the consistency of bibliographical references.
- Creating, when applicable, the list of acronyms and the table of contents as well providing guidelines for the indexer, when applicable.
- Ensuring the clear presentation and format of the material for the typesetter/designer. Making sure that the material is complete and that all the parts are clearly identified, for example the grade of each subheading, which pieces of text, such as long quotations and pull outs, should be distinguished typographically from the main text, and where tables and illustrations should be placed. The document should be edited in accordance with journal style.

All questions about usage, grammar and spelling can be found in the Concise Oxford Dictionary 12th Edition. Exceptions regarding spelling as well as general guidelines on language style can be found in the Academy’s Editorial Standards.

All changes made to the original text should be visible using the ‘track changes’ function in MS Word, LATEX or equivalent in Booktype.

Category C: Light copyediting (LATEX or Word file)

In some cases there is a need to review a text that has already been copyedited before it is sent to a designer. This can be the result of a review process that has taken place after the copyediting.

- Carry out a thorough check for consistency especially in terms of spelling, style and headers.
- Ensure a clear presentation and format of the material for the typesetter/designer. The document should be formatted in accordance with Academy’s MS Word template.
- Check spelling and grammar, font sizes and fonts, bullet listings and spaces.
- Check all numbering, paragraphs, headings, sub-headings, to make sure they correspond to the table of contents.
- Check footnotes and endnotes.
- Check that the heading structure is clear and logical.
- Check the title pages, the cover and the copyright page carefully, verifying consistency in titles, ISBNs, photos/artwork copyright and so on.

All questions about usage, grammar and spelling can be found in the Concise Oxford Dictionary 12th Edition. Exceptions regarding spelling as well as general guidelines on language style can be found in the Academy’s publication Editorial Standards.

All changes made to the original text should be visible using the ‘track changes’ function in MS Word, or equivalent in Booktype.

Category D: Proofreading (PDF file)

- Carry out a final and thorough check for consistency especially in terms of spelling, style and headings;
- Check spelling and grammar, font sizes and fonts, bullet listings and spaces;
- Make sure that no text has disappeared or was cut out accidentally during layout;
- Check all numbering, paragraphs, headings, sub-headings, to make sure they correspond to the table of contents;
Check the pagination of the publication, to make sure that it corresponds to the Table of Contents and Index (if an Index exists);
- Check footnotes and endnotes;
- Check that the heading structure is clear and logical;
- Check for 'orphans' and 'widows' (that is, when a word or part of a sentence is left on its own on the bottom/top of a page, with the continuation on the next/previous page); and
- Check the title pages, the cover and the copyright page carefully, verifying consistency in titles, ISBNs, photos/artwork copyright and so on.

All questions about usage, grammar and spelling can be found in the Concise Oxford Dictionary 12th Edition. Exceptions regarding spelling as well as general guidelines on language style can be found in the Academy's Editorial Standards.

The publishing firm will deliver the PDF file with each comment and edit visible using the 'Comment and mark-up tool' in Adobe Acrobat.

The frequency of service requests will depend on the work programme of IASc.

3. Deliverables and Reporting
The publishing firm will work on specific assignments with the Publication department or any other team of Academy as directed by the IASc. The Publishing firm will work closely with the Executive Editor or any other staff member assigned by them, who all report to the Head of Academy.

4. Management and Organization
Specific needs of particular assignments will be agreed by the publishing firm and Academy's Head of Publication Department.

A separate Service Order will be issued for each assignment.

5. General Conditions
Academy's General Conditions for Framework contracts will specify the conditions of this contract as per Annexure - I.

6. Length of Contract
The duration of the Framework Contract will be for an initial period of one (1) year, with the possibility to extend for an additional two (2) years, up to a maximum total duration of three (3) years.

7. Invoicing
Contract copy editing / proof reading service provider firm should submit an invoice on delivery of the finalized design file(s). The invoice needs a unique number, reference to the Service Order number and the name of the production. Academy's payment terms are 30 working days after receipt and approval of deliverable(s) and corresponding valid invoice.

8. Application Requirements and Proposal Submission
This tender is addressed preferably at companies with proven senior expertise in this field of service. Experience with publications of scholarly scientific journals will be strongly considered.

M. Srimathi
Executive Editor
# Contractual Binding Conditions

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<th>Tender Notice Date:</th>
<th>Deadline for submitting tenders:</th>
<th>12 Noon</th>
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<td>02 DECEMBER 2020</td>
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**Document:** ENGLISH COPY-EDITING and proofreading for Indian Academy of Sciences, Bengaluru

**Name and address of the Contracting Authority:**
Indian Academy of Sciences  
C. V. Raman Avenue  
Post Box No. 8005,  
Raman Research Institute Campus,  
Sadasivnagar,  
Bengaluru 560 080  
INDIA  
Tel.: +91-80-2266 1200  
Fax: +91-80-2361 6094  
Email: office@ias.ac.in

**Short Description:** The Academy from its very beginning has taken great interest and initiative in publishing science research and today publishes 10 science journals in different disciplines, uses an online submission and review management system that’s trackable, papers are peer reviewed and published content is made available online and open access.

**Contract type:** Services contract

**Duration of the contract:** 12 months

**Procedure type:** Open procedure

**Budget:** YEARLY  
Maximum budget: one lakh  
Upto 5 lakhs  

**Language of the services and communication:** English

**Language submission (preference):** English

**Status:** Open

**Notification of award to the successful tenderer:** Up to 7 days after deadline for tenders

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1) The Contract copy editing / proof reading service provider firm is responsible for implementing the task entrusted to it in the Terms of Reference.

2) Legal aspects:
   - Academy may require information on the Tenderer to be in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of its country.
   - Following the notification of the successful bid, the Tenderer(s) to which the contract is to be awarded, must supply evidence about fiscal residence in their country.
   - The Tenderer and its staff must comply with human rights and undertake not to offend the political, cultural and religious mores of the country(ies) where the action is implemented.
   - Intellectual property originated by the awarded Tenderer shall be the sole and exclusive property of Academy.
3) Drafting and content of the tender documents to be submitted by the Tenderer. Tender documents must contain the following provisions and information:

- Description of the Tenderer (Organization, Expert, Consultant, Company, etc.) and the persons having powers of representation, decision making or control.
- All the financial identification information including the GSTIN number. In a later phase of the contract drafting, the bank account details will be provided to the Academy.

4) The set of tender documents need to be sent to Academy no later than the date and time indicated at the deadline. No tender offer will be accepted beyond the submission date, unless informed otherwise on the website.

5) In case additional information is required to submit the proposal, we kindly invite you to contact Academy in the e-mail address ravi@ias.ac.in / srimathi@ias.ac.in. Only relevant questions in writing concerning clarifications of the Tender will be answered.

6) Academy might request additional information of the proposal in case of unclear concepts raised to Academy. If this is the case, the Tenderers whose submissions require clarification, will be asked to reply within a reasonable deadline set by the assessment team. If the tenderer submits a self-declaration/statement as documentary proof, the contracting authority reserves the right to ask for further documentary evidence.

7) Evaluation Criteria: Academy will take care that the awarded tenderer does not have a potential conflict of interest with the organization and will decide whether or not the submitted proposals: Comply with the essential requirements of the tender dossier: technical,

The agency should be registered as Private/Public Limited Company under the Indian Companies Act 1956 and registered partnership firms with experience of having successfully outsourcing services of editing / editorial correction and proofreading in English in Government, Autonomous bodies, PSUs and reputed private companies during the last five years:

- Three similar completed works each costing not less than Rs. 2 (Two) lakhs per year or
- Two similar completed works each costing not less than Rs. 3 (Three) lakh per year or
- One similar completed work costing not less than Rs. 6 (Six) lakh per year.

7.1 The annual turnover of the company/firm must not be less than Rs. 30 (Thirty) lakhs during last three financial years.

7.2 Should be registered with Income Tax, GSTIN, ESI, PF department and other statutory bodies as per the requirement of the contract.

7.3 Should produce solvency certificate from Nationalized / Scheduled Bank of minimum of Rs.5 (Five) Lakhs. This should not be more than six months old.

7.4 The bidder should not have been blacklisted by any government organization during the last five years. An undertaking in this regard shall be submitted in this regard along with the Technical Bid.

8) The Tenders will be assessed according to the eligibility and the financial, economic, technical and professional capacity of the tenderers. Tenders will be compared and the contract awarded. The decision of who is the successful tenderer will be final.

9) Once the tenders have been analyzed, they are compared and the successful tenderer is chosen. No negotiation is allowed.

10) Academy must ensure equal treatment of tenderers and keep the tenders confidential.
(To be given on Company Letter Head)

PRICE SCHEDULE

Name of vender: 

Ref NO: 02/PUR/BNN/IASc/Pub/20-21
DATE: 10-November-2020
VALIDITY OF BID: 12 Months
EMD: TENDER
FEE: Date of Opening of tender: 02 Dec 2020
(3.00 PM)

<table>
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<tr>
<th>SL No.</th>
<th>Description/Title</th>
<th>Rate per Page for Academy Publications, Bengaluru</th>
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<tr>
<td></td>
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<td>Online editing for word file in ₹ (Minimum 350 words)</td>
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<tr>
<td>01</td>
<td>Copy-editing: Per page</td>
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<tr>
<td>02</td>
<td>Proof-reading charges: Per page</td>
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GST @ _________ % Extra.

Note: Rate quoted by the bidder should be in figure as well as in words.
Submit all the pages of this tender document duly signed as accepting all the terms and condition of the tender.

Signature of the Contract copy editing /proof reading service provider firm with stamp & date