

THE INSTITUTE OF STRATEGIC STUDIES

F-5/2, Islamabad, Tel: 9204423-24, Fax: 9204658

Email: strategy@issi.org.pk

Quotation for Open Journal Systems (OJS) for ISSI

Quotations are invited for the OJS for the Institute of Strategic Studies (ISS) journal, as per following:

- ISSI require web application for managing their submissions and editorial workflow for publishing of their articles and issues online.
- The application should have a built in functionality for journals submission and should allow its editorial team to review the submission and upon finalization the journal should be available online on a responsive front end as per the directions from HEC.
- Subscription for researchers and other members should be available and admin can add users and can grant them their roles.
- The said application should have proper automated email system that can generate notifications and reminders.
- Admin / managers can manage sections and categories for submissions.
- The Vender will provide the OJS which is user friendly. However, editor will be authorized to change the fonts/designs of the entries and can change the characters limits.
- The display needs to be dynamic/attractive and should cater to the needs of speed i.e., there should be quick display of web-pages.
- The Vender is responsible for maintaining the confidentiality of ISS code and subsequent registered usernames and passwords.
- The Vender is responsible for ensuring the accuracy of ISS journal.
- The Vender is responsible to sort out the problems identified by editor regarding uploading of journal issues.
- In case, the users have a problem in storing their data in their allocated articles/papers, then Vender will take the responsibility in order to eradicate the problem as soon as it is identified.
- The Vender will take the responsibility for any errors in transmission or downloading documents from the online OJS.
- Copyright will be reserved only for ISS.
- Vender must ensure that there are no inaccuracies or defects in the information and data contained online, no payment will be given by the ISS in case of such inaccuracies.
- The ability to work through English is essential; however software should also have an option for Urdu language.
- In case problem occurs in the hosting then Vender should resolve the issues.
- OJS should include/support PDF format, JPEG and Video files.
- The Vender will be responsible in case the information and data contained on the software is infected by computer viruses or it infringes the intellectual property rights of any person anywhere in the world.

Specification of Vender:

- Vender shall submit complete details of their firm, officers, workplaces, staff along with postal address, phones/Fax-number, E-mail and website information.
- At the time of tender, Vender should show satisfactory certificates from recognized Institutes to demonstrate previous experience regarding OJS.
- Affidavit should be provided by the Tenderers that their firm has never been blacklisted by any Government Department.
- Firms having at-least two similar projects can apply.
- Firms having previous experience of working with think tanks will be preferred.
- The Vender must deposit their samples for ISS at the time of tender, otherwise the offers shall be ignored.
- The Vender will take the responsibility for maintaining and developing the OJS when required.
- Tenders will be opened in the meeting of the Purchase Committee in the presence of the authorized representatives
- The offered price should be inclusive of all taxes as per levied by Government day to day.
- Please attach the copy of your FBR Active taxpayer serial Number list for the current financial year.
- Vender should include contact details of two referees who will give the grantee of the Vender.
- Vender's office should be based in Islamabad.
- Any queries regarding this tender should be addressed to Mr. Najam Rafique, Editor/Director Research (najamrafique@issi.org.pk).

Terms and Condition:

- Quotations are invited from registered company with at least 05 years business experience and valid NTN, GST numbers can submit their proposals.
- Sealed quotation should reach the undersigned by 1000 hrs on **October 16, 2020**.
- Quotation will be opened on same date at 1100 hrs in the presence of authorized representatives.
- Five percent earnest money in the form of draft or pay order should be attached with the quotations in favour of ISSI.
- The undersigned reserves the right to reject any of the quotation as per PPRA rules.

(Syed Muhammad Farhan)
Network Administrator