

**Expression of Interest for Finalization of Modalities and setting up of
Standard Operating Procedures for Co-Publication / Distribution of Books of**

Indian Institute of Advanced Study,

Rashtrapati Nivas, Shimla

from Publication Houses / Distributors



Reference No. IIAS/Pub./2025-26/002

Dated: 27/02/2026

Place of Opening of the Eoi	Seminar Hall, Indian Institute of Advanced Study, Rashtrapati Nivas, Shimla-177005
Last Date & Time for Submission of the Eoi	20/03/2026 upto 14:30 Hrs
Date & Time for Opening of the Eoi	20/03/2026 upto 15:00 Hrs

Details of the Bidder

Name of the bidder company / Firm	
Contact Person (Authorized Bid Signatory)	
Correspondence Address	
Mobile / Telephone No.	
Website	
Official Email Address	

Disclaimer

This EXPRESSION OF INTEREST is not an offer by IIAS, but an invitation to receive offer from bidders. No contractual obligation whatsoever shall arise from the tender process unless and until a formal contract is signed and executed by duly authorized Officer of IIAS with the bidder.

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Chapter 1

Introduction to IIAS, Shimla

Introduction

The Indian Institute of Advanced Study (IIAS), located in the historic Viceregal Lodge of Shimla, is a premier research institution established by the Ministry of Education, Government of India, in 1964. Since its inception, IIAS has served as a unique residential center dedicated to fostering rigorous academic research in the humanities, social sciences, and natural sciences. With a distinguished legacy of multidisciplinary inquiry, IIAS has brought together scholars of eminence from India and abroad, promoting intellectual exchange and collaborative research. The Institute is committed to disseminating knowledge of national and global significance through its scholarly publications.

Vision

The vision of IIAS is to cultivate an environment conducive to advanced learning and original research, nurturing the spirit of inquiry that transcends disciplinary boundaries. The Institute aspires to emerge as a beacon of excellence in the humanities and sciences, encouraging dialogue that bridges cultural, intellectual, and methodological divides. IIAS is dedicated to fostering an academic community that values autonomy, diversity of thought, and innovation, with a commitment to generating knowledge that resonates with the broader currents of human civilization.

Objectives

- To provide an academic environment that supports high-quality interdisciplinary and multidisciplinary research in the humanities, social sciences, and natural and life sciences.
- To promote collaborative scholarship among scholars of national and international repute and facilitate the free exchange of ideas and methodologies across disciplines.
- To contribute to national intellectual life by addressing themes of contemporary relevance, particularly those involving the integration of Indian and global perspectives.
- To publish and disseminate original research of lasting value, supporting the development of philosophical, literary, cultural, scientific, and historical understanding.
- To nurture academic freedom, residential scholarship, and the autonomous character of the Institute while upholding the highest ethical standards in research and publication.

Chapter 2**Invitation for Expression of Interest (Eoi)****EOI Reference No.: IAS/Pub./2025-26/002****Dated: 27/02/2026**

IIAS, Shimla invites Expression of Interest (Eoi) from the eligible bidders for Co-publication or Distribution of books for finalizing Modalities and Standard Operating Procedure (SOP). The mandate is to facilitate better visibility, outreach of its publications. The schedule of dates is as follows:

Sr. No.	Nature of the Project	Detail
1	Publishing Date	27/02/2026
2	EOI Submission Start Date	27/02/2026
3	Pre-Bid Conference Date and Time	11/03/2026 at 03:00 PM
4	Date and Time for Receipt of Pre-Bid Queries	09/03/2026 on or before 03:00PM
5	EOI Submission End Date and Time	20/03/2026 upto 14:30 Hrs
6	EOI Opening Date and Time	20/03/2026 upto 15:00 Hrs
7	Website for Downloading EOI Document, Corrigendum or Addendum etc.	https://ias.ac.in/
8	Expression of Interest validity	180 days from the date of bid submission

This Expression of Interest (Eoi) establishes the fundamental requirements for Co-Publication or Distribution useful to different stakeholders including IIAS, Shimla to prepare modalities and SOP before entering into a contractual relationship with a qualified respondent entity which is willing and able to meet the expectations of IIAS, Shimla (Himachal Pradesh) (Herein after called IIAS).

Pre-Bid Queries related to Eoi may be sent to following e-mail latest by Monday, 09/03/2026 on or before 15:00 Hrs at Publication@ias.ac.in.

-Sd-

Secretary, IIAS

Chapter 3

General information to Bidders regarding submission of Expression of Interest (Eoi)

1. The EXPRESSION OF INTEREST document can be downloaded from web site (www.ias.ac.in) or may be requested by mail.
2. Interested applicants are advised to study the document carefully. Submission of Application shall be deemed to have been done after careful study and examination of the document with full understanding of its implications.
3. The Bidder shall bear all costs associated with the preparation and submission of its bid and IAS will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bid process.
4. Each offer shall specify only a single bid meeting the tender specifications and it is the responsibility of the Bidder to decide the best of breed solution.
5. Bidders are neither allowed to join hands to participate in the tender nor allowed to submit multiple bids. In case of detection of such, their bid (s) is/are liable to be rejected.
6. The Director, IAS reserves right to cancel the Eoi without assigning any reason. In case of differences, if any, the decision of the Director, IAS shall be final. The work can be awarded to one or more agencies if need arises. Initially the contract will be for three years extendable up to five years at the discretion of competent authority.
7. **Acceptance of offer:** IAS reserves the right to accept any bid under this tender in full or in part, or to reject any bid or all bids without assigning any reason.
8. **Adherence to Schedule:** The Bidder has to adhere to the time schedule of activities mentioned in the Expression of Interest (Eoi) and no request to change the last date or extend period / time for submission shall be entertained by IAS. However, IAS reserves the right to extend the date/time for submission of the responses without assigning any reason by notifying in its website.
9. **Confidentiality of Process:** Information relating to the clarification, evaluation and comparison of bids shall not be disclosed to Bidders or any other persons.
10. **Right to Termination/Cancellation:** Notwithstanding anything contained in this document, IAS reserves the right to cancel/terminate the bid/proposal process without assigning any reason whatsoever, at any time and IAS shall have no liability for above-mentioned actions.

11. **Authentication of Bid:** The Bid document should be typewritten and there should not be any overwriting or cutting or interpolation. The Bid Document shall be signed by a person duly authorized to bind the organization to the Contract. A duly stamped Power-of-Authority accompanying the Bid Document shall support the letter of authorization. The person signing the Bid Document shall sign and stamp at the bottom of all pages of the Bid Document and each page of the bid document should be properly numbered and submitted as a package along with forwarding letter on bidder's letter head. Any correction/overwriting/cutting/use of whitener etc. may lead to rejection of the Bid. All the Bidders have to abide by all the terms and conditions mentioned in this EXPRESSION OF INTEREST document.
12. **Enclosures of Expression of Interest (Eoi)/BID:** The documents to be enclosed with the Bid shall be as per the checklist.
13. **Address for Submission of Expression of Interest (Eoi)/BID:**

Expression of Interest (Eoi) / Bid complete in all respect shall be addressed to:

**The Secretary,
Indian Institute of Advanced Study,
Rashtrapati Nivas,
Shimla – 177005**

In addition to the above, the envelope shall bear the name and address of the Bidder along with specifying the Eoi name and Reference number. If the outer envelope is not sealed and marked as required, IIAS will assume no responsibility for the Bid's misplacement or premature opening.

14. **Late Bids:** Any Bid received by IIAS after the deadline for submission of Bids prescribed in this document, will be summarily rejected and returned unopened to the Bidder. IIAS shall not be responsible for any postal delay or non-receipt / non-delivery of the documents. No further correspondence on this subject will be entertained.
15. **Opening of Expression of Interest (Eoi):** IIAS will open Expression of Interest (Eoi) as per schedule. The bidder may depute their authorized representative for the event. The Bidder's representative who is present shall sign the attendance roll evidencing his/her attendance. Even if no representative of the bidder is available, the Expression of Interest (Eoi) would be opened as per schedule. In the event of the specified date being declared a holiday for IIAS, the Expression of Interest (Eoi)s shall be opened at the appointed time and location on the next working day.
16. **Announcement of Expression of Interest (Eoi):** The Bidder's names, modifications, if any, in the Proforma and such other details will be announced at the opening of

Expression of Interest (Eoi)s. No Expression of Interest (Eoi) shall be rejected at the time of Expression of Interest (Eoi) opening except for late submissions.

17. **Clarification of Bids:** To assist in the examination, evaluations and comparison of bids, IIAS may, at its sole discretion, ask the Bidder for clarification on the Expression of Interest (Eoi) submitted. The request for clarification shall be in writing by post or email or by fax. The response shall be submitted in writing by registered/speed post duly signed by authorized representative. If the response to the clarification is not received before the expiry of deadline prescribed in the request, the Expression of Interest (Eoi) shall be rejected. No representation in this regard would be entertained after rejection of the Expression of Interest (Eoi).
18. **Completeness of Bids:** IIAS will examine the Bids to determine whether they are complete, whether they meet all the conditions of the Tender Document and Technical Specifications, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether the Bid Documents are substantially responsive to the requirements of the Tender Document. Information must be furnished in comprehensive manner against each column of Bid Document.

19. **Rejection of Bid:**

The Bid shall be submitted duly filled by downloading EXPRESSION OF INTEREST document from website. Bids submitted by Telex, Fax or e-Mail would not be entertained.

Bid may be rejected at any stage of the evaluation if it is found that the bidder has provided misleading information or has been blacklisted by a Central or a State government or has indulged in malpractice/unethical practice or not honored contractual obligation elsewhere.

If the bidder deliberately gives incorrect or misleading information in their tender or wrongfully creates circumstances for the acceptance of the tender, IIAS reserves the right to reject such a bid at any stage.

A bid that does not meet all pre-qualification criteria or is not responsive shall be rejected by IIAS and will not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or any reservation by the Bidder. Even though bidder may satisfy the qualifying criteria, it is liable to disqualification if it has record of poor performance or not able to understand the scope of work, etc.

20. **Validity of Bid:** Bids shall be valid for acceptance for a period of at least 180 (One Hundred and Eighty) days from the last date of submission of bid. The Bid with lesser

validity period is liable to be rejected. However, subject to the validity period of bid being extended further, if required, by mutual agreement from time to time.

21. Enquiries and Clarifications:

In respect of clarifications sought, the following shall apply:

a. Bidders are encouraged to clarify any query with IAS and suggest discrepancies in the bid process, if they find any. Although, bidders are free to enquire and submit suggestions, IAS reserves the right not to consider any or all condition/suggestion/recommendation that is found unacceptable.

b. If in IAS opinion, certain conditions are acceptable, in whole or in part, the same shall be finalized by IAS and the accepted conditions will be incorporated. If IAS deems it appropriate to revise any part of this EXPRESSION OF INTEREST or to issue additional data to clarify an interpretation of the provisions of this EXPRESSION OF INTEREST, it may issue supplements to this EXPRESSION OF INTEREST. Such supplemental information, including but not limited to, any additional conditions, clarifications, minutes of meeting, official communication over email/ post, etc. will be communicated to all the bidders by putting up on IAS website (<http://iias.ac.in>). Any such supplement shall be deemed to be incorporated by this reference into this EXPRESSION OF INTEREST, without extending the deadline for submission of the bid. and In order to allow bidders a reasonable time to take the amendment(s) into account in preparing their bids, IAS, at its discretion, may extend the deadline for the submission of bids, the extended date will be displayed on the website <http://www.iias.ac.in>

Designated Contact person is:
Assistant Publication Officer
Indian Institute of Advanced Study
Rashtrapati Nivas
Shimla -177005
Email: publication@iias.ac.in

Chapter 4

Term of Reference

1. Objective

IIAS proposes to identify bidder (s) for co-publication or distribution of its books with the following objective:

- a. Bidders will be identified for the co-publication / distribution of the IAS Books with Copyediting, typesetting, cover designing, printing, e-book generation or distribution through their channel partners, listing of the books, visibility generation on domestic and international level along with marketing on various platforms.

Details of the Books is enclosed at *Annexure – A*.

2. Brief Scope of Work:

- a. Typesetting, copyediting, cover designing, printing and distribution of the IAS Books.
- b. Listing of books on various platforms for better visibility and outreach and market positioning of IAS publications where copyright holding will be of Institute.
- c. Conducting marketing activities of IAS Books.
- d. Blind peer reviewed manuscripts will be provided to the Publication House or Distributors for generation of Print and E-book.
- e. Obtaining ISBN and e-ISBN of IAS Books.

3. The support or input to be provided by IAS to facilitate the co-publication or Distribution

Responsibility of IAS would be to provide necessary input on as and when required to execute the publishing work.

Chapter 5

Deliverables From the Bidder and IIAS

The Deliverables of the co-publication or distribution is the successful publication of the IIAS Books as per the Terms of Reference specified in Chapter 4.

Deliverables from IIAS:

1. Provide Blind Peer Reviewed manuscripts with the reviewer's comments
2. Draft Theme / visualization for cover

Deliverable from the Bidder:

The bidder would place the information provided by the IIAS, will design develop Print and e-Volume of the Book. The Content may comprise of:

1. Suitably designed outer cover of Book.
2. Suitably typesetting, copyediting, indexing and navigation methods of book / e-book.
3. Ergonomic fonts, page layout, margins and page design
4. Designing of Illustrations, graphs, figures and purchasing of copyright pictures.
5. Print Volume and E-Volume generation of books.
6. Other useful information like printer, publisher, price, availability, cataloguing ID, Barcode bibliography, references etc.
7. Providing complimentary copies of the Published book and e-copy for viewing purpose of IIAS and its scholars
8. Bulk Purchasing Discount to the IIAS.
9. Listing and Conducting marketing campaigns of IIAS Publication including events, Social Media Promotion, Writing Book Reviews in Newspapers etc.
10. Placement of the IIAS Books on the International Forums

Chapter 6

Bid Evaluation Criteria

The bidding process below specifies the procedures that would regulate overall Bidding Process. It contains standard provisions that have been prepared to design, prepare, advertise /publish, submit, open, evaluate, compare bids to identify potential Co-publishers or Distributors.

A. Guiding Principle for Evaluation of Bids:

- a) The tendering authority shall determine to its satisfaction whether the Bidder having submitted the best and responsive Bid is qualified to perform the future Contract satisfactorily.
- b) The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder.
- c) An affirmative determination shall be a prerequisite for empanelment of the Bidder. A negative determination shall result in disqualification of the bid.
- d) The tendering authority/procurement committee, in observance of best practices, shall:
 - i. Try to maintain the bid evaluation process confidential.
 - ii. Reject any attempts or pressures to distort the outcome of the evaluation, including fraud and corruption.
 - iii. Strictly apply only and all of the evaluation and qualification criteria specified in the Bidding document.

B. Confidentiality:

- a) Any attempt by a Bidder to influence the tendering authority or other officials in the examination, evaluation, comparison, and post qualification of the Bids or Contract award decisions may result in the rejection of his Bid.
- b) From the time of bid opening to the final empanelment, if any Bidder wishes to contact the tendering authority on any matter related to the bidding process, he is allowed to do so in writing.

C. Clarification of Bids:

Any clarification submitted by a Bidder with regard to his Bid that is not in response to a request by the tendering authority shall not be considered. No change in the substance of the Bid shall be sought, offered or permitted.

D. Evaluation of Bids

- a) The tendering authority shall evaluate each Bid that has been determined, up to the stage of the evaluation, to be substantially responsive.
- b) To evaluate a Bid, the tendering authority shall use all the criteria and methodologies defined in this document.

E. Evaluation Scheme:

Sr. No.	Criteria	Max Marks	Marks Obtained
1	Publication of Govt. Institutions Books / Publication of Books of registered Academic Societies	For 15+ - 10 Marks For 10+ - 5 Marks For 5+ - 3 Marks	
2	No. of Channel Partners for Distribution of Books	For 5+ - 10 Marks For 3+ - 5 Marks	
3	Experience / Order Copies with the Government Libraries for Sell / Distribution of Books	For 15+ - 10 Marks For 10+ - 5 Marks For 5+ - 3 Marks	
4	Designing, Typesetting & Copyediting Service -In-house / Outsourced	In-House – 10 Marks Rate Contracted / Outsourced – 5 Marks	
5	Financials	Turnover above 1 Cr. – 10 Marks Turnover above 50 Lac – upto 1 cr. – 5 Marks Turnover above 25 Lac upto 50 Lac – 3 Marks Turnover above 10 Lac upto 25 Lac – 2 Marks	
	Grand Total	50	

Note: For empanelment of the Distributor / Publication House minimum 50% marks are required.

Participants need to provide the following documents:

Sr. No.	Description	
1	Documentary Evidence towards the publication of Govt. / Semi Govt. / Autonomous Bodies/Registered Academic Society's Books	
2	Documentary Evidence towards the Experience with the Govt. / Semi Govt. / Autonomous Bodies / registered Academic Society's Libraries for Sell / Distribution of Book	
3	Documentary Evidence towards the no. of registered channel partners of books (affidavit / undertaking on bidder's letterhead)	
4	Documentary Evidence towards the Designing, Typesetting & Copyediting Services In-house / Outsourced (Affidavit / undertaking on bidder's Letterhead)	
5	Documentary Evidence towards the Financial standing (Duly sealed and Signed Balance Sheet & Profit & Loss Statement of Last financial year i.e., 2024-25 from a Chartered Accountant)	

Chapter 7

Additional Information Required from Distributors / Publication Houses

1. **Royalty Computation Method:** Bidders are requested to detail their royalty computation methodology, including base parameters (net sales, MRP, gross revenue, etc.), frequency of payments, supporting documentation, and any variations for different formats (print, e-book, open-access). Kindly clarify the transparency mechanisms and audit protocols followed to ensure fair calculation and disbursal of royalties in co-publication arrangements.
2. **Standard Complimentary Copies and Bulk Buy Discount to Institution:** Please specify your policy on providing complimentary copies of co-published works to IAS, and terms for bulk purchase discounts offered to the Institute. Information about standard complimentary copy allotment, institutional discount slabs, special offers for academic events, and support for author copies is requested.
3. **Process of Selection of a Book:** Describe the criteria, review process, and evaluation mechanisms used for considering books and journals for publication/distribution. Include details about proposal workflows, scholarly and market impact assessments, editorial board involvement, and any specialized thematic selection protocols. These insights will help align IAS's output with your policies and maximize mutual benefit.
4. **Institutional Collaboration:** Kindly provide a summary of notable academic partnerships, consortia memberships, outreach with universities or research institutions, and any existing co-branded publication initiatives. Details of your approach to collaborative editorial processes, joint project management, and engagement with scholarly communities will be highly valued.
5. **Quality Standards:** Please share the quality benchmarks you follow for academic publishing. This includes details about peer review systems, editorial standards, production quality (typesetting, printing, binding), compliance with national and international indexing agencies, and mechanisms to uphold research integrity. Information about your adherence to ethical publishing norms, plagiarism checks, and author rights is sought to ensure IAS's standards are maintained.
6. **Additional Information for Co-Publication / Distribution:** Any other details that can help IAS better understand your capacity and value proposition for co-publication and distribution are welcome. This may include innovative technology platforms, inventory management, global reach, customer support structure, or value-added services like metadata management and analytics for sales and impact tracking.