



Government of India
NATIONAL DISASTER MANAGEMENT AUTHORITY
"NDMA Bhawan", A-1 Safdarjung Enclave,
New Delhi -110029
Tel. No. 26701878



No.1-14/2017 - PP


Dated: 20th April, 2017

Subject: Expression of Interest (Eoi) for empanelment of copy editors for proof checking of policy documents, guidelines and other documents being issued by the National Disaster Management Authority.

National Disaster Management Authority (NDMA) intends to empanel copy editors to undertake proof checking of policy documents, guidelines and other documents being issued from by the National Disaster Management Authority in English.

Interested individuals must send their Expression of Interest (as uploaded in NDMA's website ndma.gov.in) latest by 17:00 hrs by 08.05.2017. Sealed EOIs with required documents clearly mentioning the role applied for sent by post or by hand in the tender box kept in the reception of NDMA at the following address:-

Deputy Secretary (PR & AG),
National Disaster Management Authority,
NDMA Bhawan,
A-1, Safdarjung Enclave,
New Delhi - 1100029.
Tel. No. 011-26701878


(Bhupinder Singh)
Deputy Secretary (PR & AG)

National Disaster Management Authority

Expression of Interest (EOI) for empanelment of copy editor for proof checking of policy documents, guidelines and other documents of policy being issued by the National Disaster Management Authority.

Objective

National Disaster Management Authority (NDMA) intends to empanel reputed copy editors for editing and proof checking of policy documents, guidelines and other documents of policy being issued by the National Disaster Management Authority from time to time in English.

2. Background

India is vulnerable, varying degrees, to a large number of natural as well as man-made disasters. 58.6 per cent of the landmass is prone to earthquake of moderate to very high intensity; over 40 million hectares (12 per cent of lands) is prone to floods and river erosion; of the 7,516 km long coastline, close to 5,700 km is prone to cyclones and tsunamis; 68 per cent of the cultivable area is vulnerable to drought and hilly areas are at risk from landslides and avalanches. Vulnerability to disasters /emergencies of Chemicals, biological, Radiological and Nuclear (CBRN) origin also exists.

2.1 On 23 December 2005, the Government of India (GOI) took a defining step by enacting the Disaster Management Act,2005 (hereinafter referred to as the Act) which envisaged the creation of the National Disaster Management Authority (NDMA), headed by the Prime Minister, State Disaster Management Authorities

(SDMAs) headed by the Chief Ministers, and District Disaster Management Authority (DDMAs) headed by the District Collector or District Magistrate or Deputy Commissioner as the case may be, to spearhead and adopt a holistic and integrated approach to DM. Since then, there has been a paradigm Shift, from the erstwhile relief-centric response to a proactive prevention, mitigation and preparedness-driven approach for conserving development gains and to minimize loss of life, livelihood and property.

2.2 NDMA has been mandated vide section (6) of the disaster management Act, 2005 to prepare guidelines and policies. Several guidelines have been issued so far and the same are available on NDMA's website. Several new guidelines are on the various stages. National Disaster Management Plan has also been prepared. It is the endeavour of NDMA to review and update the same annually. Similarly, guidelines issued earlier are also to be reviewed and updated in the due course of time.

3. NDMA's Vision

“To build a safer and disaster resilient India by a holistic, proactive, technology driven and sustainable development strategy that involves all stakeholders and fosters a culture of prevention, preparedness and mitigation.”

4. NDMA's Mandate

NDMA as the apex body is mandated to lay down the policies, plans and guidelines for Disaster Management to ensure timely and effective response to disasters. Towards this, it has the following responsibilities:-

- ✓ Lay down policies on disaster management;
- ✓ Approve the National Plan:

- ✓ Approve plans prepared by the Ministries or Departments of the Government of India in accordance with the National Plan:
- ✓ Lay down guideline to be followed by the State Authorities in drawing up the State Plan:
- ✓ Lay down guidelines to be followed by the different Ministries or Departments of the Government of India for the purpose of integrating the measures for prevention of disaster or the mitigation of its effects in their development plans and projects:
- ✓ Coordinate the enforcement and implementation of the policy and plan for disaster management:
- ✓ Recommend provision of funds for the purpose of mitigation:
- ✓ Provide such support to other countries affected by major disasters as may be determined by the Central Government:
- ✓ Take such other measures for the prevention of disaster, or the mitigation or preparedness and capacity building for dealing with the threatening disaster situation or disaster as it may consider necessary:
- ✓ Lay down broad policies and guidelines for the functioning of the National Institute of Disaster Management.

5. Scope of work.

- 1.** The selected copy editor will be responsible for proof reading, editing and improvising the grammar and language of the document in English.
- 2.** The copy editor would finalize the materials based on comments from NDMA.
- 3.** The materials should have a universal appeal so that it can be used at different platforms.

4. The text / material shall be the property of NDMA and the copy editor will not have any copyright claim on the same in any manner.
5. The selected copy editor will have to maintain the secrecy of the document till it is published.

6. Eligibility Criteria:

- The invitation is open to copy editors with background in editing work.
- The applicant must possess a Masters Degree, preferably English Major.
- The applicant must have experience of at least 5 years in copy editing field and executed minimum 10 projects of policy documents /reports / any other work which demands quality copy-editing.
- The applicant should have Service Tax/Income tax Registration.

7. Terms and Conditions:

- i) The copy editor shall have PAN/service tax registration number.
- ii) The EoI shall be submitted as per the format given in Annexure – I.
- iii) The EoI shall be addressed to the Under Secretary (Policy & Planning), National Disaster Management Authority,

NDMA Bhavan, A-1, Safdarjung Enclave, New Delhi – 110029.

- iv) EoI not submitted in the prescribed formats shall be rejected straightaway

8. Payment:

The payment will be made within three months from the date of submission of the final document with the authority

No advance or part payment will be made.

9. Indemnity:

The copy editor shall indemnify NDMA in respect of any damages, claims, loss or action against NDMA for acts of commission or omission on the part of the copy editor.

10. Selection Criteria:

The Evaluation Committee of NDMA shall evaluate the EOI on the basis of the responses to the scope of work applying the evaluate criteria, sub-criteria, and point system specified as under:

S. No.	Criteria	Marks
1	Experience in the field of copy editing (five years)	10
2	Past work done by the copy editor (a maximum of 10 works)	20

- 11.** Interested copy editors must send their Expression of Interest (as per Annexure-I) latest by 15:00 hrs. on 00.00.2017. Sealed EOIs with required documents should be sent to Under Secretary Secretary (PP).

ANNEXURE-I

Format for submission of EOI

1. Name of the copy editor
2. Address, Phone/Fax, e-mail
3. Year of establishment
4. PAN No. & Service Tax No.
5. Experience in the field of copy editing (self-certified)
6. A current list of the clients and brief description of the services provided to them.

Name of the Client	Name of the Project	Sponsoring authority of the project	Cost of Project	Date of awarding	Remarks

7. List of Projects completed so far (Maximum 10 projects)
8. Attach your CV
9. Any other documentary proof demonstrating meeting the eligibility criteria
11. Attach proof of at least 5 past works done by the applicant in copy editing