

CENTRAL ELECTRICITY REGULATORY COMMISSION

Ground Floor, Chanderlok Building,
36, Janpath, New Delhi-110001

No. 1/21(1)/2016/Adm./CERC

Dated, the 26 Oct, 2016

NOTICE INVITING TENDERS

Sub: Quotations for engagement of an agency for production of various publications like Annual Reports of CERC, Annual Reports on Power Market, Newsletters etc.”

Central Electricity Regulatory Commission (CERC) proposes to engage an agency for editing and production of various publications as under:-

- (i) CERC's Telephone Directory
- (ii) Annual Reports of CERC.
- (iii) Reports on Short-term Power Market in India.
- (iv) Newsletters (in Hindi) - Quarterly
- (v) **Compendium of Regulations (Optional)**

2. Notice inviting Tenders for the proposed assignment including format of application is enclosed.

3. Sealed quotations are invited in the enclosed format from the reputed agencies for the above said purpose. Two separate sealed bids clearly marked as “**Technical**” and “**Financial**” and another separate cover with **EMD** are required to be submitted which may be placed in one outer envelope clearly mentioning in bold letters on top of the envelope “**QUOTATIONS FOR ENGAGEMENT OF AN AGENCY FOR PRODUCTION OF VARIOUS PUBLICATIONS OF CERC**”.

4. The bids may be addressed to ‘**Assistant Secretary, CERC**’ so as to reach by 1500 hours on Friday, **18st November, 2016**. “**Technical**” bids will be opened by the Tender Opening Committee, CERC on the same day at 1600 hours for preparing the list of bidders. Bidders may send their authorized representatives to note the name and number of the bidders if they so desire.

5. It may kindly be noted that the proposal would be evaluated by the Committee to be constituted by CERC. Selection of the Agency will be based on the criteria mentioned in ‘Notice Inviting Tenders’. The “**Financial**” bids of only technically qualified bidders will be opened.

6. The right to reject any or all bids rests solely with the CERC without assigning any reason(s) what so ever.

(P. Ramamoorthy)
Assistant Secretary (P&A)
Tel. 2375 3921

CENTRAL ELECTRICITY REGULATORY COMMISSION

“Engagement of an agency for production of various publications of CERC”

1. **INTRODUCTION:** Central Electricity Regulatory Commission (CERC), statutory organization constituted under an Act of Parliament, proposes to engage an agency for designing, editing and printing of the Annual Reports of CERC, Annual Reports on Power Market, Hindi Newsletters (Quarterly) and Telephone Directory of CERC within the legislatively prescribed time frame as may be required and additional quotation for printing of Compendium of Regulations, if required.
2. The required qualifications, experience, scope of work and other detailed terms and conditions are given below:-
3. **ELIGIBILITY CRITERIA**
 - (a) The agency should have professionals with minimum of Ten years of experience in designing and editing of such reports etc.
 - (b) The agency should have an experience of Five years in printing professional reports/annual reports etc.
4. **SCOPE OF WORK.** The agency will be required to carry out:-
 - (i) Editing (language and content) of **English** and **Hindi** versions of CERC publications;
 - (ii) Design the cover page of the reports and requisite typesetting;
 - (iii) Appropriately insert graphics, pictures and tables if any;
 - (iv) Print the publications in terms of specification stated in clause 5 below;
 - (v) Produce draft designs periodically to the CERC for review and approval;
 - (vi) Translate the reports in Hindi, if required;
 - (vii) Submit proof reading of English and Hindi versions periodically of all publications;
 - (viii) Print both in English and Hindi language;
 - (ix) Perform perfect binding
 - (x) Submit required number of copies of each publication to the CERC as per the prescribed specifications within the prescribed time frame as stated in clause 6 below, and
 - (xi) Submit an electronic format (.doc & pdf.) of the publications to the CERC.

5.1 SPECIFICATIONS

(a) Annual Reports of CERC (once in a year)

Sl. No.	Aspect	Descriptions
(i)	Size	A4 (8.5" x 10.5")
(ii)	Number of Pages	170 + 4 (Cover)
(iii)	Paper	Inside – 130 GSM imported art paper (matt) Cover – 300 GSM imported art paper (matt) with lamination
(iv)	Photographs	10-12 Colour photographs
(v)	No. of inside colour pages (Four Colour offset on 130 GSM imported art paper (matt))	20 Pages
(vi)	No. of inside pages (in two colours) on 130 GSM imported art paper (matt)	150 Pages
(vii)	Binding	Perfect binding
(viii)	Quantity	300 Nos. in English and 100 Nos. in Hindi.

(b) Reports on Short-term Power Market in India (once in a year)

S.No.	Items	Descriptions
(i)	Size	8.25" x 11.75"
(ii)	No. of pages	80 + 4 (cover)
(iii)	Paper	Inside – 130 GSM imported art paper (matt) Cover – 300 GSM imported art paper (matt) with lamination (all in Four color offset printing)
(iv)	Binding	Perfect binding
(vi)	Quantity	200 copies (English) + 100 copies (Hindi)

(c) Newsletters in Hindi "SAUDAMANI" (Quarterly)

S.No.	Aspect	Descriptions
(i)	Size	8" x 11.50"
(ii)	No. of pages	Four
(iii)	Paper	220 gsm Magnomat – Four color offset printing
(iv)	Quantity	100 copies (Hindi)

(d) Telephone Directory of CERC

S.No.	Aspect	Descriptions
(i)	Size	3.5" x 4.5"
(ii)	No. of pages	16 + 4 (Cover)
(iii)	Text Paper	90 gsm Magnomat with Black and white printing
(iv)	Cover Page	220 gsm Magnomat Four colour printing with matt lamination
(iv)	Quantity	100 copies (English)

5.2. Specification of optional item:-

(a) Compendium of Regulation

S.No.	Aspect	Description
(i)	Size	7.25" x 9.5"
(ii)	No. of Text pages	600 pages
(iii)	Paper (Inner text)	Glossy 90 gsm
(iv)	Text	Black color offset printing
(v)	No. inside color pages (4 color offset on 90 gsm glossy paper)	4 (Four)
(vi)	Cover page and Jacket	170gsm Glossy with matt lamination with 4-color offset printing
(vii)	Binding	Hard bound
(viii)	Quantity (No. of copies)	500 Nos.

6. TIMEFRAME OF ASSIGNMENT

- (a) Produce draft designs to the CERC for review and approval within 15 days from date of handing over the material for printing.
- (b) Submit required copies of English and Hindi versions within Ten days after the approval of draft designs by CERC.
- (c) For any delay after taking into account extension granted, if any, 1% penalty per week will be levied for total value of work executed after due date of completion of work, subject to ceiling limit of 10% of the contracted amount.

7. EARNEST MONEY DEPOSIT (EMD)/SECURITY DEPOSIT

An Earnest Money Deposit of Rs. 50,000/- in the form of Demand Draft or Banker's Cheque drawn in favour of Central Electricity Regulatory Commission (CERC) payable at New Delhi is required to be submitted in a separate envelope. The EMD is liable to be refunded to the unsuccessful bidders after conclusion of the tendering process. No claim in regard to interest or liability will be entertained against EMD. EMD of successful bidder shall be kept as security deposit.

8. Whether Blacklisted.

The bidder shall submit an undertaking in support of the claim that he/she has not been blacklisted during the last five years by any organizations/ Government Departments.

9. EVALUATION CRITERIA

- (a) The format of application is at **Annexure-I** and **Annexure-II**
- (b) The agency is required to submit two copies of bids for Technical offer (each of which will be treated as original) and one copy of Financial offer, duly sealed in separate envelopes.

- (c) The bids of the eligible bidders as per Clause 3 will be scrutinized by an Evaluation Committee and shortlisted bidders will be called for interaction with the Evaluation Committee. The shortlisted bidders will be required to bring with them their language/content editor for interaction with the Evaluation Committee and their technical performance will be evaluated based on the following criteria:

Technical Parameters	Weights
The Agency's relevance experience for the assignment	0.3
Facilities available with the agency	0.3
The qualifications and experience of the designing/editing staff proposed	0.4

(d) The minimum qualifying marks in the Technical Evaluation is 50% of the total score for technical component.

(e) Only those bidders, who qualify technically as per clause 9(c), would be considered for Financial Evaluation and bidder with lowest cost would be awarded the work. Total lowest cost will be computed by adding rates quoted for different publications mentioned in item. No. II of the Financial bid (Annexure-II).

(f) Only the successful bidder would be communicated the award of the assignment.

10. **PAYMENT TERMS**

On award of the assignment, payment to the successful bidder will be released in the following manner:

- (a) On delivery of Telephone Directory of CERC
- (b) On delivery of Annual Reports of CERC
- (c) On delivery of Reports on Short-term Power Market in India
- (d) On delivery of Newsletters "SAUDAMANI"

11. **General terms and conditions:-**

(a) CERC may also get the optional items printed, if required for which the bidder may quote their price in **item No. III** of the financial bid (Annexure-II). CERC also reserves the right to award the work in respect of optional item to any of the bidder with lowest quote.

(b) The firm / agency shall not appoint any sub-contract for any of the work under any circumstances.

(c) Canvassing in any form will be viewed seriously and if any bidder is found to be resorting to such practices, the bid of such firm shall be liable to be rejected.

(d) In the event of any ambiguity during examination, evaluation and comparison of bids, CERC may at its discretion ask the bidders for clarification. The clarification and response of the bidder to any queries that may be raised by CERC shall be in writing and shall have to be furnished within the time frame as may be stipulated by the CERC.

(e) The successful bidder will have to strictly adhere to the **delivery schedule, specifications** and other terms and conditions relating thereto, failing which CERC may get the work completed at the risk and cost of the bidder. Further, in such circumstances, CERC reserve the right to cancel the supply order and forfeit the EMD and may also impose the penalty as may be required.

(f) The right to reject any or all the bids rests with the CERC without assigning any reason or what so ever.

(g) The bid received after due date shall strictly not be entertained.

(h) The bidder should submit three envelopes separately in respect of following:-

- (i) Technical Bid
- (ii) Financial Bid
- (iii) Earnest Money Deposit

(j) All the above three envelopes are to be kept in the single outer envelope clearly marked as **“Quotations for engagement of an agency for production of various publications of CERC”**.

12. Bidder selected for job will be engaged initially for one year. However, the competent authority in CERC, may at the discretion, allow extension of the tenure of contract, up to two spells of one year each subject to satisfactory performance of the firm.

DETAILED TECHNICAL PROPOSAL

(Two (2) copies of the proposal to be submitted)

I. GENERAL INFORMATION

- 1. Title of the proposed assignment :
- 2. Name and Address of the Agency :
- 3. Name and Designation of the contact Person :
- 4. Address of the contact Person (e-mail/ fax/ telephone/ mobile) :

II. TECHNICAL SPECIFICATIONS

- 1. (i) Department(s) of the Agency where the assignment will be carried out :
- (ii) Other department(s), if any, which collaborate in this assignment :
- 2. Brief review of the state of the art in the field :
- 3. Detailed specification for the assignment :
- 4. Previous experience of the applicant in this or related field :

III. BIOGRAPHICAL SKETCH OF THE DESIGNING/EDITING TEAM

- (i) Name
- (ii) Designation
- (iii) Date of Birth
- (iv) Education & Experience

(a) Academic Qualifications

Degree	University	Field(s)	Year

(b) Experience

Institution	Topic of work done	Period

(iv) Facilities available for the proposed work in the applicant's agency:

(v) Additional information (if any):

DETAILED FINANCIAL PROPOSAL
(To be submitted separately in a sealed cover)

(I) GENERAL INFORMATION

1. Name and Address of the Agency :
2. Name and Designation of the contact Person :
3. Address of the contact Person :
(e-mail /fax/ telephone/ mobile)
4. Certificate of authorization in case of combined bid of agencies should be attached.

(II) COST PROPOSED

Components	Basis	Rate quoted (Exclusive of applicable taxes)			
		Annual Report	Report on Power Market	Newsletter	Telephone Directory
(i) Cost of Paper	(Kindly indicate detailed charges)				
(ii) Printing charges					
(iii) Designing/ Editing Charges					
(iv) Translation Charges (if required)					
(v) Misc./Others (if any)					
TOTAL					
Per page cost of additional number of Four Colour page					
Per page cost of additional number of Black and white page					
Per page cost of additional number of Two colour page					

(III) COST PROPOSED FOR OPTIONAL ITEM

Components	Basis	Rate quoted for Compendium of Regulation (Exclusive of applicable taxes)
(i) Cost of Paper (ii) Printing charges (iii) Designing/ Editing Charges (iv) Translation Charges (if required) (v) Misc./Others (if any)	(Kindly indicate detailed charges)	
TOTAL		
Per page cost of additional number of Four Colour page		
Per page cost of additional number of Black and white page		
Per page cost of additional number of Two colour page		

(iv) Kindly note that the cost of additional pages shall be counted on per page basis which are actually printed only and not on the basis of block of four/ or eight pages. Similar procedure shall be adopted for deduction of printing of less number of pages. Blank pages used for binding purpose will not be counted for payment.

(V) Additional information (if any):-

Signature of the Representative of the agency with seal

DECLARATION REGARDING BLACKLISTING/PAST PERFORMANCE

To,
The Assistant Secretary,
Central Electricity Regulatory Commission,
Ground Floor, Chanderlok Building,
36, Janpath,
New Delhi- 110 001.

Sir,

I have gone through the Terms and Conditions contained in the Tender Document regarding various publications of CERC.

2. I hereby declare that my firm has not been debarred/black listed by any reputed Government / Semi Government organizations for quality/ service products within the last five years nor is there any pending dispute regarding short shipment/ installation/service.

3. I further certify that I am an authorized signatory of my company/firm and am, therefore, competent to make this declaration.

Yours sincerely,

Name: _____

Designation : _____

Company/firm: _____

Address: _____

