

## CENTRAL ELECTRICITY REGULATORY COMMISSION

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

No.2/21(4)/2014-Adm./CERC

Dated, the 22<sup>nd</sup> August , 2014

### NOTICE INVITING TENDERS

Subject: Quotations for engagement of an agency for production of various publications like Annual Report of CERC, Annual Report on Power Market, Compendium of Regulations, Newsletter etc.”

Sir,

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

- (i) Compendium of Regulations
- (ii) Annual Report 2013-14 of CERC.
- (iii) Report on Short-term Power Market in India 2013-14.
- (iv) Newsletter (in Hindi).
- (v) CERC's Telephone Directory

2. Notice of Tender 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 abovesaid purpose. Two separate sealed bids clearly marked as “**Technical**” and “**Financial**” 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**”. The bids may be addressed to ‘**Assistant Secretary, CERC**’ so as to reach by 1500 hours on **8<sup>th</sup> September, 2014**. “**Technical**” bids will be open 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.

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

4. The right to reject any or all bids rests with the CERC without assigning any reason(s).

(M.M. Chaudhari)  
Assistant Secretary (P&A)  
Tel. 2375 3921

# CENTRAL ELECTRICITY REGULATORY COMMISSION

## NOTICE INVITING TENDER

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

#### **1. INTRODUCTION**

As per mandate of Central Electricity Regulatory Commission (CERC), it is proposed to publish the Annual Report 2013-14 of CERC, Annual Report on Power Market, Compendium of Regulations, A Newsletter and Directory of CERC. For this purpose, it is also proposed to engage an agency for designing, editing and printing of these publications.

#### **2. OBJECTIVE**

To produce these publications within the legislatively prescribed timeframe.

#### **3. ELIGIBILITY CRITERIA**

- a. The agency should have professionals with minimum of 10 years of experience in designing and editing of reports.
- b. The agency should have an experience of 5 years in printing professional reports/annual reports.

#### **4. SCOPE OF WORK**

The agency will be required to:

- a. carry out editing (language and content) of **English** and **Hindi** versions of CERC publications;
- b. design the cover page of the reports and typesetting;
- c. appropriately insert graphics and pictures;
- d. print the publications in terms of specification stated in 5 below;
- e. produce draft designs to the CERC for review and approval;
- f. translate annual report in Hindi, if required;
- g. proof reading of English and Hindi versions of all publications;
- h. print both in English and Hindi language;
- i. perform perfect binding
- j. submit required copies of each publication to the CERC within the prescribed time frame as stated in clause 6 below, and
- k. submit an electronic format (.doc & pdf.) of the publications to the CERC.

## 5. SPECIFICATIONS

### a. Compendium of Regulations

S.No.	Aspect	Description
(i)	Size	7.25" x 9.5"
(ii)	No. of Text pages	1000 pages in two volume, 500 pages each volume
(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
(vi)	Cover page and Jacket	170gsm Glossy with matt lamination with 4-color offset printing
(vii)	Binding	Hard bound
(viii)	Quantity (No. of copies)	2000 Nos. of each volume
(ix)	Periodicity	Once

### b. For Annual Report 2013-14

Sl. No.	Aspect	Descriptions
(i)	Size	A4 (8.5" x 10.5")
(ii)	Number of Pages	160 + 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 (4-Colour offset on 130 GSM imported art paper (matt))	20 Pages
(vi)	No. of inside Black and white pages on 130 GSM imported art paper (matt)	140 Pages
(vii)	Binding	Perfect binding
(viii)	Quantity	500 Nos. in English and 200 Nos. in Hindi.
(ix)	Periodicity	Annual

### c. Report on Short-term Power Market in India : 2013-14

S.No.	Items	Descriptions
(i)	Size	8.25" x 11.75"
(ii)	No. of pages	68 + 4 (cover)
(iii)	Paper	Inside - 130 GSM imported art paper (matt) Cover - 300 GSM imported art paper (matt) with lamination (all in 4-color offset printing)

(iv)	Binding	Perfect binding
(vi)	Quantity	300 copies (English) + 300 copies (Hindi)
(vii)	Periodicity	Annual

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d. Newsletter in Hindi “SAUDAMNI”

S.No.	Aspect	Descriptions
(i)	Size	8” x 11.50”
(ii)	No. of pages	4
(iii)	Paper	220 gsm Magnomat – 4 color offset printing
(iv)	Quantity	300 copies (Hindi)
(v)	Periodicity	Quarterly

e. 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 4-colour printing with matt lamination
(v)	Quantity	300 copies
(vi)	Periodicity	One Time

## 6. TIMEFRAME OF ASSIGNMENT

- Produce draft designs to the CERC for review and approval within 15 days from date of handing over the material for printing.
- Submit required copies of English and Hindi versions within 10 days after the approval of draft designs by CERC.
- For any delay after taking into account extension granted, if any, 1% penalty per week will be levied for 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)

An Earnest Money Deposit of Rs. 30,000/- 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 attached with the technical bid. The EMD is liable to be refunded after conclusion of the tendering process. No claim in regards to interest or liability will be entertained against EMD.

## 8. EVALUATION CRITERIA

- a. The format of application is at **Annexure-I** and **Annexure-II**
- b. The agency is required to submit four 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. Technical component will carry 70% weightage and Financial component 30% weightage.

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- d. 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:

<b>Technical Parameters</b>	<b>Weights</b>
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

- e. The minimum qualifying marks in the Technical Evaluation is 50% of the total score for technical component.
- f. Only those bidders, who qualify technically as per clause 8(f), would be considered for Financial Evaluation.
- g. **Weight for Financial parameters:** Proposal with the lowest cost will be given financial score of 100 and other proposals given financial scores that are inversely proportional to their prices.
- h. The total score will be obtained by weighting the Technical and Financial scores.
- i. Only the successful bidder would be communicated the award of the assignment.
- j. The right to reject any or all bids rests with the CERC without assigning any reason(s).

## **9. PAYMENT TERMS**

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

(i)	On delivery of Compendium of Regulations	-	40%
(ii)	On delivery of Annual Report of CERC 2013-14	-	30%
(iii)	On delivery of Report on Short-term Power Market in India : 2013-14	-	20%
(iv)	On delivery of Newsletter "SAUDAMNI" and Telephone Directory of CERC	-	10%

10. Bidder selected for job will be empanelled for two years.

**DETAILED TECHNICAL PROPOSAL**

**(Four (4) copies of the proposal to be submitted to Assistant Secretary, CERC)**

**I. GENERAL INFORMATION**

1. Title of the proposed assignment :
2. Name and Address of the Agency :
3. Name and Designation of the Key Person :
4. Contact address of the Key Person (e-mail/fax/telephone) :
5. Net worth/Turnover of the Agency :

**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. Facilities available for the proposed work in the applicant's agency :
5. 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) **Additional information (if any)**

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

**I. GENERAL INFORMATION**

1. Title of the proposed assignment :
2. Name and Address of the Agency :
3. Name and Designation of the Key Person :
4. Contact address of the Key Person :  
(e-mail/fax/telephone)
5. Net worth/Turnover of the Agency :
6. Certificate of authorization in case of combined bid of agencies should be attached.

**II. COST PROPOSED (Consolidated)**  
**Amount of cost proposed for**

<b>Components</b>	<b>Basis</b>	<b>Amount (Rs.)</b>
(i) Cost of Paper	(Please indicate detailed charges)	
(ii) Printing Charges		
(iii) Designing/Editing Charges		
(iv) Translation Charges (if required)		
(v) Misc./Others (if any)		
<b>TOTAL</b>		

Please specify separately:-

- (i) All applicable taxes.
- (ii) Cost of additional numbers of colour pages and black & white pages.

Signature of the Representative of the agency