

**CENTRAL ELECTRICITY REGULATORY COMMISSION**

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

No.13/3/2014-Reg. Aff.-AR(2013-14)/CERC

Dated, the July, 2014

Subject: Quotations invited for “Engagement of an agency for production of Annual Report of CERC”.

Sir

Central Electricity Regulatory Commission (CERC), statutory organization constituted under the Act of Parliament proposes to engage an agency for editing and production of Annual Report for the year 2013-14.

2. Sealed quotations are invited in the enclosed format from the reputed agencies for the above 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 ANNUAL REPORT OF CERC**”. The bids may be addressed to ‘**Assistant Secretary, CERC**’ so as to reach by 1500 hours on Friday, the 25<sup>th</sup> July, 2014. “**Technical**” bids will be opened by the Tender Opening Committee, CERC on Friday, the 25<sup>th</sup> July, 2014 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 EOI. The “**Financial**” bid of only technically qualified bidders will be opened.

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

**CENTRAL ELECTRICITY REGULATORY COMMISSION**

**Sub:- “Engagement of an agency for production of Annual Report 2013-14 of CERC”**

**1. INTRODUCTION**

As per man-date of Central Electricity Regulatory Commission (CERC), every year CERC publishes its Annual Report. Presently CERC is in the process of preparing its Annual Report for the year 2013-14. Therefore, CERC proposes to engage an agency for designing, editing and printing of Annual Report 2013-14.

**2. OBJECTIVE**

To produce an annual report within the prescribed time frame.

**3. ELIGIBILITY CRITERIA**

- 3.1 The agency should have professionals with minimum of 10 years of experience in designing and editing of reports.
- 3.2 The agency should have an experience of five years in printing professional reports/annual reports.

**4. SCOPE OF WORK**

The agency will be required to:

- 4.1 carry out editing (language and content) of **English** and **Hindi** versions of annual report;
- 4.2 design the cover page of the report and typesetting;
- 4.3 appropriately insert graphics and pictures;
- 4.4 print the report in terms of specification stated in 5 below;
- 4.5 produce draft designs to the CERC for review and approval;
- 4.6 translate annual report in Hindi, if required;
- 4.7 proof reading of English and Hindi versions of annual report;
- 4.8 print annual report both in English and Hindi language;
- 4.9 perform perfect binding

## *Notice Inviting Tender(NIT)- Annual Report 2013-14*

4.10 submit required copies of the annual report to the CERC within the prescribed time frame as stated in clause 6 below, and

4.11 submit an electronic format (.doc & pdf.) of the report to the CERC.

### **5. SPECIFICATIONS**

5.1 Quantity

**5.1.1. English version – 500 Nos.**

**5.1.2. Hindi version – 200 Nos.**

5.2 Size: A4 (8.5” x 10.5”)

5.3. Number of pages: Approx. 160 (+) or (-) 10 pages +4 (cover)

5.4. Paper type:

5.4.1. Cover – 300 GSM imported art card (Matt)  
(specimen of paper may be attached)

5.4.2. Inside – 130 GSM imported art card (Matt)  
(specimen of paper may be attached)

5.5. Photographs – 10-12 color photograph of normal size

5.6 Color – 20 pages + 4 cover pages in 4 (four) colors and remaining pages in 2 (two) colors  
(also quote rate per page color as well as black and white)

5.7. Lamination – Outer cover only

5.8. Binding – Perfect binding

5.9. Cost of additional pages – 4 colors and 2 colors.

### **6. TIME FRAME OF ASSIGNMENT**

6.1 Produce draft designs to the CERC for review and approval within 10 days from date of handing over the material for printing.

6.2 Submit required copies of English and Hindi versions within 7 days after the approval of draft designs by CERC

*Notice Inviting Tender(NIT)- Annual Report 2013-14*

**7. EMD**

An Earnest Money Deposit (EMD) of Rs.7,000/- (Seven Thousands only) 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.

**8. EVALUATION CRITERIA**

- 8.1. The format of application is at **Annexure-I** and **Annexure-II**.
- 8.2. The agency is required to submit four (4) 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.
- 8.3. Technical component will carry 70% weightage and Financial component 30% weightage.
- 8.4. 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 relevant 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

- 8.5. The minimum qualifying marks in the Technical Evaluation is 50% of the total score for technical component.

*Notice Inviting Tender(NIT)- Annual Report 2013-14*

- 8.6. Only those bidders, who qualify technically as per Clause 8.5, would be considered for Financial Evaluation.
- 8.7. **Weight for Financial parameters:** Proposal with the lowest cost will be given a financial score of 100 and other proposals given financial scores that are inversely proportional to their prices.
- 8.8. The total score will be obtained by weighting the Technical and Financial scores.
- 8.9. Only successful bidder would be communicated the award of the assignment.
- 8.10. The right to reject any or all bids rests with the CERC without assigning any reason.

**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 & Designation of the Key Person :
4. Contract address of the key person (email/fax/telephone) :
5. Net-worth/Turnover of the Agency :

**II TECHNICAL SPECIFICATIONS**

6.
  - i. Department(s) of the agency where the assignment will be carried out
  - ii. other Department(s), if any, which will collaborate in this assignment
7. Brief review of the state-of –art in the field.
8. Detailed specification for the assignment.
9. Facilities availed for the proposed work in the applicant’s agency.
10. Previous experience of the proposer in this or related field.
11. **Biographical sketch of the designing/Editing Team**
  - (i) Name
  - (ii) Designation
  - (iii) Date of Birth
  - (iv) Education and Experience

*Notice Inviting Tender(NIT)- Annual Report 2013-14*

**(a) Academic Qualification**

<b>Degree</b>	<b>University</b>	<b>Field(s)</b>	<b>Year</b>

**(b) Experience**

<b>Institution</b>	<b>Topic of work done</b>	<b>Period</b>

**(v) Additional information ( if any)**

**DETAILED FINANCIAL PROPOSAL**

**I. GENERAL INFORMATION:**

1. Title of the Proposed assignment :
2. Name and address of the Agency :
3. Name & Designation of the Key Person :
4. Contract address of the key person (email/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**

7. Amount of Cost proposed for:

Components	Basis	Amount (in Rs.)
(I) Printing Charges	(Please indicate detailed charges)	
(II) Designing/Editing Charges		
(III) Translation Charges, if required		
(IV) Misc./Others (if any)		
<b>Total</b>		

(Please specify the amount of taxes separately)

(RUPEES \_\_\_\_\_)

**Signature of the Representative of the Agency**