



संयुक्त विद्युत विनियामक आयोग
(गोवा राज्य और संघ राज्य क्षेत्र)
JOINT ELECTRICITY REGULATORY COMMISSION
(for State of Goa & Union Territories)

Ref. No. 8/2/2013-JERC / 149-159

Date: 03/05/2016

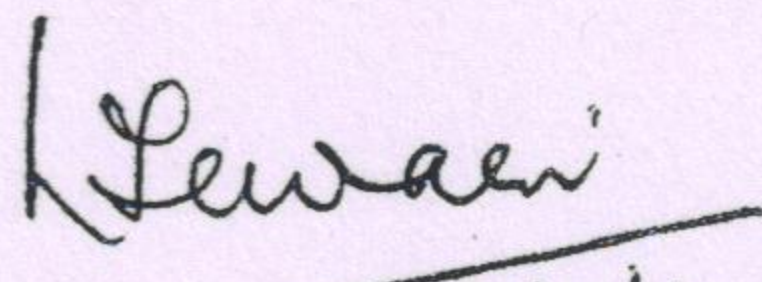
Sub: "Engagement of an Agency for printing of Annual Report-2015-16 & FY 2016-17 in Hindi and English Languages.

Joint Electricity Regulatory Commission(JERC), a statutory organization constituted under an Act of Parliament proposes to engage an agency for designing and printing of its Annual Report for FY 2015-16 to be printed this year and FY 2016-17 to be printed next year. If the work done is found satisfactory, the Contract can be extended for one year more. The Expression of Interest (EOI) for the proposed assignment including the format of the application is enclosed.

2. Sealed quotations are invited from reputed agencies for the aforesaid purpose. The envelope containing the quotations may be superscribed as "QUOTATION FOR "ENGAGEMENT OF AN AGENCY FOR PRINTING OF ANNUAL REPORT OF JERC". These bids may be addressed to Secretary, JERC so as to reach latest by 1500 hours on 27th May, 2016. The bids will be opened on the same day at 1530 hours.

A demand Draft of Rs. 10000/- (Rupees Ten Thousand Only) in favour of Secretary, Joint Electricity Regulatory Commission, Gurgaon is required as earnest money which will be returned to the unsuccessful bidders, after the finalization of the contract. The successful bidder will have to furnish the performance security of the prescribed amount. His EMD will be returned only after he furnishes the performance security.

Encl: As above.


(Keerti Tewari) 03/05/16
Secretary

JOINT ELECTRICITY REGULATORY COMMISSION (JERC)

EXPRESSION OF INTEREST (EOI)

“Engagement of an Agency for Printing of Annual Report of JERC for the FY 2015-16 & FY 2016-17” in both Hindi and English Languages

1. INTRODUCTION

As per the mandate of the Joint Electricity Regulatory Commission (JERC), every year an Annual Report containing the activities of the JERC undertaken during the year is to be published. Presently JERC is in the process of preparing its Annual Report for the FY 2015-16. Therefore, it is proposed to engage an agency for designing and printing of the Annual Report for the FY 2015-16 & FY 2016-17, which can be extended for one more year if the work done is found satisfactory.

2. OBJECTIVE

To produce an Annual Report within the prescribed time frame.

3. ELIGIBILITY CRITERIA

The agency should have minimum experience of 5 years in designing and printing professional reports / annual reports.

4. SCOPE OF WORK

The agency shall be required to:

- 4.1. Design the cover page of the report and typesetting;
- 4.2. Appropriately insert graphics and pictures;
- 4.3. Print the report in terms of specifications stated in Clause 5 below;
- 4.4. Produce draft designs to the JERC for review and approval;
- 4.5. Translate annual report in Hindi;
- 4.6. Proof read the English and Hindi versions of Annual Report;
- 4.7. Print the Annual Report both in English and Hindi languages;
- 4.8. Perform perfect binding; and,
- 4.9. Submit required copies of the Annual Report to the JERC within the prescribed time frame as stated in clause 6 below.

5. SPECIFICATIONS

5.1 Quantity:	300 Nos Bilingual
5.2 Number of pages	Approx. 30 Hindi + 30 English + Cover
5.3 Size	A-4 (8.5" x 10.5")
5.4 Paper Type Cover	Gloss-300 GSM imported art card (Matt) (Specimen of paper may be attached)
5.4.1 Paper Type Inside	Gloss, 130 GSM, imported art card (Matt) (Specimen of paper may be attached)
5.4.2 Photographs	10-12 Color photographs
5.5 Lamination	Outer cover only
5.6 Binding	Perfect binding
5.7 Printing	4/5 Color work
5.8 CD/ Pen drive	5 set of CDs containing the complete Annual report material in English and Hindi to be provided both in Microsoft word version and PDF version
5.9 Freight & Cartage	No separate freight and cartage is payable

If the number of pages of the report exceeds or are short of the said number of pages mentioned above, the payment would be made on pro-rata basis.

6. TIME FRAME OF ASSIGNMENT

- 6.1. Produce draft designs to the JERC for review and approval within 20 days from the date of signing of the agreement and supply of the material by the Commission
- 6.2. Submit required copies of the report within 10 days of the approval of the draft designs by the JERC.

8. RECOVERY ON ACCOUNT OF

- i. Delay in delivery– if the delivery of the printed Annual Report is delayed beyond the scheduled time of delivery, then recovery @ ¼% of the contract value per week and part thereof, subject to a maximum of 5% shall be made.
- ii. Lapse in proof reading–In case of lapse in proof reading, recovery upto 10% of the contract value shall be made depending upon the extent of lapse in the proof reading.

ANNEXURE- I

DETAILED TECHNICAL PROPOSAL FOR PRINTING OF ANNUAL REPORT FOR THE FY 2015-16 AND FY 2016-17

I GENERAL INFORMATION:

1. Name and address of the Agency :
2. Name and Designation of the Key Person :
3. Contact address of the Key Person :
E-mail / fax / telephone) :
4. Net-worth / Turnover of the Agency :

II OTHER INFORMATION:

5. Department / (s) of the agency where the assignment shall be carried out
Other department / (s), if any, which shall collaborate in this assignment
6. Brief review of the state-of-art technology utilized in this field.
7. Detailed specifications for the assignment.
8. Facilities available for executing the proposed work by the agency.
9. Previous experience of the Agency in this or related field.
10. Biographical sketch of the designing / Editing Team
 - (i) Name:
 - (ii) Designation:
 - (iii) Date of Birth:
 - (iv) Education and Experience:

(a) Academic Qualifications

Degree	University	Field(s)	Year

(b) Experience

Institution	Topic of work done	Period

(v) Additional Information if Any

Signature of the Proprietor of the Agency

ANNEXURE – II

DETAILED FINANCIAL PROPOSAL FOR PRINTING OF ANNUAL REPORT FOR THE FY 2015-16 AND FY 2016-17

I GENERAL INFORMATION:

1. Name and address of the Agency:
2. Name & Designation of the Key Person:
3. Contact address of the Key Person:
(E-mail / fax / telephone)
4. Net-worth / Turnover of the Agency:

II COST PROPOSED

5. The proposed cost for the job shall be

Components	FY 2015-16	FY 2016-17	Total Amount (in Rs.)
I Printing / Binding Charges			
II Designing / Editing Charges			
III Translation Charges			
IV Misc. / Others (if any)			
Total			

6. Certificate of Authorization in case of combined bid of agencies should be attached.

Signature of the Owner of the Agency.