



JOINT ELECTRICITY REGULATORY COMMISSION
 (For the State of Goa and Union Territories)
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Ref. No. 8/2/2013-JERC

Date: 27th May, 2014


Sub: "Engagement of an Agency for printing of Annual Report-2013-14 & FY 2014-15.

Joint Electricity Regulatory Commission (JERC), a statutory organization constituted under an Act of Parliament proposes to engage an agency for designing and printing of Annual Report 2013-14 & FY 2014-15 (to be printed in the year 2015-16), which can be extended for one year more if the work done is found satisfactory. The expression of Interest (EOI) for the proposed assignment including format of application are enclosed.

2. Sealed quotations are invited from the 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 23rd June, 2014. The bids will be opened on same day at 1530 hours.

Demand Draft of Rs. 7000/- (Rupees Seven Thousand Only) in favor of Secretary, Joint Electricity regulatory Commission, Gurgaon is required as earnest money, which will be returned to the unsuccessful bidders, after the finalization the contract. The successful bidders 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.


 (Anish Garg)
 Secretary

JOINT ELECTRICITY REGULATORY COMMISSION (JERC)
EXPRESSION OF INTEREST (EOI)

“Engagement of an agency for printing of Annual Report – 2013-14 & FY 2014-15 of JERC”

1. INTRODUCTION

As per mandate of Joint Electricity Regulatory Commission (JERC), every year JERC publishes its Annual Report. Presently JERC is in the process of preparing its Annual Report for the year 2013-14. Therefore, JERC proposes to engage an agency for designing and printing of Annual Report 2013-14 & FY 2014-15, which can be extended for one year if the work done found satisfactory.

2. OBJECTIVE

To produce an annual report within the prescribed timeframe.

3. ELIGIBILITY CRITERIA

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

4. SCOPE OF WORK

The agency will 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 specification 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 reading of English and Hindi versions of annual report;
- 4.7. print annual report both in English and Hindi languages;
- 4.8. perform perfect binding,
- 4.9. submit required copies of the annual report to the JERC within the prescribed timeframe as stated in clause 6 below, and

ANNEXURE- I/

DETAILED PROPOSAL FOR PRINTING OF ANNUAL REPORT FOR 2013-14 & FY 2014-15

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 OTHER 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 available 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

5. SPECIFICATIONS

5.1 Quantity:	300 Nos Bilingual
5.2 Number of pages	A4 (8.5" X 10.5")
5.3 Size	Approx. 30 Hindi + 30 English + Cover
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 short of said number of pages mentioned above, the payment would be made on pro-rata basis.

6. TIMEFRAME OF ASSIGNMENT

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

8. RECOVERY ON ACCOUNT OF

- i. Delay in delivery – if the delivery of printed Annual Report is delayed beyond the scheduled 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 proof reading.

(a) Academic Qualifications

Degree	University	Field(s)	Year

(b) Experience

Institution	Topic of work done	Period

(v) Additional information (if any)

DETAILED FINANCIAL PROPOSAL**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 :
5. Certificate of authorization in case of combined bid of agencies should be attached.

II COST PROPOSED

7. Amount of Cost proposed for:

Components	Amount (in Rs.)
I Printing Charges	
II Designing / Editing Charges	
III Translation Charges	
IV Misc. / Others (if any)	

Signature of the Representative of the agency.