

JOINT ELECTRICITY REGULATORY COMMISSION
(For the State of Goa and Union Territories)
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Udyog Vihar, Phase V, Gurgaon (Haryana)
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Ref. No. 8/2/2012-JERC

date: 16th April, 2012

Sub: “Engagement of an Agency for production of Annual Report (2011-12)

Joint Electricity Regulatory Commission (JERC), a statutory organization constituted under an Act of Parliament proposes to engage an agency for editing and production of Annual Report 2011-12. 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 PRODUCTION OF ANNUAL REPORT OF JERC”**. These bids may be addressed to **Secretary, JERC** so as to reach latest by 1100 hours on 7th May, 2012. The bids will be opened by the Tender Opening Committee the same day at 1130 hours. Bidders may send their authorized representative to witness the tender opening.

Encl: As above.

Yours faithfully,

Sd/-
(R.K.Malik)
Secretary

JOINT ELECTRICITY REGULATORY COMMISSION (JERC)

EXPRESSION OF INTEREST (EOI)

“Engagement of an agency for production of Annual Report – 2011-12 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 2011-12. Therefore, JERC proposes to engage an agency for designing, editing and printing of Annual Report 2011-12.

2. OBJECTIVE

To produce an annual report within the prescribed timeframe.

3. ELIGIBILITY CRITERIA

3.1. The agency should have professionals with minimum 10 years of experience in design and editing of reports.

3.2. 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:

- 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 Clause 5 below;
- 4.5. produce draft designs to the JERC for review and approval;
- 4.6. translate annual report in Hindi;
- 4.7. proof reading of English and Hindi versions of annual report;
- 4.8. print annual report both in English and Hindi languages;

- 4.9. perform perfect binding,
- 4.10. submit required copies of the annual report to the JERC within the prescribed timeframe as stated in clause 6 below, and
- 4.11. submit an electronic format (.doc) of the report to the JERC.

5. SPECIFICATIONS

- 5.1. Quantity:
 - 5.1.1. Bilingual version – 400 Nos
- 5.2. Size: A4(8.5” x 10.5”)
- 5.3. Number of pages: Approx. 25+25 (cover)
- 5.4. Paper type:
 - 5.4.1. Cover- Gloss, 300 GSM imported art card (Matt)
(Specimen of paper may be attached)
 - 5.4.2. Inside – Gloss, 130 GSM imported art card (Matt)
(specimen of paper may be attached)
- 5.5. Photographs- 5 color photograph of normal size
- 5.6. Lamination – Outer cover only
- 5.7. Binding – Perfect binding
- 5.8. Cost of additional pages – colours/ Black & white

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.

7. EVALUATION CRITERIA

- 7.1. The format of application is at Annexure-I and Annexure-II.
- 7.2. The agency is required to submit two (2) copies of bids (each of which will be treated as original) , duly sealed in an envelope.
- 7.3. The bids of the eligible bidders as per Clause 3 will be scrutinized by an Evaluation Committee.
- 7.4. The Proposal with the lowest cost from eligible bidder as per criteria stated at **para 3** under “**Eligibility Criteria**”will be selected for award of order.

8. RECOVERY ON ACCOUNT OF

- i. Delay in delivery – if the delivery of printed Annual Report is delayed beyond the scheduled delivery, then recovery @ $\frac{1}{4}$ % 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.

/ ANNEXURE- I /

DETAILED PROPOSAL

[Two (2) copies of the proposal to be submitted to the Secretary, JERC]

I GENERAL INFORMATION:

1. Title of the Proposed assignment :
2. Name and address of the Agency :
3. Name & Designation of the Key Person :
4. Contact address of the Key Person :
(e-mail/fax/telephone)
5. 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

(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. Title of the Proposed assignment :
2. Name and address of the Agency :
3. Name & 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

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		
(IV)Misc./Others (if any)		
<i>Total</i>		

(Please specify the amount of taxes separately)

(RUPEES _____)

Signature of the Representative of the agency.