



**संयुक्त विद्युत विनियामक आयोग**  
(गोवा राज्य और संघ राज्य क्षेत्र)  
**JOINT ELECTRICITY REGULATORY COMMISSION**  
(For the State of Goa and Union territories)

Ref. No. 8/4/2018-JERC

Date: 30.01.2019

**Sub: "Limited Tender Enquiry for printing of Annual Report of JERC for FY 2017-18"**

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 for FY 2017-18. The expression of Interest (EOI) for the proposed assignment including format of application is **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 PRINTING OF ANNUAL REPORT OF JERC"**. These bids may be addressed to **Secretary, JERC** so as to reach latest by **1500 hours on 07/02/2019**. **The bids will be opened on same day at 1530 hours.**

Demand Draft of Rs 5,000/- (Rupees Five 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 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.

*Rakmar*  
(Rakesh Kumar) 30/01/2019 -  
Secretary

**JOINT ELECTRICITY REGULATORY COMMISSION (JERC)**

**EXPRESSION OF INTEREST (EOI)**

**“Printing of Annual Report for FY 2017-18” in both Hindi and English Languages**

**1. INTRODUCTION**

As per mandate of 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 year 2017-18. Therefore it is proposed to engage an agency for designing and printing of Annual Report for the FY 2017-18.

**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 time frame as stated in clause 6 below, and

## 5. SPECIFICATIONS

5.1 Quantity:	100 Nos Bilingual
5.2 Number of pages	Approx. 30 Hindi + 30 English + Cover
5.3 Size	A4 (8.5" X 10.5")
5.4 Paper Type Cover	Gloss-300 GSM imported art card (Matt) (Specimen of paper may be attached)
5.5 Paper Type Inside	Gloss, 130 GSM, imported art card (Matt) (Specimen of paper may be attached)
5.6 Photographs	10-12 Color photographs
5.7 Lamination	Outer cover only
5.8 Binding	Perfect binding
5.9 Printing	4/5 Color work
5.10 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
5.11 Freight & Cartage	No separate freight and cartage is payable
5.12 Printing methodology	Digital/Offset Printing

**If the number of pages of the report exceeds or short of said number of pages mentioned above, the payment would we made on pro-data basis.**

## 6. TIME FRAME OF ASSIGNMENT

- 6.1. Produce draft designs to the JERC for review and approval within 7 days from date of signing of agreement and giving raw material by the Commission
- 6.2. Submit required copies of the report within 7 days after the approval of draft designs by JERC.

## 7. 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.

**DETAILED TECHNICAL PROPOSAL FOR PRINTING OF ANNUAL REPORT FOR 2017-18**

**1. 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 :

**2. OTHER SPECIFICATIONS:**

5. Department(s) of the agency where the assignment will be carried out,  
Other department(s), if any, which will collaborate in this assignment
6. Brief review of the state-of-art technology utilized in this field :
7. Detailed specification for the assignment :
9. Facilities available for the proposed work by the agency:
10. Previous experience of the Agency 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)**

**(Signature of the Proprietor of the Agency)**

**DETAILED FINANCIAL PROPOSAL FOR PRINTING OF ANNUAL REPORT FOR THE  
FY 2017-18**

**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

<b>Components</b>	<b>Amount (in Rs.)</b>
I. Designing / Editing Charges	
II. Translation Charges	
III. Misc. / Others (if any)	
IV. Digital Printing Charges (Quote separately)	
V. Offset Printing Charges (Quote separately)	

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

**Signature of the Proprietor of the agency**