



## FORUM OF REGULATORS (FOR)

C/o: Central Electricity Regulatory Commission  
1<sup>st</sup> Floor, Chanderlok Building, 36, Janpath, New Delhi – 110 001  
Tel : 23353503, Extn. 223/100 Fax : 23753920

'FOR' invites sealed quotations for "Engagement of an agency for printing the Annual Reports of Forum of Regulators" by **16.08.2017** upto 1500 Hrs.. Detailed Terms of Reference (ToR) are available on the website of "FOR" i.e. [www.forumofregulators.gov.in](http://www.forumofregulators.gov.in)

Assistant Secretary, FOR

**FORUM OF REGULATORS (FOR)**  
C/o. CENTRAL ELECTRICITY REGULATORY COMMISSION (CERC)  
3rd & 4th Floor, Chanderlok Building, 36, Janpath, New Delhi 110 001

**“ENGAGEMENT OF AN AGENCY FOR PRINTING THE ANNUAL REPORTS OF THE  
FORUM OF REGULATORS”**

No. 19/1/2017-Prtg. Reports/FOR/CERC Vol. II

Dated: 27.07-2017

**TERMS OF REFERENCE (ToR)**

**1. BACKGROUND:**

- 1.1 The Forum of Regulators (FOR) has been constituted by the Government of India under Section 166 (2) of the Electricity Act, 2003. The Forum consists of Chairperson of the Central Electricity Regulatory Commission and the Chairpersons of the State Electricity Regulatory Commissions and Joint Electricity Regulatory Commissions. The Chairperson of the Central Electricity Regulatory Commission (CERC) is the Chairperson of the Forum of Regulators and secretarial assistance to the Forum is provided by CERC. The Forum is responsible for harmonization, coordination and ensuring uniformity of approach amongst the Electricity Regulatory Commissions across the country, in order to protect the interest of consumers and promotion of efficiency, economy and competition in the electricity sector.
- 1.2 Ministry of Power has directed that the annual reports of FOR needs to be laid in the Parliament. Therefore, it has been decided to publish the annual reports. FOR now proposes to engage an agency for designing, editing and printing of Annual Reports of FOR.

**2. OBJECTIVE**

To produce publications of Annual Report of the Forum of Regulators .

**3. ELIGIBILITY CRITERIA**

The agency should have an experience of minimum 5 years in printing professional reports. The same should be supported by documents with details of yearly turnover of the agency, valid PAN/TAN and requisite registration.

**4. SCOPE OF WORK**

The agency will be required to:

- a. design the cover page of the reports and typesetting;
- b. carry out editing of the said documents as per requirements of FOR;
- c. print the publications in terms of specification stated below;
- d. produce draft designs to the FOR for review and approval;

- e. submit proof reading of English and Hindi version of the publication;
- f. print both in English and Hindi language;
- g. perform perfect binding;
- h. submit required copies of each publication to the FOR Secretariat within the prescribed time frame as stated in clause below, and;
- i. submit an electronic format in (.pdf) and (.doc.) of the publications to FOR.

## 5. VOLUME AND SPECIFICATIONS:

### **(i) For Annual Report for year 2012-13 to 2014-15**

#### **(a) Volume**

FOR seeks the quotes for printing of Annual Reports for the year 2012-13, 2013-14, 2014-15, 125 copies each in English consisting of 125(approx) pages per book and 65 copies each in Hindi consisting of 100(approx) pages per book with  $\pm 10\%$  variations.

#### **(b) Specification**

<b>S. No.</b>	<b>Particulars</b>	<b>Description</b>
(i)	Size	A4 (8.5" x 10.5")
(ii)	No. of Text pages	125 (exclusive of 4 cover pages) Actual number of pages may vary $\pm 10\%$ (after proofing)
(iii)	Paper	Inside – 130 GSM imported art paper (matt) Cover – 300 GSM imported art paper (matt) with lamination
(iv)	Text	Black colour offset printing
(v)	Photographs	Minimum 10 photographs
(vi)	No. of inside pages (in Two colours) on 130 GSM imported art paper (matt)]	80% pages
(vii)	No. of inside colour pages (in Four colour offset) on 130 GSM imported art paper (matt)	20% pages
(viii)	Binding	Perfect binding
(ix)	Quantity (No. of copies)	125 copies of English report and 65 copies of Hindi report
(x)	Periodicity	As and when required

**Note: The charges for additional pages after allowing  $\pm 10\%$  will be paid as per specification given in the financial proposal.**

**(ii) Annual Report from 2015-16 onwards:** The specification will be as per clause 5(b) above

## 6. TIMEFRAME OF ASSIGNMENT

- 6.1. FOR will hand over the relevant material of Annual Reports in word / (.pdf) format. The agency will produce draft designs to the FOR for review and approval within 7days from the date of handing over the material. The printer would be responsible for converting the PDF files into required formats for completion of the job.

- 6.2. Submit required copies within 7 days after the approval of draft designs by FOR.
- 6.3. For any delay after taking into account extension granted, if any, 1% penalty per week will be levied for value of work executed after due date of completion of work, subject to ceiling limit of 10% of the contracted amount.

**7. PERFORMANCE SECURITY:**

Selected vendor will deposit 10% of the bid amount in the form of Demand Draft or Banker’s Cheque drawn in favour of FORUM OF REGULATORS (FOR) payable at New Delhi. The Performance Security will be refunded after conclusion of the assignment period. No claim with regard to interest or liability will be entertained against this amount.

**8. WHETHER BLACKLISTED**

The bidder shall submit an undertaking in support of the claim that they have not been blacklisted during the last five years by any organization/Government Department.

**9. APPLICATION AND BID EVALUATION CRITERIA**

- 9.1. The format of application is at Annexure-I and Annexure-II
- 9.2. The bidder is required to submit two (2) copies of bids for Technical offer and one copy of financial offer, duly sealed in separate envelopes.
- 9.3. 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>Score</b>
The Agency’s relevant experience for the assignment	3
Facilities available with the agency	3
The qualifications and experience of the designing/editing staff proposed	4
<b>Total Technical score</b>	<b>10</b>

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

- 9.5 Only those bidders, who qualify technically as per clause 9.3 would be considered for Financial Evaluation.
- 9.6 **Score 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.
- 9.7 The total score will be obtained by adding the Technical and Financial scores.
- 9.8 Only successful bidder would be communicated the award of the assignment.
- 9.9 Bidders need to submit a sample of the paper quality and that of the binding as per requirements specified in the ToR.
- 9.10 The selected bidder will be engaged initially for one year. However, the competent authority in FOR, may at the discretion, allow extension of the tenure of contract, up to two spells of one year each subject to satisfactory performance of the firm.
- 9.11 **Earnest Money Deposit (EMD)** - An Earnest Money Deposit of Rs. 50,000/- in the form of Demand Draft or Banker's Cheque drawn in favour of Forum of Regulators payable at New Delhi is required to be submitted in a separate envelope. The EMD will to be refunded to the unsuccessful bidders after conclusion of the tendering process. No claim in regard to interest or liability will be entertained against EMD. EMD of successful bidder shall be adjusted in the Performance Security money to be deposited by the vendor on award of assignment.

## **10. PAYMENT TERMS**

Payment will be done on satisfactory completion of the work and as per agreement of the assignment.

## **11. General Terms and Conditions:-**

- (a) The firm / agency shall not appoint any sub-contract for any of the work under any circumstances.
- (b) In the event of any ambiguity during examination, evaluation and comparison of bids, FOR may at its discretion ask the bidders for clarification. The clarification and response of the bidder to any queries that may be raised by FOR shall be in writing and shall have to be furnished within the time frame as may be stipulated by the FOR.
- (c) The successful bidder will have to strictly adhere to the delivery schedule, specifications and other terms and conditions relating thereto, failing which FOR may get the work completed at the risk and cost of the bidder. Further, in such circumstances, FOR reserves the right to cancel the supply order and forfeit the Performance Security and may also impose the penalty as may be required.
- (d) The right to reject any or all the bids rests with the FOR without assigning any reason or what so ever.

- (e) The bid received after due date shall not be entertained.
- (f) The bidder should submit three envelopes separately in respect of following-:
  - i) Technical Bid
  - ii) Financial Bid
  - iii) Earnest Money Deposit
- (g) All the above three envelopes are to be kept in the single outer envelope clearly marked as **“Quotation for engagement of an agency for printing the Annual Reports of FOR”**.
- (h) The bids may be addressed to **Assistant Secretary, FOR**, so as to reach by **15.00 hrs** on **16<sup>th</sup> August, 2017**. The “Technical” bids will be opened by the Tender Opening Committee, and date of tender opening will be intimated to the bidders. Bidders may send their authorized representatives. The address for submission of the proposal and seeking clarifications is given below:

**The Assistant Secretary**  
**Forum of Regulators (FOR)**  
**Sectt. Central Electricity Regulatory Commission**  
**1st Floor, Chanderlok Building,**  
**36, Janpath, New Delhi –110 001**  
**Ph: 91-11-23353503 Fax: 91-11-23753920**

**DETAILED TECHNICAL PROPOSAL**

**Two (2) copies** of the proposal to be submitted to Assistant Secretary, FOR.

**I. GENERAL INFORMATION:**

01. Title of the proposed assignment:
  
02. Name and address of the Agency:
  
03. Name & Designation of the Key Person:
  
04. Contact address of the Key Person:  
(e-mail address; Telephone no.;  
Mobile no. fax no. etc.)
  
05. Total experience of the firm (years) :
  
06. Net-worth/Turnover of the Agency:
  
07. PAN No. of the Agency:

Signature of the Representative of the agency

**II. TECHNICAL SPECIFICATIONS:**

- 01. Department(s) of the agency where the work will be carried out :
- 02. Other department(s), if any, which will collaborate in this assignment :
- 03. Brief review of the state-of-art in the field :
- 04. Detailed specification for the assignment :
- 05. Facilities available for the proposed work in the applicant's agency :
- 06. Previous experience of the applicant in this or related field :
- 07. Biographical sketch of the Team :

(i) Name:

(ii) Designation:

(iii) Date of Birth:

(iv) Education and Experience:

**(a) Academic Qualifications:**

<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):

(vi) Copies of work orders of previous assignments, PAN/TAN, Registration Certificate etc.

Signature of the Representative of the agency

**DETAILED FINANCIAL PROPOSAL**  
(To be submitted separately in a sealed cover)

**I. GENERAL INFORMATION**

1. Title of the proposed assignment :
2. Name and Address of the Agency :
3. Name and Designation of the Key Person :
4. Contact address of the Key Person :  
(email/fax/telephone)
5. Total experience of the firm ( years) :
6. Net worth/Turnover of the Agency :
7. Certificate of authorization in case of combined bid of agencies should be attached

**II. COST PROPOSED**

**For FOR Annual Reports - copies as per specification in Clause 5**

**(a) Amount of cost proposed for**

Components	Approx. Basis ( indicate detailed charges against each component	Amount (Rs.)
(i) Cost of Paper		
(ii) Printing Charges		
(iii) Designing/editing charges		
(iv) Misc./Other charges		
Total (exclusive of all taxes)		

**NOTE: No charges would be payable/deducted for variation in number of pages upto 10% (i.e. 112 to 137). Therefore, the extra charges/deduction would be calculated with reference to 125 pages.**

**(b) Please specify separately:-**

- (i) All applicable taxes:

(ii) Per page cost of additional (+/-) number of Four Colour page

(iii) Per page cost of additional (+/-) number of Two Colour page

Dated:

Signature :

Name of the  
key person:

Designation:

Stamp:

**DECLARATION REGARDING BLACKLISTING/PAST PERFORMANCE**

**To,  
The Assistant Secretary,  
Forum of Regulators,  
Sectt: Central Electricity Regulatory Commission,  
First Floor, Chanderlok Building,  
36, Janpath,  
New Delhi – 110 001.**

Sir,

I have gone through the Terms and Conditions contained in the Tender Document regarding various publications of FOR .

2. I hereby declare that my company/firm has not been debarred/black listed by any reputed Government/Semi Government organizations for quality/ service products within the last five years nor is there any pending dispute regarding short shipment/ installation/service.
3. I further certify that I am an authorized signatory of my company/firm and am, therefore, competent to make this declaration.

Yours sincerely,

Name:

Designation:

Company/firm:

Address: