



ASSAM ELECTRICITY REGULATORY COMMISSION

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No. AERC. 8/2002/B/01

Dated Guwahati the 23rd February, 2018

NOTICE INVITING TENDER FOR PRINTING VARIOUS BOOKS ETC. OF AERC (NIT NO. 2/ 2018)

The Assam Electricity Regulatory Commission (AERC) proposes to engage a printing firm for printing various books etc. for the FY 2018-2019, 2019-2020 and 2020-2021 in English and Assamese.

Sealed Quotations affixing non-refundable court fee of Rs. 8.25 are invited from Government approved Printing Firms in the enclosed formats for the above purpose. The bidder should submit three sealed envelopes separately in respect of (i) Technical Bid, (ii) Financial Bid and (iii) Earnest Money Deposit. All the three envelopes are to be kept in a sealed single outer envelope clearly marked on top as:

“QUOTATION FOR PRINTING VARIOUS BOOKS ETC. OF AERC”.

The bids should be addressed to **The Secretary, AERC** so as to reach by 2.00 pm on Monday, **19th March, 2018**. **“Technical”** bids will be opened on the same day at 3.00 pm. Bidders or their representatives duly authorized may be present at the time of opening of the tenders, if they so desire. It may kindly be noted that the proposal would be evaluated by the Committee to be constituted by AERC. The **“Financial”** bids of only technically qualified bidders will be opened.

For any information/clarification, the undersigned may be contacted in the Commission's office on any working day with prior appointment. No information/ clarifications after closure of last date of receipt of quotations would be entertained.

The Commission reserves the right to accept or reject the Quotations without assigning any reason thereof.

Sd/-
Secretary,
Assam Electricity Regulatory Commission

No. AERC. 8/2002/B/01

Dated Guwahati the 23rd February, 2018

Copy to:

Office Notice Board & Website for information of all concerned.

Sd/-
Secretary,
Assam Electricity Regulatory Commission

TENDER TERMS AND CONDITIONS

A. TECHNICAL BID

1) Eligibility Criteria:

- i. The bidder should have the following qualifications for bidding:
 - a) Bidder must be a registered “A” Category printing press with the Department of Printing & Stationery, Government of Assam.
 - b) A valid trade License
 - c) A valid GST registration certificate.
 - d) Annual turnover of at least Rs 50 lakhs per year for the last three years
 - e) The bidder has not been blacklisted during the last five years by any organization/ Government Department.
- ii. Failure to fulfill any of the above criteria shall lead to cancellation of the bid.
- iii. The Tender Form – annexed as PART–A - should be duly filled up and submitted along with the technical bid.

2) Scope of Work:

- i) The bidder shall be fully responsible for designing, printing, binding and supply of the printing order as assigned time to time.
- ii) Text against each printing order will be provided by the Commission in English language in electronic format (PDF/ Word Document). The text would be required to be formatted and indexed by the successful bidder and the same shall be approved by the Commission before printing.
- iii) Samples of paper (Cover and Inner) as per our specifications mentioned below are to be provided along with the quotation.
- iv) Printing must be in A4 size of J. K. Copier paper.
- v) Cover page must be of multicolor 300 GSM Art Board paper with mat lamination.

3) Evaluation Criteria

- i) The bids of the eligible bidders shall be scrutinized by an Evaluation Committee and their technical performance will be evaluated based on the following criteria:

Technical Parameters	Marks assigned
The Firm’s relevant experience for the assignment	30
Facilities available with the bidder	30
The qualifications and experience of the designing/editing staff proposed	40
Total	100

- ii) The minimum qualifying mark in the Technical Evaluation is 60.
- iii) Only those bidders, who shall qualify technically as per Clause 3(ii) would be considered for Financial Evaluation.

- iv) The date and time for opening the financial bids shall be intimated to the technically qualified bidders in due course.

B. FINANCIAL BID

- i) The number of typed text pages of the printing order may increase or decrease. Therefore, the agency should quote the rate for printing on per page basis.
- ii) The rates quoted should cover all types of charges for designing, printing and binding of the Printing order as in PART -B. No request for extra payment on account of increase in prices on whatever account shall be entertained.
- iii) The rates should have a validity for the 3 (Three) financial years i.e. FY 2018-2019, 2019-2020 and 2020-2021

C. OTHER CONDITIONS

- i) No advance payment will be made for the job. Payment will be made after completion of the total job to the satisfaction of the Commission and receiving all the materials along with the bills.
- ii) The Commission reserves the right to reject or accept any or all tender(s) without assigning any reason thereof.
- iii) Tenders received after due date and time will not be considered.
- iv) Any modification in offer after opening of tenders will not be entertained.
- v) Only the successful bidder would be communicated the award of the assignment.
- vi) In the event of any ambiguity during examination, evaluation and comparison of bids, AERC may at its discretion ask the bidders for clarification. The clarification and response of the bidder to any queries that may be raised by AERC shall be in writing and shall have to be furnished within the time frame as may be stipulated by the AERC.
- vii) The printing of the Printing order should be exactly as per approved design and as per specifications mentioned in this tender notice.
- viii) The decision of the Commission with regard to selection of the firm will be final and binding and no communication in this regard will be entertained.
- ix) The work completed in all respects should be delivered to the Commission within 20 days from the date of handing over the material for printing. The final draft shall be submitted within 15 days to the Commission for checking by the officials and approval of the Commission.
- x) The successful bidder should submit an electronic format (.doc & .pdf) of the printing order to AERC.
- xi) The bidder must authorize a person to co-ordinate the activities related to the work order with the Commission.
- xii) In case of any dispute or differences, breach & violation relating to the terms of the Agreement, the said matter or dispute, difference shall be referred to the sole arbitration of the Commission or any person appointed by the Commission. The award of the arbitrator shall be final and binding on both the parties.

DETAILED TECHNICAL PROPOSAL

1	Name of the Bidder (In block letters)	:
2:	Status of Bidder (Sole proprietor / Partnership firm/ Private Company/ Others)	:
3	Date of establishment /incorporation	:
4.	Address & Telephone No, e-mail ID of the Bidder	:
5.	Full residential address of the authorized person with Mobile No. & E-mail	:
6.	Trade Licence Number (Attach attested copy)	:
7.	PAN No. (Attach Attested Copy)	:
8.	Annual turnover of last three years (Attach Attested Copy)	:
9.	GST Registration Number(Attach Attested Copy of Certificate)	:
10.	Registration Number with the Directorate of Printing and Stationary, Govt. of Assam. (Attach Attested Copy)	:
11.	Details of Earnest money deposit *	: Rs 10000/-
	Demand Draft No. & Date	:
	Name of Issuing Bank	:
12.	Information regarding previous experience in similar / related type of works (Attach separate sheets as space provided is insufficient and also proof of experience)	:
13.	Information regarding facilities available with the Bidder for the proposed work in the applicant's Firm (Attach separate sheet)	:
14.	Information regarding qualifications/ experience of the designing / editing staff proposed for the assignment. (Attach separate sheet)	:
15.	Additional information (if any):	:

* The Earnest Money Deposit (EMD) is to be submitted separately in a sealed envelope. EMD of Rs 10,000/- (Rupees Ten Thousand only) by Demand Draft should be submitted in favour of Secretary, Assam Electricity Regulatory Commission payable at Guwahati. The EMD is liable to be refunded to the unsuccessful bidders after conclusion of the tendering process. No claim in regard to interest will be entertained against EMD. EMD of successful bidder shall be kept as security deposit.

Note: i) Non submission of the required documentary evidences would lead to disqualification of the bid.

- ii) Declaration Statement in support of the claim that he/she has not been blacklisted during the last five years by any organizations/ Government Departments is to be submitted along with the technical bid. (A sample Statement is enclosed with these bid documents)

I _____ Son /daughter of _____
_____ Proprietor/ Partner/ Director/ authorized signatory of the agency/ firm/
company, mentioned above, am competent to sign this declaration and execute this tender
document. I have carefully read the tender document and have understood all terms and
conditions of the tender and undertake to abide by them. The information/ documents
furnished along with this tender form are true and authentic to the best of my knowledge and
belief.

Date

Place:

Signature & Seal

DETAILED FINANCIAL PROPOSAL

(To be submitted separately in a sealed cover)

(I) GENERAL INFORMATION

- 1.Name and Address of the Firm/ Company :
- 2.Name and Designation of the contact Person :
- 3.Address of the contact Person :
(e-mail /fax/ telephone/ mobile)

(II) COST PROPOSED

	<u>English</u>		<u>Assamese</u>	
	Rate per page (Rs.)		Rate per page (Rs.)	
	Black and white printing	Colour printing	Black and white printing	Colour printing
White pages — —				
Blue pages — —				
Yellow pages — —				
Color Glossy — —				
	Rate per copy(Rs.)			
Hard Binding				
Soft binding				
Xerox per page				

All rates must be quoted as per the above format **excluding taxes/GST.**

(V) Additional information (if any):-

Signature of the Representative of the Firm/ Company with seal

DECLARATION REGARDING BLACKLISTING /PAST PERFORMANCE

To,

The Secretary,

Assam Electricity Regulatory Commission,
ASEB Campus, Dwarandhar,
Sixmile,
Guwahati - 781 022.

Sir,

I have gone through the Terms and Conditions contained in the Tender Document.

2. I hereby declare that my 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/ 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: _____