



## ASSAM ELECTRICITY REGULATORY COMMISSION

A.S.E.B. Campus, Dwarandhar,  
G. S. Road, Sixth Mile, Guwahati - 781 022  
e-mail : [aerc\\_ghy@hotmail.com](mailto:aerc_ghy@hotmail.com) Phone : (0361) 2234442

### SHORT TENDER NOTICE FOR DESIGNING, TRANSLATING & PRINTING THE BOOKLET ON "CHARTER OF SERVICES FOR ELECTRICITY CONSUMERS' FOR AERC.

(NIT NO. 8/2015)

Sealed tenders are invited from creative agencies for designing, printing and translating into Assamese from English the Booklet titled "Charter of services for electricity consumers" (hereinafter referred to as the booklet). The tenders should be submitted in two parts comprising of technical and financial bids separately in sealed cover and addressed to the Secretary, AERC.

The last date and time of submission of tender is ~~30.09.2015~~ till 02.00 PM. The Technical Bid shall be opened on the same day at 3.00 PM in the office of the Commission (stated above). Bidders or their representatives duly authorized may be present at the time of opening of the tenders. Price bid of only those bidders whose technical bids qualify shall be opened and the date and time for opening price bids shall be intimated to the qualified bidders in due course.

#### I. Tender Terms and Conditions

##### A. Technical Bid

##### 1. Eligibility Criteria:

###### ➤ **Mandatory Criteria**

The bidder should have the following qualifications for bidding:

- i) Valid Trade License.
- ii) Balance Sheet, P/L Account Financial Statements
- iii) Income Tax Returns submitted with acknowledgement copy for the last 3 assessment years.
- iv) VAT registration certificate
- v) Service Tax registration certificate
- vi) List of clients. Proof of past satisfactory assignment during the last two years of the similar nature of work done in Government and other Departments / Offices.
- vii) The above documents should be accompanied by Earnest money deposit of Rs 5000/- (Rupees Five Thousand only) by Demand draft in favour of Secretary, Assam Electricity Regulatory Commission payable at Guwahati.

Failure to submit any of the above documents will lead to cancellation of the bid.

###### ➤ **Optional Criteria**

The agencies have to be registered with the Directorate of Printing and Stationary, Government of Assam.

The Tender form - Bidder Profile at Annexure –I should be duly filled up and submitted along with the technical bid.

**2. Work Profile:**

- i) The bidder shall be fully responsible for designing, printing and supply of the booklet to the Commission. Further, the bidder also has to translate the booklet from English to Assamese language.
- ii) The entire booklet will be designed by the successful bidder.
- iii) Text of the booklet will be provided by the Commission in English language in electronic format (PDF/ Word Document). The text would be required to be translated to Assamese by the successful bidder and the same approved by the Commission before printing.
- iv) Samples of paper (Cover and Inner) as per our specifications mentioned below be provided along with the quotation.
- v) The details of specifications of the booklet are given below:

BOOKLET : CHARTER OF SERVICES FOR ELECTRCITY CONSUMERS		
1.	No. of copies to be printed	English: 5000 Nos. Assamese: 5000 Nos.
2.	Size of the Booklet	A8 Demy (8 1/2" x 5 1/2")
3.	Paper to be used	Cover pages
		Text pages
4.	Language	English & Assamese separately
5.	Colour	Multicolour. Printing should be on both sides of text and cover pages.
6.	No. of pages	16 pages.
7.	Binding	Centre stitched

**B. Financial Bid**

- i) The number of typed text pages of the booklet may increase or decrease. Therefore, the Creative Agency should also quote the rate for designing, translating and printing including paper cost and taxes for plus minus 4 text pages.
- ii) The cost of designing, printing in English and Assamese (translation included) should be quoted separately including taxes, if any as per the enclosed format in Annexure – II.
- iii) Rates quoted should cover all types of taxes and charges for designing, translating, printing and binding of the Booklet. No request for extra payment on account of increase in prices on whatever account will be entertained.
- iv) The rate should be quoted in figures as well as in words. The rate should clearly specify whether any taxes/ duties are applicable and if so, at what rate. If this is not mentioned clearly in the bid given, the rate quoted would be considered as inclusive of all taxes.

- v) The rates should have a validity of six months from the date of awarding the work order.

**3. 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 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) The printing of booklet should be exactly as per approved design and as per specifications mentioned in this tender notice.
- vi) The decision of the Commission with regard to selection of agency will be final and binding and no communication in this regard will be entertained.
- vii) In case any information/clarification is required, you may contact Secretary, AERC in the Commission's office on any working day with prior appointment. It may be noted that no information/ clarifications after closure of last date of receipt of quotations would be entertained.
- viii) The work completed in all respects should be delivered to the Commission within 20 days from the grant of work order. The first/ final proof must be submitted before 7 days to the Commission for checking by the officials.
- ix) The bidder must authorize a person to co-ordinate the activities related to the work order with the Commission.
- x) 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.



ANNEXURE-I

**ASSAM ELECTRICITY REGULATORY COMMISSION**  
**TENDER FORM – (TECHNICAL BID)**  
**(DESIGNING, TRANSLATING & PRINTING THE BOOKLET ON**  
**“CHARTER OF SERVICES FOR ELECTRICITY CONSUMERS’ FOR AERC)**

1	Name of the Bidder/ Agency (In block letters)	:	
2:	Status of Agency (Sole proprietor / Partnership firm/ Private Company/ Others).	:	
3	Name of the proprietor/ Director of the Agency	:	
4.	Date of establishment /incorporation	:	
5.	Address & Telephone No, e-mail ID of the Agency	:	
6.	Full residential address of the authorized person with Mobile No. & E-mail	:	
7.	Trade Licence Number (Attach attested copy)	:	
8.	PAN (Attach Attested Copy)	:	
9.	Income Tax Clearance Certificate	:	
10.	Service Tax Registration Number(Attach Attested Copy)	:	
11.	VAT Registration Number (Attach Attested Copy)	:	
12.	Registration Number with the Directorate of Printing and Stationary, Govt. of Assam. (Attach Attested Copy) (OPTIONAL)	:	
13.	Details of Earnest money deposit	:	Rs 5000/-
	Demand Draft No. & Date	:	
	Name of Issuing Bank	:	
14	Additional information regarding experience in similar type of works, etc (Attach separate sheets is space provided is insufficient and also proof of experience)	:	

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



ANNEXURE-II

**ASSAM ELECTRICITY REGULATORY COMMISSION**

**TENDER FORM – (FINANCIAL BID)**

**(DESIGNING, TRANSLATING & PRINTING THE BOOKLET ON  
“CHARTER OF SERVICES FOR ELECTRICITY CONSUMERS’ FOR AERC)**

Name of the Creative Agency:

Sl. No.	Description	Lumpsum amount for 5000 copies (English)	Lumpsum amount for 5000 copies (Assamese)
1.	Cost of designing and printing (also translating in case of Assamese version of the Booklet) as per specification, including cost of paper and production both for cover and text pages)		
2.	Taxes, if any		
3.	Total cost	In figures	
		In words	
4.	Cost of printing for plus minus 4 text pages towards English and Assamese separately including taxes and other charges (paper, production cost, etc)		

Date:

Place:

Signature & Seal.