

**ORISSA ELECTRICITY REGULATORY COMMISSION
BIDYUT NIYAMAK BHAVAN, UNIT – VIII
BHUBANESWAR – 751 012
PBX : (0674) 2393097, 2396117
FAX : (0674) 2395781, 2393306

ADM-70/02/2009/540 Date:04.03.2009

Tender Notice

Sealed tenders are invited from intending registered Printers/Agencies/Firms having minimum 3 years of experience in printing of Annual Reports/Souvenirs/Books etc. Details are available in our website www.orierc.org.

(K.S. Biswal)
Dy. Director (P&A)

Memo No. _____ **Dated** _____

Copy along with soft copy is forwarded to Joint Director (IT), OERC for floating the tender in OERC website.

(K.S. Biswal)
Dy. Director (P&A)

Memo No. _____ **Dated** _____

Copy forwarded to the Public Affairs Officer, OERC with a request to publish the above small tender notice in Samaj and Times of India (Orissa Edition).

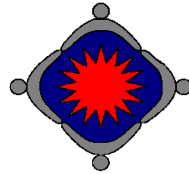
(K.S. Biswal)
Dy. Director (P&A)

Memo No. _____ **Dated** _____

Copy forwarded to Accounts Officer, OERC for information please.

(K.S. Biswal)
Dy. Director (P&A)

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Together, let us light up our lives.

**TENDER SPECIFICATION FOR PRINTING OF
ANNUAL REPORT OF OERC
For the Year 2007-08**

Cost of Tender Paper: Rs.312.00 (Rs.300.00 + VAT @4%)

TENDER FORM

TENDER SPECIFICATION NO.OERC ADMN./02/2009

To

The Dy. Director (Pnl. & Admn.),
Orissa Electricity Regulatory Commission,
Bidyut Niyamak Bhawan, Unit-VIII,
Bhubaneswar – 751012.

Sir,

We have gone through the above tender specification together with general terms and conditions therein.

1. We hereby offer to print the annual report of OERC for the year 2007-08 complete in all respects as per the specification and general conditions at the rates offered in the attached schedule of rate (Annxure – III) of the tender.
2. We hereby undertake to complete the job within the time specified in the tender.
3. We certified that we have purchased a copy of tender document/submitted the cost of tender paper along with the tender.

The particular of payment of tender paper is :

- (i) Draft/Bankers Cheque/AT par Cheque No. _____
dt. _____ drawn on _____ Bank.
- (ii) OERC money receipts No. _____ dated _____ .

SIGNATURE OF THE TENDERER

**ORISSA ELECTRICITY REGULATORY COMMISSION
BIDYUT NIYAMAK BHAVAN
UNIT – VIII, BHUBANESWAR – 751 012
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Tender-OERC/Admn.-70/02/2009

**General Terms & Conditions for Printing of OERC Annual Report for
the Year 2007-08**

Sealed offers are invited by the Dy. Director (Personnel & Administration) on behalf of “Orissa Electricity Regulatory Commission, Bhubaneswar – 751012 from reputed and registered Printers/Agencies/Firms having minimum 3 years of experience in printing of Annual Reports/Souvenirs/Books etc. for printing of Annual Report of OERC for the Year 2007-08.

1.0 SCHEDULE DATES:

Due date and time for sale/submission/opening of tender. The tender paper can be downloaded from the OERC website:www.orierc.org. However, tenderers are required to submit the cost of tender paper along with the tender in shape of Bank Draft/Bankers Cheque while submitting the tender documents.

Description	Date	Time
Sale of the tender paper from	16.03.2009 to 21.03.2009	10 AM to 5 PM on all working days
Submission of the tender paper	Up to 21.03.2009	1 PM
Opening of the tender paper	21.03.2009	03.30 PM

2.0 The tender should be double sealed and super scribed on the cover as “**Tender for Printing of Annual Report of OERC for the Year 2007-08 to be opened on 21.03.2009 at 03.30 PM**” in the presence of tenderers or their authorized representatives.

- 3.0 (a) Tender should be submitted in person or by Registered post.
(b) Fax or telegraphic tender will not be accepted.
(c) Conditional Tender will not be accepted.
(d) OERC takes no responsibility for any loss/delay/non-receipt of application/tender, sent by post or by any other arrangement.

4.0 Validity:

The tender should be valid at least for a period of **180 days** from the date of opening of tender, or else tender will be rejected.

5.0 EMD :

The tenderers are to deposit an amount of Rs.1,000/- (Rupees One thousand) only in shape of Bank Draft/Bankers Cheque drawn in favour of “Orissa Electricity Regulatory Commission” Bhubaneswar, towards the EMD along with the tender. The EMD of the unsuccessful tenderer will be returned after finalization of the tender. The EMD of the successful tenderers will be forfeited if the tenderer fails to execute the order. The EMD with OERC will not carry any interest.

6.0 Document supporting experience:

The tenderers shall furnish the following documents indicating name of the institution specially State Govt./Central Govt./Govt. undertaking/reputed organizations where they have executed similar work in support of their experience. Minimum period of experience should not be less than 3 years. Apart from this, the following “**Authenticated documents should be submitted along with tender**”.

- i) **Attested copy of registration certificate of the firms issued by Govt. of Orissa/Registrar of Companies/Govt. of India etc.**
- ii) **Proof of successfully executing similar works in the last 3 years from Govt./PSU/Reputed Organisations.**
- iii) **Attested copy of Income Tax PAN Card.**
- iv) **Attested copy of Service Tax Registration Certificate.**

Apart from this, the tenderer has to submit the form in **Annexure-I** after duly filled in.

7.0 Price: The tenderer shall furnish unit rates for each item of printing on FOR destination basis at OERC Office, Bidyut Niyamak Bhawan, Unit-VIII, Bhubaneswar. Sales Tax/VAT applicable on each item may be quoted separately. The rate of sales Tax/VAT should be indicated in the quotation pertaining to each item.

8.0 Submission of the offer:

The rate should be quoted strictly as per the proforma, **Annexure-III**.

Quoting in any other proforma or else where, will not be entertained.

9.0 Printing & Delivery of the Annual Report:

- (i) The material to be printed in the Annual Report may be obtained from Public Affairs Officer, OERC in the form of a hard copy along with the soft copy after receipt of work order.
- (ii) The printer is required to submit a proof copy of the material along with the cover design to the PAO, OERC for necessary scrutiny & approval.
- (iii) After getting approval, the final printing of Annual Report may be done within 7 days of receipt of approved materials.
- (iv) The work will be completed within one month time from the date of issue of order.
- (v) The Annual Reports have to be supplied to this office after completion of printing as per the specification within the time period specified at the time of issue of work order.
- (vi) Time period for completion of printing work will be 7 days from the date of receipt of approved materials for printing from PAO.

10.0 Penalty for late delivery: In the event of delay in delivery of materials, penalty at the rate of ½% (half percent) of the offered value for each week of delay, subject to maximum of 5% of the total value of the in-complete/undelivered materials, will be levied & recovered.

11.0 In case of failure by the printer to fulfill his contractual obligations, the OERC reserves the right to cancel the work order.

12.0 RIGHT TO ACCEPTANCE OR REJECTION OF TENDERS:

OERC reserves the right to accept or reject any or all tenders (either wholly or partly) without assigning any reason thereof.

13.0 PAYMENT OF BILLS:

Bills shall be submitted to the undersigned in triplicate for pass and payment. Payment will be released only after successful supply of Annual Report as per the tender specification & in full quantity of the order and after verification of the

materials. No part payment will be made. Any defect found shall be replaced by the supplier at their own cost. The Accounts Officer, OERC, Bhubaneswar is the Paying Officer. Tax if any, shall be deducted at source as per the provision of the Government.

14.0 The price quoted shall remain firm.

15.0 All the pages of the tender documents should be signed by the tenderer along with the corrections if any and all the supporting documents must be signed by the tenderer before submission.

16.0 **ARBITRATION:**

In the event of any dispute/confusion/clarification arising out of this contract, the same shall be referred to the Secretary, OERC, Bhubaneswar or any arbitrator appointed by him after due notice and in the event of such as appointment, the award of the arbitrator shall be final and binding. The venue of arbitration will be Bhubaneswar.

17.0 **JURISDICTION OF COURT:**

Suits if any, arising out of the contract shall be filed by either party in a court of law to which the jurisdiction of Hon'ble Court of Orissa extends.

Dy. Director (Pnl. & Admn.)

Annexure – I

A. Documents submitted

	Yes	No	Remarks
Proof of experience of 3 years submitted			
Attested copy of Income Tax PAN Card submitted			
Attested copy of VAT/TIN registration certificate submitted			
Agreed to all the clauses of this specification (Write Yes or No)			
EMD Amount (Details to be given) Draft No & Date			

B.

APPLICATION FORMAT

Sl.No	Items	
1	Name of the Printer/Firm	
2	Address:- Office	
2-a	Press	
3	Year of Establishment	
4	Names of the Proprietors/ Partners/Directors	
5	Experience in Printing:- [-To be in the field for a minimum period of 3 years. -Name of the Organizations for which printing works have been executed.]	
6	Sale Tax Regn. No.	
7	I.T. Regn. No.	
8	Whether IT/ST paid up to date	
9	Whether the Premises is owned or rented	

Signature of the bidder

Complete address

Full name of the bidder

Seal of the establishment

Date:

Place:

Annexure – II

TECHNICAL SPECIFICATION

1. Number of pages - 100 (Approximately)
2. Size of pages - 1/4 (Demy Size)
3. Colour -
i) Multi Colour - 8 pages-100 GSM Art Paper
ii)Bi-Colour - Balance pages
4. Quantity - 500 Nos. (Approximately)
5. Covers - 170 GSM Art Paper
6. Other pages - 80 GSM Bond Paper
7. Binding - Section sewing with cover printing.

Annexure – III

Price bid

Please quote/offer price/rate against each item of work described in the technical bid & furnish segregation of cost of printing, other things if any.