

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

OERC
LOGO

**TENDER SPECIFICATION FOR PRINTING OF
ANNUAL REPORT OF OERC
For the Year 2006-07**

Price : Rs.1500.00
+ VAT @ 4%

Issued to M/s _____
On _____ against Money Receipt/Bank Draft No. _____
Dated _____ amounting to Rs. _____

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IMPORTANT NOTICE

Before submitting the offer, tenderers are required to examine the **specification** thoroughly. Attention of the tenderer is specifically drawn to “**Instructions to Tenderers**” which if not complied, will lead to rejection of the tender.

Tender with validity less than **one hundred twenty (120) days** and not accompanied with **EMD** will be rejected.

Dy. Director (Pnl. & Admn.)

TENDER FORM

TENDER SPECIFICATION NO.OERC ADMN./01/2008-09

To

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

Sir,

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

1. We hereby offer to print the annual report for the year 2006-07 complete in all respects as per the specification and general conditions at the rates entered in the attached contract schedule of rate in the tender.
2. We hereby undertake to attain the job within the time specified in the tender.
3. We certified that we have purchased a copy of tender document.

The particular of payment of tender paper is :

- (i) Draft No. _____ dt. _____ drawn on
_____ Bank.
- (ii) OERC money receipts No. _____ dated _____ .

SIGNATURE OF THE TENDERER

ORISSA ELECTRICITY REGULATORY COMMISSION
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SPN. No.OERC/Admn./01/2008-09

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 different documents/reports/diaries etc. for printing of Annual Report of OERC for the Year 2006-07.

1.0 SCHEDULE DATES:

Due date and time for sale/submission/opening of tender.

Description	Date	Time
Sale of the tender paper from	01.01.2008 to 07.01.2008	12.00 noon of 07.01.2008
Submission of the tender paper	07.01.2008	01.00 PM on words
Opening of the tender paper	07.01.2008	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 2006-07 to be opened on 07.01.2008 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 for a period of **120 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.2,000/- (Rupees Two thousand) only in shape of Bank Draft 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 Security Deposit:

The successful bidder has to deposit **Rs.5,000/- (Rupees Five thousand)** only towards Security Deposit. In case of non-fulfillment of the contract, the Security deposit will be forfeited. No interest shall be paid on the Security Deposit. After receipt of the order, on the request of the bidder, the EMD may be converted to Security deposit.

7.0 Document supporting experience:

The agency shall furnish the 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) **Copy of registration certificate of the firms issued by Govt./Registrar of Companies/Firms etc.**
- ii) **Proof of experience for 3 years.**
- iii) **Copy of Income Tax PAN Card.**
- iv) **Copy of VAT/TIN Registration Certificate.**

Apart from this, the tenderer has to fill up the form mentioned in **Annexure-I**.

8.0 Price: The tender 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. Price should be quoted as per the **Annexure** enclosed.

9.0 Submission of the offer:

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

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

Annexure-I has to be submitted along with the offer.

10.0 Delivery of the materials:

The materials have to be supplied after completion of printing as per the specification within the time period specified at the time of issue of the order.

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

GENERAL TERMS AND CONDITIONS

For printing of Annual Report – 2006-07.

DEFINITION OF TERM:

1.0 The “**Organization**” shall mean ORISSA ELECTRICITY REGULATORY COMMISSION and having its office at Bidyut Niyamak Bhawan, Unit-VIII, Bhubaneswar – 751012.

The “**Agent**” shall mean the successful bidder who has agreed to **print the Annual Report – 2006-07.**

2.0 The “**Officer-in-Charge**” shall mean the person designated as such by the Organization and shall include those who are expressly authorized by the Organization to act for and on its behalf.

3.0 Printing of Annual Report for the year 2006-07.

3.1 The work shall be completed within one month time from the date of issue of order.

3.2 The bidder shall furnish a copy of the proof of the report within 7 days from issue of order. Soft copy of the draft Annual Report 2006-07 will be provided by OERC.

3.3 In case of failure by the agent to fulfill his contractual obligations, the OERC reserves the right to cancel the contract. In such an event, security deposit shall be forfeited.

4.0 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.

5.0 PAYMENT OF BILLS:

Bills will be paid after completion of the work in full quantity of the order and after verification of materials. No part payment will be made. Any defect found shall be replaced by the supplier at their own cost. Bill shall be submitted in triplicate for pass and payment. The Accounts Officer, OERC, Bhubaneswar is the Paying Officer. Payment shall be released subject to a certificate given by the officer-in-charge. Tax if any, shall be deducted at source as per the provision of the Government.

- 6.0 The price quoted shall remain firm.
- 7.0 The rate should be quoted strictly as per **Annexure-II**. The Agent should quote the rate only as per the prescribed Proforma only. **Annexure-I** has to be submitted along with the offer.
- 8.0 All the pages along with the corrections if any and all the supporting documents must be signed by the bidder before submission.
- 9.0 **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 such appointment and the award of the arbitrator shall be final and binding. The venue of arbitration will be Bhubaneswar.
- 10.0 **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

Printing of Annual Report/Orders/Documents – 2008-09

Mark/Write where necessary

Documents submitted	Yes	No	Remarks
Proof of experience of 5 years submitted			
Copy of Income Tax PAN Card submitted			
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			

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 - 80 (Approximately)
2. Size of pages - D-1/4 (A4)
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 - Centre stitching/Section sewing.

Annexure – III

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. -Experience of undertaking the printing with other organization is to be mentioned]			
6	Details of the machinery in use at the Printing unit.			
7	Present level of capacity utilization.			
8	Whether persons qualified in printing technology are available/employed in the Firm			
		2004-05	2005-06	2006-07
9	Total Sales turnover	Rs.		
10	Sale Tax Regn. No.			
11	I.T. Regn. No.			
12	Whether IT/ST paid up to date			
13	Whether the Premises is owned or rented			

Annexure – IV

Price bid

Price to be quoted against each item of work described in the technical bid, if the bidder wants to furnish segregation of cost of printing.