



**इलेक्ट्रिक पावर इनफारमेशन सोसायटी**  
(केन्द्रीय विद्युत प्राधिकरण)  
**ELECTRIC POWER INFORMATION SOCIETY**  
(Central Electricity Authority)

सेवा भवन

आर. के. पुरम, नई दिल्ली--११००६६

Sewa Bhawan

R.K. Puram, New Delhi-110066

**निविदा सूचना**

**विषय: केंद्रीय विद्युत प्राधिकरण के डिजाइन, प्रिंटिंग, लेमिनेशन व बाइंडिंग के लिए वार्षिक दर अनुबंध हेतु कोटेशन आमंत्रित करने के संबंध में।**

सीईए दस्तावेजों की डिजाइनिंग, प्रिंटिंग, लेमिनेशन और बाइंडिंग के लिए वार्षिक दर अनुबंध के लिए कोटेशन आमंत्रित किए जाते हैं। नियम एवं शर्तें संलग्न अनुबंध में उल्लिखित हैं। बोलीदाताओं को अनुबंध 1 के अनुसार मूल्य बोली जमा करनी होगी। दर अनुबंध एक वर्ष की अवधि के लिए वैध होगा। महिला उद्यमियों को आवेदन करने के लिए प्रोत्साहित किया जाता है।

प्रोफार्मा (Price) को भरकर एक लिफाफे (Envelope B) में डालकर सील कर तथा निविदा से सम्बंधित अन्य दस्तावेजों को (Envelope A) में रखकर सील करे तथा दोनों लिफाफों को एक तीसरे लिफाफे में डालकर तथा बंद करके, इलेक्ट्रिक पावर इनफार्मेशन सोसाइटी (EPIS) के कार्यालय (5th फ्लोर, सेवा बिल्डिंग, आर. के. पुरम, नई दिल्ली - 110066) में जमा करें।

Bid जमा करने की अंतिम तिथि 18/06/2024 (दोपहर 3.00 बजे तक) है।

**शैशव रंजन**

(शैशव रंजन)

उप निदेशक (सेवाएँ),  
केंद्रीय विद्युत प्राधिकरण,  
टेलीफोन: 01126732547

1. केंद्रीय विद्युत प्राधिकरण वेबसाइट
2. प्रिंटिंग प्रेस - सूची के अनुसार

## **Appendix**

### **Subject: Inviting Quotations for the Annual Rate Contract for Designing, Printing, Lamination and Binding of CEA documents:**

(Sealed quotations are invited from printing firms/presses who have their own printing press with in-house complete machines/equipment required for the designing, printing, lamination and binding of documents.

The contract shall be valid for a period of one year.

2. The following documents are required to be submitted by the bidders:

(i) **Envelope A** - sealed envelope containing the following documents:

- a) Copy of the latest Income Tax Return & PAN Number.
- b) Copy of GST certificate.
- c) Undertaking for not being black listed by any Government organisation/PSU.

All the documents must be neatly signed & stamped by the bidder/authorised representative of the bidder.

(ii) **Envelope B** - sealed envelope containing the price bid as per **Annexure I** and clearly marked as "**price bid**". The quoted price must be inclusive of all taxes & duties.

- 3. Both the sealed envelopes A & B must be put in a sealed envelope and should be marked separately so that both are identified by the assessor. Name & address of the bidder must be clearly mentioned on all the three envelopes. The sealed envelope, containing both the envelopes A & B, should be submitted at the EPIS, Fifth Floor, Room No. 515, Sewa Bhawan, R.K.Puram, New Delhi-110066 by 18/06/2024 (till 3.00 PM). Envelopes/bids submitted after the prescribed time period shall not be entertained under any circumstances.
- 4. Envelope A would be opened in the presence of bidders/their representatives at 3.30 P.M. on the same day i.e. on 18/06/2024 at 3:30 PM at EPIS Office, Sewa Bhawan, R K Puram, New Delhi 110066. Bidders must bring their ID proofs and the representatives of the bidders must bring authority letter from their bidders along with their own ID proofs.
- 5. The client may, at its discretion, ask any bidder for clarifications in respect of the documents submitted by the bidder in Envelope A and response of the bidder shall be in writing. In case the bidder fails to submit the desired information/clarification sought by the client within stipulated time, the client reserves the right to reject the bid.

6. Date of opening of price bids (Envelope B) would be intimated separately to the bidders. Price bids of only those bidders would be opened who meet the conditions stipulated in this bid document after examination of the documents submitted by the bidder in Envelope A.
7. The other terms and conditions of this tender will be as under:
  - a. Price bid (Annexure I) must be free from cutting/overwriting and should be in neat handwriting or typed.
  - b. Incomplete quotation/bids may be rejected.
  - c. Rates quoted shall be valid for a period of one year.
  - d. L-1 bidder will be decided on the basis of the contract value. Contract will be awarded to the L-1 bidder, subject to fulfilling all the requirements/conditions as mentioned in this document.
  - e. Soft copy of the manuscript material (in MS-word and MS-Excel format) along with a hard copy would be provided by the client to the successful bidder for different works. The bidder shall be responsible for adjusting the text material, graphs, tables etc. in the software system i.e. Page Maker etc. One dummy proof on the approved papers with actual printing colors in the desired size shall be submitted by the successful bidder to CEA/EPIS for final approval along with soft copy.
  - f. The printed data/write-up /graphs/ figures/charts etc. should be clearly visible/readable.
  - g. The front and back cover pages of the documents to be printed should be designed by the successful bidder and got approved from CEA after submitting 3-4 colored designs in actual printing colors on the specified papers.
  - h. The quality of the work i.e. paper, design, print quality, colour, fonts, lamination, binding etc. will be subject to scrutiny and work will be accepted & payment will be made only after approval of Central Electricity Authority (CEA). Payment shall not be released for sub-standard work. Also, the successful bidder shall be liable to be debarred towards future contracts with the Government in case the work is found to be sub-standard.
  - i. The successful bidder shall provide soft copy of the final printed documents in PDF and Word formats in a pen drive to the client.
  - j. All manuscript material prepared by the successful bidder for printing the documents shall be returned to Central Electricity Authority (CEA) after completion of the job or with the supply of printed documents by the bidder. Any information or data provided by EPIS/CEA to the successful bidder should not be divulged to any third party.
  - k. Delivery and Collection of all materials shall be at Central Electricity Authority (CEA) office in Sewa Bhawan, R.K. Puram, New Delhi-110066.
  - l. 10% of the contract award amount shall be deposited by the successful bidder as



Performance Security in the form of DD/Bankers cheque/to be updated as per present GOI orders of a Nationalized Bank in favour of "Electric Power Information Society" payable at New Delhi/Delhi before placing the work order.

- m. Time of completion of the work shall be as per the requirement mentioned in the work order for different works. If the successful bidder fails to deliver the documents in time, late delivery charges will be levied and deducted from the bill @ 0.5% per day of the job order price upto a period of 7 working days and thereafter @ 1% per day for next 7 working days' maximum. If even then the bidder fails to deliver the printed documents, the order will be treated as cancelled and Performance Security deposit will be forfeited.
- n. No advance payment will be made.
- o. TDS and other taxes, if any, will be deducted by EPIS, as per rules in force.
- p. In case any dispute arises during the working period, the matter shall be referred to the Chairperson (EPIS), CEA, whose decision shall be final and binding on both the parties.
- q. Secretary (EPIS) reserves the right to accept or reject any quotation/bid or all quotations/bids without assigning any reason thereof.
- r. Clarifications, if any, may be obtained from undersigned before submitting the bids.
- s. The successful bidder shall name a coordinator from amongst their staff who will be responsible in day to day coordination for this purpose. His name and mobile number should be indicated in the acceptance letter, to enable this office to communicate on need basis.

शैशव रंजन

(शैशव रंजन)  
उप निदेशक (सेवाएँ),  
केंद्रीय विद्युत प्राधिकरण,  
टेलीफोन: 01126732547

## Annexure-I (Price Bid)

[To be submitted in a separate sealed envelope]

**BILL OF QUANTITY (BoQ)****DESCRIPTION OF ITEM/SCHEDULE OF QUANTITY**

Contract for photocopy, Binding, Printing and Lamination Works at CEA office, New Delhi.

Sl No	Item Description	Quantity (tentative derived on the basis of last three years and additional 10 % (A)	Units	Unit Rate (for per unit Quantity) in Figures (Inclusive of All Taxes) To be entered by the Bidder (in ₹) (B)	Total AMOUNT in figures (in ₹ ) (C)=(A)X(B)	Amount in Words
<b>1</b>	<b>Black &amp; White Photocopying on 75 GSM photocopy paper</b>					
1.1	A-4 size	4100	Page			
1.2	A-3 size	NIL	Page			
1.3	Legal paper		Page			
<b>2</b>	<b>Colored Photocopying on 100 GSM photocopy paper</b>					
2.1	A-4 size	2550	Page			
2.2	A-3 size	NIL	Page			
2.3	A-5 size					
2.4	B-5 size					
2.5	Legal paper		Page			
<b>3</b>	<b>Glossy Paper Print</b>					
3.1	A-4 size Black & White	NIL	Page			
3.2	A-4 size Colored 130 GSM		Page			
3.3	B-5 size					
3.3	A-5 size					
3.3	Cover print (12x18) single side		Page			
3.4	Cover print (12x18) double side		Page			
<b>4</b>	<b>Binding with transparency on top and PVC rigid plastic sheet at the bottom</b>					
4.1	Spiral binding	50	Book			
4.2	Perfect binding	25	Book			
4.3	Hard Bond	NIL	Book			
4.4	Thermal binding		Book			
<b>5</b>	<b>Rexine binding</b>					
5.1	Legal size	NIL	Book			
5.2	A3 Size		Book			
<b>6</b>	<b>Thick Art Separator on A4 size</b>					
6.1	Colored	NIL	Sheet			
<b>7</b>	<b>Lamination</b>					
7.1	A4 size	20	Sheet			
<b>8</b>	<b>Report Book printing</b>					
8.1	Designing, Printing & Supply of different Reports (adhering to all Terms, Conditions, Specifications & procedure stipulated in tender document)	90000 (Black & White)	Page			
		10000 (Colored)	Page			
8.2	Certificate (Sample will be provided by CEA)	14	Copy			
8.3	Letter Head (Sample will be provided by CEA)	1200	Copy			
8.4	Ashoka Logo embossed (3 Lion with Satyamev Jayate)	400	Copy			
8.5	Flex (Banner, Back drop) Designing and printing will be done by the agency in bilingual (English and Hindi)	10	Sq. feet			
Total in Figures						
Quoted Rate in Words						

CEA does not bind itself to accept the lowest or any quotation and reserves to itself the right

of accepting the whole or any part of the quotation and the bidder shall be bound to

provide the service at the rates quoted.

**Note:**

- (i) L-1 bidder will be decided on the basis of the final contract value arrived at after adding the values in column C.
- (ii) The contract shall be in force for a period of one year.
- (iii) Quantities in column A are tentative and actual number may vary during the currency of the contract as per the works awarded.
- (iii) Payment would be made based on actual number of printed pages.
- (iv) \*Specification of reports: Printing with material, Double sided Printing (Front & Back), Front multi-color Back multi-color, Text + Pictorial, Magnetostar, A4 Size (21.0 X 29.7), Thickness of paper 121-130 GSM, language of printing- Bilingual (English & Hindi), Cover page – 300 GSM, Gloss, Laminated, Printed, Binding- Section Thread Sewing Hard Binding (Sewn Binding), Embossing- Ashoka logo of Government of India (3 lions with the “सःयमेव जयते” (on cover page of both the documents and jacket shall be embossed in golden. The golden colour of the logo should not spread out on the cover and jacket.
- (v) BOQ Sl 8.1 description is: 25 type of reports with average no. of pages in each report = 200 and no. of copies of each report=20

Signature of the bidder/authorised representative along with seal