



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

पजीकरण संख्या : S-29651  
Regn. No. :

सेवा भवन

आर. के. पुरम, नई दिल्ली--११००६६

Sewa Bhawan

R.K. Puram, New Delhi-110066

**SPEED POST**

No.F.1/8/2012/EPIS/CEA/  
To

Date: .02.2012

**Subject: Notice Inviting Quotations for the design, printing, Lamination and binding of CEA document "Review of performance of Hydro Power Stations, 2010-11 (English Version)" -Reg.**

Dear Sir,

Sealed quotations are invited from the printers who have their own printing press with in-house complete equipment required for the design, printing, lamination and binding of the CEA document "Review of performance of Hydro Power Stations, 2010-11 (English Version)" would be designed, printed, laminated and bound in 250 (two hundred fifty) copies. The size of the book will be about 7"x 9-1/2". The Report will be of about 225 pages, out of which 165 pages will be B&W and the rest of about 60 pages (text material + cover & last page + content+ message page) will be coloured.

The document text would be printed on 130 GSM Megnostar Imported Art paper in multicolour with text material including Charts, Tables, and Graphs etc. with coloured separators. The cover of "Review of performance of Hydro Power Stations, 2010-11 (English Version)" - will be on Hard Board 40 (OZ) with jacket printing on 150 GSM (Glossy Milky White) Imported Paper and logo of Government of India (3 lions with "Satya Mev Jayate) on cover page shall be embossed in golden. The embossing of the Ashoka logo shall be done with hard pressed die with logo clearly raised and golden colour should not spread out on the cover page.

The printer will design the cover page as per the manuscript or as per directions of the designated officers. The text material with photos, graph, chart, tables etc. will be provided to printer in Word/Excel format. The printer will design and set the matter in the printing format himself. All setting etc. will be done by the printer by deputed his computer and design personnel in this office with all required software system, who should also know the formatting and correction of Word and Excel text material CD in computer. Only computer facility will be provided to the deputed personnel during the working period. The document will be designed and printed as per manuscript material and as per the directions of the designated officers. The cover (front and back pages) would be printed in multicolour of the document as desired by the designated officer. The Ashoka logo of Government of India (3 lions with the "Satya Mev Jayate") on cover page of the document with jacket shall be embossed in golden. The embossing of the Ashoka logo shall be done with hard pressed die with logo raised clearly. The golden colour of the logo should not be spread out on the covers. **The Logo die sample may be enclosed with the quotation. The documents would be bound after Lamination by perfect thermal thread binding**

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**having 4 (four) creasing. The samples of cover paper and text paper may also be enclosed indicating GSM and name of the country of the paper with quotation for consideration and approval. In case of increasing / decreasing of text pages, the rates per page in multicolour including separators may also be indicated separately.** The actual calculations will be made accordingly of the final printed document. The brief features of the documents including above are also given below:

1. The "Review of performance of Hydro Power Stations, 2010-11" will be of about 225 pages excluding message, contents and cover of the above mentioned size.
2. The document having Photos, graphs, charts, tables and separators with the text material in multicolour as per manuscript.
3. The inside text material of the documents would be printed back to back in multicolour on 150 GSM Megonstar (Glossy Milky White) Imported Art Paper.
4. The printing can be done on both sides of the pages/sheet/leaf wherever necessary as per manuscript. The printed data should be in clearly visible / readable letter and numerals. The manuscript material will be supplied in floppy/CD along with a hard copy. The printer shall be responsible for adjusting the text material in the software system i.e. Page Maker etc. The proof reading etc. will also be done by the printer at his own level. Only one Dummy proof on the approved papers with actual printing colours in the desired size will be submitted for final approval along with CD.
5. **The full report setting in the Page Marker System etc. will be done by the printer in the office of CEA / EPIS by deputing their computer person.**
6. The cover (front and back pages) of the document should be designed and got approved after submitting 3-4 designs on actual printing colours.
7. The cover (front and back pages) of the document should be laminated and printed in multicolour on 300 GSM Megnostar Imported Art Cover Paper.
8. The printed document shall be properly bound by the perfect Thermal Thread Binding after lamination having Four (4) creasing so that binding paste and paper should not be seen out and paper should not come out from the binding.
9. If the quality of the work i.e. paper, design, printing setting of printing, lamination and binding etc. is not found as per the requirement of the job order specification then amount shall be deducted from the bill as per decision of the CEA/EPIS authorities.
10. **The sample of logo, text paper & cover paper indicating GSM and name of the country are to be submitted/enclosed with the Quotation/Bid otherwise quotation can not be considered.**
- 11 A CD each of the final printed document will be provided by the printer in PDF and Word system.
12.
  - (i) The Sales Tax/Vat etc. chargeable extra, if any, shall be indicated separately. If taxes are not mentioned in the quotation then it may be presumed that taxes are included in the quoted rates.
  - (ii) The rates of printing additional copy/copies may be quoted with the time period.
  - (iii) Time of completion of work and submission may also be indicated clearly otherwise quotation can be rejected.
  - (iv) Delivery and Collection of all materials shall be at CEA / EPIS office in Sewa Bhawan R.K.Puram, New Delhi.
  - (v) In case of addition / deduction of text pages, the rates per page / leaf in B/W and coloured may also be indicated separately.
- 13 All clarifications may be obtained from undersigned before quoting.
- 14 The following documents / information is also required along with quotation:
  - (i) Proof of own sprinting press along with in house design, lamination, binding and complete other equipment facilities required for the document at one place.
  - (ii) A copy of the latest Income Tax Clearance certificate or PAN Number to be submitted.

- (iii) A copy of the Sale Tax/VAT Registration (TAN/TIN) and Clearance Certificate to be submitted.
  - (iv) Details of last 3 year work order of similar nature of work with year-wise break-up of the turn over along with Audit Report to be submitted.
  - (v) Details of the owner and management staff members and employees with designation/category-wise to be submitted.
- 15 10 % contract award amount will be deposited as Guarantee/Security in the form of DD/Bankers cheque of a Nationalized Bank of New Delhi/Delhi in favour of "Secretary, EPIS, New Delhi" by the firm before placing the job order. Confirmation in this regard may be given.
  - 16 All Manuscript material including negative, positive, P.S. Plates etc. prepared by the printer for printing the document will be returned to EPIS in workable condition after completion of the job or with the supply of documents by the printer.
  - 17 TDS and other taxes will be deducted as per rule in force.
  - 18 If printer fails to deliver the document along with the manuscript material including negative, positive, P.S. Plates etc. in full, then late delivery charges will be levied and deducted from the bill @ of 0.5% per day of the job order price upto a period of 7 working days and thereafter 1% for next 7 working days maximum. If even then printer fails to deliver the printed documents, the order will be treated as cancelled and Guarantee/Security deposit will be forfeited.
  - 19 In case of any dispute arises during the working period that will be decided by the Chairperson (CEA)/President(EPIS), whose decision shall be final and binding on both the parties i.e. EPIS and printer.
  - 20 The Society reserves the right to accept or reject any quotations without assigning any reasons in the public interest.

**The quotation on the above may be submitted at the Sale Counter of EPIS (CR Section, CEA, Ground Floor, Sewa Bhawan, R.K. Puram, New Delhi -110066) in sealed envelope by 3.00 P.M. on or before 13.02.2012 and the same will be opened in the presence of printers / their representatives on the same day at 3.30 P.M. in the office of the undersigned.**

**Yours faithfully,**

**(Upendra Kumar)  
Joint Secretary (EPIS)  
/Director(Adm. & Tech)  
Tel. 26108309 (O)**