

**ENERGY MANAGEMENT CENTRE-KERALA**  
Sreekrishna Nagar, Sreekariyam P. O.  
Thiruvananthapuram-695017  
Autonomous Centre under Department of Power, Government of Kerala

Quotation for empanelment of printers for printing work for the year 2015-16

Energy Management Centre (EMC) is an autonomous organization under Power Department, Government of Kerala. EMC desires to empanel the printing press for printing work of its publications, brochures, annual reports, writing pads, letter heads, envelops, file folders etc as and when required.

A notice for empanelment of printers has been published in the Kerala Kaumudi Malayalam daily and the interested printing press located at Thiruvananthapuram district may submit their quotation with all details within 15 days of publication of the notice. The printing press will be empanelled up to the period of 31-3-2016. The printing press will be empanelled on the following terms and conditions:

1. The printing press should have been in existence for the last five years in the field.
2. The printing press should have undertaken printing jobs for public sector undertakings/large private sector Institutions etc. (Attach details).
3. The printing press should be an income tax assessee having filed its income tax return for the last three assessment years. Permanent Account No. of income tax is also to be indicated.
4. The printing press should have achieved annual turnover of minimum Rupees Twenty five lakh each during the last two years. Duly attested photo copy of the certificate of the Chartered Accountant should be attached.
5. The printing press should be capable and having facility for printing and supplying of books, journals, brochures, file folders etc at our office at Sreekariyam, Thiruvananthapuram.
6. The details of Machine and Man power available may also be attached with the quotation.
7. The sample of paper used for each work, with detailed specification i.e. name of the paper, GSM etc, should accompany the quotation.
8. The quality of the paper for cover/text/envelop as specified and approved should be maintained and should not be changed. Any change by using inferior quality will result in non-payment and cancellation of work order without any notice.
9. In the event of defective execution of work leading rejection of work, the firm will print the same and carry out corrections and improvements as

may be advised and no extra cost/charges shall be admitted for such works.

10. Refusal to accept and execute the work orders shall be viewed as violation of the agreement and may lead to removal of such printers without any condition from the panel of printers.
11. A penalty of 5% on the total admissible charges will be imposed for sub-standard printing and at 1% of awarded value of work per week subject to a maximum of 5% for the delay in execution of work.
12. The printed copies will have to be supplied duly tied up in suitable bundles or specified in the work order.
13. The minimum and maximum period needs to print and supply the items after issuing work order should be mentioned in the quotation.
14. An additional copy of the printed matter in PDF format needs to be supplied at the time of delivery.
15. Payment of works will be released within 15 days from the date of receipt of invoice and delivery of items as specified in the work order.

DIRECTOR