



Energy Management Centre

State Designated Agency to Enforce Energy Conservation Act 2001
Department of Power, Government of Kerala

EMC/18/2025-OA1

30-07-2026

Notice for empanelment of printers for printing work

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, envelopes, file folders etc as and when required.

A notice inviting applications for the empanelment of printers has been published in EMC website, www.keralaenergy.gov.in. Interested printing presses in all Kerala may submit their quotations, along with all required details. The Empanelment will remain open and will be closed as and when decided by Energy Management Centre.

Final decision in this aspect will be at the discretion of the Director, EMC. EMC may extend the validity of the current empanelment after requesting willingness of the selected vendors to continue at the same terms & conditions. EMC also reserves right to add more vendors to the empaneled list.

The printing press will be empanelled on the following terms and conditions:

Qualification criteria

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 & designing 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

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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 details of Machine and Man power available with valid proof shall be attached with request for empanelment.

Conditions during assignment of Designing and printing work

1. The printing press should be capable and having facility for Designing and/or printing and supplying of books, journals, brochures, pamphlets, file folders etc at our office at Sreekariyam, Thiruvananthapuram.

2. The sample of paper used for each work, with detailed specification i.e. name of the paper, GSM etc, should accompany the quotations.

3. 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.

4. 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.

5. 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.

6. A penalty of 5% on the total admissible charges will be imposed for sub-standard printing which will be deducted from bills/invoices. For delays, if any, in execution of work 1% of awarded value of work per week subject to a maximum of 5% will be deducted from the bills/invoices.

7. The printed copies will have to be supplied duly tied up in suitable bundles or as specified in the work order.
8. The minimum and maximum period needed to print and supply the items after issuing work order should be mentioned in the quotation.
9. An additional copy of the printed matter in PDF format needs to be supplied at the time of delivery.
10. 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.

Submission Process

The Empanelment of Printing Firms will remain open until further notice, as decided by the Energy Management Centre. Notice for empanelment of printers available at our official website www.keralaenergy.gov.in.

All documents must be sent to The Director, Energy Management Centre, Sreekrishna Nagar, Sreekariyam P.O, Thiruvananthapuram – 695017, in a single sealed envelope clearly marked “Empanelment of Printing.”



DIRECTOR