

Circular

Sub: Invitation for EOI (Expression of Interest) for empanelment of firms/entities for editing, design and printing of various reports/ compendiums brought out by AIDA and ITPED

1. This EOI (Expression of Interest) is being issued for identifying and empaneling competent agencies for undertaking the scope of services as mentioned in the succeeding paragraphs for editing, design and printing of various reports/ compendiums brought out by AIDA and ITPED

2. All India Discoms Association (AIDA) was registered as a not-for-profit charitable society in December, 2024 to bring together distribution utilities of India at one platform with the core objectives of policy and regulatory advocacy, capacity building, peer group learning and standardization of specifications for commonly used equipment by distribution utilities. Within a period of one and a half year, the membership of AIDA has grown to 59 utilities which represents close to 80% of the distribution utilities functioning in various States and UTs of India. Its work in policy advocacy domain is being recognized by all the concerned stakeholders. AIDA has also undertaken several initiatives for capacity building and peer group learning. It has also developed a robust collaboration network with 15+ organizations of national and international repute.

3. A need was felt by AIDA to set up a dedicated institution for building a robust knowledge base and repository of expertise in the area of electricity distribution for imbibing greater intellectual depth in its working and also for providing an easy-to-access platform to its member Discoms to solve their technological, managerial, financial and regulatory challenges. Such an institution would also be sharing the several path-breaking initiatives undertaken by the distribution utilities of India with other utilities of global south.

4. In line with above, AIDA has set up a resource & knowledge centre, which has been named as Institute of Technology and Policy for Electricity Distribution (ITPED).

5. AIDA and its arm, ITPED undertake a number of studies and projects related to the distribution segment of power sector. It is envisaged that on completion of these studies and projects, handbooks, compendiums and reports etc. would have to be shared with its members, partners, regulators and various other stake-holders. This EOI is being issued for empanelment of competent and experienced agencies for editing, design and printing of the compendiums and reports prepared during such projects and studies.

6. Scope of Services:

Experienced and competent firms/ entities who are shortlisted for empaneled with AIDA for a two-year period will be invited to offer their financial quotes for providing the following services to AIDA/ITPED for their compendiums and studies completed during this period:

1. Editing:

(a) Mechanical editing:

- Checking grammar (punctuation, sentence structure, etc.), ensuring fluency, and aligning the client requirements.
- Identifying and flagging general errors such as spelling, dates, formatting inconsistencies, and verifying the logical accuracy of figures and tables.

(b) Substantive editing:

- Improving writing style, syntax, and overall fluency, thereby enhancing the quality of the language. This should include avoiding repetition of words and sentence structures, refining sentence construction, and ensuring appropriate use of active and passive voice.
- Layout design and typesetting: This should include creating design templates and providing cover page design options to the client.
- Creating Infographics and illustrations: Recreations of original graphs/figures/pie-charts to improve accuracy.

Overall, the Editorial review is aimed at the following:

- Editing for clarity, consistency, and style.
- Sharing of the edited drafts review and approval of the client.
- Another round of copy-editing
- Sharing the finalized file with the design team for typesetting/layout.

2. Design, Layout, Printing:

(a) Design & Layout should include the following:

- Taking up the approved/finalized content for layout and design.
- Sharing the initially designed files/first drafts (PDFs) with the client for review.
- Incorporating the corrections in the PDF file.

(b) Proofreading including the following:

- Review of proofs by the editorial team for typographical and formatting errors.

(c) Final Approval

- The client will give final sign-off before printing and/or digital release.

(d) Printing & Production of the finalised version.

7. General Instructions and Selection Process:

- (i) Only the empaneled firms/entities will be invited to offer their financial quotes for each editing/printing job that is required to be done during the two-year empanelment period. The empanelment of firm/entities who satisfactorily complete even a single job assigned to them will be automatically renewed after the expiry of the empanelment period.

- (ii) It is envisaged that about 15-20 reports/compendiums will be required to be edited/ printed during empanelment period.
- (iii) Between three to five firms/entities will be empaneled during the initial two-year period on the basis of assessment of their competencies and experience as detailed in the succeeding paras.
- (iv) A technical score shall be given in the following manner on the basis of following criteria on the basis of documents mentioned against each such criteria.
- 20 marks for the track record and the type of the clients served by the firm/ entity presently in a satisfactory manner during the last three completed financial years; (Owner/Proprietor's certificate mentioning the top ten clients served during each financial year along with the order value from each such client. This should be certified to be correct by the auditor of the firm/entity)
 - 10 marks for the current strength of competent personnel with the firm/ entity, particularly the personnel for editing and design/ layout of the report; (Owner/Proprietor's certificate duly vetted by the auditor)
 - 10 marks for the average number of reports edited, designed and printed during last three completed financial years; (Owner/Proprietor's certificate duly vetted by the auditor)
 - 10 marks for the timely completion of the assigned works of top ten clients. (Clients certificate regarding satisfactory and timely completion of work)
 - 20 marks for the quality of the reports regarding the quality of editorial work and printing in the last one year; (Two best reports printed during last one year to be submitted in hardcopy, which will be evaluated by a selection committee constituted by AIDA/ITPED)
 - 30 marks will be given on the basis of an online presentation to be made by the firm/ entity to the selection committee;
- (v) It is clarified a single certificate from the auditor would suffice for all the three criteria mentioned in para 7 (iv) above.
- (vi) Whenever the need for editing and printing a report arises during the empanelment period, the particulars of the job would be informed to each of the empaneled firm/agency specifying the no. of pages in the report, the size of pages, the quality and type of paper to be used, the approximate number of graphics/photographs, the number of color pages, the type of editing desired and last but not the least the time within which the work is expected to be executed.
- (vii) It may also be noted that AIDA/ITPED will have the discretion to go for only 'mechanical editing' for a particular report and 'substantive editing' may be ordered only for selected few reports;

- (viii) The financial quotes will be sought from all the empaneled firms/agencies on AIDA's tendering website. All the empaneled firms will be provided login credentials to submit their quotes which would be evaluated online.
- (ix) It may be noted that normally 15 days' time shall be given for editing, design, lay-out and printing of a typical report, with the exception that certain Messages from high dignitaries may be available up to three days before the printing;

8. Interested firms/ entities may send their EOI in hard copy in a sealed envelope by post/courier/hand delivery to All India Discoms Association (AIDA), Ground Floor, CBIP Building, Malcha Marg, New Delhi-110021, latest by **21st October, 2026**. The EOI should provide all the documents and details as mentioned in para 7 (iv) above. On receipt of the EOI, the applicants shall be informed about the date and time when they would be required to make the presentation mentioned in para 7(iv) above.

9. For any other clarification, Shri Sudhir Arya, Director (Admin & Finance), AIDA may be contacted at diradm@aida-india.org.



(Alok Kumar)
Director General, AIDA

Copy to:

1. The Centre Director, ITPED, New Delhi
2. Director (P&RA)/ Director (Admin & Fin)/ Advisor (Tech), AIDA, New Delhi