

**Office of the Chief Electoral Officer
Cabinet (Election) Department
Sector 2, Dhurwa, Ranchi-834004**

Short Term Tender Notice

Sealed tenders are invited from experienced and reputed organizations for Printing of photo electoral roll from the ERMS (Electoral Roll Management Software). The Technical and Commercial Bids shall be duly filled and submitted in original in separate sealed envelopes. The invitation for bids is open to all entities registered in India who fulfill qualification criteria as specified below. All requisite documents must be submitted with the technical bid. Documents not submitted with bids would not be considered later. The financial bid must be submitted in the proforma given below and the rates should be F.O.R. District Headquarters. Conditional bids would not be acceptable and would be summarily rejected.

The sealed bids must reach the office of the Chief Electoral Officer, Jharkhand latest by 02:00 PM of 11.12.2015 and will be opened the same day at 03:00 PM in presence of the bidders who may remain present during the process. The CEO reserves the right to accept or reject any bid without assigning any reason or to amend the terms and conditions of the tender.

Part-I TECHNICAL BID (Envelope-A)

1. The bidder should not be blacklisted by Central or any state government or Public Sector undertakings at the time submission of bid.
2. The Bidder should have been a company registered in India under the companies Act 1956/Proprietor ship Company/Partnership Company and in operation for a period of at least 5 years as on date of submission of bid, as evidenced by the Certificate of Incorporation and Certificate of Commencement of Business issued by the Registrar of Companies/Partnership deed/Company Registration to urban Local Bodies/Shop Establishment Certificate.
3. The bidder should have experience in the printing of Photo Electoral Roll for at least five years.
4. The bidder should have been registered in VAT, Service Tax, IT (Pan), PF and ESI.
5. The Bidder should be a profit making and should have had an average minimum annual turnover of Rs. 3.0 Crores during the last 3 financial years (Financial Year 2012-13, 2013-14 & 2014-15) and Net worth of Rs. 1.0 Crore in one / any financial year as on submission of bid as evidenced by the relevant declared financial statements and audited accounts of the company.



6. Proof of work experience on printing of Photo Electoral Roll for a minimum 25 (Twenty Five) Assembly Constituencies for at least three Consecutive years. Proof in the form of Work Order and / or job Completion Certificate should be submitted.

Bidders shall submit, along with their Bids, EMD of Rupees 5.00 Lac (Rupees five Lac only) and non refundable tender fee of Rs. 5000/- (Rupees five thousand only) in the form of Demand Draft issued by any scheduled bank in favour of "Chief Electoral Officer, Jharkhand" payable at Ranchi.

Part-II, COMMERCIAL BID (Envelope-B)

To

Chief Electoral Officer
Cabinet (Election) Department
Sector-2, Dhurwa,
Ranchi-834004

Sir,

I/We hereby submit the tender for printing of photo electoral rolls as per the Election Commission of India guidelines. I undertake to work in accordance with the directions of the CEO, Jharkhand in this regard and agree to complete the work assigned to me from time to time by him within the time specified and in accordance with the specifications, design and instructions given by him. My rates for items mentioned above are as follows:

Sl.No.	Activity	All inclusive rates in figure (in Rs.)	All inclusive rates in words (in Rs.)
1	Printing of Photo Electoral Roll as per ECI guideline with or without Photo with minimum 7 entries. Single side printing through digital printing		
2	Printing of Photo Electoral Roll as per ECI guideline with or without Photo with minimum 7 entries. Double side printing through digital printing		

Signature of the Bidder:

Name

Address:

Phone No.:

Fax No.:

e-mail:

Date and Office Seal


Chief Electoral Officer
Jharkhand