

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

**Tender Notice**

**1. Introduction**

This Tender Notice is issued by the Chief Electoral Officer, Jharkhand, Ranchi for inviting proposals from reputed company / firms having capacity and capabilities to supply about 10,00,000 PVC EPIC cards initially, and thereafter on a continuous basis, PVC EPIC cards with prescribed security features. The process is ongoing and such cards would be required for all the new citizens added to the voter list of Jharkhand State from time to time.

The time schedule for various activities flowing from the issue of this Tender Notice shall be as follows:-

1. Date of publication : 31.07.2013
2. Pre bid meeting 07.08.2013 at 03.00 pm in CEO, Office, Ranchi.
3. Last date for receipt of Bid proposals 21.08.2013 up to 3 PM.
4. Date and time for opening Technical bid 21.08.2013 at 4 PM.
5. Date and time for opening Commercial bid 24.08.2013 at 11 AM.
6. Address for communication/submission of the proposals - Office of The Chief Electoral Officer, Cabinet (Election) Department, Near Gayatri Mandir, Sector-II, Dhurwa, Ranchi – 834004, Jharkhand, Phone: 0651-2440077

The proposals submitted in the prescribed format alone shall qualify for evaluation. The proposals shall be in English and be submitted in hard copies alone. The proposals from the interested bidders should reach this office in sealed covers within the stipulated date. The proposals shall be accepted on all working days between 10 A.M. to 5.00 P.M. up to 20.8.13 and up to 3.00 PM on 21.8.13. Any proposal submitted after the stipulated date and time shall not be entertained.

There should be two separate bid proposals - technical and commercial, in separate sealed envelopes. Both the sealed envelopes should then be put inside one sealed envelope. The envelope should be scribed in bold letters '**Bid proposal for printing and supply of PVC Electors' photo identity cards (EPICs)**'. All the pages of the bid proposal should be submitted in hard copy, duly signed by the authorized official of the bidder on each page. Bidder's confirmation for acceptance of Election

Department's terms and conditions, eligibility & evaluation criteria shall be categorical and the commercial bid shall not contradict the technical bid in any manner. Violation of these requirement will disqualify the bidder.

## **2. Background:**

The Election Commission of India had started the scheme - issuing EPICs (Electors' photo identity card) to the electors in the year 1993 with an objective to ensure easy identification of the electors at the time of voting. Comprehensive guidelines were issued by the Commission for this purpose in May 2000. In view of the major advances in technology in the last 12 years, the Commission has issued fresh directions to ensure better quality cards with stricter security features. As per these fresh guidelines, the EPIC will now be printed on PVC sheet with prescribed specifications, security features and personalisation details. The EPIC will carry colour photograph of the elector. The photographs of the electors on new cards should be in sharp focus, of high quality, showing natural skin tones and clearly recognizable features. In Jharkhand there are approximately 10,00,000 electors for whom the EPICs are to be prepared immediately and every year about 5-6 lakh new electors may be added to the voter list and old voters may also seek replacement of their old cards on payment of prescribed fees, apart from issue of EPIC due to correction of entries.

## **3. Scope of the Work**

The bidder shall supply EPICs (Electors photo Identity cards) for approximately 10,00,000 voters distributed across 81 assembly constituencies. The EPICs shall be supplied with prescribed security features and personalization details printed upon them as given in the **paras 5 & 6** below. It shall be the responsibility of the bidder to procure blank pre-printed cards of prescribed specifications directly from card manufacturers with/without security features. The EPIC cards must be printed with security features and personalization details, inserted inside an envelop of leather / synthetic leather (print material), and then packed electoral roll part wise (polling station wise) and AC (Assembly Constituency) wise. It means to say that the package box of EPICs for a particular AC shall contain sub-packages of all the polling stations located inside that AC. The packing will be done in a manner and with material as directed by the CEO, Jharkhand. The bidder shall deliver the EPIC cards to District Election Officer of the concerned district and the bid price should include all costs

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F.O.R. at each DEO Office along with a list of booths and AC wise list of cards supplied.

#### **4. Stipulated time for completion of the work**

The successful bidder would be required to complete the allocated volume of the work including transportation and delivery of the EPICs to the DEOs within 15 days from the date of supply of data initially. Thereafter the bidder would be required to access the ERMS data on 15<sup>th</sup> of each month for new voters requiring EPICs and shall supply to the concerned DEOs, the new EPICs by first of the next month on a regular basis & within stipulated time during special programs such as NVD / Special Summary Revision etc. He shall be required to get the list of such new EPICs authenticated from the Office of the CEO, Jharkhand every month on 15<sup>th</sup> day thereof. This shall subject to any other time frame as may be laid down by the CEO, Jharkhand.

The Office of the Chief Electoral Officer, Jharkhand shall make available to the service provider the personalization data. The data will be with photo files (linked to individual data record). The data will be shared in a secured manner. Vendor shall keep informed the Office of the Chief Electoral Officer, Jharkhand of the progress, on EPICs' delivery by online MIS, on daily basis. Besides, the successful bidder would establish an office in Ranchi for regular liaison with CEO and DEO offices with competent staffs and other facilities. The work of printing should preferably be carried out at a location located in Jharkhand which shall be subject to inspection by officers of CEO Office, Jharkhand.


#### **5. Specification for card:**

- (i) Card Type: All new cards will be printed on PVC sheet with colour photograph.
- (ii) Card Size – 8.6 cm vertical and 5.4 cm horizontal with variation permissible of plus or minus 5%.
- (iii) Thickness – 0.7 mm
- (iv) Card should be round cornered.

#### **6. Specifications for security printing:**

##### **Front:**

- (i) Spiral micro letters line (EPIC) in art screen.
- (ii) Three colour guilloche design

  
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- (iii) The national Emblem with guilloche design for invisible printing which can be seen by ultra violet light.
- (iv) The national Emblem printed on the upper left hand corner and Election Commission of India logo printed on the upper right hand corner in colour.

**Back:**

(i) Relief tint of "Election Commission of India" in bilingual, i.e, English and Hindi.

**7. Personalisation:**

**Front:**

- (i) 'Election Commission of India' in English and Hindi on the top.
- (ii) 'Elector Photo Identity Card' in English and Hindi below 'Election Commission of India'.
- (iii) Colour photo of the elector.
- (iv) EPIC number of the elector printed in alphabets and numbers and also as a bar code.
- (v) Name of the elector, in English and Hindi.
- (vi) 'Relation name', printed in English and Hindi.

**Back:**

- (i) 'Sex', printed in English and Hindi.
- (ii) Date of birth / age printed, in English.
- (iii) Address, printed in English and Hindi.
- (iv) Number and name of assembly constituency, printed in English and Hindi.
- (v) Part number and name, in English and Hindi.
- (vi) Scanned signature of Electoral Registration Officer.
- (vii) Note-

The following notes printed in English and Hindi:-

- (a) Mere possession of Elector Photo Identity Card is no guarantee of name being present in electoral rolls. Please check your name in the current electoral rolls before every election.
- (b) Date of birth mentioned in this Card shall not be treated as proof of age or date of birth for any purpose other than registration in electoral rolls.

**8. Specifications for Leather/Synthetic leather envelop ( for inserting the EPICs)** Leather/Synthetic leather envelope (9 cm x 6 cm) superscribed with the words "Elector Photo Identity Card" (मतदाता फोटो पहचान पत्र) in Golden letters.

  
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This envelope should be good quality and a sample should be submitted along with technical bid.


**9. Further specifications:**

The Supplier shall have to comply with further directions as regards sl. 5, 6, 7 & 8 above arising due to any further direction from ECI.

**10. Eligibility Criteria:- Part – I Technical Bid (Envelope-A)**

**Part – I Technical Bid (Envelope-A)**

- (1) The Bidder should be an Indian company / firm owned by Indian Nationals only.
- (2) The bidder should not have been black-listed by any government or semi government undertaking. An affidavit by the bidder to this effect before notary/authorised magistrate will be required.
- (3) The Bidder must be a reputed company / firm in India for at least 5 years and should have experience of having done printing work for large computerized databases and should have technical knowhow about extracting data from databases in prescribed formats and printing them.
- (4) The PVC card processing facilities shall be owned by the Bidder. The successful bidder shall have to installed PVC card processing facility in Jharkhand for printing and personalisation within 15 days from the date of finalisation of bid. The capacity of the processing facility must not be less than 10000 PVC cards per day per unit in normal days and number of units will have to be suitably increased as & when required.
- (5) The turnover of company / firm should be at least Rs. 2 crores per annum during last three financial years i.e. 2010-11, 2011-12, 2012-13.
- (6) The Bidder should be a profit making company for the last three financial years. The bidder should submit CA certificate to that effect.
- (7) The bidder must submit at least five sample PVC EPIC as per specification mentioned above. The sample of PVC EPIC may be seen in the Office of The CEO, Jharkhand during any working day.

  
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**11. RATES TO BE QUOTED ON PER CARD BASIS** Part – II Commercial Bid  
(Envelope-B)

(Inclusive of all costs, taxes, duties, surcharge etc)

<b>EPIC of the specification as prescribed in the bid document and any further instructions issued by ECI from time to time (rate should be valid for at least 2 years)</b>	<b>Rate Quoted</b>  Rs. (In words)  Rs. (In figure)
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**Note :** No conditional bids would be accepted.

**12. General Instructions**

The Bidders are requested to go through the instructions, eligibility criteria and technical specifications given in the **Tender notice**. Failure to furnish all required information duly indexed & page numbered will be at the bidder's risk and may result in the rejection of the bid proposal.

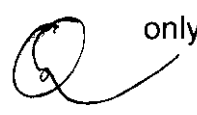
Each page of the bid document should be signed by the authorized signatory and seal of the company should be affixed below it, as a token of confirmation, that the tender document has been read and understood. Any clarification required may be sought in writing and may be delivered in person, up to a day prior to the last date of the receipt of the bid proposals.

**13. Amendments to the tender**

1. Before the last date of the receipt of the proposals, the Election Department, Jharkhand, may amend any of the tender conditions as may be desired or wherever O/O CEO, Jharkhand, feels that such an amendment is necessary. Any such amendments to the tender conditions will also be put on the CEO, Jharkhand's Website <http://www.jharkhand.gov.in/ceo> at least one week before the last date of submission of the tender.

**14. Earnest money deposit**

1. The bidders should, furnish as Earnest Money Deposit (EMD) in the form of a Demand Draft from any Scheduled Bank of Rs. 300000/- (Rupees Three lakh only) in favour of 'Chief Electoral Officer, Jharkhand' & payable at Ranchi. The

  
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proposals received without the EMD will be summarily rejected. In the case of successful bidders, the EMD will be adjusted towards the security deposit against performance cum guarantee, on request.

2. In the case of unsuccessful bidders, the EMD will be refunded within one month.
3. The EMD is liable to be forfeited in case the bidder backs out from the offer, after submission of the bid or after the acceptance of the offer by the CEO, Jharkhand or fails to sign the contract. No interest shall be payable by the Election Department on the Earnest Money Deposited.

### **15. Submission of tender under two covers system**

The **tender** document can be purchased from the Chief Electoral Officer, Cabinet (Election) Department, Near Gayatri Mandir, Sector-II, Dhurwa, Ranchi – 834004, Jharkhand, Phone: 0651-2440077, by paying Rs.2000 (Rupees Two Thousand only). It can also be downloaded from the CEO, Jharkhand Website <http://www.jharkhand.gov.in/ceo>. In such a case, a DD of Rs. 2000 (Rupees Two Thousand only), in favour of 'Chief Electoral Officer, Jharkhand' & payable at Ranchi will have to be submitted towards the cost of the **tender** document in the Technical Bid (Part-I) cover. The filled in tender document should be signed on every page by the authorized signatory, with seal of the bidder company / firm affixed below it as a token of confirmation that the tender document has been read and understood. Any corrections or overwriting will liable to rejection of the bid.

The bid document should be submitted under two separate covers, Technical Bid (Part-I) & Commercial Bid (Part-II). The Technical Bid (Part-I) should contain documents in support of bidder's claim to fulfill the eligibility criteria, details of technical infrastructure available/proposed to be procured, five samples of the PVC EPICs, offer covering letter as per Annexure-I of this document, Cost of Form and EMD. The Commercial Bid (Part-II) should contain price quote of the bidder company. The two covers should be sealed separately and marked as '**Printing and supply of Electors Photo Identity Cards ( EPICs) for the electors in Jharkhand**' - Technical Bid (Part-I)' and '**Printing and supply of Electors Photo Identity Cards (EPICs) for the**

  
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**electors in Jharkhand.’ - Price Bid (Part-II)’** respectively. Besides, the Bidder’s Name and Address should be printed on the sealed covers.

The two sealed covers should then be kept inside an outer envelope with the Name and Address of the bidder on it and sent to the addressee Chief Electoral Officer, Cabinet (Election) Department, Near Gayatri Mandir, Sector-II, Dhurwa, Ranchi – 834004, Jharkhand so as to reach on or before the last due date and time. The outer envelope should be super scribed as ‘ **Bid Proposal for Printing and supply of PVC Elector photo identity cards ( EPICs) for the electors of Jharkhand’.**

#### **16. Opening of the tender**

Sealed bid proposals received up to 3.00 P.M on 21.08.2013 will be taken up for opening on the date and time mentioned above. **The CEO, Jharkhand reserves the right to reject any or all the bidders, in case of not being satisfied with the documents furnished or otherwise without assigning any reasons therefore.**

i) The Sealed cover of the Technical Bid (Part-I) will be opened first on the appointed date and time in presence of the representatives of the bidders who chose to remain present. The technical bid will be evaluated as per the terms and conditions of tender.


ii) Sealed cover of the Price Bid (Part-II) will be opened on the appointed day and time only in respect of those bidders who qualify in the Technical bid. The bidders who qualify in the Technical bid may remain present at the time of the opening of Commercial bid if they chose so.

#### **17. Award of work :**

The work will be awarded to the lowest rate bidder.

#### **18. No conditional rate will be accepted.**

The rates in financial bid should be inclusive of all taxes and expenses F.O.R. district headquarter. Conditional bid would be summarily rejected. The Election Department reserves the right to split the work and award it to more than 1 bidder if deemed necessary.

  
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## **19. Other conditions**

The bidder should submit the proposal only in the Form issued by the Office of the CEO, Jharkhand or in the form downloaded from the website <http://www.jharkhand.gov.in/ceo>. As a token of acceptance of the conditions, each page of the tender document should be duly signed with company's seal affixed below the signatures.

CEO, Jharkhand reserves the right to reject any bid proposal without assigning any reasons thereof, and the same shall not be questioned on any ground, whatsoever.

Sub-contracting of the awarded work in any manner will amount to a breach of the contract. Such bidders would be disqualified and their contract would be summarily rejected.

Time is the essence of the contract. The CEO, Jharkhand reserves the right to cancel the order placed on any bidder and assigns the work to anyone else at the risk and cost of the aforesaid bidder in case of delay, non-compliance to specifications or any other valid reason.

## **20. Performance cum Guarantee Deposit**

The successful bidders shall deposit as security against performance cum guarantee an amount equivalent to 10% of the value of the order in the form of Bank Guarantee (valid for 1 year) issued by any of the Nationalized Bank / Scheduled Bank, within 7 days from receipt of work order from Election Department. On the request of the successful bidder, the Earnest Money Deposit will be adjusted against the security deposit payable by the bidder. If the Security Deposit is not paid within time specified, the Earnest Money Deposit remitted by the bidder shall be forfeited. In such case, the Election Department shall be entitled to get the work executed from elsewhere and recover the consequential loss sustained from the bidder due to getting the work executed either by other bidder or by a bidder selected through the process of re-tendering.

  
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## **21. Terms of Payment**

The payments in respect of the work execute, shall be made as follows:

The payment shall be made for AC as a unit. The payment shall be made within one month of the receipt in prescribed format of EPIC by the concerned DEO, Jharkhand, in respect to a legislative assembly constituency. The payment shall be made by CEO Office on the basis of bill raised by the successful bidder enclosing certificate of receipt of EPICs in prescribed format by the DEO concerned. No payment shall be made for faulty EPICs deviating from the specifications. The bidder shall be liable to replace them free of cost.

## **22. Taxes and Duties**

The price quoted will be inclusive of all applicable taxes and duties. TDS would be deducted as per statutory requirements.

## **23. Termination for Insolvency**


The Election Department may at any time terminate the work awarded by giving a written notice to the bidder. Termination will be without compensation to the bidder, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the O/O CEO, Jharkhand.

## **24. Warranty of quality and quantity of EPICs supplied.**

The successful bidder shall warrant that the EPICs are printed as per specifications mentioned in the tender, conform to the specified design and there are no defects of security featurization, personalization; that may affect the usage of cards by the electors.

Upon receipt of notice from the Election Department, Jharkhand for defective material, the successful bidder shall, within 7 days of receipt of the notice, replace the defective EPICs, free of cost. The bidder shall take over the defective EPICs at the time of their replacement and would destroy them in the presence of an officer of CEO office, dully authorised for this purpose.

No claim whatsoever shall lie on the Election Department, Jharkhand for the replaced EPICs

  
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If the bidder fails to replace the defective EPICs within a reasonable period, the CEO, Jharkhand may proceed to take such remedial actions as may be necessary, at the bidder's risk and expense.

## **25. Penalty for delay**

Delay in meeting the timelines, beyond the due date of delivery, in respect to an AC, will invite a penalty of Rs 10,000 per day, in respect to that AC. If the delay is of more than 15 days, then the work may be withdrawn and got executed through other bidder (s) at the risk and expense of the defaulting printer. The CEO may, if he is satisfied with the reasons for this delay, waive the penalty.

## **26. Agreement**


Successful bidder shall have to enter into agreement with CEO Jharkhand envisaging the full terms & conditions regarding supply of PVC EPIC.

## **27. Arbitration**

The dispute or difference arising between the Election Department and the bidder relating to any matter arising out of or in connection with the execution of the printing and supply of EPICs work assigned to the bidder, then the same shall be referred to the sole Arbitrator appointed by the CEO, Election Department, Jharkhand in consultation with the bidder. The decision of the Arbitrator shall be final and binding on both the parties subject to the proviso that the Arbitrator shall give reasoned award. The seat of arbitration shall be in Ranchi.

## **28. Jurisdiction of civil court:**


If during the course of the execution of the contract any dispute arise with the successful bidder, the civil court situated in the District of Ranchi alone will have jurisdiction over the dispute.

  
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CHIEF ELECTORAL OFFICER  
Jharkhand

**COMMERCIAL BID  
(ENVELOPE -B)**

<b>EPIC of the specification as prescribed in the bid document and any further instructions issued by ECI from time to time (rate should be valid for at least 2 years)</b>	<b>Rate Quoted</b>
	<p>(Inclusive of all costs, taxes, duties, surcharge etc)</p> <p><b>Rs. (In words)</b></p> <p><b>Rs. (In figure)</b></p>

Signature of Tenderer

  
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OFFER COVERING LETTER  
(TECHNICAL BID)

TO :

CEO,  
Jharkhand

**Subject: - Tender notice NO. Dated for Printing and supply of EPICs  
( Electors' photo identity cards) for the Electors of Jharkhand**

Dear Sir,

1. We have examined the REP NO. Dated and subsequent pre bid clarifications/ modifications/ revisions issued by the Election Department and we offer to execute the work – '**Supply of Electors' photo identity cards ( EPICs) for the Electors of Jharkhand**' as per the terms, conditions and technical specifications spelt out, and in accordance with the price quoted, in the Commercial bid. We agree that the evaluation criterion is fair and binding on us.

2. We agree to abide by this offer till 180 days from the last date stipulated by the **tender** for submission of the bid, and our offer shall remain binding upon us and may be accepted by the CEO, Jharkhand any time before the expiry of that period.


3. Until a formal contract is prepared and executed, this offer, together with the Election Department's written acceptance thereof/purchase order/letter of intent/award order shall constitute a binding contract between us.

4. We certify that the information/data/particulars furnished in our Bid Proposal are factually correct. We also accept that in the event of any information/data/particulars proving to be incorrect, The Election Department, Jharkhand will have the right to disqualify us from the bid.

5. We undertake to comply with the terms and conditions of the RFP and subsequent pre bid clarifications/modifications/revisions furnished by the Election Department in writing. We understand that the Election Department, Jharkhand may reject any or all of the offers without assigning any reason whatsoever.

Yours faithfully,

(Name and Designation)  
For and on behalf of Seal

  
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AUTHORIZATION LETTER

TO,

The Chief Electoral Officer  
Jharkhand

Subject :- **Authorization letter for signing the bid proposal and representing the Bidder Reference:**

Your Tender Notice NO.          Dated.


Sir,

Kindly refer to your Tender Notice NO. Dated asking for submission of bid proposals for executing the work relating to '**Supply of Electors' photo identity cards ( EPICs) for the Electors of Jharkhand**' In the matter it is submitted that Mr/ Ms is hereby authorised to sign the bid proposals ( Technical bid and Commercial bid) on behalf of our organization. He/ She is also authorized to represent and take decision on behalf of our organization in all the proceedings relating to the RFP under reference. A Xerox copy of the Power of Attorney vesting such authority in Mr/ Ms ..... is enclosed herewith.

Signature is attested below

Specimen signature of the representative

Signature with seal & designation

  
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