

Government of Punjab
"Punjab State e-Governance Society (PSEGS)"
SCO 193-195, Sector-34 A, Chandigarh

TENDER NOTICE

The undersigned hereby invites sealed tenders from reputed, financially sound and experienced firms for the preparation of Elector's Photo Identity Cards (EPICs) on Pre-printed PVC Cards. The preparation of EPICs will include **Printing details of elector on PVC Cards by the Vendor.** Approximate number of PVC EPICs to be prepared during Special Summary Revision-2014 of Photo Electoral Rolls will be 10 Lakh. The work of preparation of PVC EPICs will have to be done within 20 days from the date of handing over the job order.

Earnest Money of Rs. 50,000/- (Rupees Fifty Thousands only) in the shape of Bank Draft from any Nationalized Bank in favour of The Member Secretary, Punjab State e-Governance Society, Chandigarh, must accompany the sealed tenders. Firms/tenderer having previous experience of successfully carrying out such jobs in a time bound manner will be given priority. Approved tenderer will have to deposit Rs.5,00,000/- (Rupees Five Lakh only) as security money in the shape of Bank Guarantee or FDR with Lien mark in favour of The Member Secretary, Punjab State e-Governance Society, Chandigarh, from any Nationalized Bank in favour of The Member Secretary, Punjab State e-Governance Society, Chandigarh. The said Security amount will be refunded to tenderer on/after two months from the completion of preparation of PVC EPICs.

The last date for submitting the tender is 08.10.2013. upto 03:00 P.M. Tenders will be opened on the same day at 3.30 PM in the presence of tenderer and authorized representatives of the firms/tenderer. Detailed terms & conditions can be obtained from the O/O The Member Secretary Punjab State e-Governance Society, Chandigarh. These can also be seen and downloaded from ["http://dgrpunjab.gov.in "](http://dgrpunjab.gov.in).

The undersigned reserves the right to reject any or all the bids without assigning any reason. The undersigned also reserves the right to allot the work to One or more tenderer on the approved rates.

The Member Secretary
Punjab State e-Governance Society
(PSEGS)
Phone:

Place: Chandigarh
Date:

Punjab State e-Governance Society (PSEGS),
Government of Punjab
SCO 193-195, Sector-34 A, Chandigarh

RECEIPT

Tender No. _____

Serial No. of Document _____

Issued to

Against request No.

Dated

and payment of cost of Tender document for Rs.1000/- (Rupees One Thousand Only.)

Tender Document Issued on _____

Authorized Signatory

Punjab State e-Governance Society (PSEGS),
Government of Punjab
SCO 193-195, Sector-34 A, Chandigarh

DOCUMENT CONTROL SHEET

S. No.	Particular	Details
1.	Document Reference Number	PSEGS/CEO/2013/02
2.	Start date of issue of Tender	19.09.2013
3.	PreBid meeting	26.09.2013 at 3.00 PM
4.	Last date of issue of Tender	08.10.2013 upto 3.00 PM
5.	Last date and time for receipt of proposals	08.10.2013 upto 3.00 PM
6.	Date and time of opening of Proposals	08.10.2013 at 3.30 PM
7.	Cost of RFP document	Rs. 1,000/-
8.	Earnest Money Deposit (EMD)	Rs. 50,000/- (Rupees Fifty Thousand Only)
9.	Office Address	Department of Governance Reforms, Punjab,
10.		SCO 193-195, Sector 34-A, Chandigarh
11.	Website	www.dgrpunjab.gov.in

This Document is not transferable

Punjab State e-Governance Society (PSEGS),
Government of Punjab
SCO 193-195, Sector-34 A, Chandigarh

No. _____

Dated: _ _ _ _ August, 2013

From

The Member Secretary
Punjab State e-Governance Society (PSEGS)
SCO 193-195, Sector-34-A
Chandigarh.

To

M/s _____,

_____.

**Subject: - Preparation of Elector's Photo Identity Cards (EPICs)
On Pre-printed PVC Cards -Tenders.**

Sealed tenders are invited by the undersigned for the preparation of Elector's Photo Identity Cards (EPICs) on Pre-printed PVC Cards to be issued to electors. Tenders should reach this office latest by 03:00, P.M. 08.10.2013, which will be opened on the same day at 3:30, P.M. in the presence of the renderers or their authorized representatives who may like to be present at that time:

1. SCOPE OF WORK

- 1.1 The work of preparation of PVC EPICs will have to be done as per ECI guidelines (CEO Schedule) from the date of handing over the job order;
- 1.2 The Scanning of photographs at District Level/ ERO Level will have to be done by the vendor.
- 1.3 The Vendor would have to supply two copies of Miniature Sheets to District Election Tehsildar/ ERO.
- 1.4 The Paper A4 Size Minimum 95 GSM single side printing in case of double

side printing then Minimum 190 GSM paper to be used and Lamination Pouches of A4 Size (308mm and 220mm of 125Micron-50MicronPolyester & 75Micron Co Polyester) for Miniature Sheets will be arranged by the Vendor himself.

- 1.5 Vendor will not procure pre-printed PVC cards himself and will only print PVC EPICs on PVC Card Printers provided by PSEGS.
- 1.6 The approved vendor will have to install Computers with Internet Connectivity & PVC Card Printers in Chandigarh or District S.A.S Nagar two week before the start of work. The work of preparation of PVC EPICs will be done at Chandigarh or District S.A.S Nagar under the supervision of PSEGS. All EPIC's will be printed AC wise and vendor shall deliver the **EPIC's** to District Election Office/ ERO Office in the State of Punjab on behalf of PSEGS.
- 1.7 Tenderer must have proven experience/capabilities of preparation of EPICs (Attach copy of supply orders/ certificate received). Punjab State e-Governance Society (PSEGS) has full power/authority to take into account the past performance, reputation, suitability/capabilities of execution of work before awarding the contract;
- 1.8 Approximate number of PVC EPICs to be prepared during Special Summary Revision-2014 of Photo Electoral Rolls will be 10 Lakh. However, there can be variation on either side;

2. Specifications of PVC Card:-

The PVC Card should have the following dimension and security printing (Sample attached):-

(a) Specifications for Card:

- (i) Size: 8.6 cm vertical and 5.4 cm horizontal

(ii) Thickness: 0.7 mm

(iii) The Size of Photograph : 32 mm vertical and 24 mm horizontal.

(b) Specifications for Security Printing:

Front:-

- (i) Spiral micro letters line (EPIC) in art screen
- (ii) Three colour guilloche design
- (iii) The National Emblem with guilloche design for invisible printing which can be seen by ultra violet light.

Back:-

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

(c) Specifications of Printing:

- (i) Personalization of Card : To print in one single pass, Photo & ECI's logo in color and National Emblem, Text, barcode, Signature in Black color in front & back. Printing quality should be best.
- (ii) Technology to be used : Dye Sublimation card printing
- (iii) Equipment to be used : Double sided Dye Sublimation Plastic card Printer with minimum Speed of 125-250 cards per hour for double side printing in front side Color & back side black in one single pass.

(iv) Ribbon to be used : YMCKOKO ribbon

3. Preparation of Bids by Bidder

3.1 The Bids prepared by the Bidder shall comprise of two cover system

- Technical bid in one cover
- Commercial bid in on cover

3.2 Technical Bid comprising the following are to be filled as per the formats provided in the Tender Document.

- (i) Bidder must enclose duly filled and signed "**Annexure-'A'**"
- (ii) Earnest Money
- (iii) Bidder's Details "**Annexure- T1**"
- (iv) Bid Form "**Annexure-T2**"

3.3 Please note that prices should not be indicated in the Technical Bid and if price is quoted, tender will be rejected.

3.4 Technical Bid of the tender should be covered in a sealed cover super scribing the wordings "Ref: Printing of EPIC on PVC Cards - Technical Bid" and the wording "Do not open before 3:00 PM on _____"

3.5 Commercial Bid comprising Bid Letter is to be filled in accordance with the formats provided in the Tender Documents "**Annexure-C1**".

3.6 Commercial Bid should only indicate prices filled as per Performa provided in the Tender Document.

3.7 Commercial Bid of the Tender should be covered in a sealed cover super scribing the wordings "Ref: Printing of EPIC on PVC Cards - Commercial Bid" and the wording "Do not open before 3:30 PM on **08.10.2013**".

3.8 All pages of the Tender shall be signed and stamp by the Bidder or Authorized Signatory.

3.9 The Technical Bid Cover and Commercial Bid Cover prepared as above are

to be kept in a single sealed cover super scribed with "Ref: Printing of EPIC on PVC Cards - Technical Bid" and the wording "Do not open before 3:30 PM on 08.10.2013", " Addressed to "The Member Secretary, Punjab State e-Governance Society, Department of Governance Reforms, Punjab, SCO 193-195, 3rd Floor, Sector 34-A, Chandigarh" and details of address and contact number of bidder.

4.00 MINIMUM ELIGIBILITY CRITERIA (MEC) (The bidder has to submit all relevant documents / Copies as proof for Qualifying the MEC)

- 4.01 The Bidder shall be a registered Company / firm in India and should have been in existence for at least 5 Years as on the BID submission date, as evidenced by the certificate of Incorporation and Certificate of Commencement of Business issued by the Registrar of Companies/ Partnership registration/ Sole proprietorship Registration under shops and establishment act.
- 4.02 With an intention to ensure fair and wider base of participation & execution by the bidders across the country:
- a) There shall be ONE bid only from any company / firm / individual /society etc. falling under the same Management.
 - b) Partnership firm / LLP (Limited Liability Partnership) in which any director or his relative are interested shall submit ONE bid only.
 - c) Proprietary concerns among the family members shall submit ONE bid only.
- 4.03 The Bidder shall have a Turnover/Net worth of minimum Rs. 4 Crore during last two financial years. (Copies of Audited statements or balance sheet / Profit & Loss A/c or turnover certificate duly signed by a practicing Chartered Accountant to be provided).
- 4.04 The Bidder should have an EPIC Preparation experience of minimum 25 lakh EPIC Preparation under One Single Order in last two financial years for any Election Department/ Public Sector Undertaking/ Government Undertaking Society/ Government Undertaking Corporation. Experience from any private firm will not be considered.
- 4.05 Bidder should have executed the above projects for any

Central Government / State government/ Public Sector Undertaking/ Government Undertaking Society/ Government Undertaking Corporation during last 2 financial years. Attach Proof like copies of Purchase/Work Orders and Project Completion Certificate from the customer.

The bidder is expected to have received the work order/Purchase order/contract directly from one of the following sources.

1. Central Government
2. State Government
3. Public Sector Undertaking
4. Government Undertaking Society/ Corporation

4.06 The Bidder shall attach Service Tax Registration No, IT Permanent Account No. (PAN) with relevant certificates as applicable.

4.07 Commercial Bids of only those bidders who successfully qualify in the technical evaluation shall be opened.

4.08 The Bidder shall attach the bid fee of Rs. 1,000/ which is non refundable. The Bidder must submit EMD with the Technical Bid.

4.09 The Bidder should not be blacklisted / suspended by any Ministry or Department of the Central Government, or by any of the State Governments/UT or any of Public sector companies as on last date of bid submission / before placement of Purchase Order.

4.10 The Bidder having an Office Office/ Branch Office within the State of Punjab or Chandigarh will be given preference.

4.11 Documentary evidences for all the Minimum Eligibility Criteria are required to be submitted as part of the Minimum Eligibility Bid. Non-compliance with one or more of the requirements covered under MEC, will lead to summarily rejection of the bid.

4.12 **Consortium:** Consortium is not allowed at any cost.

4.13 **Subletting of Contract Job:**

The Bidder/party will not sublet the contract job at any cost and shall carry out the same in the mentioned premises. If at any stage, the same is found, the contract order will be cancelled, security deposit forfeited and payment of the job done will not be made.

4.14 Validity of the bid shall be 180 days from the date of bid submission.

5. The Member Secretary, Punjab State e-Governance Society (PSEGS) Chandigarh, reserves the right to allot the work to one vendor or distribute it to different vendors on flat rate as the circumstances warrant at the time of allotment of work keeping in view the interest of government and the capacity of the vendors;
6. Before starting of preparation of PVC EPICs as per above given specification of PVC Cards, the vendor will have sample(s) approved from the Departmental Tender Committee;
7. An Earnest Money of Rs. 50,000/- (Rupees Fifty Thousands) in the shape of refundable Bank Draft duly pledged in favour of The Member Secretary, Punjab State e-Governance Society (PSEGS) Chandigarh, to be drawn on any nationalized bank must accompany the tender.

The earnest money will be refunded to all unsuccessful tenderer within 15 days of the date of opening of tenders. In case of the successful tenderer(s), this shall be adjusted against the deposit of security money.
8. The successful tenderer(s) shall have to deposit security money of Rs. 5,00,000/- (Rupees Five Lakh only) in the shape of Bank Guarantee/ FDR/ Bank Draft duly pledged in favour of The Member Secretary, Punjab State e-Governance Society (PSEGS) Chandigarh, for faithful performance of the work. Such security will be liable to be forfeited by The Member Secretary, Punjab State e-Governance Society (PSEGS) Chandigarh, in case the successful tenderer(s) refuses to undertake the

work at the approved rates in full or in part, or is unable to execute the job in full or in part, in accordance with time schedule as mentioned in the job order;

9. The firm should be registered with Service Tax, PAN/ GIR No. and company should also have an ISO 9001:2008 certification.
10. Penalty @ Rs.5,000/- (Rupees Five thousand) per day shall be imposed on the vendor(s) for any delay in preparation of PVC EPICs to the concerned ERO's Offices for the first 5 days. Any delay beyond 5 days will result in enhanced penalty of Rs.10,000/- (Rupees Ten thousand) per day. A delay of more than 9 days in delivery of printed PVC EPICs will be construed as failure to execute the job order and result in forfeiture of entire security deposit of Rs.5,00,000/-;
11. Bills for printed PVC EPICs will be made in duplicate in the name of the The Member Secretary, Punjab State e-Governance Society (PSEGS) Chandigarh.
13. The tendered rates shall be inclusive of all costs, taxes and levies etc. and levies in respect of works/ contracts applicable for the time being in force on such Contactors in the State of Punjab and no price escalation will be allowed on any account.

Only Service Tax shall be mentioned exclusively. Payment of service tax shall be made as per prevailing rate at the time of payment.
14. The rates must be valid for three year with effect from the date of acceptance of the tender and may be extendable, if required, by mutual agreement;

15. Tax Deducted at source (TDS) shall be deducted on all payments made to the vendor(s) as per income tax rules and a certificate to this effect shall be given;
16. Vendor(s) will have to mention printing capacity of PVC EPICs per day in the tender.
17. For any Increase/decrease in number of PVC EPIC Cards to be printed payments shall be made as per quoted bid price. However, for any other unforeseen event, the same will be settled mutually between the departmental committee and the successful vendor(s)

18. **Sharing of Database:**

The Vendor would not transfer or share the database or any part of it any form to any other personnel agency or organization.

19. **Replacement of Defective EPIC's:**

The Vendor will replace the EPIC's free of cost if card declare defective for not making the quality specification or is not adhering to any of Guidelines the ECI.

20. **Compensation and extension of time period:**

The claim for any shall not be acceptable for the losses suffered on account of the following reasons:-

- (i) Force Majeure
- (ii) Act of God
- (iii) Act of enemies of the state or any other reasonable cause beyond the control of the Government.

In case of such failure, the vendor may make an application for extension of time to the PSEGS who may grant such extension as shall appear to be

reasonable in the circumstances of the case.

21. **Security Deposit**

Within 10 working days the successful Bidder shall furnish security deposit amounting to Rs.5 Lakh favoring The Member Secretary, Punjab State e-Governance Society (PSEGS), Payable at Chandigarh, in form of Demand Draft/ FDR/ Bank Guarantee

22. The Member Secretary, Punjab State e-Governance Society (PSEGS) Chandigarh, reserves the right to accept or reject any tender without assigning any reason.

23. **Payments:** Vendor will submit the bill month/AC wise along with complete required documents duly verified by concerned ERO/ District Election Tehsildar upto 15th of every month or after completion of campaign in a particular Assembly Constituency for the release of 60% payment within one month from the date of submission of bills and required documents. The balance 30% payment will be released by PSEGS within one month after the receipt of delivery of 2 sets of laminated miniature sheets (One for DEO and other for ERO). The balanced 10% payment of EPIC will be released after the clearance of completion of work in all respect by Election Department Punjab.

24. **Arbitration:** In case of any dispute or difference regarding the interpretation of any clause of these terms & conditions, the matter will be referred for arbitration to the Principal Secretary to the Department of Governance Reforms, Punjab or his/her nominee, who

shall be the sole Arbitrator and his/her decision shall be final and binding on both the parties;

25. **Jurisdiction:** The Civil Courts at Chandigarh/ S.A.S Nagar will have jurisdiction with regard to the matters arising out of this agreement.
26. These terms and conditions shall be treated as part of agreement.

The Member Secretary

Punjab State e-Governance Society (PSEGS)

Phone:

Address	:	
Area/Locality/Taluka/sub-Division	:	
Town/City/District	:	
State/Union Territory	:	
Telephone No.	:	
Income Tax PAN No.#	:	

Date:

Signature of Tenderer

Name : _____

Status/ Designation : _____

(Seal)

(Enclose with Technical Bid)

Annexure – T1

BIDDERS PARTICULARS

BIDDERS SHOULD FURNISH ANSWERS TO ALL THE QUESTIONS BELOW.

BIDDERS MAY PLEASE NOTE THAT IF THE ANSWER SO FURNISHED ARE NOT CLEAR AND/OR ARE EVASIVE, THE ENTRY WILL BE LIABLE TO BE IGNORED.

1. **Tender No.** _____
2. **Indicate your permanent Income Tax A/C No.** : _____
3. **Please indicate Name & full address of your Banker** : _____

4. Business name and Constitution of the firm.

Is the firm registered under:-

(a) The Indian Companies Act, 1956 (b) The India Partnership Act, 1932 (Please also give name of partners) (c) Any act, if not who are the owners. (Please give full names and address).

5. State whether required Computer related Hardware is held for the execution of the job.

6. For Partnership firms state whether they are registered or not registered under Indian Partnership Act, 1932. Should the answer to this question by a Partnership firm be in the affirmative, please state further:-

- (a) Whether by the Partnership agreement, authority to refer disputes concerning the business of the partnership to arbitration has been conferred on the partner who has signed the tender.
- (b) If the answer to (a) is in the negative, whether there is any general power of attorney executed by all the partners of the firm authorizing the partners who signed the tender to refer dispute.
- (c) If the answer to either (a) or (b) is in the affirmative furnish a copy of either the partnership agreement or the general power of attorney as the case may be.

N.B.:

(1) Please attach to the tender a copy of either document on which reliance is placed for authority of partners or the partners signing the tender to refer disputes to arbitration. paper by all the partners.

(2) Where authority to refer disputes to arbitration has not been given to the partners signing the tender the tenders must be signed by every partner of the firm.

7. Mention specifically that whether the price tendered by you is to the best of your knowledge and belief, not more than the price usually charged by you for the job of the same nature. If not state the reasons thereof, if any, also indicate the margins of difference.

8. Please confirm that you have read all the instruction carefully and have complied with accordingly.

Signature of Witness:

Full Name & Address of
Witness in Block letters

Signature of Tenderer

1. Full Name and Address of the persons
Signing **(In BLOCK letters)**
2. Whether signing as Proprietor/ Partner
Constituted Attorney/ duly authorized
by the Company
(Seal)

Date:

Place:

(Enclose with Technical Bid)

Annexure- T2

BID FORM

Date:_____

**The Member Secretary
Punjab State e-Governance Society
SCO 193-195, Sector-34 A
Chandigarh.**

Sir,

Having examined the Bidding Documents of Tender _____, we, the undersigned, offer for the job of preparation of Electors Photo Identity Cards (EPICs) conformity with the said Bidding Documents for same as may be ascertained in accordance with the Schedule of Prices provided in the Commercial Bid from time to time.

We undertake, if our bid is accepted, to commence the work immediately as specified in the work order within 02 days calculated from the date of receipt of your Notification of Award.

We agree to abide by this bid for a period upto 180 Days and it shall remain binding upon us and may be accepted at any time before expiration of that period. Until a formal contract is prepared and executed, this bid, together with your written accepted thereof and you notification of award shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive. We also understand that you have the right to vary the quantities and/ or split the total order among the Bidders.

Dated _____ **Day of** _____ **2013** _____

Signature & Seal

(in the Capacity of)

Only Authorized to sign bid for and on behalf of _____

COMMERCIAL- BID

Date: _____

**The Member Secretary
Punjab State e-Governance Society
SCO 193-195, Sector-34 A
Chandigarh.**

Ref.: Tender No. _____

Sir,

We declare:

1. We hereby offer the following rates for Printing of EPICs on PVC Card.

Rates for EPICs:

Sr. No.	Description	Rate of Printing per PVC EPIC Card (In Rs.)
1.	Printing of EPIC on PVC Card with Double sided Dye Sublimation in one single pass using YMCKOKO ribbon, Scanning of Photographs at ERO Level, Preparation of Miniature Sheets including A4 Size Paper and A4 Size Lamination Pouches.	
2.	Service Tax @12.36%	
	Total (1+2)	

2. We hereby certify that we have read and understood the terms and conditions of the tender and the conditions of the Contract applicable to the tender and we do hereby undertake to supply as per these terms and conditions.

3. Certified that the Bidder is:

A sole proprietorship firm and the person signing the tender is the sole proprietor/ constituted attorney or the sole proprietor.

OR

A partnership firm, and the person signing the tender is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/ by virtue of general power of attorney.

OR

A company and the person signing the tender is the constituted attorney.

NOTE: Delete whatever is not applicable. All corrections/ deletions should invariably be duly attested by the person authorized to sign the tender document.

4. We do hereby undertake that until a formal Contract is prepared and executed this bid, together with your written acceptance thereof and placement of letter of intent awarding the Contract shall constitute a binding Contract between us.

Dated: **this** _____ **Day of** _____ **2013**

Signature of Bidder

Details of enclosures:

Name: _____

Full Address: _____

Telephone No.: _____

E-mail: _____

