

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

TENDER NOTICE

The undersigned hereby invites sealed tenders for **Supply of pre- printed security plastic cards made of PVC/ PETG** from reputed, financially sound and High-end Manufacturers. Approximate number of PVC EPICs to be purchased during Special Summary Revision-2014 will be 10 Lakh. The Supply of pre- printed security plastic cards be made within 10 days from the date of Work 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/tenderers having proven record of manufacturing and supply will be given priority. Approved tenderer will have to deposit Rs.1,00,000/- (Rupees One 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 Supply of PVC Cards and final payment realization.

The last date for submitting the tender is 07.10.2013. upto 03:00 P.M. Tenders will be opened on the same day at 3.30 PM in the presence of tenderers and authorized representatives of the firms/tenderers. 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>".

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 tenderers 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/2013/01
2.	Start date of issue of Tender	19.09.2013
3.	PreBid meeting	25.09.2013 at 3.00 PM
4.	Last date of issue of Tender	07.10.2013 upto 3.00 PM
5.	Last date and time for receipt of proposals	07.10.2013 upto 3.00 PM
6.	Date and time of opening of Proposals	07.10.2013 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. 10.	Office Address	Department of Governance Reforms, Punjab, 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:- Supply of Pre- Printed Security Plastic Cards
made of PVC/ PETG including security
printing.**

Sealed tenders are invited by the undersigned for the Supply of Pre-printed Security Cards made of PVC/ PETG including security printing. Tenders should reach this office latest by 03:00, P.M. 07.10.2013, 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 supply of Pre-printed Security plastic cards will have to be done within 10 days from the date of handing over the job order;
- 1.2 Tenderer must have proven experience/capabilities of Supply of Pre-printed security plastic cards (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;

- 1.3 Approximate number of PVC EPICs to be purchased during Special Summary Revision-2014 will be approximately 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.

(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 Punjabi.

Personalization :-

Front :

(i) 'Election Commission of India' in English and regional language of the State on the top .

(ii) 'Elector Photo Identity card' in English and regional language of the State below ' Election Commission of India'.

Back :-

The following notes printed in English and regional language of the State:-

(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 of date of birth for any purpose other than registration in electoral rolls .

(Please Note: The bidder has to supply a laboratory test report certifying all the specifications mentioned above vis-à-vis Pre-printed security plastic cards quoted by bidder. The report shall be supplied with both the bid and at the time of final supply by the successful bidder.)

3.0 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 3:30 PM on 07.10.2013"

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 07.10.2013".

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: PSeGS/CEO/2013/01 Technical Bid" and the wording "Do not open before 3.30 PM on 07.10.2013" Addressed to "The Member Secretary, Punjab State e-Governance Society, Department of Information Technology Punjab, SCO 193-195, 3rd Floor, Sector 34-A, Chandigarh" and details of address and contact number of bidder.

4.0 GENERAL TERMS AND CONDITIONS:-

- 4.1** Rates should be quoted both in figure and in words. All correction, if, any, must be initiated with date. No overwriting is permitted.
- 4.2** Rates should be quoted inclusive of all taxes and FOR at Punjab State e-Governance Society Office. Any incidental charges shall be borne by the quotationer.
- 4.3** Any damaged to the items shall be borne by the quotationer.
- 4.4** The quoted rates will remain valid at least 180 (One Hundred & eighty s) days from the award of contract. No enhanced rate will be entertained.
- 4.5** Payment will be made after successful delivery of the Cards.
- 4.6** Defective Cards replacement would be the responsibility of supplier.
- 4.7** The selected supplier should be in a position to supply the materials within one month from the date of approval.
- 4.8** The Department does not bind to select the lowest quotationer and reserves the right to reject any or all of the quotations without assigning any reason thereof.
Details may be obtained from the office of the undersigned during office hours on all working days or downloaded from [website](#).

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

- 5.1** High-end Card Manufacturing Firms, registered in India, involved in large scale Manufacturing, in PVC Cards during last 3 years.
- 5.2** The Bidder must be a Registered Corporation/ Company/ Office in India from last 5 years from the date of submission of Bid.
- 5.3** On Security aspect the bidder facility should be owned by the bidder and should be certified by VISA & Master Card for manufacturing of Cards. The vendor should be in a business of manufacturing, supplying of plastic cards as per the specification of VISA & Master Card in India for at least immediate two year as on the date of bid submission
- 5.4** The revenue from manufacture and supply of pre-printed security plastic cards made up of PVC/PETG, including security printing etc., should be minimum Rs 10 crores during last Two Financial years. Bidder must provide copy of turnover certificate duly signed by practicing Chartered Accountant .
- 5.5** The secure facility should be located within the geographical boundaries of India. The bidder should have their Senior Management Personnel, based in India.
- 5.6** The Bidder must have Manufactured 10 million cards made up of PVC with variable printing during the last financial year. A certificate in this regard to be submitted duly signed by practicing Chartered Accountant.
- 5.7** The Bidder must have experience in manufacturing and supplying 2 million pre-printed security plastic cards using PVC/PETG including security printing to any of citizen centric ID project to government organization in India. PO Copy to be enclosed.

- 5.8** The Bidder should be certified for minimum ISO 9001:2000 applicable to manufacturing security Banking Cards / Smart Cards.
- 5.9** The bidder should be certified for minimum ISO 27001:2005 specification for Information security management system.
- 5.10** The bidder should not have been black-listed by any government or semi government during last three years.
- 5.11** The Bidder or parent company should be a profit making company for the last TWO years. The minimum annual turnover for last TWO financial years should be above Rupees 25 crore per annum from secured plastic card manufacturing and personalization. Bidder should submit audited Account statements and balance sheet of bidder or Parent company for last TWO Financial years.
- 5.12** Consortium: Consortium is not allowed at any cost.
- 5.13 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.
- 6.** The 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.
- 7.** 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.
- 8.** 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 tenderers

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.

- 9.** The successful tenderer(s) shall have to deposit security money of Rs. 1,00,000/- (Rupees One 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.
- 10.** The firm should be registered with VAT/ Sales Tax, Service Tax, PAN/ TAN No..
- 11.** Payment of the bills will be made by the The Member Secretary, Punjab State e-Governance Society (PSEGS) Chandigarh, after successful completion of supply of Pre-printed security plastic cards . The department shall release the 90% payment with in 15days and rest 10% with in 30 days from the bill submission date.
- 12.** 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 VAT Tax shall be mentioned exclusively.
- 15.** 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.
- 16.** The payments shall be subjected to Tax Deducted at Source (TDS) . A certificate to this effect shall be given.
- 17. Replacement of Defective Pre- Printed Security Plastic Cards:**
The Vendor will replace the pre-printed security plastic cards free of cost if card declare defective for not making the quality specification or is not adhering to any of guidelines the ECI.
- 18. 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.

19. Security Deposit

Within 10 working days the successful Bidder shall furnish security deposit amounting to Rs.1 Lakh favoring The Member Secretary, Punjab State e-Governance Society (PSEGS), Payable at Chandigarh, in form of Demand Draft/ FDR/ Bank Guarantee

- 20.** The Member Secretary, Punjab State e-Governance Society (PSEGS) Chandigarh, reserves the right to accept or reject any tender without assigning any reason.
- 21. Penalties:** The successful bidder has to supply the Pre-Paid Security plastic cards within the timelines defined in the document under Section 1. Otherwise there shall be a penalty to the tune of 2% of the total contract value, per week's delay.
- 22. 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 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.
- 23. Jurisdiction:** The Civil Courts at Chandigarh/ S.A.S Nagar will have jurisdiction with regard to the matters arising out of this agreement.
- 24.** These terms and conditions shall be treated as part of agreement.

The Member Secretary

Punjab State e-Governance Society (PSEGS)

BUSINESS DETAIL**(Annexure- 'A')****1. Date of Incorporation/Agreement/Partnership: _____****2. Particulars of Business, if any:**

Name of Office	:	
Name of Premises/Building/Village	:	
Area/Locality/Sub-Division	:	
Town/City/District	:	
State/Union Territory	:	
Telephone No.	:	
No. of Branches	:	
Nature of Business	:	

3. Income Tax PAN No. of the Company: _____
(Please attach photocopy)**4. Turnover in the last two financial year** **i) 2011-12 Rs. _____**
ii) 2012-13 Rs. _____**5. Also, brief description of the work carried Out. (Attach Separate Sheet)****6. Names, Addresses etc. of Partners/Members/Directors (For Information about more persons, please add separate sheet(s) in the format given below)**

Details of Partners/Members/Directors	:	
Full Name	:	
Address	:	
Town/City/District	:	
State/Union Territory	:	
Telephone No.	:	
Income Tax PAN No. #	:	
VAT/ TAN No. #	:	
ISO Certification 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. 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 I 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. The copy should be attested by a Notary Public or its execution should be admitted by Affidavit on a property stamped 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 Supply of Pre- Printed Security Plastic Cards
made of PVC/ PETG including security printing, 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 Supply of Pre- printed Security Plastic Cards made of PVC/ PETG including Security Printing.

Rates for EPICs:

Sr. No.	Description	Rate per PVC Card (In Rs.)
1.	Supply of Pre- printed Security Plastic Cards made of PVC/ PETG including Security Printing.	
2.	VAT/ Sales Tax (as per applicable rate)	
	Total (1+2) (In figures)	
	Total (1+2) (In words)	

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: _____