

**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 tenders are invited from experienced and reputed organizations for Printing of photo electoral roll from the ERO-Net. The Technical and Financial 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 full fill 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 Performa given below and the rates should be F.O.R. District Headquarters. Conditional bids would not be acceptable and would be summarily rejected.

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

• **SCHEDULE OF TENDER**

Name of the Tender	Printing of Photo Electoral Roll work from the ERO-Net
Date of Publication	19/12/2020
Last date for Submission of Tender	01/01/2021 up-to 4:00 PM
Date of opening of Technical and commercial bid	04/01/2021 at 12:00 AM
Address for communication/submission of the Tender	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 received at the CEO Office, Ranchi on or before

According to PM on 01/01/2021 any proposal submitted after the stipulated date and time shall not be entertained.

There should be two separate bid proposals - technical and financial , in separate sealed envelops. Both the sealed envelops should then be put inside one sealed envelop. The envelop should be scribed in bold letters '**Bid proposal for Printing of Photo Electoral Roll**'. 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 financial bid shall not contradict the technical bid in any manner. Violation of these requirements will disqualify the bidder.

2. Background:

The process of preparation of first electoral rolls on the basis of universal adult franchise was started in 1947, well before enactment of the Representation of the People Act, 1950 or inception of the Election Commission of India. The total number of electors in the country (excluding Jammu & Kashmir) as per first electoral rolls was around 17.3 crore which constituted 49% of the total population as per 1941 Census. Originally, Section 23 of the Representation of the People Act, 1950 provided for annual revision with respect to 1st March as the qualifying date.

At Present the Election Commission IT team has also created a web based system named as 'ERO Net' to provide a platform to Electoral Registration Officers and other officials to process claims & objections received online/offline and to closely monitor the enrolment process throughout the country. ERO Net also provides quality services to the citizens and facility to check status of the applications submitted by them. The programme of annual revision is now regular. As per the existing policy, special summary revision of electoral rolls with reference to 1st January of the coming year as the qualifying date, is done in later part of each year (normally, in the months of September to December) in all States/Union Territories so that final publication of the electoral roll could be made in the 1st week of January of the following year

3. Scope of the Work

- i) Printing of photo- Electoral Rolls in Hindi for 81 Assembly Constituencies of Jharkhand State. The tentative number of sets of Electoral Rolls to be printed for

- all the 81 Assembly Constituencies in form of the Draft and Final Publication of Electoral Roll during non-election period. During Election period the Integrated Final Electoral Roll required to be printed.
- ii) As the work of printing of photo elector Roll must be done within the given time frame that's why the bidder must have large infrastructure for printing.

However, the number of tentative sets may vary. In total, for all the 81 Assembly Constituencies and including for all sets mentioned above, there will be approximately 50,00,000 Papers (leafs) for a Electoral Roll (including Draft & Final Roll) during Summary Revision, printed on both sides of the paper (leaf). There may be approximately 51,50,000 Papers (leafs) for an Electoral Roll during Election Period. During Election period approximately 72,50,000 Papers (leafs) are to be printed for Voter Slips on both sides of the paper (leaf). However, some papers are required to be printed on one side only. Number of pages of single side printing may be 5% approximately of the total printing. The quantity may, however, vary.

4. Stipulated time for completion of the work

- (a) The tenderer should be able to print the Photo Electoral Rolls containing data of Photo Electoral Rolls in PDF which shall be supplied to him by the Chief Electoral Officer. The bidder shall have to complete the work, including delivery of the printed electoral rolls within (10) days from the date of handing over of PDF files and job order in non-election period. In election period (i.e. from the date of announcement of elections) Photo Electoral Rolls/Supplementary Lists/Voter's Slips and Voter's Registers are to be printed within (7) Days from the handing over of the PDF Files;
- (b) For any delay in the supply of printed above materials, the selected bidder shall be liable to pay a fine of Rupees 10,000/- per day for each day of delay to the Chief Electoral Officer, Jharkhand.
- (c) Selected bidder Also, the printer shall have to ensure the secrecy, security & prevention of misuse of data given to him for printing. In case of any breach of security of data, or its misuse, would invite severe punitive action, including both, civil & criminal prosecution, as per law, including blacklisting.

The selected bidder shall keep informed the Office of the Chief Electoral Officer, Jharkhand of the progress report of Photo Electoral Roll printing and delivery on daily basis. Besides, the successful bidder should nominate an officer in Ranchi for regular liaison with CEO offices with competent staffs and other facilities.

5. Eligibility Criteria:-

Part - I Technical Bid (Envelope-A)

- (1) The Bidder should have been a company/firm registered under companies Act 1956/ Proprietorship Firm / Partnership Firm. The bidder must have an office in Jharkhand State. Relevant document should be enclosed with the technical bid.
- (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 should have experience in the printing of ECI Photo Electoral Roll for at least five years.
- (4) The bidder should have been registered in PF and ESI. The Bidder must have twenty employees on their own pay roll (PF and ESIC) in each month of financial year 2019-20. Relevant document should be enclosed with the technical bid.
- (5) The bidder should have experience in any one year within previous five Consecutive years of Election related work in the Jharkhand State.
- (6) The Bidder must have valid registration with PAN. Copy of income tax return of last 3 financial years (Financial Year 2016-17, 2017-18 & 2018-19) should be enclosed with technical bid.
- (7) The Bidder must have valid GST certificate registered in the state of Jharkhand. Copy of latest GST return should be enclosed.
- (8) The Bidder should be a profit making company/firm and should have minimum annual turnover of Rs. 5.0 (Five) Crores during the last 3 financial years (Financial Year 2016-17, 2017-18 & 2018-19) and Net worth positive which should be of Rs. 2.0 (Two) Crore in each financial year as on mention above. Audited financial statements and balance sheet certified by CA must be enclosed with technical bid. The Bidder should

submit certificate by CA to that effect.

- (9) The Bidder must be ISO 9001 certified organization.
- (10) Proof of work experience of printing of Photo Electoral Roll for a minimum 30 (Thirty) Assembly Constituencies for at least previous five Consecutive years (2015-16, 2016-17, 2017-18, 2018-19 & 2019-20). Proof in the form of job Completion Certificate should be submitted (No Sub contracted experience shall be allowed).
- (11) As explained in scope of work the work of printing of Photo Electoral Roll should be executed with the highest possible accuracy and privacy that's why agency having large infrastructure in Jharkhand and more employees on their pay roll will be given priority.
- (12) The Bidder must have capacity/ sufficient capability to carry out the work. The tenderer will not be allowed to sub contract /delegate/ transfer/assign the contract or any part thereof to some other party. An affidavit by the bidder to this effect before notary / authorised magistrate will be required.

Part – II Financial Bid (Envelope-B)

Sl. No.	Activity	Rate Quoted (Exclusive of taxes, duties, surcharge etc)	
		Rates in figure (in Rs.)	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.		

Note : No conditional bids would be accepted.

6. Period of Contact:

The period of contact shall be for three years. On satisfactory performance of the scope of work, it may be extended by two more years by CEO, Jharkhand at its own discretion. Thereafter in case of extension of contact, there will be 10% increase in the rate for printing of Photo Electoral Roll it will be best on performance of the selected Agency.

7. 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 and 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/firm should be affixed below it, as a token of confirmation, that the tender document has been read and understood.

8. 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.ceojharkhand.gov.in> at least one week before the last date of submission of the tender.

9. 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. 3,00,000/- (Rupees Five lakh only) in favour of 'Chief Electoral Officer, Jharkhand' & payable at Ranchi. The proposals received without the EMD will be summarily rejected. In the case of successful bidders, the EMD will be returned and the Bidder must submit a Performance Bank Guarantee of Rs 5,00,000/- (Rs. Five Lakhs)

2. In the case of unsuccessful bidders, the EMD will be refunded at the earliest.

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 or fails to sign the contract. No interest shall be payable by the Election Department on the Earnest Money Deposited.

10. Performance Guarantee

1. The successful bidder will have to submit a Performance Bank Guarantee of amount Rs 5,00,000/- (Five Lakhs Only) from any Scheduled Bank within seven days from the date of award of work and must be valid for Three years.

11. 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.5000 (Rupees Five Thousand only). It can also be downloaded from the CEO, Jharkhand Website <http://www.ceojharkhand.gov.in>. In such a case, a DD of Rs. 5000 (Rupees Five 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) & Financial 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, offer covering letter as per Annexure-I of this document, Cost of Form and EMD. The Financial Bid (Part-II) should contain price quote of the bidder company. The two covers should be sealed separately and marked as '**Printing of Photo Elector Roll**' - **Technical Bid (Part-I)**' and '**Printing of Photo Elector Roll.**' - **Financial 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 of Photo Elector Roll**'.

12. Opening of the tender

Sealed bid proposals received up to PM on/...../2021 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 Financial 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 financial bid if they choose so.

13. Award of work:

The work will be awarded to the lowest rate bidder.

14. No conditional rate will be accepted.

The rates in financial bid should be exclusive of all taxes. Any expenses F.O.R. district headquarter shall be inclusive in the Bid Rate. 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.

15. 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.ceojharkhand.gov.in>. 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.

16. Terms of Payment

The Payments to the printing agency/contractor will be made by the office of Chief Electoral Officer, Jharkhand after the completion of work. Payment will be made by the CEO within 30 days after receipt of the invoice/bill and receiving challans.

17. Taxes and Duties

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

18. 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.

19. Penalty for delay

- (a) For any delay in the supply of printed material, the contractor shall be liable to pay a fine of Rupees 10,000/- per day for each day of delay to the Chief Electoral Officer, Jharkhand. The CEO may, if he is satisfied with the reasons for this delay, waive the penalty.

20. Agreement

Successful bidder shall have to enter into agreement with CEO Jharkhand envisaging the full terms & conditions.

21. 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 Photo Electoral Roll work assigned to the bidder, then the same shall be referred to the sole Arbitrator appointed by the CEO, Election Department, Jharkhand. 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.

22. 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.

CHIEF ELECTORAL OFFICER

Jharkhand

**FINANCIAL BID
(ENVELOPE -B)**

Sl.No.	Activity	Rate Quoted (Exclusive of taxes, duties, surcharge etc)	
		Rates in figure (in Rs.)	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.:

e-mail:

Date and Office Seal

Signature of Tenderer

**OFFER COVERING LETTER
(TECHNICAL BID)**

To,

**Chief Electoral Officer
Cabinet (Election) Department
Sector 2, Dhurwa, Ranchi
Jharkhand**

Subject: - Tender notice NO. Dated for Printing of Photo Electoral Roll.

Dear Sir,

1. We have examined the above tender notice issued by, the Chief Electoral Officer, Jharkhand and we offer to execute the work – '**Printing of Photo Electoral Roll**' as per the terms and conditions and in accordance with the price quoted, in the financial 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

AUTHORISATION LETTER

TO,

**Chief Electoral Officer
Cabinet (Election) Department
Sector 2, Dhurwa, Ranchi
Jharkhand**

Subject :- Authorisation 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 '**Printing of Photo Electoral Roll**' In the matter it is submitted that Mr/ Ms is hereby authorised to sign the bid proposals (Technical bid and Financial 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

