

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

**Tender Notice**

This Tender Notice inviting proposals from reputed printing press/ printing enterprise having capacity and capabilities to supply about 4,00,000 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 : 18/12/2020
2. Pre bid meeting: 28/12/2020 at 4:00 PM in CEO, Office, Ranchi.
3. Last date for receipt of Bid proposals: 04/01/2021 at 4:00 PM.
4. Date and time for opening Technical bid : 05/01/2021 at 4:00 PM.
5. Date and time for opening Commercial bid : 08/01/2021
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
7. All term conditions and other features for this tender is available on the CEO, Jharkhand's Website -<http://www.ceojharkhand.gov.in>.

*18/12/2020*  
(K. Ravi Kumar)

Chief Electoral Officer  
Jharkhand

**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 Printers/Printing Enterprises having Printing Press located/established in Jharkhand and having capacity and capabilities to supply about 4,00,000 PVC EPIC cards initially, and thereafter on a continuous basis, PVC EPIC cards with prescribed security features as per Election Commission of India instructions. 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 and also for replacement of EPIC.

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

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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 4:00 PM on 04/01/2021. 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 4,00,000 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 4,00,000 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 para 5 below as per Election Commission of India letter No: 23/ID/2012-ERS dated 4<sup>th</sup> June 2013. It shall be the responsibility of the bidder to procure from approved pre-printed non-personalised cards card manufacturers and security printers as given in Election Commission of India letter No: 23/ID/2012 dated 23<sup>rd</sup> April 2013 and 23/ID/2012-ERS dated 4<sup>th</sup> June 2013 of prescribed specifications directly from card manufacturers with security features. The personalized details should be printed on pre-printed non-personalized with security features on EPIC cards, and inserted inside an envelope of 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.

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

The successful bidder would be required to establish PVC Card Printer in all 24 Dy.EO office in all 24 districts of the state with necessary consumables like Pre-printed non-personalized cards procured from ECI approved card manufacturers or security printers, colour cartridge and all other necessary consumables with atleast one manpower within three weeks of work order and complete the allocated volume of the work as per time limit fixed by concerned ERO. The deployed manpower should be preferably having residential address in Jharkhand and good character. The bidder should make necessary arrangements for maintenance of PVC card printers established in the Dy.EO office and also spare PVC card printer for replacement, whenever required.

In case where a replacement of EPIC is made on application form an elector(s) for loss of original EPIC or other reasons as approved by ERO, the bidder should deliver the EPIC card to the ERO within two working days from the date of data provided by ERO. So that, the EPIC card can be delivered to the applicant elector within seven days or before as per the time line prescribed by ECI. In case of special programs such as NVD / Special Summary Revision, etc, the bidder should print EPIC as per direction of ERO/DEO/CEO for that occasion.

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 should nominate an officer in Ranchi for regular liaison with CEO and DEO offices with competent staffs and other facilities.

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

The specification of the EPIC card should be as per direction given by Election Commission of India in the letter No: 23/ID/2012-ERS dated 4<sup>th</sup> June 2013 and any other direction issued by ECI time to time are as follows:

(a) Specification of 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 – 0.6 to 0.7 mm

(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 Hindi.

(c) 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.

(d) Specifications for Synthetic leather envelop (for inserting the EPICs):

Synthetic leather envelope (9 cm x 6 cm) superscribed with the words "Elector Photo Identity Card" (मतदाता फोटो पहचान पत्र) in Golden letters. This envelope should be good quality and a sample should be submitted along with technical bid.

## 6. Eligibility Criteria:-

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

- (1) The Bidder should be a printing press or printing enterprises owned by Indian Nationals only and having printing press or printing establishment in Jharkhand.
- (2) The bidder should have agreement with the anyone of the pre-printed non-personalised EPIC card manufacturer and security printers empaneled by the ECI to purchase approved pre-printed non-personalised EPIC card or offer letter to supply pre-printed non-personalised EPIC card from empaneled card manufacturers and security printers.
- (3) 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.
- (4) The Bidder must have at least 3 years working experience and should have experience of having done printing works.
- (5) The PVC card processing facilities shall be owned by the Bidder and there should be no sub-contacting of works and no sub-contracting of manpower. The manpower deployed in the Dy.EO office in the role of the bidder. The successful bidder shall have to install PVC card printers in all 24 Dy. EO offices of Jharkhand for printing and personalisation within three weeks from the date of finalisation of bid. The capacity of the PVC card printer must not be less than 500 PVC cards per day per Dy.EO office in normal days and number of units will have to be suitably

increased as and when required.

- (6) The turnover of company / firm should be at least Rs. 3 crores (Three Crores) per annum during last three financial years i.e. 2017-18, 2018-19, 2019-20 and bidder should submit the auditor report for the same. If the bidder has not finalized audit report for 2019-20 due covid-19 pandemic, the bidder can submit unaudited financial statement for the year 2019-20 under the signature of bidder.
- (7) The Bidder must have a positive net worth. The Bidder should submit CA certificate to that effect.
- (8) The Bidder must be ISO 9001 certified and MSME registered organization.
- (9) The Bidder must have valid GST certificate registered in the state of Jharkhand. The Bidder must submit GST return certificates for last one year.
- (10) The Bidder must have valid registration with PF, ESIC and PAN.
- (11) The bidder must submit at least fifty three samples of pre-printed non-personalised PVC EPIC card as per specification mentioned above from at least any one of the manufacturers and security printers approved by ECI.

#### **7. RATES TO BE QUOTED ON PER CARD BASIS**

(Excluding of all taxes, duties, surcharge etc)

##### **Part – II Financial 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 3 years) for the new electors.</b>	<b>Rate Quoted</b>
	<b>Rs. (In words)</b> <b>Rs. (In figure)</b>

**Note :** No conditional bids would be accepted.

#### **8. Replacement EPIC Service:**

As per information available with CEO Jharkhand Office, Election Commission of India is in the process of providing replacement of EPIC card service online and it may be finalized any time or CEO, Jharkhand on its own initiative may offer online

EPIC card replacement service to voters. If this service is launched, the bidder should be agreeable to following conditions:

- a. If the EPIC card is dispatched by Post, the bidder should back the EPIC card in the envelope provided by Dy.EO/ERO at its own cost. The postal charges, envelope and gum shall be provided by Dy.EO/ERO.
- b. If the EPIC card is delivered by BLO, the bidder should back the EPIC card in the envelope provided by Dy.EO/ERO in the booth wise envelope.
- c. Bidder shall be entitled for the payment of replacement EPIC card charges approved by ECI or at the rate prevailing and approved rate in the common service center by the CEO, Jharkhand. In case of replacement EPIC, the charges should be paid by electors, thus, there will be no payment on replacement EPIC from treasury and if the payment gateway is routed through CEO, Jharkhand account, the same amount will be transferred to the bidder without any deduction.
- d. There should be no cash transaction with electors at any point of time and transaction should be online without any physical touch points. The bidder should not interact with electors for any EPIC service and all service shall be through Dy.EO or ERO. If directed by CEO, Jharkhand, the bidder should establish online payment system for receiving replacement EPIC charges from electors.

#### **9. 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. In case of extension of contact, there will be 10% increase in the rate for EPIC card for new electors. For the replacement EPIC, it will be as per para 8 above.

#### **10. 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 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.

#### **11. 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.

#### **12. 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. 1,00,000/- (Rupees One 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 by the CEO, Jharkhand or fails to sign the contract. No interest shall be payable by the Election Department on the Earnest Money Deposited.

#### **13. 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 Nationalised Bank within 5 days from the date of award of work and must be valid for Three years.

#### **14. 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, fifty three 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 electors in Jharkhand.**' - **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 and supply of PVC Elector photo identity cards (EPICs) for the electors of Jharkhand**'.

#### **15. Opening of the tender**

Sealed bid proposals received up to 4:00 PM on 04/01/2021 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 Commercial bid if they choose so.

#### **16. Award of work :**

The work will be awarded to the lowest rate bidder.

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

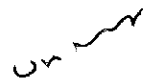
The rates in financial bid should be exclusive of all taxes. Any expenses F.O.R. district headquarter shall be inclusive in the Bid Rate. Conditional bid would be summarily rejected. The Election Department reserves the right to split the work and award it to more than 1 bidder if deemed necessary.

#### **18. 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.

### **19. 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 Dy.EO, 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 Dy.EO concerned. No payment shall be made for faulty EPICs deviating from the specifications. The bidder shall be liable to replace them free of cost.

The bidder should submit the proof of purchase about pre-printed non-personalised EPIC card from approved card manufacturers and security printers of ECI with proof of payment along with the bills.

### **20. Taxes and Duties**

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

### **21. 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.

### **22. 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 Dy.EO office, dully authorised for this purpose.

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

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.

### **23. 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.

### **24. Agreement**

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

### **25. 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. 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.

### **26. 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

*Unseen*

**FINANCIAL 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 3 years) for the new electors</b>	<b>Rate Quoted</b> (Exclusive of taxes, duties, surcharge etc)  Rs. (In words)  Rs. (In figure)
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Signature of Tenderer

*UN*

**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



**AUTHORISATION LETTER**

**TO,**

**The Chief Electoral Officer  
Jharkhand**

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

Vbn  
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 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