



Government of Punjab Department of Elections

(SCO No.29-32, Sector: 17-E, Chandigarh)
☎ 0172-2704779, 2704701
Emailid: dyceo@punjab.gov.in

E-TENDER DOCUMENT

No. Elec-2023/EPIC- 1491

**MULTI-COLOUR PRINTING/SUPPLY OF VOTER PLEDGE,
VOTER GUIDE AND DESIGNED ENVELOPES FOR DELIVERY
OF EPIC CARDS**

Cost of e-Tender Document

Rs. 2000/- shall be paid through online mode only (Non-Refundable)

OFFICE OF THE CHIEF ELECTORAL OFFICER, PUNJAB,
SCO NO.29-32, SECTOR 17-E, CHANDIGARH.

e-TENDER NOTICE


For

***Multi-colour printing /supply of voter pledge, voter guide and
designed envelopes for delivery of epic cards***

Online e-Tenders are invited from the Manufactures/Authorized Proprietors/ Manufacturer for supply of message page and voter pledge/voter guide and multicolored designed envelopes for delivery of epic cards

The e-TENDER DOCUMENT comprises of detailed terms and conditions of the Tender can be downloaded from the official web site of this department at <https://ceopunjab.gov.in> and <https://eproc.punjab.gov.in>.

e-Tenders should be submitted through online portal i.e. <https://eproc.punjab.gov.in> by **17th April, 2023 (Monday) up to 12.00 Noon** and will be opened on **17th April, 2023 at 3.00 PM** in the presence of Bidders, who wish to be present. The CEO reserves the right to reject all or any of the Tender(s) received, and to annul the Tendering process without assigning any reason. The CEO also reserves the right of negotiations with L-1, if considered necessary.


Addl. Chief Electoral Officer,
Punjab

Tender Document Control Sheet

Sr. No.	Particulars	Description and Schedule
1.	Bid No.:	Elec-2023/EPIC-
2.	Bid inviting authority and Office address	Addl. Chief Electoral Officer, Punjab SCO No.: 29-32, Sector: 17-E, Chandigarh
3.	Date & Time for start of download of e-tender	31 st March, 2023 10.00 AM
4.	Last date & time of online submission of bid on e-proc portal	17 th April, 2023 by 12.00 Noon
5.	Date & time of Opening of technical bids online	17 th April, 2023 by 03.00 PM
6.	Date & time of Opening of Financial bids online	To be intimated later
7.	Address for communication	Chief Electoral Officer, Punjab SCO No.: 29-32, Sector: 17-E, Chandigarh-160017
8.	Cost of tender document & mode of payment	Rs. 2,000/- (Rs. Two thousand only) through online mode.
9.	Earnest Money Deposit (EMD) & mode of payment	Rs. 1.00 Lakh (Rs. One lakh only) through online mode.
10.	Turnover	Average Annual Turnover of Rs. 01.00 crore (Rs. One crore only) in the last three financial years.
11.	Contact details (Time of contact: 0930 hrs to 0430 hrs during working days only)	1. Sh. Bharat Bhushan Bansal, Electoral Officer, Punjab 0172-2704701; +919417026842 2. Sh. Rakesh Kumar Khanna, Superintendent Mobile No.: +91 9888652151 Email id: dyceo@punjab.gov.in
3.	Website for RFP reference	https://ceopunjb.gov.in and https://eproc.punjab.gov.in

OFFICE OF THE CHIEF ELECTORAL OFFICER, PUNJAB,
CHANDIGARH

e-TENDER DOCUMENT

No.: ELEC-2023/EPIC-

**TERMS AND CONDITIONS FOR THE MULTI-COLOUR PRINTING/SUPPLY
OF VOTER PLEDGE, VOTER GUIDE AND DESIGNED ENVELOPES FOR DELIVERY
OF EPIC CARDS**

Online e-Tenders are invited from the Manufactures/Authorized Dealers/Proprietors/ Partnership firms for the multi-colour printing/supply of Voter Pledge, Voter guide and designed envelopes for delivery of Epic cards

The Department invites rates for the multi-colour *printing/supply of Voter Pledge, Voter guide and designed Envelopes for delivery of Epic cards*, the detail of specifications of the items are annexed as Annexure-"A". The quality of supplies shall be liable to be got inspected/tested by the Committee or Laboratory as decided by the Competent Authority. And, if any level any supplies received is not found up to the mark, the supplies so received shall be rejected. However, if the supplies received in comprise minor (minute) deviation, then it may be accepted after imposing penalty as deemed fit by the Competent Authority. In such a case decision of the Chief Electoral Officer, Punjab, Chandigarh will be final.

The Bidder will quote rates in INR (Words & Figures) in the prescribed form uploaded (BOQ) on online portal, <https://eproc.punjab.gov.in>, only. The details terms & conditions for filing the Bid are as under: -

1. The Bidder should have an Average Annual Turnover in the last three financial years (2018-19, 2019-20 & 2021-22) as detailed in Tender Document Control Sheet. In this regard, a Chartered Accountant certificate should be attached with the e-tender clearly stating the year-wise turnover.

2. E-Tender Document can be downloaded from the official website of this Department at www.ceopunjab.gov.in and from e procurement portal <https://eproc.punjab.gov.in> and e-tender document cost should be deposited through online mode only.

3. The Tender is non-transferable.

4. The L1 finalized rates will be valid till 30th June, 2024. These approved rates can be extendable for further one year with the consent of the successful bidder, if required.

5. All specifications and designs of Voter Pledge, Voter guide and Envelopes mentioned in Annexure "D". Bidder has to see and follow the colour, design, print material, paper quality and logos of the Election Commission of India upload as Annexure 'D' of this e-tender. *(Design as per PDF attached subject to change at the time of actual printing)*

6. The bidder shall submit 5 printed samples of each item along with 10 sheets of A4 paper samples (each kind) to be used in printing strictly as per specifications laid down duly stamped & signed, for which the rates are being offered/quoted. The sealed envelope addressed to The Additional Chief Electoral Officer, Election Department, Punjab, Sector-17, Chandigarh containing specimen samples must reach in the office before closing due date & time of bid as mentioned in tender document control sheet.

7. The successful bidder(s) shall deliver the ordered printing material to Election Store Baradari Garden Patiala, Punjab, within stipulated delivery period as mentioned in the Purchase orders from time to time. The Lab testing of the Supplies will be done at the level of Department, if required, at the cost of successful bidder(s).

8. *The Tenderer will be liable to supply the Voter Pledge, Voter guide and Envelopes to Election Tehsildar, In-charge Election Store Punjab,*

Baradari Garden, Patiala within stipulated period. In the event of failure of supply of material within the stipulated period of supply, the alternative arrangements will be made on risk & cost of the bidder and will be recovered from the Bidder in a suitable manner, and may be deducted from his pending bills, earnest money or security deposits whichever is available with office.

9. The successful bidder has to make supplies as per specifications of e-tender, if defected/rejected/sub-standard supplies received, will be replaced by the Bidder within 7 days at his cost and risk, in case of failure, Department will be entitled to make risk purchases without any further reference to Bidder on the cost of defaulter bidder.

10. No advance payment will be made to Bidder/Supplier.

11. No conditional Tender will be considered.

12. The Tender will be automatically rejected if submitted incomplete or informally.

13. The bidder shall quote the rates on the **BOQ sheet** uploaded on <https://eproc.punjab.gov.in>, in case of bidder quote/write the rates in any other form or in technical bid, its bids will not be considered and straightway rejected on this account.

14. **Bids evaluation criteria:** -

a) **First Step**-The technical bid submitted by the all the bidder will be opened as per schedule mentioned in the tender Document Control Sheet.

b) **Second Step**- Samples will be checked/examined of only those bidders who will qualifies in the first Step.

c) **Third Step**-The Financial bid submitted online will be opened of only those bidders who have finally qualified in above First &

second step of evaluation and financial evaluation of the only those bidders will be made. The Financial Bids of only those Tenderer(s) will be opened who qualify technically and comply with the main Terms and Conditions.

15. The tender will be awarded to L-1 tender and only basic rate will be the basic criteria for declaring L-1 bidder (Basic Rates means before GST by the tenderer)

16. Bidder must have experience to supply of multi-colour printing to any Government / Semi-Government departments in support of this document proof of supply orders during last three years, must be submitted along with technical bid.

17. The Tender of the Bidder who have been black listed due to any reason by Central Government or any State Government will not be entertained. An affidavit on the non-judicial paper of required value of Rs. 25/- in **Annexure-B** of this tender will be given by the Bidder that he/she or his/her company/firm has not been blacklisted/debarred and none FIR/Police registered by Union Government or State Governments/Semi Governments and any of the Board or Corporation of State of Punjab. Also Individual/Firm/Companies blacklisted or any FIR/Police case registered by the Union or State Governments or any partners or shareholders thereof are not directly or indirectly connected with or have any subsisting interest in the business of our firm/company. The Tender of such Bidder will be rejected as and when it comes into the notice of the Department. And, in case of time loss to the Department owing to representation of wrong information by such a Bidder, the loss occurred shall be recoverable from any pending/releasable payment, earnest money and security deposits etc. of such Tenderer(s) as deemed fit by the Competent Authority.

18. No Tender will be accepted without **EARNEST MONEY**. The earnest money of Rs.1.00 Lakh. (Rupees One Lakh only) for each Section of Tender will have to be submitted by the Bidder through online mode only.

19. The selected Tenderer will have to deposit 10% of the total amount as SECURITY DEPOSIT in the shape of Fixed Deposit Receipt (FDR) with validity date 31.07.2024 in favor of Chief Electoral Officer, Punjab, Chandigarh within 5 working days of date of issue of Letter of Indent (LOI). The validity date of security deposit can also be extended if required by this Department.

20. No additional interest will be payable on the earnest money and security deposit of the Firm. All efforts shall be made to make the payments at the earliest possible to the successful supplier(s), however, in case of any delay in payment(s), no any interest, whatsoever, shall be payable to the Tenderer(s) under this contract.

21. The Tenderer must provide photo copy of company/firm's PAN/GST and Bank Account Number including IFSC code along with its branch address in the Tender Document itself.

22. The scanned documents submitted by bidders with Technical Bid on the online portal will be treated as ORIGINAL. In case, bidder uploaded / submitted of any false and untrue information online will be probed and will be blacklisted/debarred for participation in future, for the period as decided by Chief Electoral Officer.

23. The rates are to be quoted in INR in figures as well as in words in financial bid forms.

24. The Tenders will be addressed to the Additional Chief Electoral Officer, Punjab, Chandigarh. Last date for bid submission mentioned in Tender Document Control Sheet, which will be opened as per scheduled date & time in the office of the Chief Electoral Officer, Punjab, SCO No. 29-

32, Sector:17-E, Chandigarh, in the presence of Tenderer (s) or their authorized representative, who wish to be present.

25. Bidder has to submit the Tax Invoice clearly stating basic rate and GST for release of payment. The 90% payment will be made after getting 100% supplies and inspection report of the Committee constituted for verifying the supplies as per order & specification and 10% payment will be made within 30 days in case no defected/rejected/sub-standard supplies is reported by the Committee.

26. All the payments will be made online; Bidder has to submit the full details of Company's bank account with Bank name, address, IFSC Code, supported by cancelled cheque.

27. The payment of bills will be made after deducting the TDS and other statutory taxes as applicable under the Central and State Government Acts/Rules.

28. All the material should reach in the office of Election Tehsildar, Incharge Election Store Punjab, Bardari Garden, Patiala within stipulated period, in case of failure, 2% penalty per consignment per month or part of month will be charges from the supplier.

29. In case of any dispute the Tenderer will be bound by the decision of the Chief Electoral Officer Punjab, Sole Arbitrator, and further dispute if any will be settled in the Civil Court, having jurisdiction at Chandigarh.

30. The Bidder must sign all the pages of bid submitted by him and also numbered each page of the tender submitted by him. If successful tenderer requests for the extension in delivery period on the reasonable ground(s), the Additional Chief Electoral Officer is empowered to grant of extension.

31. Chief Electoral Officer, Punjab reserves the right to reject all or any of the Tender(s) received, and to annul the Tendering process without assigning any reason. CEO also reserves the right of negotiations with L-1, if considered necessary.



**Addl. Chief Electoral Officer,
Punjab**

I. Specifications of Envelope:-

Sr No.	Particulars of Envelope	Size of envelope
1.	Size of Envelope	23.4 cm's X10.4 cm's
2.	Printing	Multicolour printing on both sides of the Envelope
3.	Paper to be used	100 GSM Matt Finished Art Paper
4.	Qty.	Approx. 5.00 Lakh

II. Specification of Voter Guide:-

Sr No.	Particulars of Envelope	Size of envelope
1.	Size of Voter Guide	(3.5" x 4.1") six pages
2.	Printing	Multicolour printing on both sides' leaf of Voter Guide Booklet
3.	Stitching	One pin Centre Stitching of Voter Guide Booklet
4.	Paper to be used	130 GSM Gloss Art Paper
5.	Number of pages of Voter Guide	12 pages (6 leaves)
6.	Qty.	Approx. 5.00 Lakh

III. Specification of Voter Pledge:-

Sr No.	Particulars of Envelope	Size of envelope
1.	Size of Voter Pledge	A4 size (21.00 cm x 29.7 cm)
2.	Printing	Multicolour printing on both sides of Leaf

3.	Paper to be used	100 GSM Superior Quality Maplitho Paper
4.	Qty.	Approx. 5.00 Lakh

Note:- The numbers of quantity of envelopes mentioned above can be increased or decreased subject to the actual requirement arises time to time. Sample of Envelope, Voter Guide and Voter Pledge is also uploaded in PDF format online or can be seen by visiting Office of Chief Electoral Officer, Punjab SCO 29-32, Sector 17 E Chandigarh. However, printing matter may be changed/amended from time to time as per instructions/guidelines of the ECI.



**Addl. Chief Electoral Officer,
Punjab**

TECHNICAL BID

Sr. No	Particulars	Particulars to be filled by the Bidder
1.	Name of the firm and Registration No:	
2.	Correspondence Address	
3.	Whether bidder is manufacturer or Authorized dealer of manufacturer/ partnership/Proprietor firm	
4.	Authorized person for correspondence	
5.	Telephone/Mobile No. with STD code	
6.	Email ID	
7.	Registered office location (Please enclose of municipal certificate/electricity bill/telephone bill/ or any other Government document in the name of company)	
8.	PAN details	
9.	GSTIN details	
10.	Bank Account No. and name of the Bank Branch	
11.	Online Transaction of tender fee and EMD shall be attached in support of Proof.	
12.	Proof of annual turnover duly certified by chartered Accountant firm for FY 2018-19, 2019-20 &S 2021-22.	
13.	Attach self-declaration as per Annexure-B on Rs. 25/- Non-Judicial paper by the Bidder that he or his firm is not blacklisted/ debarred, and none FIR/Police registered by Union Government or State Governments/Semi Governments	

	and any of the Board or Corporation of State of Punjab.	
14.	Bidder must have experience of multi-colour printing jobs to any Government/ Semi-Government Department in support of this document proof of during last three years must be submitted along with technical bid.	

**Signature of the Tenderer/bidder
with Stamp**

Financial Bid Template

S. No.	Item with Description	Unit	Rate per unit before GST	GST	Rate with GST
1.	Multi-colour printing on both side of envelope and preparation of Envelope size (23.4 cm x 10.4 cm) on 100 GSM Matt Finished Art Paper	One Envelope	Rate to Quoted of BOQ Sheet upload on Online Portal		
2.	Voter Guide-Multi-colour printing on both side each leaf of voter guide, size 3.5" x 4.1" contained 12 pages (six Leaves) with one pin Centre stitched of voter guide booklet. (Paper to be used 130 GSM Gloss Art Paper)	One booklet	Rate to Quoted of BOQ Sheet upload on Online Portal		
3.	Voter Guide as per above column (±2 Pages) (Paper to be used 130 GSM Gloss Art Paper)	Rate per page for additional (±2 pages)	Rate to Quoted of BOQ Sheet upload on Online Portal		
4.	Voter Pledge-Multi colour printing on both side of leaf A4 (21.00 cm x 29.7 cm size 100 GSM Maplitho Paper)	One Voter Pledge	Rate to Quoted of BOQ Sheet upload on Online Portal		

Annexure -C

An affidavit for not being blacklisted [An affidavit on a non-judicial stamp paper of INR 25/- by Company Secretary/ Authorized Signatory of the Firm]

AFFIDAVIT

I/we, _____, having its registered office at _____, do hereby declare on solemn affirmation that the Firm/Company is not blacklisted/ debarred, and no FIR/Police case registered by Union Government or State Governments/Semi Governments and any of the Board or Corporation of State of Punjab. Also, Individual/Firm/Companies blacklisted or any FIR/Police case registered by the Union or State Governments or any partners or shareholders thereof are not directly or indirectly connected with or have any subsisting interest in the business of our firm/company.

It is understood that if this Declaration is found to be false, Department of Elections shall have the right to reject my/our proposal and is liable to be terminated without prejudice to any other right or remedy (including black listing) available to Department of Election.

For and on behalf of:

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Date:

Place: