

TENDER DOCUMENT

For

Printing of Multiple Copies

Of

Photo Electoral Rolls

OFFICE OF THE CHIEF ELECTORAL OFFICER, HARYANA
30-BAYS BUILDING (3rd FLOOR), SECTOR 17-B, CHANDIGARH-160017

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Tender No. 10/5(Tender)/Elec-2019/5AE

Election Department, Haryana invites Bids, from the reputed Printing parties/forms having experience in Digital printing through High Speed Laser Digital Printer strictly in accordance with the PDF files in CDs/DVDs to be supplied by the all District Election Officers, Haryana.

Section-1
Detailed Notice Inviting Tender

e-Tender is invited for below mentioned work in single stage two cover system i.e. Request for Pre-Qualification/Technical Bid (online Bid under PQQ/ Technical Envelope) and Request for Financial Bid (comprising of price bid Proposal under online available Commercial Envelope):-

Sr. No.	Name of Work	EMD Fee	Tender Document Fee & eService Fee	Start Date & Time of Bid Preparation & Submission	Expiry Date & Time of Bid Preparation & Submission
1.	Printing of Multiple Copies Of Photo Electoral Rolls	Rs. 2,00,000/-	Rs. 3000/- & Rs. 1000/- +GST (18%)	19.07.2019 15:00 Hrs	02.08.2019 13:00 Hrs.

Under this process, the Pre-qualification/ Technical online bid Application as well as online Price Bid shall be invited at single stage under two covers i.e. PQQ/Technical & Commercial Envelope. Eligibility and qualification of the Applicant will be first examined based on the details submitted online under first cover (PQQ or Technical) with respect to eligibility and qualification criteria prescribed in this Tender document. The Price Bid under the second cover shall be opened for only those Applicants whose

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PQQ/ Technical Applications are responsive to eligibility and qualifications requirements as per Tender document.

1. The payment for Tender Document Fee and e-Service Fee shall be made by eligible bidders/contractors online directly through Debit Cards & Internet Banking Accounts and the payment for EMD can be made online directly through RTGS/NEFT or OTC Please refer to 'Online Payment Guideline' available at the Single e-Procurement portal of GoH (Govt. of Haryana) and also mentioned under the Tender Document.
2. Intending bidders will be mandatorily required to online sign-up (create user account) on the website <https://etenders.hry.nic.in> to be eligible to participate in the e-Tender. He/ She will be required to make online payment of Rs. 2,00,000/- towards EMD fee in due course of time i.e. between 19th July 2019 upto 2nd Aug 2019. The intended bidder fails to pay EMD fee under the stipulated time frame shall not be allow to submit his/her bids for the respective event/Tenders.
3. The interested bidders must remit the funds at least T+1 working day (Transaction + One Day) in advance i.e. on or before 2nd Aug 2019; and make payment via RTGS/NEFT or OTC to the beneficiary account number specified under the online generated challan. The intended bidder/Agency thereafter will be able to successfully verify their payment online, and submit their bids on or before the expiry date & time of the respective events/Tenders at <https://etenders.hry.nic.in>.
4. The interested bidders shall have to pay mandatorily e-Service fee (under document fee–Non refundable) of Rs.3000/- (Rupee Three Thousand Only) +18%GST and Rs.1000/- (Rupee One Thousand Only) Tender Document fee online by using the service of secure electronic gateway. The secure electronic payments gateway is an online interface between bidders & online payment authorization networks.
The Payment for document fee/ e-Service fee can be made by eligible bidders online directly through Debit Cards & Internet Banking.

The Bidders can submit their tender documents (Online) as per the dates mentioned in the key dates:-

Key Dates

Sr. No.	Department Stage	Bidder's Stage	Start date and time	Expiry date and time
1	-	Tender Document Download and Bid Preparation	19.07.2019 15:00 Hrs	02.08.2019 13:00 Hrs.

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2	Technical Opening	-	05.08.2019 at 11:00 AM onwards
3	Short listing of Technical bids & Opening of Financial Bid	-	To be intimated later after examining Technical Bids

Important Note:

- 1) The Applicants/bidders have to complete 'Application/Bid Preparation & Submission' stage on scheduled time as mentioned above. If any Applicant/bidder failed to complete his/her aforesaid stage in the stipulated online time schedule for this stage, his/her Application/bid status will be considered as 'Applications/bids not submitted'.
- 2) Applicant/Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.
- 3) Applicant/Bidder can rework on his/her bids even after completion of 'Application/Bid Preparation & submission stage' (Application/Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Applicant/Bidder Stage.

Instructions to bidder on Electronic Tendering System

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

1.1 Registration of bidders on eProcurement Portal:-

All the bidders intending to participate in the tenders processed online are required to get registered on the centralized e - Procurement Portal i.e. <https://etenders.hry.nic.in>. Please visit the website for more details.

1.2 Obtaining a Digital Certificate:

1.2.1 The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.

1.2.2 A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website – <https://etenders.hry.nic.in>.

1.2.3 The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities.

1.2.4 Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during bid preparation stage. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised **to keep a backup of the certificate** and also keep the copies at safe place under proper security (for its use in case of emergencies).

1.2.5 In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate/power of attorney /lawful authorization to that User. The firm has to authorize a specific individual through an

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authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.

- 1.2.6** In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.
- 1.2.7** The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

1.3 Opening of an Electronic Payment Account:

For purchasing the tender documents online, bidders are required to pay the tender documents fees online using the electronic payments gateway service shall be integrated with the system. For online payments guidelines, please refer to the Home page of the e-tendering Portal <https://etenders.hry.nic.in>.

1.4 Pre-requisites for online bidding:

In order to bid online on the portal <https://etenders.hry.nic.in>, the user machine must be updated with the latest JRE & update 151 in 32 bits Mozilla 46.01 setup. The link for downloading latest JRE & update 151 in 32 bits Mozilla 46.01 setup are available on the Home page of the e-tendering Portal.

1.5 Online Viewing of Detailed Notice Inviting Tenders:

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal eProcurement system on the Home Page at <https://etenders.hry.nic.in>

1.6 Download of Tender Documents:

The tender documents can be downloaded from the portal <https://etenders.hry.nic.in>

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1.7 Key Dates:

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

1.8 Bid Preparation (Technical & Financial) Online Payment of Tender Document Fee, eService fee, EMD fees of online Bids:

1.8.1 The online payment for Tender document fee, eService Fee & EMD can be done using the secure electronic payment gateway. The Payment for Tender Document Fee and eService Fee can be made by eligible bidders/ contractors online directly through Debit Cards & Internet Banking Accounts and the Payment for EMD can be made online directly through RTGS / NEFT.

The secure electronic payments gateway is an online interface between contractors and Debit card / online payment authorization networks.

1.8.2 The bidders shall **upload** their technical offer containing documents , qualifying criteria, technical specification, schedule of deliveries, and all other terms and conditions except the rates (price bid).

The bidders shall **quote** the prices in price bid format.

1.8.3 **ASSISTANCE TO THE BIDDERS:-** For any query or training bidders can contact the help desk of Single e-procurement portal (<https://etenders.hry.nic.in>) as below address mentioned below:-

NIC Haryana.
New Secretariat, Ground Floor
Sector – 17, Chandigarh
E - mail: a.manju@nic.in, eproc.nichry@yahoo.com
Help Desk Nos.:- 0172-2700275 and 120-4001002, 0120-4200462,
120-4001005
(Toll Free Number)

Timing:-

Technical Support Assistance will be available over telephone **on all days 24x7** for Training workshop – On working days only.

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Note:- Contact NIC team helpdesk on or before prior to 4 hours of the scheduled closing date & time of respective e-tendering event. Also, for queries related to e-Payment of EMD kindly contact the helpdesk at least 2 days prior to closing date & time of the respective event. Intended bidders are mandatorily required to register their queries if there is any pertaining to the online bidding at email address:- a.manju@nic.in, eproc.nichry@yahoo.com.

NOTE:-

(A) If bidder fails to complete the Online Bid Preparation & Submission stage on the stipulated date and time, his/her bid will be considered as bid not submitted, and hence not appear during tender opening stage.

(B) Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal <https://etenders.hry.nic.in>.

(C) For help manual please refer to the 'Home Page' of the website at <https://etenders.hry.nic.in>.

(D) Bidder can rework on his/her bids even after completion of 'Bid Preparation & submission stage' (Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Bidder Stage.

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2. Guideline for Online Payments in e-tendering

Post registration, bidder shall proceed for bidding by using both his digital certificates (one each for encryption and signing). Bidder shall proceed to select the tender he is interested in. On the respective Department's page in the e-tendering portal, the Bidder would have following options to make payment for tender document & EMD:

- A. Debit Card
- B. Net Banking
- C. RTGS/NEFT

Operative Procedures for Bidder Payments

A) Debit Card

The procedure for paying through Debit Card will be as follows.

- (i) Bidder selects Debit Card option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount and the card charges to be paid by bidder. The portal also displays the total amount to be paid by the bidder.
- (iii) Bidder clicks on "Continue" button
- (iv) The e-Procurement portal takes the bidder to Debit Card payment gateway screen.
- (v) Bidder enters card credentials and confirms payment
- (vi) The gateway verifies the credentials and confirms with "successful" or "failure" message, which is confirmed back to e-Procurement portal.
- (vii) The page is automatically routed back to e-Procurement portal
- (viii) The status of the payment is displayed as "successful" in e-Procurement portal. The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same,
- (ix) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

B) Net Banking

The procedure for paying through Net Banking will be as follows.

- (i) Bidder selects Net Banking option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount to be paid by bidder.
- (iii) Bidder clicks on "Continue" button
- (iv) The e-Procurement portal takes the bidder to Net Banking payment gateway screen displaying list of Banks
- (v) Bidder chooses his / her Bank
- (vi) The Net Banking gateway redirects Bidder to the Net Banking page of the selected Bank
- (vii) Bidder enters his account credentials and confirms payment

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- (viii) The Bank verifies the credentials and confirms with “successful” or “failure” message to the Net Banking gateway which is confirmed back to e-Procurement portal.
- (ix) The page is automatically routed back to e-Procurement portal
- (x) The status of the payment is displayed as “successful” in e-Procurement portal.
The e-Procurement portal also generates a receipt for all successful transactions.
The bidder can take a print out of the same.
- (xi) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

C) RTGS/ NEFT

The bidder shall have the option to make the EMD payment via RTGS/ NEFT. Using this module, bidder would be able to pay from their existing Bank account through RTGS/NEFT. This would offer a wide reach for more than 90,000 bank branches and would enable the bidder to make the payment from almost any bank branch across India.

- i. Bidder shall log into the client e-procurement portal using user id and password as per existing process and selects the RTGS/NEFT payment option.
- ii. Upon doing so, the e-procurement portal shall generate a pre-filled challan. The challan will have all the details that is required by the bidder to make RTGS-NEFT payment.
- iii. Each challan shall therefore include the following details that will be pre-populated:
 - Beneficiary account no: (unique alphanumeric code for e-tendering)
 - Beneficiary IFSC Code:
 - Amount:
 - Beneficiary bank branch:
 - Beneficiary name:
- iv. The Bidder shall be required to take a print of this challan and make the RTGS/ NEFT on the basis of the details printed on the challan.
- v. The bidder would remit the funds at least T + 1 day (Transaction + One day) in advance to the last day and make the payment via RTGS / NEFT to the beneficiary account number as mentioned in the challan.
- vi. Post making the payment, the bidder would login to the e-Tendering portal and go to the payment page. On clicking the RTGS / NEFT mode of payment, there would be a link for real time validation. On clicking the same, system would do auto validation of the payment made.

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List of Net banking banks

1. Allahabad Bank
2. Axis Bank
3. Bank of Bahrain and Kuwait
4. Bank of Baroda
5. Bank of India
6. Bank of Maharashtra
7. Canara Bank
8. City Union Bank
9. Central Bank of India
10. Catholic Syrian Bank
11. Corporation Bank
12. Deutsche Bank
13. Development Credit Bank
14. Dhanlaxmi Bank
15. Federal Bank
16. HDFC Bank
17. ICICI Bank
18. IDBI Bank
19. Indian Bank
20. Indian Overseas Bank
21. Indusind Bank
22. ING Vysya Bank 23. J and K Bank
24. Karnataka Bank
25. Kotak Mahindra Bank
26. Karur Vysys Bank
27. Punjab National Bank
28. Oriental Bank of Commerce
29. South Indian Bank
30. Standard Chartered Bank
31. State Bank Of Bikaner and Jaipur
32. State Bank of Hyderabad
33. State Bank of India
34. State Bank of Mysore
35. State Bank of Travencore
36. State Bank Of Patiala
37. Tamilnad Mercantile Bank
38. Union Bank of India
39. United Bank of India
40. Vijaya Bank

41. Yes Bank

SECTION -II: INVITATION TO BID

3. Scope of Work: -

- a) Digital printing is to be done through High Speed Laser Digital Printer accordance with the PDF files in CDs/DVDs to be supplied by the department.
- b) The number of copies to be printed of each page(approx. seven lacs) would be 15-20 copies approximately for draft rolls and 30-35 copies for final roll during election year and 15-20 copies during non-election year as the case may be. During non-election year only supplement will be printed for which pages may be in the number of 60000 or more and the multiple copies of each page may run in the number of 15-20. However, the above quantity may vary. The work order for printing will be given by the Deputy Commissioner cum District Election Officer or the Chief Electoral Officer. Payment would be made only for the printed page(s) of a paper and no payment shall be made for blank page. The bidder will quote the rate per leaf (both pages) and in case printing is done on one side only and the other side remains blank then 50% of the rate quoted per leaf shall be deducted.
- c) The printed Electoral Rolls would be stitched part-wise.
- d) The paper on which printing is to be done by the bidder should be A-4 size of 80 GSM as per BIS specification (1848-2007) Type-A 100% Virgin. Pulp Paper amended upto date Quality white paper. If after testing, paper is found of less grammage, proportionate deduction and penalty to be decided as per BIS Instructions by the BIS specification (1848-2007) Type-A 100% Virgin. Pulp. Paper by the department/ Deputy Commissioner cum District Election Officer would be charged from the printing firm.
- e) The Bidder must quote their rate for the complete job i.e. printing on A-4 size 80 GSM paper as per BIS specification (1848-2007) Type-A 100% Virgin. Pulp. Paper amended up to date Quality white paper on High Speed Laser Printer including stitching, packing, delivery, taxes or any other expenses. The bidder must quote the capacity to do the job per day. Nothing extra shall be payable.
- f) The Bidder/Firm would have to collect material (CD in PDF) for printing in parts from the Office of the Chief Electoral Officer, Haryana, 30 Bays

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Building, Sector 17-B, Chandigarh/concerned Deputy Commissioner cum District Election Officer as the case may be tentatively from the month of September, 2019 onwards and return/dispatch the ready material to the authorized representative of the bidder. The bidder must return original CDs after printing.

- g) Printing will be done through high speed Laser Printer using original toners.
- h) Bidders have to submit technical and financial bid separately in e-bid writing.
- i) Printing is to be done strictly in accordance with the PDF/ CDs which will be supplied by the office of Chief Electoral Officer, Haryana or Deputy Commissioner cum District Election Officer Concerned.

4. Eligibility Criteria: -

The Companies/Agencies participating for the job of printing will have to provide a detailed workflow with the modules as described below:-

- i. The Bidder's annual turnover should not be less than Rs. 20.00 Lakh per annum for the last two preceding financial years i.e. 2017-18 & 2018-19 from the job of printing. Certified Copy must be attached.
- ii. The press premises should be located in and around Haryana i.e. maximum up to 100 Km distance from the State border for the sake of convenience, transportation, cost, time saving and proximity.
- iii. Only those firms who have at least 10 (ten) High Speed Laser Printer in good working condition would be considered. There should be sufficient space in the press for storage. Spot inspection may be made by the Committee constituted by Chief Electoral Officer (CEO)/ Dy. Commissioner cum District Election Officer for the purpose.
- iv. The bidder should submit an undertaking that the bidder had never been black listed by any State/Central Govt. departments/Boards/Corporations etc. and have never been caught doing any Govt. work unauthorizedly.

5. Authority of Chief Electoral Officer, Haryana/Dy. Commissioner cum District Election Officer of the concerned District in certain cases.

- a. The Chief Electoral Officer, Haryana/ Dy. Commissioner cum District Election Officer reserves the right to vary quantities at the time of award of work.

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- b. The Chief Electoral Officer, Haryana further reserves the right to allot the job/work of printing of Multiple Copies of Electoral Rolls among the selected Bidders /party(s). Work preference can also be extended to the firms/ industries located in Haryana as per Govt. policy letter dated 28.05.2010.
- c. The Chief Electoral Officer, Haryana reserves the right to allow the work to one party or to distribute the work to the parties as the circumstances demand at the time of allotment of work keeping in view urgency and interest of the work as well as capacity of printing party and therefore, the bidders other than L1 would be required to give their consent to the L1 rates within specified time and their security would be retained and they would be given work but the highest single portion would be given to L1 bidder. This would also be subject to the condition regarding work preference mentioned in Para 5(b).

6. Right to accept or to reject.

- a. The Chief Electoral Officer, Haryana reserves the right to accept or reject any or all bids without assigning any reason.
- b. The official of the Chief Electoral Officer, Haryana and the Deputy Commissioner cum District Election Officer would at any point of time, be free to visit the premises where the job is being executed to ensure that the processes are followed as specified in the tender. If any default is detected during inspection or otherwise, the allotment of work to the tenderer shall be liable to be withdrawn. The tenderer shall be liable to imposition of suitable penalty upon him also.

7. Period of Validity of Bids

Bids should remain valid for 90 days from the date of submission of bid. A bid valid for a shorter period will be rejected.

8. Earnest Money Deposit (EMD)

- a. The Payment for Tender Document Fee INR 3,000/- (Rupees Three Thousand Only) and eService Fee Rs. 1000 /- (Rupees One Thousand only + 18% GST (Non refundable) can be made by eligible bidders / contractors online directly through Debit Cards & Internet Banking Accounts.
The Payment for EMD Rs.2,00,000/- (Rupees Two Lakh only) can be made online directly through RTGS / NEFT and the bidder would remit the funds at least T + 1 working day (Transaction + One day) in advance to the last day and make the payment via RTGS / NEFT to the beneficiary account number as mentioned in the challan.
- b. The Chief Electoral Officer, Haryana would retain the Earnest Money Deposited for a maximum period of three years from the date of opening of the

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bid till the deposit of the security amount by the firm whom work has been allotted. Firm can get their earnest money converted towards security. However, the amount of payment due can be treated as EMD and the deposit can be refunded.

- c. If the validity of the tender is extended the validity of EMD would be got extended by the tenderer.
- d. No interest would be payable by the Chief Electoral Officer, Haryana on the Earnest Money deposited by Bidder.
- e. Earnest money is liable to be forfeited if, at any time, it is found that the tenderer had, with malafide intention, tried to cheat or otherwise misrepresent to the Election Department.
- f. The EMD is liable to be forfeited if the Bidder withdraws or amends impairs or derogates from the tender in any respect within the period of validity of the Tender.
- g. If the successful Bidder fails to furnish the security deposit as required in the contract within the specified period, the Earnest Money would be liable to be forfeited by the Election Department.
- h. The EMD of the unsuccessful Bidders would be returned by the Election Department as early as possible after the expiry of validity of their bids, but not later than 45 days.

9. Bid Requirements

- a. The Bidder should submit through e-Bid only in the format given in the Tender Document.
- b. The successful Bidder would be required to furnish Security Deposit with the office of the Chief Electoral Officer, Haryana which would be equal to 5 Lacs in the form of fixed deposit. The earnest money deposited by the successful bidder shall also be adjustable against this requirement.
- c. The Bid Documents are not transferable and the cost of the tender document is not refundable under any circumstances.
- d. Bids sent through telex/ e-mail/ fax/hard copy will be rejected. Incomplete bids will also be rejected.

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- e. Bidders should enclose along with the bid of their offers, the full details of High Speed Laser Printers to be used with specifications in Envelope-1 in e-bid .
- f. The bidder should submit an undertaking that the bidder had never been black listed by any State/Central Govt. departments/Boards/Corporations etc. and have never been caught doing any Govt. work unauthorizedly. If it is found that bidder has provided any false information on this account, the printer/firm would be black listed besides cancellation of proposed work order and forfeiture of earnest money/security deposited.
- g. All pages of the Bid being submitted through e-Bid must be signed & stamped and sequentially numbered by the Bidder.

10. Contents of Bid

The Bids shall be submitted online in two Separate envelopes:

- Envelope 1: Technical Bid
The bidders shall upload the required eligibility & technical document online in the Technical Bid.
- Envelope 2: Commercial Bid
The bidder shall quote the prices in price bid format under Commercial Bid.

Technical bid shall be opened first and all the details & eligibility shall be checked first and in case of ineligibility or non-filing of information, the offer in financial bid shall be rejected without opening and decision in this regard shall be binding and no further query/ correspondence shall be entertained.

11. Period of Validity of Rate

Rate will remain valid for at least two years from the date of acceptance of work allotment order and shall be extendable for further 1 year with mutual consent. A rate valid for a shorter period would be rejected.

12. Opening of Bids by Election Department

The Election Department would open the technical bid in the presence of Bidders/representatives who choose to attend on **05.08.2019 at 11:00 AM.** at the Office of Chief Electoral Officer, Haryana, 30 Bays Building, Sector 17-B, Chandigarh. The bidder's representatives who are present would sign a register evidencing their attendance. The Bidder's representative would furnish letter of authority from its principal to attend the bid opening.

SECTION III – TENDER TERMS AND CONDITIONS

13. Standards

The printing of required copies would be on A-4 size paper (Both Side Printing) on 80 GSM as per BIS specification (1848-2007) Type-A 100% Virgin. Pulp. Paper amended up to date Quality white paper using high speed Laser Printer for the job entrusted to the bidder. The expenses incurred on testing of paper, if any, would be borne by the bidder/party. The lab for testing would be decided by the office of the Chief Electoral Officer, Haryana.

- a) The bidder would do printing through High Speed Laser Printer using original toner. On inspection, if printing is not found accordingly, earnest money and security deposit would be forfeited and the party would be blacklisted and suitable penalty would be imposed.
- b) The printer would not pass on/ divulge or supply any hard or soft copies to anyone without the written permission of the Chief Electoral Officer, Haryana.
- c) The Chief Electoral Officer, Haryana/ Dy. Commissioner cum District Election Officer shall be at liberty to allot work of printing to any of the bidders at the approved (L/1) rates if the circumstances so warranted. The allottee shall be required to deposit an amount equal to EMD in case the same has been refunded to him.

14. Security Deposit

- a. Every bidder who is allotted work as per the terms & conditions of the tender documents would furnish security equal to Rs. 5 Lacs in the form of fixed deposit in favour of Chief Electoral Officer, Haryana within seven days from the receipt of work allotment letter.

The Security Deposit would be made in the form of Fixed Deposit with any of the Scheduled Banks in India pledged in the name of the Chief Electoral Officer, Haryana valid for a period of two years. In the event of non-execution of the job as per prescribed terms & conditions, this deposit would be forfeited.

Further, if the office of the Chief Electoral Officer, Haryana/Dy. Commissioner cum District Election Officer has to get the job or part of it done from any other Printer because of failure to supply in full or part by the successful allotted bidder, the difference in payment would be made good from him. (The office of the Chief Electoral Officer, Haryana can also make any other adjustments for default on part of bidder against security deposit.) The EMD of the successful allotted bidder can be adjusted against the

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Security Deposit on issue of the work order as indicated above. The Security Deposit would be returned after the execution of all the contracted jobs. No interest would be payable by the Election Department for the Security Deposited.

- b. Failure to comply with the above requirements would constitute sufficient ground for the annulment of the award and forfeiture of the bid Security Deposit. Besides, the Firm/ Printer would be liable to be blacklisted.

15. Work Order

- a. The work order shall be placed by the Deputy Commissioner cum District Election Officer concerned directly to the allottee of work under intimation to the Chief Electoral Officer.
- b. The work shall be done by the allottee as per the Terms and Conditions contained in this Tender Documents, except that it will receive the work order from the Deputy Commissioner cum District Election Officer as per their requirement strictly as per the norms of the Election Commission of India, and shall deliver the printed material to the concerned Deputy Commissioner cum District Election Officer F.O.R. However it will not prevent the Chief Electoral Officer to place order about the printing directly to the allottee or any other firm as per the provisions of the bid document.
- c. The Bidder is required to do the printing job to the satisfaction of Deputy Commissioner cum District Election Officer/Chief Electoral Officer, Haryana. In case of any fault detected, the party would rectify the fault/reprint free of cost. In the eventuality of the work got done from other source, it would be got done at the risk and cost of the party/printer whose failure in executing the work has led to the situation.

16. Secrecy & security of data & Information

The Bidder would not use Document(s) and data for any other purpose and would not give the document(s) and data to any person/organization. The Document(s) and data would be sole property of office of the Chief Electoral Officer, Haryana. If at any time, it comes to the notice regarding misuse of Document(s) and data, the Chief Electoral Officer, Haryana has the right to cancel the contract and forfeit the security deposit and no payment would be made for the work. Further, the defaulter shall be liable to any criminal action as per law. A non disclosure agreement should be done by the L1 bidder.

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17. Inspection

Inspection would be carried-out from time to time by the authorized officer(s) of the offices of Deputy Commissioner cum District Election Officer/Chief Electoral Officer to ensure that the quality of printing and other parameters of the job assigned are being met.

The firm / printer would render all assistance to the inspecting officer for smooth conduct of inspection.

18. Penalty clause:

The Complete Job/order will have to be executed within scheduled period starting from the date of handing over the original documents/CDs, failing which penalty for late execution of the order would be levied on the amount payable as follow:-

- a) For delay up to 03 days 1% per day of the value of the order remaining balance for execution.
- b) For delay more than 03 days to 07 days 3% per day of the value of the balance order. For delay of more than 07 days 50 % of the payment of work for delay of more than 14 days of the concerned district. EMD and security would be forfeited and no payment would be made for work done.
- c) The Chief Electoral Officer, Haryana shall also be entitled to get the remaining work done at the risk and cost of the bidder.

19. Payment Terms

- a) The payment shall be released by the office of the concerned Deputy Commissioner cum District Election Officer placing the order or in respect of whose district the printing has been done. He/she shall release the payment after due verification of the work done from the Electoral Registration Officers. In case work order is issued by the Chief Electoral Officer, Haryana then the payment shall be released by his office after receipt of verification report of Electoral Registration Officers/District Election Officer Concerned.
- b) The payment shall be released within reasonable period from the date of submission of bills.
- c) No bill will be entertained, unless it is submitted in triplicate.

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20. Arbitration Clause:

All disputes arising out of this contract would be referred to sole arbitrator i.e. Commissnor and Secretary to Govt. of Haryana, Elections Department, Haryana or an officer appointed by the Govt. of Haryana whose decision would be final and binding upon both parties.

21. Jurisdiction of the civil Court:

All disputes would be settled at Chandigarh. The Courts at Chandigarh would only have the jurisdiction to entertain and adjudicate upon any dispute arising out of the terms and conditions of the tender.

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ENVELOPE- 1-Technical Bid

BIDDER'S PARTICULARS

(BIDDERS SHOULD FURNISH ANSWERS TO ALL THE QUESTIONS BELOW. BIDDERS MAY PLEASE NOTE THAT IF THE ANSWERS SO FURNISHED ARE NOT CLEAR AND/OR ARE EVASIVE, THE ENTRY BID WOULD BE LIABLE TO BE IGNORED.)

1. Business name and Constitution of the firm.

1.1 Name of Office:	
1.2 Full address of office	
1.3 Full address of work place of your firm	
1.4 No. of Branches:	
1.5 Nature of Business:	
1.6 Telephone Nos. (O): Mobile No.:	
1.7 Income Tax PAN No:	
1.8 Sales Tax No. /or VAT No.	
2. Turnover in the last three financial years duly verified by the CA:	2016-17, Rs. _____ (Please attach 2017-18, Rs. _____ copies of audited 2018-19, Rs. _____ operating A/cs)

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3. Bank details	
Bank Name:	
Branch:	
Bank Account No:	
Type of Bank Account:	
Name of Account holder:	

4. Is the firm registered? If yes, under which Act:

- (a) The Indian Companies Act, 1956 (b) The Indian Partnership Act, 1932 (Please also give name of partners) (c) Any other Act.

5. Name of the owners / promoters / partners (Please give full names and address).

6. For Partnership firms state:-

- (a) whether registered or not registered under the Indian Partnership Act, 1932.
- (b) Whether by the Partnership agreement, authority to sign the tender document and to refer disputes concerning the business of the partnership to arbitration has been conferred on the partner(s) who has signed the tender.
- (c) If the answer to (b) 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 sign and to refer dispute concerning business of the partnership to arbitration.
- (d) If the answer to either (b) or (c) is in the affirmative furnish a copy of either the partnership agreement or the general power of attorney as the case may be.

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(e) **Names, Addresses etc. of Partners/Members/Directors (For information about more persons, please add separate sheet(s) in the format given below):**

(i) Details of Partners/ Members/ Directors:	
(ii) No. of Partners/ Members/ Directors:	
(iii) Full Name(s):	
(iv) Name of Premises/Building/Village (with full address):	
(v) Date of Incorporation/ Agreement/ Partnership:	
(vi) If premises located outside of Haryana State then write the distance in Km. from the border of Haryana:	
(vii) Income Tax PAN No.	
(viii) Sales Tax No. / or VAT /TIN. Etc.	

7. Details of High speed Laser Printers: The bidder must have atleast 10(ten) High Speed Laser Printer in Good working condition.

Sr. No.	Make of the Machine	Year of Installation	Printing Size of the Machine	No. of pages printed at a time	Capacity per day (8 hours)

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8. Location area of the working premises where machines are installed (Please mention address, space available, in-house various facilities available etc.) and distance from Haryana border of premises located outside Haryana State					
9. Total Declared capacity of pages per day:					

N.B.

- (1) Please attach to the tender a copy of the document on which reliance is placed for authority of partner or the partner(s) to sign the tender and to refer disputes to arbitration. The copy should be attested by a Notary Public or its execution should be admitted by Affidavit on a stamped paper by all the partners.

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

- 10.** Have you/ the firm ever been blacklisted by any Govt. Department/ office? If yes, please give details. If no, please mention 'No' specifically.

- 11.** I/We have read all the instructions carefully and undertake to abide by the same.

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Signature of Witness:
Full name & address of
Witness in Block letters

Signature of Bidder

- (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:

ENVELOPE-2-Commercial Bid

Price Bid Format

Sr. No	Rate per leaf for multiple copies (upto 15 to 20 -One leaf consists of two pages) Inclusive of all taxes in Rs.

1. Period of Delivery: I/We do hereby undertake that in the event of acceptance of my/our bid, the printing job would be completed within the stipulated period as prescribed in the work allotment order. The delivery of the printed material shall be made to the concerned district as per directions of the Chief Electoral Officer, Haryana or Deputy Commissioner cum District Election Officer as the case may be.
2. Term of Delivery: The prices quoted are inclusive of paper as specified High Speed Laser Printing, Stitching, Taxes if any and all other charges / expenses including freight and Octroi etc.
3. I/We agree to abide by this bid for at least two years from the date of receipt of work allotment order and shall be extendable for further one year with mutual consent. Until a formal contract is prepared and executed, this bid, together with written acceptance thereof by the Chief Electoral Officer, Haryana would constitute a binding Contract between us.
4. 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.
5. Certified that the Bidder is:
A sole proprietorship firm and the person signing the tender is the sole proprietor/constituted attorney of 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

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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.

7. I/We undertake, if my/our bid is accepted, to commence the work immediately on receipt of the order and to complete printing job specified in the Contract within the stipulated period calculated from the date of receipt of the order. If my/our bid is accepted we would submit a fixed deposit from a Scheduled Bank for a sum Rs. 5 Lacs in the form of security deposit for the due Performance of the Contract.
8. I/We understand that the Chief Electoral Officer, Haryana is not bound to accept the lowest or any bid you may receive. We also understand that the Chief Electoral Officer, Haryana has the right to vary the quantities and/or split the total order among the Bidders as mentioned in the tender document.
9. I/We understand the stipulation regarding making of payment of pages which remain blank. Our rate per leaf is inclusive of all expenses (paper + printing + overheads including all taxes) and payment of blank pages will not be charged as per condition of the bid.