

2022

**Office of the
Chief Electoral Officer,
in front of
Old Mantralaya,
Shastri Chowk,
Raipur, C.G.**

Bid Document for Rate Contract

[Single Stage Two Envelope (Two Parts)] Through e-Procurement Method “PRINT SERVICE PROVIDER for Printing & Personalizing PVC Electors Photo Identity Cards (EPIC)” based on Open Competitive Bidding Process.

(as per the guidelines of Election Commission of India)

<https://eproc.cgstate.gov.in/>

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1 Important Instructions

1. The Bidders are advised to acquaint themselves with the provisions of **Chhattisgarh Store Purchase Rules – 2002** along with amendments before participating in the Bidding process. If there is any discrepancy between the provisions of the Rules and this Bidding Document, the provisions of Rules shall prevail.
2. Bidders are advised to thoroughly read the bidding document, and by signing this document, they submit unconditional acceptance to all the terms & conditions of the bidding document without any deviations.
3. The Bid Document should be digitally signed as a token of acceptance of the bid by the authorized signatory or bidder. Thereafter the digitally signed bid should be uploaded on the e-Proc website/portal <https://eproc.cgstate.gov.in/> **on or before the last date provided on the Bid Data Sheet**. The PE is not responsible for any delay or not able to submit the bid in time by the bidder due to any technical or non-technical reason whatsoever.

2 Sections of the Bid Document/RFP

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3 Abbreviations & Definitions

ARO	Assistant Returning Officer
Authorised Signatory	The bidder's representative/ officer vested (explicitly, implicitly, or through conduct) with the powers to commit the authorizing organization to a binding agreement. Also called signing officer/ authority having the Power of Attorney (PoA) from the competent authority of the respective Bidding firm.
AV	Audio-Video
BG	Bank Guarantee
BDS	Bid Data Sheet
Bid/e-Bid/ Tender/RFP	A formal offer made in pursuance of an invitation by a procuring entity and includes any tender, proposal or quotation in electronic format, bidding document (e-Proc and manual), Request For Proposal and tender document
Bid Evaluation Committee (BEC)	Alias Departmental Purchase Committee (DPC) duly constituted by the Department for the opening received bids and evaluate the bids till the agreement is executed.
Bid Security/EMD	Security provided to the procuring entity by a bidder for securing the fulfilment of any obligation in terms of the provisions of the bidding documents.
Bidder/Tenderer /TSP	Any person/ firm/ agency/ company/ contractor/ supplier/ vendor or consortium with other firms as per qualification laid herein, participating in the procurement/ bidding process with the procurement entity
Bidding Document	Documents issued by the procuring entity, including any amendments thereto, that set out the terms and conditions of the given procurement and includes the invitation to bid
BoM	Bill of Material
Cards	PVC Cards
CMC	Contract Monitoring Committee
Competent Authority	An authority or officer to whom the relevant administrative or financial powers have been delegated for taking decision in a matter relating to procurement. CEO, CHHATTISGARH in this bidding document.
Contract/ Procurement Contract	A contract entered into between the procuring entity and a successful bidder.
Contract/ Project Period	The Contract/ Project Period shall commence from the date of issue of Work order till its successful of Operations & Maintenance Services after successful commissioning of the project (one-time job) as per bidding document.
Day	A calendar day as per Govt. of C.G./GOI
DEO	District Election Officer (Collector of District)
DPC	Alias Bid Evaluation Committee (BEC) duly constituted by the Department for opening received bids and evaluate the bids till agreement is executed and placing award of contract.
ED	Election Department, Office of the Chief Electoral Officer, Chhattisgarh headed by the Chief Electoral Officer
ETDC	Electronic Testing & Development Centre
eProc/ e-Proc Website	https://eproc.cgstate.gov.in/
EPIC	Elector's Photo Identity Card
ERO	Electoral Registration Officer

FOR/ FOB	Free on Road or Freight on Road
Gol	Govt. of India
GoCG	Govt. of Chhattisgarh
Goods	All articles, material, commodities, electricity, livestock, furniture, fixtures, raw material, spares, instruments, software, machinery, equipment, industrial plant, vehicles, aircraft, ships, railway rolling stock and any other category of goods, whether in solid, liquid or gaseous form, purchased or otherwise acquired for the use of a procuring entity as well as services or works incidental to the supply of the goods if the value of services or works or both does not exceed that of the goods themselves
ICT	Information and Communication Technology.
IFB/NIT/NIB	Invitation for Bids or Notice Inviting Tenders or Notice Inviting Bidders (A document published by the procuring entity inviting Bids relating to the subject matter of procurement and any amendment thereto and includes notice inviting Bid and request for proposal)
INR	Indian Rupee
In Writing	Communicated in writing form through letter, fax, email etc.
ISI	Indian Standards Institution
ISO	International Organisation for Standardisation
IT	Information Technology
ITB	Instruction to Bidders
JV/Consortium/ Association	Joint Venture or Consortium or Association of Bidders participating in the bid
LD	Liquidated Damages
LoI	Letter of Intent
Lowest Bidder/ Bidders	Bidders who has participated in the bid online and quoted / agree to supply items on the financially lowest price (technically qualified) during the contract period.
NCB	A bidding process in which qualified bidders only from within India are allowed to participate
NeGP	National e-Governance Plan of Government of India, Department of Information Technology (DIT), Ministry of Communications and Information Technology (MCIT), New Delhi.
Notification	A notification published in the Official Gazette
OEM	Original Equipment Manufacturer
PAN	Permanent Account Number
Personalization	Printing of Electors' details such as Photo, Name, Relation, Relative Name, DoB, Gender, Address, AC, Part Number etc. with ERO Signature on PPPVC EPIC as per ECI guidelines/SoW and E-Roll Data
PBQ	Pre Bid Query(ies)
PVC	Poly Vinyl Chloride (PVC)
PPPVC EPIC	Pre-Printed PVC EPIC card is Pre-Personalized or Non-Personalized PPPVC EPIC card
PBG/Security Money	Performance Bank Guarantee
PC	Procurement / Purchase Committee
PQ/EC	Pre-Qualification bid criteria/Eligibility criteria
PE	Procurement Entity ie. Chief Electoral Officer, Chhattisgarh
Procurement Process	The process of procurement extending from the issue of invitation to Bid till the award of the procurement contract or cancellation of the procurement

	process, as the case may be
Procurement / Public Procurement	The acquisition by purchase, lease, license or otherwise of works, goods or services, including award of Public Private Partnership projects, by a procuring entity whether directly or through an agency with which a contract for procurement services is entered into, but does not include any acquisition without consideration, and “procure” or “procured” shall be construed accordingly
PSD/ SD	Performance Security Deposit/ Security Deposit
Purchaser/ Tendering Authority/ Procuring Entity	Person or entity that is a recipient of a good or service provided by a seller (bidder) under a purchase order or contract of sale. Also called buyer.
RFP	Request For Proposals
RO	Returning Officer
Procurement Rules	Name of the procurement rules/act of the state (Chhattisgarh Store Purchase Rules – 2002 with amendments)
GST	Goods and services Tax
Services	Any subject matter of procurement other than goods or works and includes physical, maintenance, professional, intellectual, consultancy and advisory services or any service classified or declared as such by a procuring entity and does not include appointment of any person made by any procuring entity
Singular/Plural	If the context so requires singular means plural and vice versa.
Signed Document	Signed Document using electronic Digital Signature Certificate (DSC)
SLA	Service Level Agreement is a negotiated agreement between two parties wherein one is the customer and the other is the service provider. It is a service contract where the level of service is formally defined. In practice, the term SLA is sometimes used to refer to the contracted delivery time (of the service) or performance.
SSDG	State Services Delivery Gateway
State Government	Government of Chhattisgarh
STQC	Standardisation Testing and Quality Certification, Govt. of India
Subject Matter of Procurement	Any item of procurement whether in the form of goods, services or works
Successful Bidders	Bidder selected as per procurement procedure defined in this Document
GSTIN	Goods and services Tax Identification Number
TPA	Third Party Auditors
Vendors/Vendors	Selected bidders who has participated in the bid online and quoted / agree to supply items on the financially lowest price (technically qualified) during the contract period.
Website of CEO	https://ceochhattisgarh.nic.in/en
WO/ PO	Work Order/ Purchase Order

4 Format of NIB for Publication on Procurement Portal

Government of Chhattisgarh
Election Department
(Office of the Chief Electoral Officer, C.G.)
2nd Call - NIB (NOTICE INVITING Bids)

NIB No:

Date: 06.04.2022

Sealed Single Stage Two-envelopes unconditional online Bids are invited on e-Proc website/portal <https://eproc.cgstate.gov.in/> by **Chief Electoral Officer, Chhattisgarh** on behalf of the **Governor of Chhattisgarh** for the selection of vendor **“Printing and Supply of PVC Personalized Elector’s Photo Identity Card (EPIC)”** as per the guidelines of Election Commission of India, for the item as listed below up to **03:00 PM** on **21.04.2022**.

Sr.	Name of article	Specifications	Quantity and unit	Estimated Procurement Cost	Price of Bidding Document (Rs.)	Amount of bid security (Rs.)	Validity Period of bid	Place of Delivery
1.	“Printing & Supply of PVC Personalized Elector's Photo Identity Cards (EPIC)” with high security hologram (hot stamp) supplied by the designated Vendor.	As mentioned in the bid/ECI guidelines	Unit-No. (Approx.) 10,00,000 per year					
2.	Welcome letter and Voter's Pledge (Back to Back)		Unit-No. (Approx.) 7,00,000 per year	Rs. 2,00,00,000/- approx. per annum	1000/-	6,00,000/-	180 Days	FOR Destination: at the store of DEOs' Office (District Collectors) concerned
3.	Voter Guide (Back to Back)		Unit-No. (Approx.) 7,00,000 per year					
4.	Envelop described as "EPIC Kit" (Sl. No. 1+2+3+4) to be delivered to respective District Election Officers (DEOs) with other security features as per ECI guidelines.		Unit-No. (Approx.) 10,00,000 per year					

1. The bid is for a Rate Contract for selection of supplier for the above mentioned items.

2. The Bidders may enclose the specifications, catalogue, and other product characteristics offered. They shall also include details on their backup services offered, warranties, etc.
3. The complete Bidding Document, including the Conditions of Contract, evaluation and qualification criteria and procedure, Bidding forms, designs, specifications, delivery schedule, etc. can be seen and downloaded from the website <https://eproc.cgstate.gov.in/> and <https://ceochhattisgarh.nic.in/>. The price of Bidding Document and processing fee may be paid through Demand Draft/Challan in favor of Chief Electoral Officer, Chhattisgarh, payable at Raipur.
4. Bids, duly signed on all pages (as mentioned in the bid document) and serially numbered, should be submitted electronically on <https://eproc.cgstate.gov.in/> by following the electronic Bid submission procedure as specified on the portal.
5. The Bid Security in the form of Demand Draft or Challan shall be submitted personally or by post in sealed envelopes up to **21.04.2022 up to 03.00 PM** to the **Addl. CEO Election Department, Office of the Chief Electoral Officer, C.G. in front of old Mantralaya, Opposite DKS Building, Shastri Chowk, Raipur** bearing “Bid for Selection of vendor for Printing & Supply of PVC Personalized Elector's Photo Identity Cards (EPIC)”.
6. Bids received after the specified time and date shall not be accepted. **Off-line bids shall not be entertained.**
7. Bids are invited electronically. The procedure for submission of Bids, including payment of Bidding Document, user charges/ processing fee, Bid Security, etc. shall be as provided on the State e- Procurement Portal <https://eproc.cgstate.gov.in/>.
8. Any queries relating to the process of online bid submission or queries relating to SPP Portal in general may be directed to the Portal Helpdesk **Toll Free 18004199140 Email ID- helpdesk.cgeproc@Mjunction.in**
9. Any queries relating to tender document and the terms and conditions contained therein should be mailed to addlceoraipur.cg@gov.in
10. The Technical Bids shall be opened on **21.04.2022 at 04:00 PM** in chamber of **Additional CEO, Office of the Chief Electoral Officer, Chhattisgarh.**
11. The procuring Entity may reject any or all Bids without assigning any reason thereof.
12. To participate in the online bidding process; bidders must procure a Digital Signature Certificate (Type III) as per Information Technology Act-2000 to digitally sign their electronic bids. Bidders can procure the same from any CCA approved certifying agency, i.e. TCS, Safe crypt, Ncode etc. Bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC.

Sd/-

Additional Chief Electoral Officer
Office of the Chief Electoral Officer, C.G.

5 Bid Data Sheet (BDS)

1.	Ref. of invitation of Bids	NIB No. dated: 06.04.2022
2.	Name & Address of officer as the Procuring Entity (PE)** And For clarification purposes	Election Department (ED), Office of the Chief Electoral Officer, Chhattisgarh, in front of old Mantralaya, Opposite DKS Building, Shastri Chowk, Raipur on behalf of the District Election Officers (Collectors), All Districts of Chhattisgarh.
	Name	Mrs. Shikha Rajput Tiwari
	Designation	Additional Chief Electoral Officer.
	Address	Office of the Chief Electoral Officer, in front of old Mantralaya, Opposite DKS Building, Raipur, C.G.
	Phone No.	0771 2236446
	Email	addlceoraipur.cg@gov.in
3.	Placing Work Order /Payment authority	Office of CEO on behalf of all Districts of Chhattisgarh State
4.	Subject Matter of Procurement	“Selection of Print Service Provider for Printing, Personalizing & Supplying Colour PVC Elector's Photo Identity Cards (EPIC)” as per Scope of Work (SoW) & Specifications as mentioned in the Bid Document/By ECI;”
5.	FOR Destination	District Election Officer, (Collector), All Districts, (Chhattisgarh); Stores of the District
6.	Joint Venture / Consortium / Association of Bidders	Shall Not Be Allowed
7.	Contract Period	3 years, can be extended to maximum 5 years with mutual consent. (Contract will be renewed every year, on the completion of one-year period from the date of commencement.)
8.	Bid Procedure	Single Stage Two Envelops Bidding (Two Parts) rate contract Open Competitive Bid procedure given at https://eproc.cgstate.gov.in/ Also attached to the tender document
9.	Bid Evaluation Criteria (Selection Method)	Selection of bidder whose rates are financially L1 after technically qualified
10.	Websites for downloading Bidding Document, Corrigendum's etc.	Websites: https://eproc.cgstate.gov.in/
	Bid Document Fee	Rs. 1000/- (Rupees One Thousand Only) plus applicable tax in DD/Challan in favour of “Chief Electoral Officer, Chhattisgarh” payable at “Raipur”
		Processing Fee*: Rs.1000/- (Rupees One thousand only) plus applicable tax in Demand Draft/Challan in favour of “Chief Electoral Officer, Chhattisgarh” payable at “Raipur”
11.	Estimated Procurement Cost	Rs. Two Crores Only
12.	Bid Security* and Mode of Payment	Rs. 6,00,000/- (Rupees Six Lakhs Only) Mode of Payment: Demand Draft/challan in favour of Chief Electoral Officer, Chhattisgarh payable at Raipur
13.	Period of Sale of Bidding Document (Start/ End Date)	Start Date: 06.04.2022 End Date: 21.04.2022 by 03:00 PM
14.	Date/ Time/ Place of Pre-bid Meeting	Pre-Bid Meeting Date/ Time: 13.04.2022 at 12:00 PM Pre-Bid queries submission: by 5:00 PM Date: 11.04.2022 After which no query would be accepted & also PBQs should

		<p>be sent to the prescribed email only and not to be uploaded on e-Proc website (signed hardcopy & softcopy both should be sent to email address addlceorapur.cg@gov.in)</p> <p>In case of repeat queries uploaded on e-Proc website, these queries will not be treated responsive and will not be entertained.</p> <p>Pre-Bid Meeting Place: Chamber of Additional CEO, office of the Chief Electoral Officer, Chhattisgarh, in front of old Mantralaya, Opposite DKS Building, Shastri Chowk, Raipur, C.G.</p>
15.	Submission of Challan/ Demand Draft for Tender Fee, Processing Fee, Bid Security	<p>Start Date 06.04.2022 during office time only</p> <p>End Date: 21.04.2022 at 03:00 PM</p>
16.	Date for the submission of Bids	<p>Manner: Online at state e-Proc website https://www.eproc.cgstate.gov.in Up to 21.04.2022 03:00 PM</p>
17.	Date/ Time/ Place of Technical Bid Opening	<p>Date: 21.04.2022</p> <p>Time: 04:00 PM</p> <p>Place: Chamber of Additional CEO, office of the Chief Electoral Officer, Chhattisgarh, in front of old Mantralaya, Opposite DKS Building, Shastri Chowk, Raipur, C.G.</p>
18.	Date/ Time/ Place of Financial Bid Opening	Will be intimated later to the Technically qualified bidders only
19.	Bid Validity	180 days from the last date of bid submission
20.	Language of Bid	English
21.	Alternate Bids	Not permitted
22.	Bid submitted	Original bid: Unconditional and with no deviation
23.	Bidder's Detail:-	
	a. Name of Bidder	
	b. Address of Correspondence	
	c. Name of Authorized Signatory	
	d. Mobile Number1	
	e. Mobile Number2, if any	
	f. Telephone Number	STD Code (.....-)
	g. Fax Number	STD Code (.....-)
	h. Name of Website	
	i. E-Mail1	
	j. E-Mail2	

Note:

- 1) Bidder (authorised signatory) shall submit their offer of Technical and Financial Bid (Single Stage Two Envelops Bid - Two Parts) through <https://eproc.cgstate.gov.in/>. Detailed instruction to bidders for online registration and bid submission on state procurement portal is attached to this Tender. DD for Bid Document Fees, Processing Fee and Bid Security should

- be submitted physically at the office of Procurement Entity as prescribed in NIB on or before date/time prescribed.
- 2) The Procurement entity reserves the complete right to cancel the bid process and reject any or all of the Bids without giving reasons thereof.
 - 3) No contractual obligation whatsoever shall arise from the bidding document/ bidding process unless and until a formal contract is signed and executed between the procuring entity and the successful selected bidders.
 - 4) Bidder (authorized signatory) shall submit their offer online in Electronic formats both for technical and financial proposal. However, DD for Tender Fees, Processing Fees and Bid Security should be submitted physically at the office of Procuring Entity as prescribed in NIB, and a scanned copy of same should also be uploaded along with the technical Bid/ cover.
 - 5) In case any bidder fails to physically submit the Challan/ Demand Draft for Tender Fee and Bid Security on or before the prescribed last date/time in the BDS its bid shall not be accepted. The Challan/ Demand Draft for Bidding document fee, Processing Fees and Bid Security should be drawn in favour of **“Chief Electoral Officer, Chhattisgarh” in front of old Mantralaya, Opposite DKS Building, Shastri Chowk, Raipur** payable at **“Raipur”** from any Scheduled Commercial Bank.
 - 6) To participate in the online bidding process, Bidders must procure a Digital Signature Certificate (Type III) as per Information Technology Act-2000 to digitally sign their electronic bids. Bidders can procure the same from any CCA approved certifying agency, i.e. TCS, Safe crypt, Ncode etc. Bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC.
 - 7) PE will not be responsible for delay in online submission for any reason. For this, bidders are requested to upload the complete bid well in advance so as to avoid 11th-hour issues like slow internet speed, choking of the website due to heavy load or any other unforeseen problems.
 - 8) Bidders are also advised to refer "Bidders Manual Kit" available at e-Proc website for further details about the e-Tendering process <https://eproc.cgstate.gov.in/> for further details about the e-Tendering process Help desk.
 - 9) The procuring entity reserves the complete right to cancel the bid process and reject any or all of the Bids.
 - 10) Procurement Entity disclaims any factual/ or other errors in the bidding document (the onus is purely on the individual bidders to verify such information) and the information provided therein are intended only to help the bidders to prepare a logical bid proposal.
 - 11) The provisions of **Chhattisgarh Store purchase rule – 2002** including amendment(s) shall be applicable for this procurement. Furthermore, in case of any inconsistency in any of the provisions of this bidding document with the provisions of Rules thereto including amendment(s), the later shall prevail and ECI guidelines/directions/circulars issued in time to time.

6 Section- I: Scope of Work (SoW)

6.1 Background

In an effort to prevent electoral fraud, EPICs or Electoral Photo Identity Card were introduced by **Election Commission of India (ECI) in the year 1993**. Guidelines have been issued by ECI from time to time to incorporate various security features in EPIC.

The ECI has directed that “Colour PVC Card manufacturer and security printer” with in-house printing on PVC sheet with security features and capacity of personalization, and proper security management to be selected.

EPIC to be supplied with prescribed security features and personalization details printed upon them.

The ECI has also directed that EPIC cards will be procured by CEOs.

The Bidders are requested to examine the instructions, terms & conditions, specifications and ECI guidelines on Personalized PVC EPICs issued in time to time which are available on ECI website, given in the bid. Failure to furnish all required information in every respect will be at the Bidder's risk and may result in the rejection of bid.

It will be imperative for each Bidder(s) to familiarize itself/ themselves with the prevailing legal situations for the execution of contract. This Department shall not entertain any request for clarification from the Bidder regarding such legal aspects of submission of the Bids.

It will be the responsibility of the Bidder that all factors have been investigated and considered while submitting the Bids and no claim whatsoever including those of financial adjustments to the contract awarded under this tender will be entertained. Neither any time extension nor financial adjustments arising thereof shall be permitted on account of failure by the Bidder to appraise themselves.

The Bidder shall be deemed to have satisfied itself fully before Bidding as to the correctness and sufficiency of its Bids for the contract and price quoted in the Bid to cover all obligations under this Tender.

It must be clearly understood that the Terms & Conditions and specifications are intended to be strictly enforced along with ECI guide lines in the subject matter. No escalation of cost in the Tender by the Bidder will be permitted throughout the period of contract or throughout the period of completion of contract whichever is later on account of any reasons whatsoever but benefit of price fall due to any reason shall be passed on.

The Bidder should be fully and completely responsible to concerning Procurement entity/DEOs for all the deliveries and deliverables within the stipulated timelines.

The procurement entity reserves right to cancel part or complete bids without giving any reason thereof which shall be accepted by all bidders.

State of Chhattisgarh structure is given as below:

(1)	Divisions (Divisional Commissioners)	=	05
(2)	Districts (District Election Officer – Collectors)	=	28
(3)	AC (Electoral Registration Officer – ERO)	=	90
(4)	Total Colour EPICs printed in the State/UT in the last three years		

Year	New Cards	Total Cards
2018-2019	14,39,167	17,13,005
2019-2020	2,80,909	9,07,926
2020-2021	3,68,898	4,76,056

Election Department intends to select a supplier for supplying of ECI specified personalised electors' photo identity cards (EPIC) with new security features on Standard-based PVC sheet/core for electors/voters. The Personalized PVC EPICs shall be supplied with prescribed security features and personalization details printed upon them, and hot stamping of Hologram.

6.1.1 Detailed Scope of work

- a. Manufacture, print and supply Coloured PVC EPIC in given specifications, security features, base text contents, colour photograph, personalized with voters' details as given below in section (2) and ANNEXURE 11, 15 and 16. Please refer BDS for quantities and delivery schedule in section 6 of this bid document.
- b. Hot stamping of Holograms on each EPIC as specified below and in ANNEXURE 11, 15 and 16.
- c. Print and supply Envelopes in 4 colour (CMYK) on 70 GSM Maplitho paper – layout design and dimensions provided in ANNEXURE 11 and 13. Self-adhesive Address Sticker and self-adhesive BNPL account bar code to be printed by the selected agency and affixed on the envelope in the given space (Annexure – 14).
- d. Print and supply Welcome Letter & Voter's Pledge on 70 GSM Maplitho paper. Welcome letter with EPIC stuck on it on front side and Voter's Pledge on the backside. Refer ANNEXURE 11 and 13 for Welcome Letter layout design and dimensions & for Voter's Pledge layout design and dimensions.
- e. Print and supply Voter Guide to be printed on 70 GSM Maplitho paper as per layout design and dimensions mentioned in ANNEXURE 13. Voter guide will be printed and supplied for new voters only. NOTE: Final personalized EPIC along with Welcome Letter, Voter Guide and Voters' Pledge will go inside the Envelope and properly sealed with adequate adhesive. The voter's name, name of voter's relative and address with Pin Code and Assembly Constituency Number will have to be printed on white self-adhesive sticker paper and affixed on the space provided on the envelope. BNPL bar code will have to be printed using high quality printer (to avoid damages to the bar code during delivery process) on white self-adhesive sticker paper and affixed on the envelope before handing the sealed envelopes to the concerning District Election Officer.

6.1.2 Specifications of Card:

- a. Card type:
All new cards will be printed on a PVC sheet with coloured photograph.
Material Poly Vinyl Chloride,
Glossy/Mat finishing
(PVC)+Polyethene Terephthalate
Glycol (PETG)
Proposed Layering is mentioned in the RFP document
- b. Card size:
CR 80 (86mm x 54mm x 0.76mm) variation permissible of plus and minus 5%
- c. Thickness:
760 microns (+/-10%)
- d. Lamination (Overlay)
Glossy/Mat finishing
- e. Design & Layout:-

Indicative design provided with bid document. Election department may alter the design, colour scheme and layout any time.

- f. ISO Standard :-
CR-80 type adhering to ISO/IEC 7810 /10373 standards
- g. Special Feature:-
QR Bar code with 3000+ text characters.
However, Election department, may alter the size, specifications and layout of the QR code anytime before or during the currency of the contract.
- h. Indicative list of card features :-
- **Hologram** : Hologram size (after stamping) : 16mm x 12mm. To be hot stamped made up of 19-23 Micron polyesters film of Silver shade. Hologram will be supplied to the Card Printer by PE.
 - **Micro text**: Text as border of the Photograph in size 19 to 25 micron
 - **Ghost image printing**: Resident Photograph (Front side)
 - **Guilloche pattern** on the base of the card. Design shall be provided by Election department (Three colour guilloche design)
 - 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.

6.1.3 Hologram hot stamping

- 1- Reel/Sheet of hologram, mentioning number of Reels and hologram/ will be delivered by PE to vendor for hot stamping
- 2- The exact number of holograms contained as the reel must be documented by card printer as a secure document.
- 3- The related tests of holograms before stamping will also be provided by P.E. to card printers.

6.1.4 Other features

- a. Back
1. Relief tint of "Election Commission of India" in bilingual, i.e., English & Hindi.
 2. Personalization:
- b. Front
1. "ELECTION COMMISSION OF INDIA" in English & "भारत निर्वाचन आयोग" in Hindi on the top.
 2. "ELECTOR PHOTO IDENTITY CARD" in English & "मतदाता फोटो पहचान पत्र" in Hindi as per ECI instructions.
 3. EPIC number of the Elector printed in alphabets & numbers in top left corner above the photo of elector.
 4. Colour photo of the Elector
 5. Name of the elector, printed in English and Hindi and its detail in English and Hindi
 6. 'Relation name', printed in English and Hindi and its detail in English and Hindi
 7. "Gender" printed in English and "लिंग" in Hindi and its value/detail in English and Hindi.
 8. "Date of birth/Age" printed, in English and "जन्मतिथि/आयु" in Hindi and its value/detail in English and Hindi.

Back

1. "Address", printed in English and "पता" in Hindi and its value/detail in English and Hindi.

2. "Assembly Constituency Number and Name", printed in English "विधानसभा निर्वाचन क्षेत्र संख्या और नाम" in Hindi and its value/detail in English and Hindi or as per direction of Election Commission of India.
3. "दिनांक/Date" and its value/details.
4. Scanned signature of Electoral Registration Officer.
5. "Electoral Registration Officer", in English and "निर्वाचक रजिस्ट्रीकरण अधिकारी" in Hindi and its value/detail in English and Hindi.
6. EPIC number of the Elector printed in alphabets & numbers and also in "bar code" at bottom left corner of the card.
7. The following would be printed at the bottom of the EPIC in English and Hindi:-
7. "नोट/Note:
 - 1- प्रत्येक निर्वाचन से पहले कृपया वर्तमान निर्वाचक नामावली में अपना नाम सुनिश्चित करें ।
Before every election, please check that your name exists in current electoral roll.
 - 2- यह कार्ड निर्वाचन के अतिरिक्त किसी और प्रयोजन हेतु निर्वाचक की आयु के प्रमाण के रूप में मान्य नहीं है ।
This card is not a proof of age except for the purpose of election.

Important: The above specifications may be changed as per the guidelines of ECI. The vendor has to supply the PVC cards as per the guidelines of ECI in force from time to time.

6.2 Security of Data

- Standard guidelines of the GoI and Information Security (Categorized) in Bid, to be followed.
- The Digital Certificate/HSM required for data encryption will be procured by the Service Provider and public key to be shared with Election Department.
- Sorting of data - "Collating and sorting software, card tracking number etc."

6.3 Information Security

The Information Security applicable to these PSP has been categorised as below.

- I. Human Resources
- II. Asset Management
- III. Access Control
- IV. Password Policy
- V. Cryptography
- VI. Physical and Environmental Security
- VII. Operations Security
- VIII. Communications Security
- IX. Information Security Incident Management
- X. Compliance
- XI. Change Management

6.4 Sorting of data

The Service Provider is expected to have in-place suitable Collecting and Sorting Software which is capable of collating and sorting the electronic data to ensure high efficiencies in printing and dispatch of PVC Card.

The Service Provider is required to sort the received data constituency wise and within constituency Pin code-wise. This is to ensure grouping together of all the Cards meant for delivery to one constituency and then to one Pin code. Vendor is expected to understand the directions issued by the ECI vide its letters No.-23/EPIC Security/2021-ERS dated 05/10/2021 and 23/ID/2021-ERS dated 22/06/2021 and deliver the EPICs in the covers as per the letters instructions so that DEO will hand

over the same to the Postal Department for further distribution to the concerned electors.

6.5 Important Directions

The supply chain method is as follows:

- a) Jobs related post agreement such as placing of work order, payment and taking action against vendor shall be done at the level of CEO, further processing, management, monitoring, grievance redressal, testing/checking etc. (but not limited to these only), shall be done at the level of all DEOs. This bid is being invited on behalf of all DEOs of the State therefore, after executing agreement, all the DEOs would be responsible for above mentioned tasks.
- b) The Successful selected bidders have to coordinate with the Government Department, DEO, CEO etc. during execution of the work.
- c) CEO will place Work/Supply Order for "Printing and Supply of personalized PVC EPIC with security Features" within the duration of the contract period as per the requirements intimated by DEOs as per their need with the selected successful bidder called "vendor" along with relevant Data of EPIC online such as Email/Google-Drive/FTP to the vendors' server, if any, etc. The DEO will be responsible to provide only those EPIC data of electors which are required to personalize the PVC EPICs in appropriate format (in this DEOs should be responsible and meticulously comply with the ECI guidelines/circular about data to be given on appropriate media in suitable format online to the vendor). Vendors shall also be responsible to collect only those E-Roll data of electors which are required to personalize the EPIC otherwise immediately for extra data/incomplete data, the vendors will bring this into the knowledge of DEOs to rectify. The vendor is responsible to supply the personalized PVC EPICs Assembly Constituency wise (within constituency pincode wise) to the District concerned. There should not be any lapses in this arrangement.

- d) Supply schedule is given as follows:

Sr.	Event	Date of Supply Order/ Data	Supply of Personalized Colour PVC EPICs by vendor
a.	During Continuous Updation	Fortnightly 01-10th of every month 11-20 th of every month 21-Last Day of every month	15 days 15 days
b.	During Summary Revision	Weekly	15 Days
c.	During Special Campaign	Weekly	15 Days

- e) The personalized Colour PVC EPICs should be of the best quality and lasting long unlike the EPIC printed through desktop printing machine one by one. There should be automated process to ensure 100% accuracy.
- f) The vendor will deliver the Personalized Colour PVC EPICs to the concerning DEO within the supply period mentioned in the Supply/Work Order and a receipt will be taken. No additional payment will be given towards packing, delivery etc. of the cards to the respective districts.
- g) FOR SUMMARY REVISION:- The concerning DEO will take out 5 sample cards out of 5000 Personalized PVC EPICs on a random basis from the supplied lot of Summary Revision of Electoral Rolls of concerned year and get them tested/checked from Government lab or Government Approved Lab or Private Lab accredited by the NATIONAL ACCREDITATION BOARD FOR TESTING AND CALIBRATION LABORATORIES (NABL). The charges towards the testing of sample cards shall be borne by the concerning DEO. In case the test report of sample card(s) failed for the supplied lot of Personalized PVC EPICs, the lot shall be entirely resupplied on the cost of the bidder to the destination. This means that the lot supplied should be 100% error-free, then only processing of payment shall be started.

FOR CONTINUOUS UPDATION: - DEO will take 5 cards for random checking from each lot of 1000 cards

- h) The vendor will again prepare the Personalized PVC EPICs which have been used for testing and payment for only these cards sent for testing, to vendor will be paid as per approved rate subject to condition that the sample(s) has/have not failed otherwise whole lot shall be supplied again by the vendor.
- i) The vendor will submit periodical Statement of Account of Cards (indicative list of columns which can be modified/added/deleted):
1. Sr. No.
 2. Order received (no. date and quantity),
 3. Data Received in appropriate form (Intellectual Property Rights - IPR lies with this Department/ECI),
 4. Personalised PVC EPICs delivered by the vendor with consignment no., date, quantity
 5. Non disclosure of information agreement on letter head that vendor has not breached IPR policy i.e. not copied in any form, not shown/given to any entity, not used for the purposed other than the purpose mentioned in the bid etc.
- j) DEO will maintain a record of every Supply Order placed in the form such as (indicative list of columns - DEO may modify/add/delete it):
1. Sr. no.,
 2. Supply order no., date, and Quantity,
 3. Date of handing over EPIC Data to vendor,
 4. Mentioned period of supply with exact date,
 5. Date of supply made by the vendor along with quantity
 6. Late supply, if yes by how many days (SLA applicable)
 7. Lot accepted or rejected
 8. If rejected then date and number of returning the lot to the vendor along with quantity
 9. Remarks, if any
- k) DEO will get randomly selected samples tested and keep a record viz. (indicative list of columns - DEO may modify/add/delete it):
1. Sr no.
 2. Order no. & date
 3. Name of Testing Lab with number of samples
 4. Keep EPIC nos. of those samples
 5. Date of receiving testing report, report no. and date
 6. Number of failed/Passed samples
 7. Lot is rejected if even single sample failed
 8. Intimation letter no. and date
 9. Replacement supply made (no., date and quantity)
 10. Late supply, if yes by how many days (SLA applicable)

6.6 Contract Period

Contract period of the project of supply of Colour PVC-EPIC cards initially kept for the duration as mentioned in the "Bid Data Sheet – BDS" of this bid document.

6.7 Deliverables:

CEO (performing as PE) shall place Supply/Work Order according to their need or urgency during the contract period with a reasonable supply period. DEO shall receive supply i.e. Personalized PVC EPICs with hot stamped hologram & security features, Welcome letter, Voter guide and Voter pledge (Enveloped With address sticker).

6.8 Supply Plan:

Estimated Quantity of personalisation of PVC EPIC (No guaranty of these figures of Personalisation of PVC EPICs which can be increased or decreased):

No.	Year	Expected Quantity
a.	2022-2023	10,00,000 Lakhs (Approximate) Quantity may change any time. No claim from vendor in this regard shall be accepted.

6.9 Replacement of defective Personalized PVC EPICs:

All the expenses towards replacing defective Personalized PVC EPICs to DEOs shall be borne by successful selected bidders only. The vendor has to provide Personalized PVC EPICs within a stipulated time as mentioned by the DEO concerned. The concerned DEOs shall safely dispose of all the defective cards and rejected lot(s) of cards.

6.10 Auto Enveloping of Cards

The bidders will be responsible for auto enveloping and handling of cards.

6.11 Management, Supervision of Supply/Coordination etc. by Selected bidders

Successful selected bidders have to appropriately establish a setup in the State of **Chhattisgarh** to coordinate, track, manage, and control supplies within 60 days from execution of contract. SPOC (single point of contact) of selected bidders shall be intimated to all districts of their area and CEO office along with email, fax and landline number etc. The successful bidder for the district will supply Personalized Colour PVC EPICs ERO wise to the concerned District only who placed the supply order not to other DEOs. There should not be any lapses in this regard otherwise the period for supply of Personalized Colour PVC EPICs to the correct destination shall be counted in the delay in supply on which LD clause will be applicable.

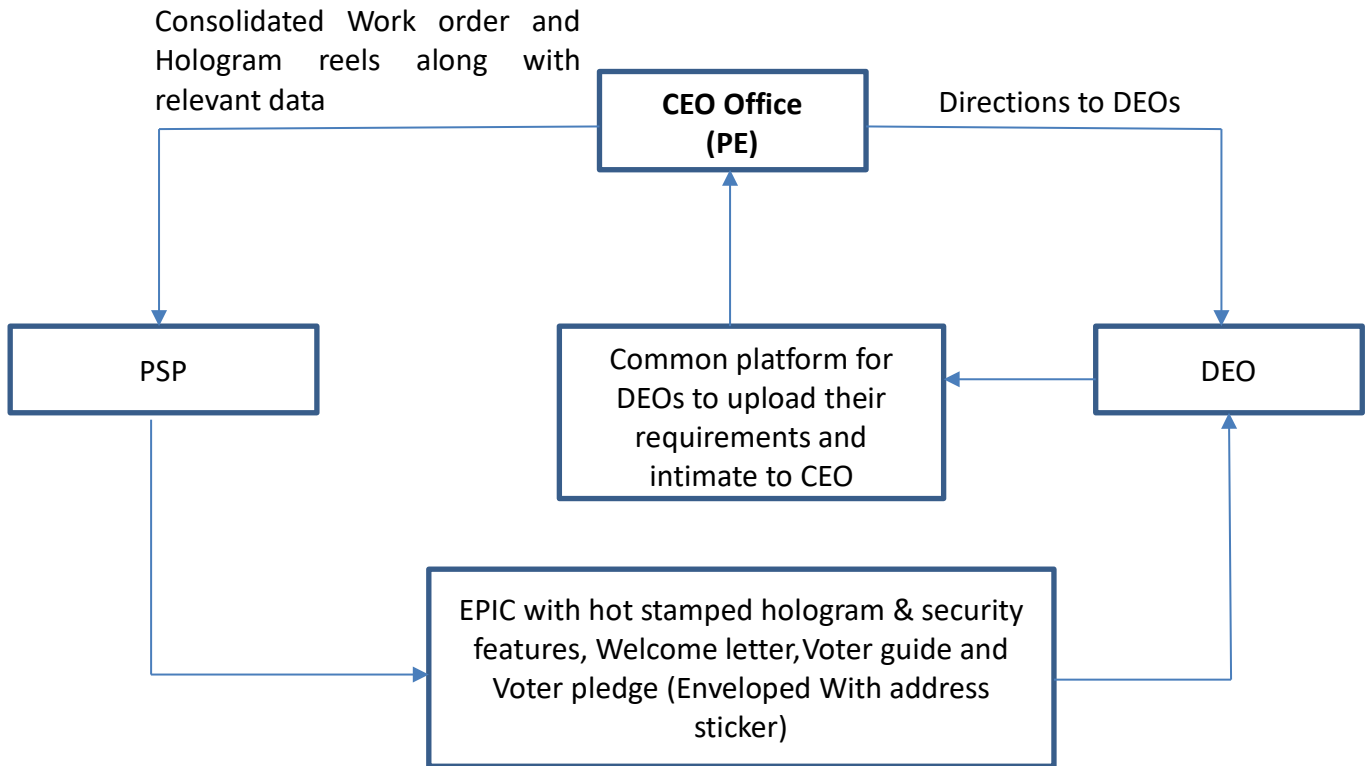
6.12 Role of DEO for this Bid:

The roles and responsibilities of the DEOs (Collector), all districts shall comprise of the following:

- a. The Election Department is inviting this bid on behalf of the District Election Officers for minimizing the total cost and early supply looking at the volume. The Office of CEO, **Chhattisgarh**, will be the Procurement Entity on behalf of its districts. Offers are invited centrally only to get reasonable and competitive rates for the subject matter of the bid.
- b. The agreement will be executed by Office of CEO, Chhattisgarh on behalf of all DEOs. Jobs related post agreement such as placing of work order, payment and taking action against vendor shall be done at the level of CEO, however, for operations of the work, all the DEOs will be performing further activities related to processing, management, monitoring, grievance redressal, testing/checking etc. (but not limited to these only), shall be done at the level of all DEOs. This bid is being invited on behalf of all DEOs of the State therefore, after executing agreement, all the DEOs would be responsible for above mentioned tasks.
- c. Testing of sample taken out randomly from the supplied lot may be tested/checked from any Government lab or Government Approved Lab or Private Lab accredited by the NABL (Nation

Accreditation Board for Testing & Calibration Laboratories).

- d. All DEOs of the State of Chhattisgarh are to handle and manage this tender end to end as they have been doing in other tenders/bids.
- e. For this bid, after executing of the Agreement, all the DEOs of the State shall be discharging post agreement jobs/activities. All the responsibilities regarding this bid shall be of all DEOs concerned.



7 Section-II

7.1 Eligibility/Qualification Criteria

Evaluation of pre-qualification criteria will be as per the information/response provided by the bidders against Pre-qualification criteria along with the relevant supporting documents. Those service providers who do not qualify Pre-qualification Criteria(s) will not be considered for any further processing and are liable to be rejected.

Criteria for Qualification

- 1 Name of the bidder
- 2 Mailing address
- 3 Telephone and Fax Number
- 4 E-mail address
- 5 Name and designation of the person authorized to make commitments to Election department (Certificate of Authority to be provided)
- 6 Year of establishment of firm
- 7 Other financial activities of the firm/company

TABLE – I

Sr.	Qualification Criteria	Supporting Documents	Compliance (Yes/No)	Remarks
1	Company registered in India under the companies Act 1956/Companies act, 2013.	Certificate of Incorporation /Registration in the name of the bidder valid as on the date of bid submission		
2	Category of Bidder should be "PVC Card Manufacturer and Security Printer" and should have capacity of personalization	a. Visa Card or Master Card or RuPay or RBI or IBA or Aadhaar Card or PAN Card (Please attach valid certificate/ document for proof) b. Bidder should have valid certification as on bid submission date: ISO 27001 and ISO 9001		
3	Experience - Bidder should have past experience during last 3 years ending (from 01.04.2018 to 31.03.2021) of printing of any kind of PVC Cards with security features of work orders more than or equal to: - 3 completed work orders of Rs 1 crore each or more OR 2 completed work of Rs. 1.5 crore each or More OR 1 completed work of Rs. 3 crore each or more	Copy of Work Order along with Completion Certificate from the respective entity		
4	Bidder in house capacity - Bidder should have installed capacity to manufacture personalized cards on PVC core /sheet with all security features of not less than 10,000 per day in case of continuous updation throughout the year and maximum of 50,000 in case special summary revision EPIC requirements. Further, the machinery should not be older than 5 years.	<ul style="list-style-type: none"> ● Production Capacity Certificate of themachinery/ies from the relevant authorities ● Copy of the invoice in the name ofbidder for purchase of machinery. 		
5	Financial Turnover	<ul style="list-style-type: none"> ● Audited Balance Sheet of last 3 years 		

	Average annual turnover of the Bidder during the preceding 3 financial years (FY 2018-2019, 2019-2020 and 2020-2021) should be at least Rs. 3 crores from the business of printing PVC cards	<ul style="list-style-type: none"> CA certificate clearly specifying the turnover from Printing Business 		
6	Financial Net Worth as on 31.03.21 (31.03.2021) should be positive	CA Certificate		
7	Mandatory undertaking	<p>Bidder should</p> <ul style="list-style-type: none"> not be insolvent, bankrupt etc. not have their directors, being convicted of any criminal offence not have any conflict of interest in the procurement comply with the code of integrity not have been blacklisted by any Government agency during the last 5 years. Not have any affiliation with any Political Party not sublet the contract have submitted only one bid (a self-certified letter as per Self Declaration) to establish an office in CG under the GST act within 15 days of award of work and that all billing will be done through this office. 		
8	Bidder should have facility and experience of printing with variable data and Hologram Hot stamping of 10,000 Cards	<ul style="list-style-type: none"> Production Capacity Certificate of the machinery/ies from the relevant authorities Copy of the invoice in the name of bidder for purchase of machinery. <p>However, the same shall be inspected by CEO's office before final selection.</p>		
9	GST registration number; Permanent Account Number (PAN); Income Tax Returns for the last three years (FY 2018-2019, 2019-2020 and 2020-2021)	Copies of GST registration, copy of last GST returned filed; Copy of PAN Card; Acknowledgement and Computation of Income for Last three Financial Year		

7.2 Important Instructions

1. Bidder should submit 10 Sample PVC cards, Envelope and cover letter as per RFP technical specification and ISO standards. Election department reserves the right to get it checked from Government testing labs. Any deviations from specifications may result in disqualification.
2. Inspection may be conducted by a team of department officials/ authorized persons on the directions of CEO, to check security arrangements, infrastructure, machines and equipment, personnel as per the bid document. Any deviations may result in immediate disqualification

3. Election department reserves the right to visit the proposed locations for physical verification of site, stated capacity and capability.
4. Documentary evidence must be furnished against each of the above criteria along with an index. All documents must be signed by the authorized signatory of the Bidder. Relevant portions, in the documents submitted in pursuance of eligibility criteria, should be highlighted.
5. **For infrastructure quality** : documents related to area, address security features duly signed by authority should be annexed
 - **Quality of machines** : documents related to make, model number year of machine should be annexed.
 - **Quality / experience of technical personnel** : documents related to qualification and years of experience of staff should be annexed.

7.3 Selection Process

1. **Preliminary Scrutiny:** Each proposal will be scrutinized by a Screening Committee/DPC of Election department to determine whether the documents have been properly signed, all relevant papers submitted and the proposal is in order. Proposals not conforming to such requirements will be prima facie rejected.
2. **Qualification Criteria:** The minimum qualifying criteria mentioned in Table-1 of Section-II will need to be met to be considered for further process.

7.4 Selection of Firms

1. The Financial Bids of bidders meeting Qualifying Criteria opened to prepare list of L1, L2 etc.
2. The lowest rate L1, received from a qualified bidder will be treated as the "Discovered Rate".
3. Once the L1 bidder is identified, the contract will be awarded to L1 bidder.
4. If L1 bidder is not able to execute the work as per the ECI's guidelines and norms of election department then L2 and L3 bidder will be given opportunity to match L1 rate and to execute work after contract.
5. If only one bidder qualifies after the Pre-qualification evaluation, then the Election Department will have the right to select the single qualified bidder or cancel the RFP. If the Election department decides to continue with a single qualified bidder, the entire volume may be allocated to the single qualified bidder for the contract period.
6. In case of tie between two bidders at L1 level (discovered rate) after the opening of the financial bid, CEO will be competent to make appropriate decision.
7. The Election department reserves the right to call for a second bid process to select the firm for the execution of the project.
8. Bidder needs to provide their financial bid as per the format provided in the RFP. The financial evaluation shall be conducted based on the unit rate quoted by the respective bidders.
9. If only one bidder qualifies after the technical evaluation, then retender may be conducted and after retender if there only one bidder remains qualified then Election department will have the right to select the single qualified bidder or cancel the RFP.
10. In case Election department decides to continue with single qualified bidder, the entire volume may be allocated to the single qualified bidder for the contract period.
11. The Election department reserves the right to call for a second bid process to select firm for execution of the project.

8. Section - III: INSTRUCTION TO BIDDERS (ITB)

8.1 Sale of Bidding/ Tender Documents

The sale of bidding documents shall commence and stop as per the Notice inviting Bids (NIB). The complete bidding document shall also be placed on the Procurement Portal as specified in the bid data sheet. The prospective bidders shall be permitted to download the bidding document from the websites and pay the bidding document price while submitting the Bid to the procuring entity through e-Proc method.

8.2 Bid Prices

- a) The prices quoted by the Bidder in the Bid Submission Sheet and in the Price Schedules shall conform to the requirements specified in bid document.
- b) Prices quoted by the Bidder shall be fixed during the Bidder's Performance of the Contract and not subject to variation on any account. A Bid submitted with an adjustable price quotation shall be treated as non-responsive and shall be rejected.
- c) All rates quoted must be FOR destination (as mentioned in the bid) and should include all incidental charges except Central/**Chhattisgarh** Sales Tax/ VAT, Entry Tax, or applicable prevalent tax, charges etc. which should be shown separately. No cartage or transportation charges will be paid by DEO concerned and the delivery [including unloading and stacking etc.] of the Goods shall be given at the designated premises as mentioned in the bid.

8.3 Pre-bid Meeting/ Clarifications

- a) Pre-Bid query submission, redressal etc management shall not be done through e-Proc website. Only date of Pre-Bid meeting and the responses to the queries would be available on e-Proc website.
- b) Any prospective bidders may, in writing, seek clarifications from the procuring entity in respect of the bidding documents shall also be emailed to **email ID provided in the Bid Data Sheet** and not to be uploaded on website. In case the soft copy of the dully filled in Pre-Bid query format, is uploaded on e-Proc website then it would not be entertained and processed.
- c) A pre-bid conference is also scheduled by the procuring entity as per the details mentioned in the NIB and to clarify doubts of potential bidders in respect of the procurement and the records of such conference shall be intimated to all bidders and where applicable, shall be published on the respective websites.
- d) Prospective bidders may attend Pre-bid meeting. The procuring entity may clarify doubts of only to potential bidders in respect of the project which are given in written in the prescribed format received within the time frame given in the bid document and a softcopy to the email address given herein. Beyond prescribed time, no PBQ shall be entertained.
- e) The period within which the bidders may seek clarifications under (a) above and the period within which the procuring entity shall respond to such requests for clarifications shall be as under: -
 - Last date of submitting clarifications requests by the bidder: as per bid document.
 - Response to clarifications by procuring entity: as per bid document.
- f) The finalized minutes and responses, if any, shall be provided through departmental website/email promptly to all bidders to which the procuring entity provided the bidding documents, so as to enable those bidders to take minutes into account in preparing their bids, and shall also be published on the other websites as mentioned in NIB.

8.4 Changes in the Bidding Document

- a) At any time, prior to the deadline for submission of Bids, the procuring entity may for any reason, whether on its own initiative or as a result of a request for clarification by a bidder, modify the bidding documents by issuing an addendum in accordance with the provisions below.
 - I. In case, any modification is made to the bidding document or any clarification is issued which materially affects the terms contained in the bidding document, the procuring entity shall publish such modification or clarification in the same manner as the publication of the initial bidding document.
 - II. In case, a clarification or modification is issued to the bidding document, the procuring entity may, prior to the last date for submission of Bids, extend such time limit in order to allow the bidders sufficient time to take into account the clarification or modification, as the case may be, while submitting their Bids.

8.5 Period of Validity of Bids

- a) Bids submitted by the bidders shall remain valid during the NIB/ bidding document specified. The procuring entity shall reject a Bid valid for a shorter period as non-responsive Bid.
- b) Prior to the expiry of the period of validity of Bids, the procuring entity, in exceptional circumstances, may request the bidders to extend the bid validity period for an additional specified period of time. A bidder may refuse the request and such refusal shall be treated as withdrawal of Bid and in such circumstances bid security shall not be forfeited.

8.6 Submission of Bid

The bid is for selection of vendor for **“Printing and Supply of PVC Personalized Elector’s Photo Identity Card (EPIC)” for Chhattisgarh State** as per the guidelines of Election Commission of India.

- a) All prospective bidders advised to carefully go through the bid document provided on the various websites as mentioned in the bid-document so that they will come to know what exactly is demanded. While bidders submitting their Bids electronically shall follow the electronic bid submission procedure as specified on the State e-Procurement Portal, <https://eproc.cgstate.gov.in/>
- b) The bidders are required to digitally signed the bid as a token of acceptance of bid by the authorised signatory failing which the bid may liable to be nonresponsive and rejected. The signed bid shall be uploaded using DSC to e-Proc website <https://eproc.cgstate.gov.in/>
- c) All the columns viz. compliance (in Yes or No) of Eligibility Criteria, BOM, Financial Bid and their associated necessary documents properly signed etc. should be duly filled in and uploaded.
- d) Qualification/Eligibility Criteria and technical aspects/information/documents should be separately uploaded and Financial bid shall also be uploaded separately along with respective associated documents as mentioned in the bid document.
- e) While submitting the complete Bid Document as mentioned above instruments for tender fee amount and bid security fee amount should be physically sent to the PE on or before mentioned date and time, failing which the bid may liable to be nonresponsive and rejected.
- f) Financial bids shall be opened of only bidders qualified technically and fulfilling eligibility criteria. The date of opening for which shall be intimated later on.
- g) While uploading Technical Bid/submitting bid, the bidder should physically submit 10 nos. of sample of Personalized PVC EPICs conforming to technical specifications as mentioned in the bid document/ECI guidelines. All the samples shall be suitably numbered e.g. 1/10, 2/10 ... 10/10 so on along with marking of bidder's name (in short) & have authorised sign

(bidder's name) in such a way that while they are sent for testing by PE, the bidder's annotations may not create any hurdle or problem on or before mentioned date and time failing which the bid may liable to be nonresponsive and rejected. Since bidders are belonging to the category as mentioned in the Eligibility Criteria in the beginning of this Bid, therefore, with the technical bid the bidder shall submit its own declaration in favour of PE for submitting samples with the bid as well as supply of Personalized PVC EPICs, are strictly conforming to ECI standards/norms/guidelines and as specified in bid document, otherwise those bids would be rejected out rightly.

- i) The PE shall get the samples supplied separately by the bidders, tested. If the result of testing any one of the sample(s) attached does not conform to the specifications mentioned in the bid and ECI standards/Guidelines, then the corresponding bid shall be rejected. Therefore, bidders must be careful while submitting sample of Personalized PVC EPICs with bid.
- j) Bidders may submit their Bids through electronic method i.e. through <https://eproc.cgstate.gov.in/> on or before bid submission date/time.
- k) The Procuring Entity is not responsible about non submission of bid electronically in time due to any technical or non-technical reason(s) whatsoever, therefore, prospective bidders are suggested to avoid last minute submission of bid.

8.7 Opening of Bids

- a) The Bids shall be opened by the BEC/DPC on the date and time mentioned in the NIB in the presence of the Bidders or their authorised representatives who choose to be present.
- b) Only Technical bids will be opened first and as per Pre- qualification criteria technical bids of firms meeting Pre-qualification criteria, PE will get the Technical Bid(s) checked as per criteria set-forth in this Bid Document or state procurement Rules.
- c) The Financial Bids will remain unopened until the checking and verification of technical bid is done. The Procuring Entity will intimate the date/time of the opening of Financial Bids.
- d) In financial evaluation technical bids qualified will be tabulated and final selection will be done on the basis of lowest rate received.
- e) The committee may co-opt experienced persons in the committee to conduct the process of Bid opening.
- f) If electronic Bidding is adopted, specific electronic Bids opening procedure as specified on the State e-Procurement Portal shall be followed. The Bidders may witness the electronic Bid opening procedure online.
- g) The committee shall conduct a preliminary scrutiny of the opened technical Bids to assess the prima-facie responsiveness and ensure that the:-
 - bid is as per pre-qualification criteria.
 - bid is accompanied by bidding document fee, bid security or bid securing declaration, relevant duly filled in documents as per annexure(s) given in the Bid Document;
 - bid is valid for the period, specified in the bidding document;
 - bid is unconditional and the bidder has agreed to give the required performance security or performance security declaration; and other conditions, as specified in the bidding document are fulfilled.
 - any other information which the committee may consider appropriate through e-Proc method.
- h) The Financial Bid shall be kept unopened and shall be opened later on the date and time intimated to the bidders who qualify in the evaluation of technical bid.

8.8 Documents comprising the Bid, Bid submission, Formats, Price Schedules and Signing of Bids

- a) The PE shall not consider any bid or its related documents, material, original instrument(s) etc. that arrives after the deadline for submission of bid, such bid shall be declared late, rejected, and returned unopened to the bidder. Offline bid shall not be entertained.
- b) All the documents should be digitally signed by the authorized signatory of bidder, as defined in the bid as the case may be.
- c) The Bid shall be prepared according to the procedure mentioned <https://eproc.cgstate.gov.in/> .
- d) The Technical Bid shall contain the following:
 - i. Technical Bid Submission Sheet and Technical Bid containing the duly filled in Bidding Forms, pre-qualification criteria documents, documents required for technical evaluation and other Declarations related to Technical Bid and Code of Integrity given as specified in annexure/appendix/bid forms in the Bid Document (Note: If the prescribed formats provided in the Bid Document only, are not duly filled in as per the requirement of Bid Document, the bid shall be treated as non-responsive bid and lead to rejection);
 - ii. proof of payment of price of Bidding Document, Bid Security, in accordance with Bid Document;
 - iii. written confirmation authorizing the signatory of the Bid to commit the Bidder, in accordance with Bid Document;
 - iv. documentary evidence in accordance with Bid Document establishing the Bidder's eligibility to bid;
 - v. samples conforming to the ECI standards/guidelines and as required in the Bid Document;
 - vi. any other document required in the BDS; and
 - vii. others considered necessary otherwise to strengthen the Bid submitted.
- e) Corporate bidder will have to attach the following:
 - i. Power of attorney in favour of the person signing and the bid.
 - ii. A board resolution authorizing the director to issue power of attorney to the person signing and submitting the BoD.
- f) The Financial Bid shall contain the following:
 - i. Financial Bid Submission Sheet and the applicable Price Schedule(s) with supporting relevant documents in accordance with bid document;
 - ii. Any other document required in the BDS.

g) CHECKLIST

Sr.	Category	Detailed description
1.	Qualification Criteria	Signed and scanned copy of List and Supporting Documents as per Table-I of Section II+ Earnest Money Deposit
2.	Financial Bid	Financial bid filled out in the formats as specified in Annexure 9 schedule of price bid in the form of BOQ.....xls

8.9 Cost & Language of Bidding

- a) The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the procuring entity shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- b) The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the procuring entity, shall be written only in English Language. Supporting documents and printed literature that are part of the Bid may also be in English / Hindi.

8.10 Alternative/ Multiple Bids

Alternative/ Multiple Bids shall not be considered at all.

8.11 Bid Security

Every bidder, if not exempted, participating in the procurement process will be required to furnish the bid security as specified in the NIB.

- a) In lieu of bid security, a bid securing declaration shall be taken from Departments of the State Government, Undertakings, Corporations which are owned or controlled or managed by the State Government and Government Undertakings of the Central Government.
- b) In case of open competitive bidding, bid security shall be as specified in Bid Data Sheet.
- c) Bid security instrument or cash receipt of bid security or a bid securing declaration shall necessarily accompany the technical bid.
- d) Bid Security instrument or cash receipt of Bid Security or a Bid securing declaration shall necessarily accompany the sealed Bid. Any Bid not accompanied by Bid Security or Bid Securing Declaration, if not exempted, shall be liable to be rejected (the Micro and Small Enterprises (MSE) as defined in MSE Procurement Policy of Department of Micro, Small and Medium Enterprises or who are registered with the Central Purchase Organisation, or with the Ministry of Electronics and Information Technology (MeitY), or Startups as recognized by Department of Industrial Policy & Promotion (DIPP) are exempted from submission of EMD. Such Bidders must furnish a valid certificate in this regard along with the bid).
- e) Bid security of a bidder lying with the procuring entity in respect of other bids awaiting decision shall not be adjusted towards bid security for the fresh bids. However, the bid security originally deposited may be taken into consideration in case bids are re-invited.
- f) The bid security may be given in the form of a Challan or demand draft. The bid security must remain valid 180 days beyond the original or extended validity period of bid.
- g) The issuer of the bid security and the confirmer, if any, of the bid security, as well as the form and terms of the bid security, must be acceptable to the procuring entity.
- h) Prior to presenting a submission, a bidder may request the procuring entity to confirm the acceptability of proposed issuer of a bid security or of a proposed confirmer, if required. The procuring entity shall respond promptly to such a request.
- i) The bid security of unsuccessful bidders shall be refunded soon after final acceptance of selected successful bid and signing of Agreement and submitting performance security.
- j) The Bid security taken from a bidder shall be forfeited in the following cases, namely: -
 - i. when the bidder withdraws or modifies its bid after opening of bids;
 - ii. when the bidder does not execute the agreement, if any, after placement of supply/work order within the specified period;
 - iii. when the bidder fails to commence the supply of the goods or service or execute work as per supply/work order within the time specified;
 - iv. when the bidder does not deposit the performance security within specified period after the supply/work order is placed; and
 - v. if the bidder breaches any provision of code of integrity, prescribed for bidders, specified in the bidding document or as per the rules.
 - vi. if the Bidder does not accept the correction of its Bid Price pursuant to the relevant bidding document. [Correction of Arithmetical Errors].
- k) Notice will be given to the bidder with reasonable time before bid security deposited is forfeited.
- l) No interest shall be payable on the bid security by the PE.
- m) In case of the successful selected bidders, the amount of bid security may be adjusted in arriving at the amount of the Performance Security, or refunded if the successful selected bidders furnish the full amount of performance security.

- n) The procuring entity shall return the bid security after the earliest of the following events, namely: -
- i. the expiry of validity of bid security;
 - ii. the execution of agreement for procurement and performance security is furnished by the successful selected bidders;
 - iii. the cancellation of the procurement process.

8.12 Deadline for the submission of Bids

- a) Bids shall be submitted on e-Proc website up to the time and date specified in the NIB or an extension issued thereof, if any.
- b) Normally, the date of submission and opening of Bids would not be extended. In exceptional circumstances or when the bidding document are required to be substantially modified as a result of discussions in pre-bid meeting/ conference or otherwise and the time with the prospective bidders for preparation of Bids appears insufficient, the date may be extended by the procuring entity.
- c) If, in the office of the Bids receiving and opening authority, the last date of submission or opening of Bids is a non-working day, the Bids shall be received or opened on the next working day.
- d) Late Bids: The Procuring Entity shall not consider any Bid that arrives after the deadline for submission of Bids, in accordance with bid document. Such Bids shall be declared late, rejected, and returned unopened to the Bidder.

8.13 Lack of Competition

In case of situation of lack of competition arises, the provision given in state procurement rules will be followed.

8.14 Clarification of Bids

- a. To assist in the examination, evaluation, comparison and qualification of the Bids, the BEC/DPC may, at its discretion, ask any bidder for a clarification regarding its Bid. The committee's request for clarification and the response of the bidder shall be through the website/email.
- b. No substantive change to qualification information or to a submission, including changes aimed at making an unqualified bidder, qualified or an unresponsive submission, responsive shall be sought, offered or permitted.

8.15 Tabulation of Technical Bids

8.15.1 Determination of Responsiveness

- a. The BEC/DPC shall determine the responsiveness of a Bid on the basis of bidding document and the provisions of pre-qualification/ eligibility criteria of the bidding document.
- b. A responsive Bid is one that meets the requirements of the bidding document without any material deviation, reservation, or omission (as per state procurement rules).
- c. Technical Bids of only those bidders will be opened who submit bid document fee, processing fee and EMD.

8.15.2 Tabulation of Technical Bids

If Technical Bids have been invited, they shall be tabulated by a Committee (DPC/BEC) constituted on behalf of PE in the form of a comparative statement to tabulate the qualification of the bidders against the criteria for qualification set out in the bidding document.

8.15.3 Evaluation & Tabulation of Financial Bids

Subject to the provisions of "Acceptance of Successful Bid and Award of Contract" below, the procuring entity shall take following actions for evaluation of financial Bids: -

- a. The financial Bids of the bidders who qualified in bid examination shall be opened at the notified time, date and place by the BEC/DPC in the presence of the bidders or their representatives who choose to be present;
- b. the process of opening of the financial Bids shall be similar to that of technical Bids.
- c. conditional Bids are liable to be rejected;
- d. the examination shall include all costs and all taxes and duties applicable to the bidder as per law of the Central/ State Government/ Local Authorities.

8.15.4 Correction of Arithmetic Errors in Financial Bids

The BEC/DPC shall correct arithmetical errors in substantially responsive Bids, on the following basis, namely: -

- a. if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the BEC/DPC there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
- b. In case of the discrepancy between the quoted price in numbers and the amount in words, the amount in words will prevail.

8.15.5 Price/ purchase preference in evaluation

- a. Price and/ or purchase preference notified by the State Government and as mentioned in the bidding document shall be considered in the evaluation of Bids and award of contract.

8.15.6 Negotiations

- a. Except in case of procurement by method of single source procurement or procurement by competitive negotiations, to the extent possible, no negotiations shall be conducted after the pre-bid stage. All clarifications needed to be sought shall be sought in the pre-bid stage itself.
- b. Negotiations may, however, be undertaken only with the lowest or most advantageous bidder when the rates are considered to be much higher than the prevailing market rates.

8.15.7 Procuring Entity's Right to accept any bid and to reject any or all bids

The Procuring Entity reserves the right to accept or reject any Bid, and to annul the Bidding process and reject all Bids at any time prior to Contract award without assigning any reasons thereof and without thereby incurring any liability to the Bidders.

8.15.8 Information and publication of award

Information of award of contract shall be published on the e-Proc website as specified in Bid Data Sheet.

8.15.9 Execution of agreement

In the written intimation of acceptance of its Bid sent to the successful selected bidders, it shall also be asked to execute an agreement. The format will be provided to the selected bidders. The agreement will have to be executed on a non-judicial stamp of requisite value at his cost and deposit the amount of Performance Security or a Performance Security Declaration, as applicable, within a period of 7 days from the date on which the LOA or LOI is dispatched to the Bidder. LOA or LOI shall constitute a binding contract until a formal contract is executed.

8.15.10 Cancellation of procurement process

- a) If any procurement process has been cancelled, it shall not be reopened but it shall not prevent the procuring entity from initiating a new procurement process for the same subject matter of procurement, if required.
- b) For reasons to be recorded in writing, a procuring entity may cancel the process of procurement initiated by it.

8.15.11 Right to vary quantity

As per the provisions of procurement Rules of Chhattisgarh (ie. Chhattisgarh State Purchase Rule-2002 with amendments)

8.15.12 Performance Security

- a) The successful selected bidders will have to execute agreement and furnish performance security.
- b) Prior to execution of agreement, Performance Security shall be solicited from the successful selected bidder except Department of the State Government and undertakings, corporations, autonomous bodies, registered societies, co-operative societies which are owned, controlled or managed by the State Government and undertakings of Central Government. However, a Performance Security Declaration shall be taken from them. The State Government may relax the provision of Performance Security in particular procurement.
- c) The amount of performance security shall be equal to the 10% of the work order value.
- d) Performance security shall be furnished in any one of the following forms: -
 - a. Bank Draft/Challan/Bankers cheque/Bank Guarantee of a scheduled bank;
 - b. National Savings Certificates and any other script/ instrument under National Savings Schemes for promotion of small savings issued by a Post Office in Chhattisgarh, if the same can be pledged under the relevant rules. They shall be accepted at their surrender value at the time of bid and formally transferred in the name of procuring entity with the approval of Head Post Master; Fixed Deposit Receipt (FDR) of a scheduled bank. It shall be in the name of Chief Electoral Officer on account of bidder and discharged by the bidder in advance. The procuring entity shall ensure before accepting the FDR that the bidder furnishes an undertaking from the bank to make payment/premature payment of the FDR on demand to the procuring entity without requirement of consent of the bidder concerned. In the event of forfeiture of the performance security, the Fixed Deposit shall be forfeited along with interest earned on such Fixed Deposit.
- e) Performance security furnished in the form specified in clause [c.] mentioned just above shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the bidder.
- f) Failure of the successful selected bidders to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security.
- g) Forfeiture of Performance Security: The amount of Performance Security in full or part may be forfeited, including interest, if any, in the following cases:-
 - a. when the selected bidders does not execute the agreement in accordance with the bid within the specified time period; after issue of letter of acceptance/ placement of supply order; or
 - b. when the Selected bidders fails to commence the supply of the Goods or Related Services as per supply order within the time specified; or

- c. when Selected bidders fails to commence or make complete supply of the Goods or Related Service satisfactorily within the time specified; or
 - d. When any terms and conditions of the contract is breached; or
 - e. Failure by the Selected bidders to pay the Procuring Entity any established dues under any other contract; or
 - f. if the Bidder selected breaches any provision of the Code of Integrity prescribed for Bidders in the relevant Act/Rules and Chapter VI of the Rules and this Bidding Document.
- h) Notice will be given to the bidders selected with reasonable time before Performance Security deposited is forfeited. The decision of PE in this regard shall be final and abided by the bidder.
- i) No interest shall be payable on the Performance Security deposited by the selected bidder.

8.15.13 Confidentiality:

As per the provisions of procurement Rules of Chhattisgarh. (ie. Chhattisgarh State Purchase Rule-2002 with amendments)

8.15.14 Code of Integrity for Bidders

As per the provisions of procurement Act and Rules of Chhattisgarh and Gol.

8.15.15 Conflict of interest:

As per the provisions of procurement Act and rules of Chhattisgarh and Gol.

8.15.16 Interference with Procurement Process ,A bidder, who: -

- a) withdraws from the procurement process after opening of financial bids;
- b) withdraws from procurement process after being declared successful bidders;
- c) fails to enter into procurement contract after being declared the successful bidders;
- d) fails to provide performance security or any other document or security required in terms of the bidding documents after being declared the successful selected bidders , without valid grounds, shall, in addition to the recourse available in the bidding document or the contract, be punished with fine which may extend to 50 lacs rupees or 10% of the assessed value of procurement, whichever is less.

8.15.17 Grievance handling procedures during procurement process (Appeals)

As per the provisions mentioned in section 9.21 of this document.

8.15.18 Offenses by Firms/ Companies

As per the provisions of procurement Act and Rules of Chhattisgarh. (ie. Chhattisgarh State Purchase Rule-2002 with amendments)

8.15.19 Debarment from Bidding

- a. A bidder shall be debarred by the State Government if he has been convicted of an offence
 - under the Prevention of Corruption Act, 1988 (Central Act No. 49 of 1988); or
 - under the Indian Penal Code, 1860 (Central Act No. 45 of 1860) or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
- b. A bidder debarred under (a) above shall not be eligible to participate in a procurement process of any procuring entity for a period not exceeding three years commencing from the date on which he was debarred.
- c. If a procuring entity finds that a bidder has breached the code of integrity prescribed in terms of "Code of Integrity for bidders" above, it may debar the bidder for a period not exceeding three years.

- d. Where the entire bid security or the entire performance security or any substitute thereof, as the case may be, of a bidder has been forfeited by a procuring entity in respect of any procurement process or procurement contract, the bidder may be debarred from participating in any procurement process undertaken by the procuring entity for a period not exceeding three years.
- e. The State Government or a procuring entity, as the case may be, shall not debar a bidder under this section unless such bidder has been given a reasonable opportunity of being heard.

8.16 Special instructions

8.16.1 Sample/ Sample Test checking (Supply)

- a. FOR SUMMARY REVISION:- The concerning DEO will take out 5 sample cards out of 5000 Personalized PVC EPICs on a random basis from the supplied lot of Summary Revision of Electoral Rolls of concerned year and get them tested/checked from Government lab or Government Approved Lab or Private Lab accredited by the NATIONAL ACCREDITATION BOARD FOR TESTING AND CALIBRATION LABORATORIES (NABL). The charges towards the testing of sample cards shall be borne by the concerning DEO. In case the test report of sample card(s) failed for the supplied lot of Personalized PVC EPICs, the lot shall be entirely resupplied on the cost of the bidder to the destination. This means that the lot supplied should be 100% error-free, then only processing of payment shall be started.
- b. FOR CONTINUOUS UPDATION: - DEO will take 5 cards for random checking from each lot of 1000 cards.
- c. PE can at its discretion, will randomly select any district of the State in each quarter to get done random testing of PVC EPIC cards. This random checking will be done at Headquarter level.

8.16.2 Sample testing:

The PSP may have an in-house CQM (card Quality Manufacturing) testing labs as per ISO standards or may go for government lab testing. PSP shall undertake testing of 1 sample per 10,000 PVC cards printed for the following parameters/test as per ISO standards and keep the testing reports for inspection of PE.

Chief Electoral Officer, Chhattisgarh reserves the right to get the random sample of the cards tested on its own by CIPET or ask PSP to get the samples selected by Chief Electoral Officer, Chhattisgarh, tested by CIPET. No extra cost shall be provided to PSP for such testing. The PSP shall submit the test report to Chief Electoral Officer, Chhattisgarh on the quarterly basis.

In failure in sample testing conducted by CIPET (or other Government Authorised labs/ testing agencies), there shall be a penalty for each non-compliance. The penalty shall be assessed and levied on each instance of non-compliance of the mentioned tests, on quarterly basis at the rate of 0.1% of the cost of the card (excluding taxes) for the total number of cards in the quarter from which the sample has been picked. The PSP shall rectify the anomaly within 10 days of intimation by CIPET and get the same tested again for compliance.

8.16.3 Monitoring

Regular monitoring will be done by Chief Electoral Officer, Chhattisgarh at HQ level.

9. Section-IV: GENERAL TERMS AND CONDITIONS OF TENDER & CONTRACT

Bidders should read these conditions carefully and comply strictly while sending their bids

9.1 Definitions

For the purpose of clarity, the following words and expressions shall have the meanings hereby assigned to them: -

- a) "Contract" means the Agreement entered into between the Purchaser and the successful/ selected bidders, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.
- b) "Contract Documents" means the documents listed in the Agreement, including any amendments there to.
- c) "Contract Price" means the price payable to the successful/ selected bidders as specified in the Agreement, subject to such additions and adjustments thereto or deductions there from, as may be made pursuant to the Contract.
- d) "Day" means a calendar day.
- e) "Delivery" means the transfer of the Goods from the successful/ selected bidders to the Purchaser in accordance with the terms and conditions set forth in the Contract.
- f) "Completion" means the fulfilment of the related services by the successful/ selected bidders in accordance with the terms and conditions set forth in the Contract.
- g) "Goods" means all of the commodities, raw material, machinery and equipment, and/or other materials that the successful/ selected bidders is required to supply to the Purchaser under the Contract.
- h) "Purchaser" means the entity purchasing the Goods and related services, as specified in the bidding document.
- i) "Related Services" means the services incidental to the supply of the goods, such as insurance, installation, training and initial maintenance and other similar obligations of the successful/ selected bidders under the Contract.
- j) "Subcontractor" means any natural person, private or government entity, or a combination of the above, including its legal successors or permitted assigns, to whom any part of the Goods to be supplied or execution of any part of the related services is subcontracted by the successful/ selected bidders.
- k) "Supplier/ Successful or Selected bidders" means the person, private or government entity, or a combination of the above, whose Bid to perform the Contract has been accepted by the Purchaser and is named as such in the Agreement, and includes the legal successors or permitted assigns of the successful/ selected bidders.
- l) "The Site," where applicable, means the designated project place(s) named in the bidding document.

Note: The bidder shall be deemed to have carefully examined the conditions, specifications, size, make and drawings, etc., of the goods to be supplied and related services to be rendered. If the bidder has any doubts as to the meaning of any portion of these conditions or of the specification, drawing, etc., he shall, before submitting the Bid and signing the contract refer the same to the procuring entity and get clarifications.

9.2 Contract Documents

Subject to the order of precedence set forth in the Agreement, all documents forming the

Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory.

9.3 Interpretation

- a) If the context so requires it, singular means plural and vice versa.
- b) Entire Agreement: The Contract constitutes the entire agreement between the Purchaser and the Supplier/ Selected bidders and supersedes all communications, negotiations and agreements (whether written or oral) of parties with respect there to made prior to the date of Contract.
- c) Amendment: No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party thereto.
- d) Non-waiver: Subject to the condition (f) below, no relaxation, forbearance, delay, or indulgence by either party in enforcing any of the terms and conditions of the Contract or the granting of time by either party to the other shall prejudice, affect, or restrict the rights of that party under the Contract, neither shall any waiver by either party of any breach of Contract operate as waiver of any subsequent or continuing breach of Contract.
- e) Any waiver of a party's rights, powers, or remedies under the Contract must be in writing, dated, and signed by an authorized representative of the party granting such waiver, and must specify the right and the extent to which it is being waived.
- f) Severability: If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.

9.4 Language

The Contract as well as all correspondence and documents relating to the Contract exchanged by the successful/ selected bidders and the Purchaser, shall be written in English language only.

9.5 Scope of Supply or Schedule

- a. Subject to the provisions in the bidding document and contract, the goods and related services to be supplied shall be as specified in the bidding document.
- b. Unless otherwise stipulated in the Contract, the scope of supply shall include all such items not specifically mentioned in the Contract but that can be reasonably inferred from the Contract as being required for attaining delivery and completion of the goods and related services as if such items were expressly mentioned in the Contract.
- c. The successful selected bidders has to supply goods within the period as mentioned in the BDS.

9.6 Delivery & Installation (whichever is applicable)

- a. Subject to the conditions of the contract, the delivery of the goods and completion of the related services shall be in accordance with the delivery and completion schedule specified in the bidding document. The details of supply/ shipping and other documents to be furnished by the successful/ selected bidders are specified in the bidding document and/ or contract.
- b. The contract for the supply can be repudiated at any time by the purchase officer, if the supplies are not made to his satisfaction after giving an opportunity to the bidder of being heard and recording the reasons for repudiation.

9.7 Supplier's/ Selected bidder's Responsibilities

The Supplier/ Selected bidders shall supply all the goods and related services included in the scope of supply in accordance with the provisions of bidding document and/ or contract.

9.8 Contract Price

- a. The Contract Price shall be paid as specified in the contract subject to any additions and adjustments thereto, or deductions there from, as may be made pursuant to the Contract.
- b. Prices charged by the Supplier/ Selected bidders for the Goods delivered and the Related Services performed under the Contract shall not vary from the prices quoted by the Supplier/ Selected bidders in its bid.

9.9 Recoveries from Supplier/ Selected bidders

- a. Recoveries of liquidated damages, short supply, breakage, rejected articles shall ordinary be made from bills.
- b. Amount may also be withheld to the extent of short supply, breakages, and rejected articles and in case of failure in satisfactory replacement by the supplier along with amount of liquidated damages shall be recovered from his dues and security deposit available with the department.
- c. In case, recovery is not possible recourse will be taken under PDR Act or any other law in force.

9.10 Taxes & Duties

- a. The prevailing taxes, charges etc., if applicable, shall be deducted at source by PE as per prevailing rates.
- b. For goods supplied from outside India, the successful/ selected bidders shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the country.
- c. For goods supplied from within India, the successful/ selected bidders shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.
- d. If any rates of Tax are increased or decreased , a new Tax is introduced, an existing Tax is abolished, or any change in interpretation or applicable of any Tax occurs in the course of the performance of the Contract, which was or will be assessed on the Contractor in connection with performance of the Contract, an equitable adjustment of the Contract price shall be mace to fully take into account any such change by addition to the Contract price or deduction there from, as the case may be, in accordance with General Conditions of Contract (GCC) hereof.

9.11 Copyright

The copyright in all drawings, design documents, source code and other materials containing data and information furnished to the Purchaser by the Supplier/ Selected bidders herein shall remain vested in the Supplier/ Selected bidders, or, if they are furnished to the Purchaser directly or through the Supplier/ Selected bidders by any third party, including suppliers of materials, the copyright in such materials shall remain vested in such third party.

9.12 Confidential Information

- a) The Purchaser and the Supplier/ Selected bidder shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any drawings, documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract.
- b) The Purchaser shall not use such documents, data, and other information received from the Supplier/ Selected bidders for any purposes unrelated to the Contract. Similarly, the Supplier/ Selected bidders shall not use such documents, data, and other information received from the Purchaser for any purpose other than the design, procurement, or other work and services required for the performance of the Contract.

- c) The above provisions shall not in any way modify any undertaking of confidentiality given by either of the parties hereto prior to the date of the Contract in respect of the supply or any part thereof.
- d) The provisions of this clause shall survive completion or termination, for whatever reason, of the Contract.

9.13 Packing and Documents

- a) The Supplier/ Selected bidders shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. During transit, the packing shall be sufficient to withstand, without limitation, rough handling and exposure to extreme temperatures, salt and precipitation, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the final destination of the Goods and the absence of heavy handling facilities at all points in transit.
- b) The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in the contract, and in any other instructions ordered by the Purchaser.
- c) The goods will be delivered at the FOR destination i.e. Store of the DEO of the district concerned in perfect condition.

9.14 Delivery period & Extent of Quantity

- a) The time specified for delivery shall be deemed to be the essence of the contract and the successful selected bidder shall arrange supplies within the period on receipt of the firm order from the CEO.
- b) The selected bidders shall arrange supplies within the stipulated time period.

9.15 Payment Terms and Schedule:

- a) 100% Payment shall be made as per details mentioned below by the concerning PE within a month's time after submission of an invoice by the successful selected bidder in a triplicate for payment: -
 - On complete delivery of items ordered at the store of concerning DEOs;
 - After acceptance of positive testing report by DEO concerned for every supply order placed;
 - After deducting penalties, due to any reasons mentioned in the bid, if any.
- b) The currency or currencies in which payments shall be made to the supplier/selected bidder under this Contract shall be Indian Rupees (INR) only.
- c) All remittance charges will be borne by the supplier/ selected bidder.
- d) In case of disputed items, the disputed amount shall be withheld and will be paid only after settlement of the dispute by the concerning authority.
- e) Any penalties/ liquidated damages, as applicable, for delay and non-performance, as mentioned in this bidding document, will be deducted from the due payments by the concerning authority.
- f) Taxes, as applicable, will be deducted, as per the prevalent rules and regulations by the concerning authority.
- g) Payment shall be made to the successful selected bidder by the authority concerned after all necessary formality as per rules have been fulfilled.

9.16 PENALTIES:

I. Risk and Cost:

In case, the contractor doesn't commence the work as required by CEO within the stipulated period, the work can be allotted to other selected bidders (L-2, L-3) at the risk and cost (in case of difference in the cost of supply) of the contractor firm and LD clause shall be attracted to the selected bidders who was placed the order & could not commence the work.

II. Liquidated Damages (LD):

In case of extension in the delivery period with liquidated damages the recovery shall be made on the basis of following percentages of value of Stores with the bidder has failed to supply/ install/ complete:-

- a) In case of extension in the delivery and/ or installation period/ completion period with liquidated damages, the recovery shall be made @0.50% per week or part thereof of value of stores/ works which supplier has failed to supply/ install/ complete.
- b) The maximum amount of agreed liquidated damages shall be 10% of contract value.
- c) Fraction of a day in reckoning period of delay in supplies shall be eliminated if it is less than half a day.
- d) The maximum amount of liquidated damages shall be 10% of the contract value.
- e) If the supplier requires an extension of time in completion of contractual supply on account of occurrence of any hindrance, he shall apply in writing to the authority, which has placed the supply order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.
- f) Delivery period may be extended with or without liquidated damages if the delay in the supply of goods is on account of hindrances beyond the control of the bidder.

Note: The supply of Personalized PVC EPICs to the correct DEO (ERO wise) from the incorrect DEO (in case of the Personalized PVC EPICs wrongly supplied to incorrect DEO) shall also be counted as delay in supply and added to delayed period of supply, according to which the LD clause shall be applicable.

9.17 Settlement of Disputes/Dispute Resolution Mechanism:

If any dispute arises out of the contract with regard to the interpretation, meaning and breach of the terms of the contract, the matter shall be referred to "Chief Electoral Officer and Ex-Officio Secretary to the Government of Chhattisgarh" & whose decision shall be final and abided by all stakeholders.

9.18 Legal Proceedings

All legal proceedings, if necessary arise to institute may by any of the parties (Government or Contractor) shall have to be lodged in courts situated in State headquarter of Chhattisgarh or as specified in the Bid document and not elsewhere.

9.19 Force Majeure

- a) The supplier/ selected bidders shall not be liable for forfeiture of its Performance Security deposited, LD, or termination for default if and to the extent that it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- b) For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the supplier/ selected bidders that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the supplier/ selected bidders. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- c) If a Force Majeure situation arises, the supplier/ selected bidders shall promptly notify the purchaser in writing of such conditions and cause thereof within 15 days of occurrence of such event. Unless otherwise directed by purchaser, the supplier/ selected bidders shall continue to perform its obligations under the contract as far as reasonably practical.
- d) If the performance in whole or part or any obligation under the contract is prevented or delayed by any reason of Force Majeure for a period exceeding 60 days, either party at its option may terminate the contract without any financial repercussion on either side.
- e) In case a Force Majeure situation occurs with the purchaser, the purchaser may take the case with the supplier/ selected bidders on similar lines.

9.20 Termination

9.20.1 Termination for Default

- a. The Procuring Entity, without prejudice to any other remedy under the provisions of the Act, the Rules or the Contract for breach of Contract, by Notice of default sent to the Supplier, may terminate the Contract in whole or in part:
 - i. if the Supplier fails to deliver any or all of the Goods and/ or Related Services within the period specified in the Contract, or within any extension thereof granted by the Procuring Entity pursuant to the clause mentioned in the bid document; or
 - ii. if the Supplier fails to perform any other obligation under the Contract.
 - iii. if the Supplier, in the judgment of the Procuring Entity has breached any provision of the Code of Integrity, as defined in the Act of the state, the Rules and Code of Integrity, in competing for or in executing the Contract.
- b. In the event the Procuring Entity terminates the Contract in whole or in part, pursuant to clause mentioned in Bid Document, the Procuring Entity may procure, upon such terms and in such manner as it deems appropriate, the Goods and/ or the Related Services similar to those undelivered or not performed, and the Supplier shall be liable to the Procuring Entity for any additional costs for such similar Goods or Related Services and such additional cost shall be recovered from the dues of the Supplier with the Procuring Entity.

9.20.2 Termination of insolvency

The Procuring Entity may at any time terminate the Contract by giving Notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Procuring Entity.

9.20.3 Termination of Convenience

- a. The Procuring Entity, by Notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The Notice of termination shall specify that termination is for the DEO/Procuring Entity's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.
- b. The Goods which have been shipped or dispatched at the time of Supplier's receipt of the Notice of termination may be accepted by the PE at the Contract terms and prices.

9.21 Governing Law and Dispute Resolution

- 1) This Agreement shall, in all respects, be governed by, and construed in Raipur (C.G.) in accordance with the laws of India.

Any dispute of whatever nature, which arises out of, in relation to, or otherwise connected with:

- a) The interpretation or effect of;
 - b) The validity, enforceability, or rectification of;
 - c) The respective rights or obligations of the Parties; and/or
 - d) A breach or the termination or cancellation of this agreement;
- shall be dealt in accordance with succeeding provisions of this Clause.
- 2) All disputes shall at first instance be resolved through good faith negotiations, which negotiations shall begin promptly after a party has delivered to the other Party a request for such consultation.
 - 3) If the Parties are unable to resolve the Dispute in question within thirty days of the commencement of negotiations, then the Dispute shall, unless the Parties otherwise agree in writing, be referred to arbitration in accordance with the provisions as per Chhattisgarh Madhyastham Adhikaran Act, 1983 and the amendments thereto.
 - 4) The venue for arbitration shall be Raipur (C.G.), India and the language used in the arbitral proceedings shall be English.
 - 5) The Parties shall continue to be performing their respective obligations under this Agreement, despite the continuance of the arbitration proceedings, except for the disputed part under arbitration.

10 Section-V

PART A :TECHNICAL BID

10.1 BIDDING FORM NO. - 1 Technical Bid Submission Sheet

Date:
NIB No.:
Alternative No., if permitted:

To,

{Procuring Entity}
**Additional Chief Electoral Officer
Office of the Chief Electoral Officer,
Chhattisgarh,
In front of old Mantralaya, Opposite DKS Building, Shastri Chowk,
Raipur,Chhattisgarh.**

We, the undersigned, declare that:

- a. We have examined and have no reservations to the Bidding Document.
- b. We declare that we fulfil eligibility criteria as per technical evaluation sheet and Pre-qualification criteria in conformity with The Bidding Document and offer to supply in accordance with the specifications, the delivery schedule and other requirements as specified in bidding document for Supply of Personalized PVC EPICs Kit.
- c. Our Bid shall be valid for a period as mentioned in the BDS from the date fixed for the bid submission deadline in accordance with the Bidding Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- d. If our Bid is accepted, we commit to obtain a Performance Security in the amount of percent of the Contract Price or shall submit the Performance Security Declaration, as the case may be, for the due performance of the Contract;
- e. We are not participating, as Bidder in more than one Bid for supply of the subject Goods/Matter in this bidding process in the Bidding Document;
- f. Our firm for any part of the Contract have not been debarred by the State Government or the Procuring Entity or a regulatory authority under any applicable law;
- g. We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed;
- h. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive;
- i. We agree to permit Government of **Chhattisgarh** or the Procuring Entity or DEOs or their representatives to inspect our accounts and records and other documents relating to the bid submission and to have them audited by auditors appointed by them;
- j. We declare that we have complied with and shall continue to comply with the provisions of the Code of Integrity including Conflict of Interest as specified for Bidders in the **Chhattisgarh Store purchase rule – 2002** and this Bidding Document during the procurement process and execution of the Contract till completion of all our obligations under the Contract;
- k. We hereby agree in principle to be selected after mutual agreement.

Name: _____

In the capacity of: _____

Signed: _____ Date: _____

Duly authorised to sign the Bid for and on behalf of: _____

Complete Address _____

Tel: _____ Fax: _____ E-mail: _____

10.2 BIDDING FORM NO.-2:

Manufacturer and Security Printer Certificate

(To be given on the letter head of the Manufacturer)

Date:

NIB No.:

To,

{Procuring Entity}

Additional Chief Electoral Officer

Office of the Chief Electoral Officer,

Chhattisgarh,

In front of old Mantralaya, Opposite DKS Building, Shastri Chowk,

Raipur, Chhattisgarh.

WHEREAS

We, who are "manufacturer and security printer" of PVC cards with security features and personalization process in our in-house factory(ies) situated at

and also hereby declare that above PVC EPIC Cards including personalization to be supplied shall be conforming to ECI standards, specification of the bid, and other guidelines.

We also know that if our sample(s) submitted with the bid when tested does/do not conforming to ECI standards/guidelines/norms as mentioned in the bid document (as the case may be), our bid may liable to be rejected.

Name: _____

In the capacity of: _____

Signed: _____

Manufacturer' seal: _____

Tel: _____ Fax: _____ E-mail: _____

10.2.1 **ANNEXURE-1**: PRE-BID QUERIES FORMAT {to be filled by the bidder}

Name of the Company/Firm: _____

Name of Person(s) Representing the Company/ Firm:

Name of Person	Designation	Email-ID(s)	Tel. Nos. (Mo.)& Fax Nos.

Company/Firm Contacts:

Contact Person(s)	Correspondence Address	Email-ID(s)	Tel. Nos. (Mo.)& Fax Nos.

Query(ies) / Clarification(s) Sought:

Sr.	Bid Page No.	Bid Clause No.	Existing Clause Details	Query/Suggestion/ Clarification sought
1.				
2.				
3.				
4.				

Note: -

1. Queries must be strictly submitted only in the above prescribed format (.XLS/ .XLSX/ .DOC/ .DOCX) in virus free file. Queries not submitted in the prescribed format will not be considered/ responded at all by the Procurement Entity.
2. Prospective bidder may, in writing, seek clarifications from the procuring entity in respect of the bidding document shall be emailed to ID mentioned in Bid Data Sheet and not to be uploaded on e-Proc website. **In case the soft copy of the dully filled in Pre-Bid query format, is uploaded on e-Proc website then it would not be entertained and processed.**
3. The Bidders can submit their queries on or before the scheduled last date after Pre-Bid Meeting to be held along with softcopy, which can be emailed to with a subject line of **“PBQ for Selection for Personalized PVC EPICs”**.

10.2.2 **ANNEXURE-2:** BIDDER'S AUTHORIZATION CERTIFICATE {to be filled by the bidder}
(To be given on the letter head of the Manufacturer)

To,

{Procuring Entity}

Additional Chief Electoral Officer

**Office of the Chief Electoral Officer, Chhattisgarh, in front of old
Mantralaya, Opposite DKS Building, Shastri Chowk, Raipur,
Chhattisgarh.**

Ref: NIB No.

date:

WHEREAS

We, who are "manufacturers and security printer" of _____
_____ having factory(ies) at _____

do hereby authorise (Name) _____
(Contact Numbers) Mobile _____ Fax _____ Email _____ to submit a Bid
in relation to the Invitation for Bids indicated above, the purpose of which is to provide the
following Goods, manufactured by us and to subsequently negotiate and sign the Contract:
"Selection of Print Service Provider for supply of Personalized PVCEPICs with security features".

We hereby extend our full guarantee / warranty in accordance with Clauses given in bid
document/conditions of contract, with respect to the Goods offered by the above firm in
reply to this Invitation for Bids.

Thanking you,

Name of the Bidder: -

Verified Signature:

Authorised Signatory: -

Name:

Seal of the Organization: -

Position:

(Includes complete address)

Date: -----

Place: -----

10.2.3 **ANNEXURE-3**: SELF-DECLARATION (Declaration by Bidder regarding Qualifications)
{to be filled by the bidder}

To,

{Procuring Entity}
Additional Chief Electoral Officer
Office of the Chief Electoral Officer, Chhattisgarh, in front of old
Mantralaya, Opposite DKS Building, Shastri Chowk, Raipur,
Chhattisgarh.

Declaration by Successful Bidder

In relation to my/our bid submitted for "Supply of Personalized PVC EPIC cards with security features" conforming to specifications in Bid & ECI standards in response to the NIB Ref. No. _____ dated _____ as an Owner/ Partner/ Director/ Auth. Signatory of _____, I/
We hereby declare that: -

- a) We are eligible and possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
- b) We have fulfilled my/ our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
- c) We are not insolvent in receivership, bankrupt or being wound up, not have my/our affairs administered by a court or a judicial officer, not have its business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;
- d) We do not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
- e) We do not have a conflict of interest as specified in State procurement rule and this bidding document which materially affects the fair competition.
- f) We are having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU/ UT.
- g) We do not have any previous transgressions with any entity in India or any other country during the last three years.
- h) We do not have any debarment or black-listed by any other procuring entity.
- i) We have complied and shall continue to comply with the Code of Integrity as specified in the **Chhattisgarh State Store Purchase Rules – 2002 and relevant applicable law** in Public Procurement and this Bidding Document, till completion of all our obligations under the Contract will not sublet the contract if awarded to us.
- j) We agree to extend the validity of bid submitted on the communication of the PE.
- k) We have not modified, changed etc. any word/line/para/text mentioned in the bid downloaded from website(s) as mentioned in the bid otherwise we know that our bid shall be cancelled and rejected if submitted bid has deviation of word/line/ para/text from the original bid.
- l) We agree to submit appropriate Performance Security within time period specified in the bidding document otherwise we know that Procuring Entity have full rights to reject our bid and also agree to extend bid validity period, if any, and extend contract period

unconditionally.

- m) We have submitted only one bid.
- n) We give our in-principle consent to be selected subject the terms and conditions of this tender.
- o) We, during the contract period, will collect only those EPIC data of electors by some mutually agreed mechanism which are required to personalize the PVC EPICs otherwise immediately for extra data/incomplete data, we will bring this into the knowledge of DEOs & CEO to rectify.
- p) We, after personalisation at our manufacturing site, shall return the personalized EPIC on PVC cards along with data and documents prescribed in NIB (all contents to be auto enveloped with address sticker) to the concerned DEO and get receipt.
- q) We, understand the IPR of the EPIC data given for personalization by us, lies with your department or ECI and will hereby undertake that the given data shall not be copied in any form, not shown/given to any entity, not retained in any form, not used for the purposed other than the purpose mentioned in the bid etc. The data shall be erased entirely once the matter of the lot of supply is materialized/settled.
- r) If this declaration is found to be incorrect then without prejudice to any other action that may be taken as per the provisions of the applicable Act and Rules thereto prescribed by Govt. of **Chhattisgarh**, my/ our security may be forfeited in full and our bid, to the extent accepted, may be cancelled.
- s) I/We, also certify that the Hologram which will be provided by PE will be properly hot stamped on PVC EPIC and proper record keeping of Hologram received and used as per the direction of the PE and mentioned in the Bid document.

Thanking you,

Name of the Bidder: -

Authorised Signatory: -

Seal of the Bidding Organization: -

Date: _____

Place: _____

10.2.4 **ANNEXURE-4**: CERTIFICATE OF CONFORMITY/ NO DEVIATION
{to be filled by the bidder}

To,

{Procuring Entity}
Additional Chief Electoral Officer
Office of the Chief Electoral Officer,
Chhattisgarh,
In front of old Mantralaya, Opposite DKS Building, Shastri Chowk,
Raipur,Chhattisgarh.

CERTIFICATE

1. This is to certify that, the specifications of “Personalized PVC EPICs with security features” which I/ We have mentioned in the Technical bid, and which I/ We shall supply if I/ We am/ are awarded with the work, are in conformity with the minimum specifications of the commodity mentioned in the bidding document and that there are no deviations of any kind from the required specifications.
2. Also, I/ we have thoroughly read the bidding document state procurement act and rules and amendment(s) issued and by signing this certificate, we hereby submit our token of unconditional acceptance to all the terms & conditions of the bidding document without any deviations.
3. I/ We also certify that the price I/ we have quoted is inclusive of all the cost factors involved in “Supply of Personalized PVC EPICs with security features”, to meet the desired Standards set out in the bidding Document/ECI.
4. I/We are “PVC Card Manufacture and Security Printer” and declare that Personalized PVC EPICs supplied shall be conforming to the specifications mentioned in the Bid Document and to the ECI norms/guidelines/circulars.
5. I/We, understand the IPR of the EPIC data given for personalization by us, lies with your department or ECI and will hereby undertake that the given data shall not be copied in any form, not shown/given to any entity, not retained in any form, not used for the purposed other than the purpose mentioned in the bid etc. The data shall be erased entirely once the matter of the lot of supply is materialized/settled.
6. I/We, also certify that the Hologram which will be provided by PE will be properly hot stamped on PVC EPIC and proper record keeping of Hologram received and used as per the direction of the PE and mentioned in the Bid document.

Thanking you,

Name of the Bidder: -

Authorised Signatory: -

Seal of the Bidding Organization: -

Date: _____

Place: _____

10.2.5 **ANNEXURE-5:** BILL OF MATERIAL (BOM)

Sr.	DESCRIPTION OF ITEM	ESTIMATED QUANTITY TO BE SUPPLIED DURING THE CONTRACT PERIOD	BIDDERS ACCEPTANCE OF SUPPLY AS PER T&C MENTIONED IN THE BID DOCUMENT (YES/NO)
1.	"Printing & Supply of PVC Personalized Elector's Photo Identity Cards (EPIC)" with high security hologram (hot stamp) supplied by the designated Vendor.	10,00,000 PERSONALIZED PVC EPICS (Approx)	
2.	Welcome letter and Voter's Pledge (Back to Back	7,00,000 (Approx)	
3.	Voter Guide (Back to Back)	7,00,000 (Approx)	
4.	Envelop described as "EPIC Kit" (Sl. No. 1+2+3+4) to be delivered to respective District Election Officers (DEOs) with other security features as per ECI guidelines.	10,00,000 (Approx)	

10.2.6 **ANNEXURE-6:** BID SECURING DECLARATION

Form of Bid Securing Declaration

Date[insert date (as day, month and year)]

Bid No[insert number of bidding process]

To,

{Procuring Entity}

Additional Chief Electoral Officer

Office of the Chief Electoral Officer,

Chhattisgarh,

In front of old Mantralaya, Opposite DKS Building, Shastri Chowk,

Raipur,Chhattisgarh.

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration. We accept that we will automatically be suspended from being eligible for bidding in any contract with you, for the duration of contract starting on **[insert date]**, if we are in breach of our obligation(s) under the bid conditions, more specifically, if we:

- a. withdraw or modify our Bid after deadline for submission of bids, during the period of bid validity specified in the Bid Data Sheet (hereinafter “the BDS”); or
- b. having been notified during the period of bid validity specified in the BDS, about the acceptance of our Bid by you,
 - i. fail or refuse to execute the Contract Agreement within the time period specified in the BDS,
 - ii. fail or refuse to furnish the performance security, in accordance with the Instructions to Bidders (hereinafter “the ITB”) within the time period specified in the BDS,
- c. not accept the correction of arithmetical errors in accordance with the ITB; or
- d. breach a provision of the Code of Integrity specified in the Act and Rules and the ITB.

We understand this Bid-Securing Declaration shall expire if we are not the successful bidders, upon the earlier of (i) our receipt of your notification to us of the name of the successful selected bidders; or (ii) thirty days after the expiration of our Bid.

Signed:_____ [insert signature of person whose name and capacity are shown]

Name:_____ [insert complete name of person signing the Bid-Securing Declaration]

In the capacity of:___ [insert legal capacity of person signing the Bid-Securing Declaration]

Duly authorized to sign the bid for and on behalf of: _____

[insert complete name and address of the Bidder]

Dated on _____ day of _____, 22 _____ [insert date of signing]

Corporate Seal _____ [affix corporate seal of the bidder]

Note:

Bid Securing Declaration shall only be dully filled in by the Departments of the State Government, Undertakings, Corporations, Autonomous bodies, Registered Societies and Cooperative Societies which are owned or controlled or managed by the State Government and Government Undertakings of the Central Government.

10.2.7 **ANNEXURE-7:**

Indicative Sample of PVC EPIC
Sample of Pre-Printed-PVC Card (Indicative only):

New-PVC-EPIC Sample-1



Front Side



Back Side

Sample of Personalized PVC EPIC (Indicative only):

New-PVC-EPIC Sample-2



Front Side



Back Side

NOTE:

(THE ABOVE IMAGES OF PERSONALIZED PVC EPIC, IS INDICATIVE ONLY AND NOT TO SCALE). PERSONALIZED EPIC ON PVC CARDS/SHEETS SHOULD BE CONFORMING TO THE ECI GUIDELINES AND AS SPECIFIED IN THE BID DOCUMENT STRICTLY.)

11 Section-VI: Part-B: Financial Bid

BIDDING FORM NO. 2: Financial Bid Submission Sheet

Date:
NIB No.:

To,

{Procuring Entity}
Additional Chief Electoral Officer
Office of the Chief Electoral Officer,
Chhattisgarh,

In front of old Mantralaya, Opposite DKS Building, Shastri Chowk,
Raipur, Chhattisgarh.

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Document
- (b) We offer to supply in conformity with the Bidding Document and in accordance with the specifications, the delivery schedule and other requirements as specified in the bid, Schedule of Supply, the following Goods and Related Services: _____.
- (c) The total Price for our Bid is as per the Financial Bid (BoQ).
- (d) We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed.
- (e) We give our in-principle consent to be selected as per the terms and conditions of this tender.
- (f) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Name: _____

In the capacity of: _____

Signed: _____

Date: _____

Duly authorised to sign the Bid for and on behalf of: _____

Complete Address _____

Tel: _____ Fax: _____ E-mail: _____

11.1.1 ANNEXURE-8: FINANCIAL BID COVER LETTER FORMAT

{to be submitted by the bidder on his Letter head}

To,

{Procuring Entity}

Additional Chief Electoral Officer

Office of the Chief Electoral Officer,

Chhattisgarh,

In front of old Mantralaya, Opposite DKS Building, Shastri Chowk, Raipur,

Chhattisgarh.

Reference: NIB No. : _____ Dated: _____

Dear Sir,

We, the undersigned bidder, having read & examined in detail, the Bidding Document, the receipt of which is hereby duly acknowledged, I/ we, the undersigned, offer to supply/ work as mentioned in the Scope of the work, Bill of Material, Technical specifications, Service Level Standards & in conformity with the said bidding document for the same.

1. I / We undertake that the prices are in conformity with the specifications prescribed. The quote/ price are inclusive of all cost likely to be incurred for executing this work. The prices are inclusive of all type of govt. taxes/duties as mentioned in the financial bid (BoQ).
2. I / We undertake, if our bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the schedule of Requirements.
3. I/ We hereby declare that in case the contract is awarded to us, we shall submit the contract performance security as prescribed in the bidding document.
4. I / We agree to abide by this bid for a period of 180 days after the last date fixed for bid submission and it shall remain binding upon us and may be accepted at any time before the expiry of that period.
5. Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us.
6. I/ We hereby declare that our bid is made in good faith, without collusion or fraud and the information contained in the bid is true and correct to the best of our knowledge and belief.
7. We understand that you are not bound to accept the lowest or any bid you may receive.
8. We give our in-principle consent to be selected subject to terms and conditions of this tender. The rate quoted is applicable for all the districts of the State of Chhattisgarh.
9. I/ We will not sublet the contract if awarded to us.
10. I/ We have not modified, changed etc. any word/line/para/text mentioned in the bid downloaded from website(s) as mentioned in the bid otherwise we know that our bid shall be cancelled and rejected if submitted bid has deviation of word/line/para/text from the original bid.
11. I/ We, during the contract period, will collect only those EPIC data of electors by some mutually agreed mechanism which are required to personalize the PVC EPICs otherwise immediately we will bring this into the knowledge of DEOs for extra data/incomplete data, to rectify.
12. I/ We, understand the IPR of the EPIC data given for personalization, lies with your department or ECI.
13. I/ We, after personalisation at our manufacturing site, shall return the personalized EPIC on PVC cards along with data and documents prescribed in NIB (all contents to be auto enveloped with address sticker) to the concerned DEO and get receipt.

14. I/We, also clarify that the Hologram which will be provided by PE will be properly hot stamped on PVC EPIC and proper record keeping of Hologram received and used as per the direction of the PE and mentioned in the Bid document.
15. I/ We would be responsible to all the CEO/DEOs and other authorities of concerned area, as per bidterms & condition mentioned herein.
16. We, understand the IPR of the EPIC data given for personalization by us, lies with your department or ECI and will hereby undertake that the given data shall not be copied in any form, not shown/given to any entity, not retained in any form, not used for the purposed other than the purpose mentioned in the bid etc. The data shall be erased entirely once the matter of the lot of supply is materialized/settled.
17. We undertake the accountability of security of data, Holograms being provided by the department and of EPIC cards being printed.

We agree to all the terms & conditions as mentioned in the bidding document and submit that we have not submitted any deviations in this regard. We have submitted only solution/goods based proposal and understand that in case of multiple bids proposed, may lead to reject our bid for which we only are the responsible.

Date:

Signature of Authorized Signatory:

Name:

Designation:

11.1.2 **ANNEXURE-9:** FINANCIAL BID (BoQ)

Financial Bid Format (BoQ)

(Selection of Manufacturer and Supplier of PVC Personalized Electors Photo Identity Cards(EPIC) with security features conforming to ECI guidelines/ standards and specification in bid document)

Sr.	Name and description of item	Unit	Estt. Qty. per year (approx.)	Unit Cost in INR Before Tax (this includes all levies & other incidental charges, if any)	Applicable Tax as on date (Tax Name & percentage Tax)	Applicable Tax in INR on Unit Cost	Unit Cost in INR (inclusive all taxes, charges levies etc.)
1	2	3	4	5	6	7	8
1.	"Printing & Supply of PVC Personalized Elector's Photo Identity Cards (EPIC)" with high security hologram (hot stamp) supplied by the designated vendor.	As mentioned in the bid/ECI guidelines	Unit-No. (Approx.) 10 lakhs per year				
2.	Welcome letter and Voter's Pledge (Back to Back)		Unit-No. (Approx.) 07 lakhs per year				
3.	Voter Guide (Back to Back)		Unit-No. (Approx.) 07 lakhs per year				
4.	Envelope described as "EPIC Kit" (Sl. No. 1+2+3+4) to be delivered to respective District Election Officers (DEOs) with other security features as per ECI guidelines.		Unit-No. (Approx.) 10 lakhs per year				
5.	Total amount in figures						
6.	Total amount in words						

Note:

- Bidders submitting their Bids electronically shall follow the electronic Bid submission procedure as specified on the State e-Procurement Portal <https://eproc.cgstate.gov.in/>
- Detailed instruction to bidders for online registration and bid submission on state procurement portal is attached to this Tender.
- L-1, L-2, L-3.. will be evaluated based on the data filled in row 5 of column 5 of above Bid Data Sheet. However rates of items mentioned in row 1,2,3 and 4 have to be quoted individually.
- As per the ECI guidelines dated 14th October 2021, the voter guide is only for the newly registered electors and because of which individual rates of items mentioned in the above data sheet have to be quoted mandatorily and PSP while submitting the invoice has to clearly mention the break up of individual items (items mentioned in row 1 to 4)and payment will be made only for the items delivered by the PSP to the concerned DEO .
- Bidders should fill all information in the above format & upload it on e-proc website with the financial bid; otherwise the bid shall be treated as nonresponsive. Bidder should submit their financial bid online on <https://eproc.cgstate.gov.in/> only.

Signature of Authorized Signatory _____

Name and Title of Signatory _____

Name of Firm _____

11.1.3 **Annexure-10**: PERFORMANCE SECURITY DECLARATION

Form of Performance Security Declaration

Date: _____ [insert date (as day, month and year)]

Contract Name and No.: _____ [insert name and number of Contract]

To,

{Procuring Entity}

Additional Chief Electoral Officer

**Office of the Chief Electoral Officer, Chhattisgarh, in front of old
Mantralaya, Opposite DKS Building, Shastri Chowk, Raipur,
Chhattisgarh.**

We, the undersigned, declare that:

We understand that, according to your conditions, the Contract must be supported by a Performance Security Declaration as a guarantee to ensure fulfilment of our all performance obligations under the Contract for "**Selection of Supplier for Supply of Personalized PVC Electoral Photo Identity Cards (PVC EPICs)**".

We accept that we will automatically be suspended from being eligible for bidding in any contract with you for the period of 03 years, starting on the date that we receive a notification from you, the **Chief Electoral Officer, Chhattisgarh** that our Performance Security Declaration is executed, if we are in breach of any of our performance obligation under the conditions of the Contract.

We understand this Performance Security Declaration shall expire after 60 days of completion of our all obligations under the Contract including Defect Liability, warranty/ Guarantee, operation, maintenance, etc. in accordance with the conditions of the Contract.

Signed: _____ [insert signature of person whose name and capacity are shown]

In the capacity of: _____ [insert legal capacity of person signing the Performance Security Declaration]

Name: _____ [insert complete name of person signing the Declaration]

Duly authorized to sign the Contract for and on behalf of: _____
[insert complete name and address of the Bidder]

Dated on----- [insert date of signing]

Corporate Seal

Note:

Performance Security Declaration shall only be dully filled in by the Departments of the State Government, Undertakings, Corporations, which are owned or controlled or managed by the State Government and Government Undertakings of the Central Government.

12 : ECI's Directions for new EPIC

ANNEXURE-11:

By Email

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 23/EPIC Security/2021-ERS

Dated: 5th October, 2021

To,

The Chief Electoral Officers of all States/UTs.

Subject: VC on 06.10.2021 on new security features of EPIC - regarding.

Madam/Sir,

I am directed to refer to the subject cited above and to state that a Video Conference (VC) has been scheduled on 06.10.2021 from 04:00 PM onwards under the chairmanship of Sh. Sudeep Jain, Senior Deputy Election Commissioner, in order to discuss the issue relating to EPIC with new security features.

2. You are, therefore, requested to attend the said VC on stipulated date and time.

Yours faithfully



(RITESH SINGH)
UNDER SECRETARY

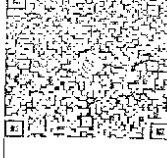
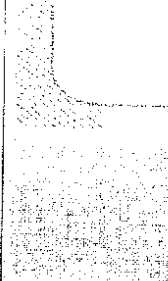
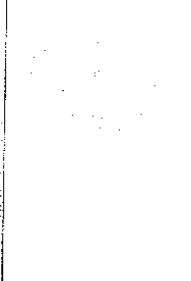

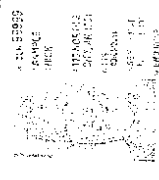
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Improvements in security features of EPIC

The Commission has decided that :-

1. New security features to be incorporated in EPICs- *Ghost Image, Micro-text, QR Code, Hologram, Invisible logo.*
2. CEOs can identify the printers for printing EPICs with security features (including hot fused Hologram) prescribed by ECI, printers to have secured manufacturing and inventory control processes.
3. CEOs to also identify hologram printers who could print holograms as per ECI's specifications.
4. CEOs will do regular audits of inventory as well as quality of cards and inventory of holograms at card manufacturers. ECI may also do audits whenever required.
5. Proposed specifications (as used by Aadhar) are attached. Design of Envelope and Cover letter will be communicated by SVEEP Division.

Security Features for EPIC

<p>QR Code</p>	<ul style="list-style-type: none"> • It is used for verification purpose by embedding web address for quick online verification. • It is also used for offline verification. 	
<p>Microtext</p>	<ul style="list-style-type: none"> • Text printed at microscopic levels but still sharp enough to be read by the humane eye. 	
<p>Guilloche pattern</p>	<ul style="list-style-type: none"> • Set of complex lines that vary randomly in color and shade. It is difficult to scan and reproduce. • Pre-printed stationary /cards with the guilloche patterns are available in the market, controlling inventory will help to stop counterfeiting. 	
<p>Hologram</p>	<ul style="list-style-type: none"> • The production of the design cylinder is controlled by the Hologram Association of India and is restricted for unauthorized production, there is a high level of difficulty for the forgerster. 	
<p>Ghost image</p>	<ul style="list-style-type: none"> • A small image in black & white of color image printed on the card. 	

4.

Contd....

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SPECIFICATION OF AADHAAR PVC CARD, ENVELOPE AND COVER LETTER

(A) AADHAAR PVC Card

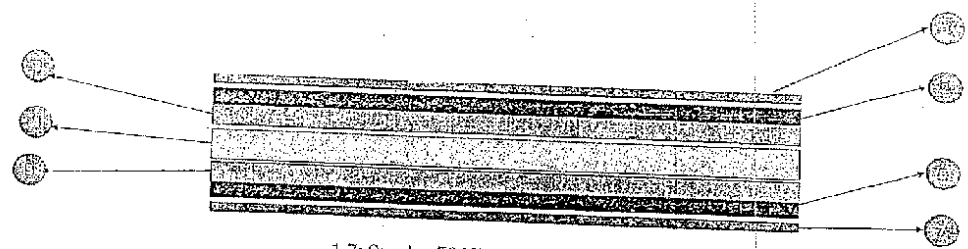
1. Printing of Aadhaar PVC Card shall be as per the specifications of design and color scheme indicated by UIDAI.
2. Specifications of Aadhaar PVC Card:

Material	Poly Vinyl Chloride(PVC) + Polyethylene Terephthalate Glycol (PETG) Proposed Layering is mentioned in RFP document
Lamination (Overlay)	Glossy / Mat finishing
Card Size	CR 80 (86 mm x 54 mm x 0.76mm)
Thickness	760 microns (+/- 10%)
Color	Card will follow existing color scheme of Aadhaar Letter: <ul style="list-style-type: none">- White background for normal Aadhaar- Light blue for Bal Aadhaar (resident in age group 0-5 yrs) or other color scheme as decided by UIDAI time to time.
Design and layout	Indicative design provided in RFP. UIDAI may alter the design, color scheme and layout any time before or during the currency of the contract.
ISO Standard	CR-80 type adhering to ISO/ IEC 7810 /10373 standards
Special feature	QR Bar code with 3000 + text characters. However, UIDAI may alter the size, specifications and layout of the QR code any time before or during the currency of the contract.
Personalization	Digital Laser printing of 600 dpi * 600 dpi for QR code, variable data printing (including regional language) on both sides of the card.
Indicative list of card features	<ul style="list-style-type: none">• Hologram: Hologram size (after stamping) : 16mm X 12mm. To be hot stamped made up of 19 -23 Micron polyester film of Gold/Silver shade.• Micro text : Text as border of the Photograph in size 19 to 25 micron• Ghost Image Printing : Resident Photograph (Front side)• Guilloche pattern on the base of the card. Design shall be provided by UIDAI.

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(The design of the hologram and the approved UIDAI vendor for the same shall be provided to the PSP)

Proposed Layering of Aadhaar (PVC+PETG) Card



- 1,7: Overlay 50 Micron Top and Bottom
- 2,6: Variable Data Print layer (LASER Printing 600 DPI and Above)
- 3,5: PVC Layer 180 Micron Top and Bottom
- 4: PetG Middle Layer 340 Micron

(B) ENVELOPE

1. Printing of Envelope shall be as per the specifications of design and colour scheme indicated by UIDAI.
2. Specifications of envelope:

S No	Item	Specifications
1.	Envelope type	<ul style="list-style-type: none"> • Secured, protected window type for address & tracking barcode visibility. • Window Film – 25 microns with proper stiffness, high tensile strength, excellent optics and good water barrier properties. • 22.6x28.4cm open - 10.7x24cm close size • 100 GSM Maplitho paper • Die cut with Re moisture glue pasting on flap
2.	Dimensions	To accommodate one Aadhaar (PVC+PETG) Card and Cover letter.

		Should support automatic insertion/enveloping.
3.	Color	Pre-printing in 4 color

(C) COVER LETTER

1. Printing of cover letter shall be as per the specifications of design and colour scheme indicated by UIDAI.
2. Specifications of cover letter:

S No	Item	Specifications
1.	Cover letter type	The material/paper should be 80 GSM Maplitho paper. Variable data to be printed on the letter along with Auto Folding, card affixing and inserting
2.	Dimensions	210mm x 297mm
3.	Color	Pre-Printing in 4 color for Aadhaar logo and tag line. Variable data should be in single color (black)

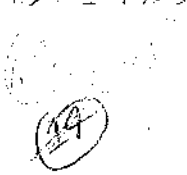
Note: the matter for printing shall be provided to the selected PSP.

SPECIFICATIONS OF AADHAAR HOLOGRAM

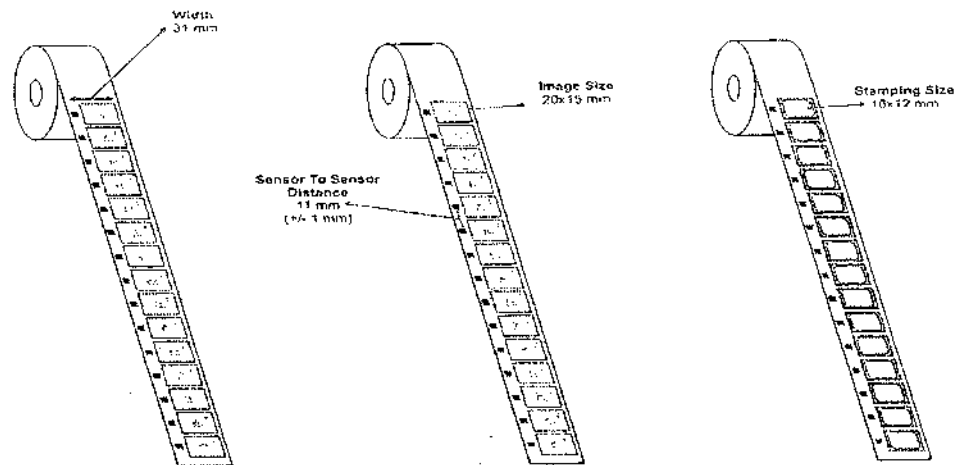
To manufacture & supply Security Holographic Hot stamping Foil (Gold/Silver Foil) for Aadhaar PVC cards as per the holographic features prescribed by Unique Identification Authority of India (UIDAI).

The bidder shall NOT outsource hologram master work (or any other intermediate process) to any other organization, and must have complete in-house infrastructure to manufacture UIDAI hologram as per the specifications as mentioned below.

Sl. No.	Area	Requirement
1.	Holographic Features	<p>Indicative list of high security anti-counterfeiting holographic features are:</p> <p>Overt:</p> <ul style="list-style-type: none"> • Motion Effects • Multi Channel Effects • True Color effects • Gradient effects <p>Covert:</p> <ul style="list-style-type: none"> • Micro Security Features • CLR based effects <p>Forensic:</p> <ul style="list-style-type: none"> • Nano Security Features <p>Note: Selected bidder will be required to provide 5 sample designs in consultation with UIDAI based on aforesaid (or other better) features for finalization by UIDAI before MASTER creation. Ownership of finalized Master will remain with UIDAI.</p>
2.	Hologram Size	Hologram size (before stamping) : 20mm X 15mm Job size or die size (after stamping) : 16mm X 12mm
3.	Hologram Type	The security hologram must be suitable for hot stamping on UIDAI card. It should be as per the design, approved and finalized by UIDAI.
4.	Film Type	Vacuum metalized, 19 to 23 micron polyester film of Silver and Gold shade to be used.
5.	Adhesive	Thermo Plastic polymer based adhesive to be used.
6.	Hologram color	Gold/Silver Foil to be used
7.	Numbering	Each hologram has to be serially numbered to ensure proper accountability of the holographic hot stamping foil (numbering must not vanish by rubbing fingers upon it). Numbering may be on the holographic hot stamping foil over the holographic design or on the foil. However, upon hot stamping it must not get transferred on to the card.



- Selected bidder will be required to make delivery for the holograms to 2 PSP(s) selected by UIDAI (through separate RFP) without any extra cost.
- Details of the PSP Including name, location of delivery (within India), SPOC etc will be shared with selected bidder only.
- Bidder should maintain delivery proofs duly signed by Bidder as well as receiving PSP indicating Date/Time/Quantity etc.
- The diagrammatic representation of the UIDAI hologram for dimensions pre hot stamping and post hot stamping are as under:



(Representational Image Only)

ANNEXURE-12:

By Post/ Email

**ELECTION COMMISSION OF INDIA
NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI - 110001**

No. 23/ID/2021-ERS

Dated: 22nd June, 2021

To,

The Chief Electoral Officers of all States/UTs

Subject: - Delivery of EPIC/Replacement EPIC to the electors by Speed Post- reg.

Reference: (i.) Commission's letter No. 23/ID/2012 dated 27.02.2013,
(ii.) Commission's letter No. 22/2/INST/ECI/FUNC/ERD/ER/2014 dated
07.04.2017.

Sir/Madam,

I am directed to refer to the subject cited and to state in supersession of all previous instructions, the Commission has decided that henceforth, **in all cases, including the cases of Replacement EPICs, delivery of EPICs/Replacement EPICs to the electors shall be done only through Speed Post under acknowledgement.**

2. Currently, delivery of EPICs by Speed Post is being done in NCT of Delhi and Tamil Nadu. The issue of delivery of EPICs by Speed Post has been discussed with Department of Post and the Department has agreed to extension of the facility in all States/UTs.

Yours faithfully,



**(RITESH SINGH)
UNDER SECRETARY**

ELECTION COMMISSION OF INDIA
Nirvachan Sadan, Ashoka Road, New Delhi – 110 001

No. 491/ECI/LET/FUNC/SVEEP-III/EPIC/ENVELOPE/2021

Dated: 14th October, 2021

To

Chief Electoral Officers of all States/UTs

Sub: Distribution of EPIC in a designed envelope - reg

Sir/Madam,

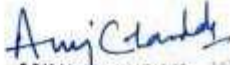
As you are aware that superintendence, direction and control of preparation of electoral rolls for elections to the Parliament & State Legislatures are vested in the ECI, the Commission provides for identity card known as Electors Photo Identity Card (EPIC) to every elector with a view to prevent impersonation of electors and facilitate their identification at the time of polling. Initially the Commission had issued EPIC with black & white photograph & a hologram with certain specifications. Later, the Commission decided to go for a PVC EPIC with color photograph.

Further, to build a truly participative democracy by encouraging all eligible citizens to vote and make an informed decision during the elections, comprehensive SVEEP measures for voters' awareness are being taken up to enhance people's participation in the upcoming elections. In continuation of these measures, the Commission, during the two-day SVEEP consultation workshop held on August 25-26, 2021 launched an initiative to reach out to new voters through a personalized letter when sending out their Voter ID cards.

As EPIC is the first formal interaction point of voters with the Commission, in order to standardize the experience and give a personalized touch to the EPIC delivery, it is envisaged & directed that CEOs/DEOs should hand over/deliver/courier this kit to newly registered electors, which contains a personalized letter along with a voter guide and voters pledge. The open file of the letter and voter guide is shared herewith and it may be noted that this voter guide is only for the newly registered electors.

Further, you are directed to translate the content suitably in regional language. Also, kindly put up a copy of letter for general information on CEO/DEOs visitors display board at an appropriate location.

Yours faithfully


ANUJ CHANDAK
(JOINT DIRECTOR)



1950 भारतीय वेटेनरियरी

वेटर, हेल्थलाइन एप इस्टाबल करें

एके को लॉन्चिंग के तहत DMD को भी DMD

वेटरियरी एके

वेटरियरी एके

वेबसाइट : <http://veterportal.ac.gov.in>

फोन नंबर : 011-26101111

ईमेल : info@veterportal.ac.gov.in

ट्विटर : <https://twitter.com/veterportal>

फेसबुक : <https://www.facebook.com/veterportal>

यूट्यूब : <https://www.youtube.com/veterportal>

गूगल प्लस : <https://www.google.com/+veterportal>

वेटेनरियरी एके



वेटेनरियरी एके



वेटेनरियरी एके

वेटेनरियरी एके

CEO/DEO
creative space

भारतीय वेटेनरियरी एके

वेबसाइट : <http://veterportal.ac.gov.in>

फोन नंबर : 011-26101111

Register online or
Verify your details at
<https://veterportal.ac.gov.in>

महत्वाधान करना छोड़ी न मुलिये
आपका मत महत्त्वपूर्ण है।

सज्जन महत्वाधान बनिये

नैतिक महत्वाधान फीलिये

समजदाहरी से अपना उम्मीदवार चुनिये

Envelope back Size

23.368 cm

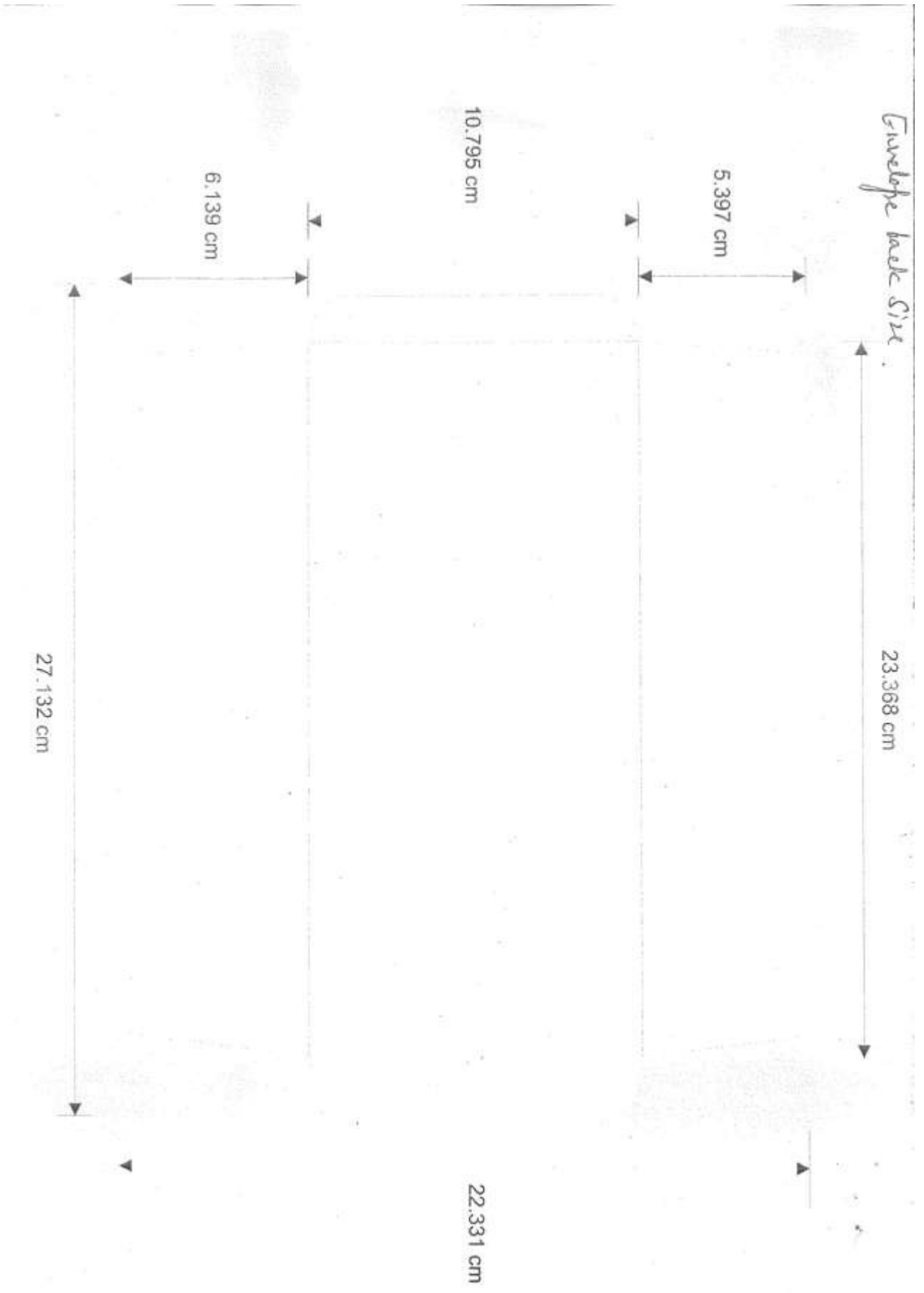
5.397 cm

10.795 cm

6.139 cm

22.331 cm

27.132 cm



Envelope Size.

23.368 cm


Election Commission of India
helpline 1950 | <http://ecpi.gov.in>

To,

CEO/DEO
creative space

PROUD TO BE A VOTER

From,
District Election Officer / District Magistrate
Lucknow, Uttar Pradesh

 DOWNLOAD
VOTER HELPLINE APP

10.795 cm

District Election Officer
.....Bihar

YOUR VOTE, YOUR RIGHT.

आपका मत आपका अधिकार



Dear

Congratulations on receiving your EPIC – Electors Photo Identity Card! The Election Commission of India welcomes you as an integral and valued member of the world's largest democracy.

We are happy that you have enrolled as a voter – Right to vote bestows privilege and responsibility. Election Commission of India is committed to free, fair, accessible, inclusive, transparent and ethical elections.

Your vote is valuable and hence we urge you to participate in each election by choosing your representative wisely. Prior to Poll day, check details of contesting candidates, your name in voter list and polling booth details. The attached Voter Guide provides detailed information on all election related queries.

On poll day, press the EVM button against the candidate of your choice and verify your selection on the screen of VVPAT. Be a proud voter and showcase your inked finger!

Greetings from Election Commission of India for embarking on this epic journey.

Happy Voting!

With Best Wishes,

प्रिय

DEO

आपको एपिक - निर्वाचक फोटो पहचान पत्र प्राप्त करने पर बधाई! भारत निर्वाचन आयोग दुनिया के सबसे बड़े लोकतंत्र के एक अभिन्न अंग और मूल्यवान सदस्य के रूप में आपका स्वागत करता है।

हमें खुशी है कि आप मतदाता के रूप में नामांकित हुए हैं - मतदान का अधिकार विशेषाधिकार तो देता ही है उतरदायी भी बनाता है। भारत निर्वाचन आयोग स्वतंत्र, निष्पक्ष, सुगम, समावेशी, पारदर्शी और नैतिक चुनावों के लिए प्रतिबद्ध है।

आपका वोट मूल्यवान है और इसलिए हम आपसे आग्रह करते हैं कि आप प्रत्येक चुनाव में भाग लेकर अपने प्रतिनिधि का चुनाव बुद्धिमानी से करें। मतदान दिवस से पहले, चुनाव लड़ने वाले अभ्यर्थियों का विवरण, मतदाता सूची में अपना नाम और मतदान बूथ के विवरण की जांच करें। संलग्न मतदाता गाइड में चुनाव संबंधी सभी प्रश्नों पर विस्तृत जानकारी दी गई है।

मतदान के दिन, अपनी पसंद के उम्मीदवार के सामने ईवीएम का बटन दबाएं और वीवीपैट की स्क्रीन पर अपने चयन का सत्यापन करें। स्वाभिमानी मतदाता बनें और अपनी स्याही लगी उंगली दिखाएं।

इस एपिक यात्रा का शुभारंभ करने के लिए भारत निर्वाचन आयोग की ओर से बधाई।

हैप्पी वोटिंग

शुभेच्छु,

जिला निर्वाचन अधिकारी



Election Commission of India
Helpline 1950 | <https://voterportal.eci.gov.in>



DOWNLOAD
VOTER HELPLINE APP



ELECTOR'S PLEDGE

We, the citizens of India, having abiding faith in democracy, hereby pledge to uphold the democratic traditions of our country and dignity of free, fair and peaceful elections and to vote in every elections fearlessly and without being influenced by religion, race, caste, community or any inducement.

निर्वाचक द्वारा ली जाने वाली शपथ

हम, भारत के नागरिक, लोकतंत्र में अपनी पूर्ण आस्था रखते हुए यह शपथ लेते हैं कि हम अपने देश की लोकतांत्रिक परंपराओं की मर्यादा को बनाए रखेंगे तथा स्वतंत्र, निष्पक्ष एवं शांतिपूर्ण निर्वाचन की गरिमा को अक्षुण्ण रखते हुए, निर्भीक होकर, धर्म, मूलवंश, जाति, समुदाय, भाषा अथवा अन्य किसी भी प्रलोभन से प्रभावित हुए बिना सभी निर्वाचनों में अपने मताधिकार का प्रयोग करेंगे।

USE YOUR EPIC NUMBER

Voter Helpline App



- Booth Navigator: Find driving directions to your polling booth on Map
- Search your name in Electoral Roll
- Know your Polling Officials
- Apply for correction in Voter ID card
- Apply for shifting within Assembly Constituency

Voter Portal



- Find your Assembly Constituency and Polling Stations
- Search your name in Electoral Roll
- Know your Polling Officials (DEO/ERO/BLO)
- Apply for correction in Voter ID card
- Apply for shifting within Assembly Constituency



#MyVoteMatters

PROUD TO BE A VOTER

Letter Size.

21 cm

District Election Officer
Lucknow, Uttar Pradesh

YOUR VOTE, YOUR RIGHT.

आपका मत आपका अधिकार



Dear

Congratulations on receiving your EPIC - Electors Photo Identity Card! The Election Commission of India welcomes you as an integral and valued member of the world's largest democracy.

We are happy that you have enrolled as a voter - Right to vote is a privilege and responsibility, too! Election Commission of India is committed to free, fair, accessible, inclusive, transparent and ethical elections.

Your vote is valuable and hence we urge you to participate in each election by choosing your representative wisely. Prior to Poll day, check details of contesting candidates, your name in voter list and polling booth details. The attached Voter Guide provides detailed information on all election related queries.

On poll day, press the EVM button against the candidate of your choice and verify your selection on the screen of WPAT. Be a proud voter and showcase your inked finger!

Greetings from Election Commission of India for embarking on this epic journey.

Happy Voting!

With Best Wishes,

DEO

प्रिय

29.7 cm

आपको एपिक - निर्वाचक फोटो पहचान पत्र प्राप्त करने पर बधाई! भारत निर्वाचन आयोग दुनिया के सबसे बड़े लोकतंत्र के एक अग्रिम अंग और मुख्यतः सदन के रूप में आपको स्वागत करता है।

हमें खुशी है कि आप मतदाता के रूप में सम्मिलित हुए हैं - मतदान का अधिकार एक विशेषाधिकार होने के साथ-साथ एक उत्तरदायित्व भी है। भारत निर्वाचन आयोग स्वतंत्र, निष्पक्ष, सुलभ, समावेशी, पारदर्शी और नैतिक चुनावों के लिए प्रतिबद्ध है।

आपका वोट मुख्यतः है और इसलिए हम आपसे आग्रह करते हैं कि आप प्रत्येक चुनाव में भाग लेकर अपने प्रतिनिधि का चुनाव बुद्धिमानी से करें। मतदान दिवस से पहले, चुनाव खाने वाले अभ्यर्थियों का विवरण, मतदाता सूची में अपना नाम और मतदान स्थल के विवरण की जांच करें। संलग्न मतदाता गाइड में चुनाव संबंधी सभी प्रश्नों पर विस्तृत जानकारी दी गई है।

मतदान के दिन, अपनी पसंद के उम्मीदवार के सामने ईवीएम का बटन दबाएं और वीपीएट की स्क्रीन पर अपने चयन का सत्यापन करें। स्वाभिमान से मतदाता बनें और अपनी स्वामी तारी उमारी दिखाएं।

इस एपिक यात्रा का शुभारंभ करने के लिए भारत निर्वाचन आयोग की ओर से बधाई।

हृषीकेश

सुनेच्छु,

जिला निर्वाचन अधिकारी



Election Commission of India
 Helpline 1950 | <http://www.eci.gov.in>

Download VOTER HELPLINE APP

Voter guide size,

Register Online or Verify your details at <https://voterportal.eci.gov.in>

1950 Voter Helpline

Install PVO App

Install Voter Helpline App

Attending Helpline ec@gov.in

FACEBOOK: ECI
TWITTER: ECI_SVCEE
INSTAGRAM: ECI
YOUTUBE: ECI

VOTER GUIDE

Election Commission of India

NO VOTER TO BE LEFT BEHIND

Election Commission of India
New Delhi - 110001
<https://eci.gov.in>

33 cm

9.5 cm

मतदाता मार्गदर्शिका

भारत निर्वाचन आयोग

कोई भी मतदाता न छोटे



मतदाताओं के लिए प्रमुख सूचनाएँ

मतदाता सूची में
अपना नाम
देखें



- वेबसाइट देखें:
voterportal.eci.gov.in
- एसएमएस करें 1950:
ECIPS <space> <EPIC No>
- वोटर हेल्पलाइन एप का प्रयोग करें।

मतदान सूच खोजें



- देखें voterportal.eci.gov.in
- एसएमएस करें 1950:
ECIPS <space> <EPIC No>
- वोटर हेल्पलाइन एप का प्रयोग करें।

वोटर हेल्पलाइन एप पर इपिक नं. के द्वारा
अपना चुनाव सूच खोजें।

चुनाव लड़ रहे उम्मीदवार को
एवं उनका पूर्ववृत्त जानें



- वोटर हेल्पलाइन एप का प्रयोग करें।

चुनाव संबंधी
जानकारी



- 1950 पर कॉल करें।

वोट डालने हेतु आसका नाम मतदाता सूची में होना चाहिए।

मतदान दिवस पर

कोई मतदाता न छूटे



मतदान दिवस पर अवकाश हो



66 फीट की दूरी रखें



मतदान कक्ष में कोई कैमरे ले जाने की अनुमति नहीं



ग्लव्स एवं मास्क पहनें, हाथ सैनिटाइज करें



यदि दो बार मास्क पर भी सामान्य निर्धारित मानक से ऊपर आता है तो कोविड-19 के निवारक उपायों का पालन करते हुए मतदान की अंतिम घंटे में आकर मतदान करना होगा।

अपना अमूल्य वोट ऐसे डालें



1 मतदाता शारीरिक दूरी बनाए रखते हुए कतार में खड़े होंगे।



3 पहला मतदान अधिकारी मतदाता सूची में आपका नाम और आपका पहचान-पत्र जाँचेगा। पहचान के लिए मतदाता को मास्क नीचे करना होगा।



2 मतदाता को दस्ताने दिए जाएंगे।



4 दूसरा मतदान अधिकारी अमिट स्याही से उँगली के नाखून पर निशान लगाएगा, एक पर्चा देगा और आपके हस्ताक्षर लेगा



5

तीसरा मतदान अधिकारी पर्ची लगा और आपकी उँगली के नाखून पर लगे निशान की जाँच करेगा।



6

मतदाता ईवीएम में मत डालने के लिए अपनी पसंद के उम्मीदवार के सामने वाला बटन दबाएँ। बीप की आवाज के साथ लाल बत्ती जलेगी। वीवीपैट विंडो पर ग्लास के जरिए मुद्रित पेपर पर्ची दिखेगी।



7

मतदान के पश्चात मतदाता अपने दस्ताने कूड़ादान में डालेगा और आपने हाथ सैनिटाइज़ करके मतदान बूथ से बाहर निकलेगा।



इनमें से कोई नहीं (नोटा) अंतिम विकल्प के रूप में उपलब्ध है।

मतदान के अंतिम घंटे के दौरान की प्रक्रिया



1



2



4



3

मतदान केंद्र के अंदर एक मतदाता एक बार में पीपीई किट पहन कर जाएंगे।

कोविड संबंधी लक्षण वाले निर्वाचक मतदान के अंतिम घंटे में मत डालेंगे। मतदान बूथ के अंदर सभी कर्मियों को सुरक्षा हेतु पीपीई किट दिए जाएंगे।

कोविड-19 के दौरान सुरक्षित मतदान

- मास्क, फेस शील्ड व दस्ताने
- सैनिटाइजर, साबुन एवं पानी
- सभी व्यक्तियों हेतु धर्मल स्कैनिंग
- सामाजिक दूरी
- लंबी कतारों से बचने के लिए टोकन
- ऐच्छिक पोस्टल वॉलेट सुविधा



ईवीएम वीवीपैट का प्रयोग करते हुए अपना मत कैसे डालें



1 बूथ में जाएं

जब आप मतदान बूथ में प्रवेश करेंगे तो पीठरीन पदाधिकारी वॉलेट यूनिट को जालू कर देंगा।



2 अपना मत डालें

अपनी पसंद के उम्मीदवार के नाम/बुनाव चिन्ह के सामने वॉलेट यूनिट पर गोला बटन दबाएं।



3 बत्ती देखें

चयन किए हुए उम्मीदवार के नाम/बुनाव चिन्ह के सामने एच.लाल बत्ती जलनी।



4 अपना मत सत्यापित करें

वीवीपैट बुने गए उम्मीदवार की क्रम संख्या नाम और बुनाव चिन्ह वाली एक पर्ची को थ्रिट करेंगा।

पर्ची शीशे के पीछे लगभग 7 सेकंड्स तक दिखाई देगी। मुद्रित पर्ची मतदाता को नहीं दी जाएगी



याद रखें: मास्क, सैनिटाइजर, सामाजिक दूरी



DEO/CEO
creative space



मेरा मत महत्वपूर्ण है
मतदाता होने पर गर्व है

प्रेषक:
जिला निर्वाचन पदाधिकारी
सह
जिला पदाधिकारी
..... विहार



आपकी टिप्पणी/नारों/रचनात्मकताओं की प्रतीक्षा में:-

Blank area with horizontal dashed lines for writing.



वरिष्ठ नागरिकों एवं दिव्यांगजनों को मिलने वाली सुविधाएँ



रैप व व्हील चेयर



दिव्यांगजनों को वाहनवाहक



बेल इवीएम



मतदाता सहायता बूथ



सांकेतिक भाषा



विशेष सहायक

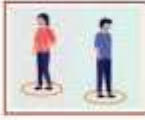


दिशा-संकेत

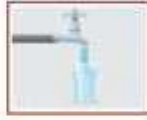


प्रतिभोजनी एवं दिव्यांगजनों को प्राथमिकता

पोलिंग बूथ पर अन्य सुविधाएँ



जलप कक्षारे



पीने का पानी



प्राथमिक
चिकित्सा



प्रतीक्षाजय




शौचालय


ऑनलाइन पंजीकरण करने व प्रविष्टियों की जांच के लिए क्लिक करें

<https://voterportal.eci.gov.in>

 **1950** मतदाता
हेल्पलाइन

 वोटर हेल्पलाइन
एप इंस्टाल करें

 @ECI
 @ECISVEEP
 @ECISVEEP
 @ECI

 PWD एप इंस्टॉल करें

 लाइव स्ट्रीमिंग करें
eci.gov.in/web-radio



भारत निर्वाचन आयोग

निर्वाचन सदन, अशोका रोड, नई दिल्ली- 110001

 <https://eci.gov.in>

By E-mail/ Speed Post

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.23/ID/2021-ERS

Dated: 17th January, 2022

To,

The Chief Electoral Officers of
all States/ UTs.

**Subject: Printing and delivery of EPICs- request for including relation's name in
Address Sticker-reg.**

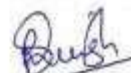
Reference :- (i.) Commission's letter No. 23/ID/2021-ERS dated 22nd June, 2021

(ii.) Commission's letter No. 23/ID/2021-ERS dated 17th December, 2021.

Sir/Madam,

I am directed to refer to the subject cited and to state that as per the Commission's instructions mentioned above, EPICs are to be delivered through Speed Post only and for ensuring proper delivery of EPICs, complete address as mentioned by the elector in Form-6 will be printed on EPIC. For easy identification of the voters and streamlining the process of delivery through Speed Post, the Commission has directed that name of relative will also be mentioned on the Address sticker, which is affixed on envelope for Speed Post.

Yours sincerely,



(RITESH SINGH)
UNDER SECRETARY

By Email/Speed Post

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 23/ID/2021-ERS

Dated: 17th December, 2021

To,

The Chief Electoral Officers of all States/UTs.

Subject: Modification in the format of EPIC - regarding.

- References: - 1. Commission's letter No. 23/ID/2012-ERS, dated 27.02.2013,
2. Commission's letter No. 23/ID/2012-ERS, dated 04.06.2013, and
3. Commission's letter No. 23/2020-ERS, dated 07.08.2020

Sir/Madam,

I am directed to refer to the Commission's letters referred to above relating to preparation/printing/issue of EPIC and to state that in order to print complete address of the elector as mentioned by him in Form 6 on EPIC, the Commission has directed to make following modifications in the details to be printed on the back of EPIC:-

- (i) Part No. and Part Name will no longer be printed.
 - (ii) Instructions printed under "Note" at the bottom on the back of EPIC (both in English and Hindi / regional language) have been revised as under: -
 - (a.) Before every election, please check that your name exists in current electoral roll.
 - (b.) This card is not a proof of Age except for the purpose of election."
 - (iii) EPIC Number shall also be printed on top left corner on the back side of EPIC.
2. A format of modified EPIC is enclosed herewith for your information and reference.
 3. Necessary provisions in this regard has been made in EPIC printing application by ERO-Net team. It is therefore directed that printing of EPIC shall now be done on blank PVC cards only through ERO-Net application so that all modified entries including modified instructions are reflected on EPICs.

Yours faithfully


(RITESH SINGH)
UNDER SECRETARY

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.23/EPIC Security/2021-ERS

Dated: 18th January, 2022

To,

The Chief Electoral Officers
of all States/UTs

Subject: New security Features for the Colour PVC EPICs– regarding.

Sir/Madam,

In an effort to prevent electoral fraud, Elector's Photo Identity Card (EPIC) was introduced by the Commission in the year 1993. The work of printing and delivering EPICs has been executed at the level of the CEO Office in each State/UT.

2. With the passage of time and in view of major advances in technology, the Commission has decided that the **quality of cards, security features and other specifications** shall be further improved. New Security features of EPIC shall be as under: -

1. The new PVC EPIC will be horizontal in shape with following size: -
 - a. Card size:
CR 80 (86mm × 54mm × 0.76mm) variation permissible of plus and minus 5%
 - b. Thickness:
760 microns (plus and minus 10%)
 2. **Hologram:** Hologram size (after stamping): 16mm x 12mm. To be hot stamped made up of 19-23 Micron polyesters film of Gold/ Silver shade.
 3. **Micro text:** Text as the border of the Photograph in size 19 to 25 micron.
 4. **Ghost image printing:** Elector Photograph (Front side).
 5. **Guilloche pattern** on the base of the card (Three colour guilloche design).
 6. **QR Bar code** with 3000+ text characters.
3. The specifications of the PVC EPIC with new security features and specifications of the Hologram which needs to be hot pressed on PVC EPIC are enclosed herewith **Annexure – A** and **Annexure - B**.
4. EPIC shall be supplied with prescribed security features and personalization details printed upon them.

5. **CEOs shall select** "Colour PVC Card manufacturer cum security printer"-with in-house printing facilities on PVC sheet incorporating security features and personalization capacity.
6. EPIC being an important identity card, CEOs shall ensure that only competent card printers as well as hologram printers who are currently supplying Visa Card or Master Card or RuPay or RBI or IBA or PVC Aadhaar Card, having ISO 27001 and ISO 9001 certificates, and are having requisite installed capacity to manufacture EPIC Cards (as per the requirement of the State/UTs) are empaneled at the State/UT level.
7. The hologram manufacturer should also be a member of Authentication Solution Providers Association (ASPA), International Hologram Manufacturers Association at (IHMA) ISO 9001 certifications and must be certified under Security Certification – TUV-ASPA (Formerly known as HOMAI) Hologram Security Standards.
8. Relevant Financial Rules of the State/UT shall be followed while selecting vendors.
9. EPICs will be delivered to the electors as per the directions of the Commission contained in its letter Nos.-23/EPIC Security/2021-ERS, dated 05/10/2021 and 23/ID/2021-ERS dated 22/06/2021. Card Printer shall have facility of auto enveloping and will deliver the EPICs in the covers as per the instructions contained in above mentioned letters so that Postal Department could further distribute these to the concerned electors.
10. All the CEOs are requested to switch to new PVC EPIC on or before 1st April, 2022, however, CEOs of poll going states of Goa, Manipur, Punjab, Uttar Pradesh and Uttarakhand will be required to switch over to new PVC EPIC within one month of completion of elections.

Yours faithfully,



(RAKESH KUMAR)
SECRETARY

SPECIFICATIONS OF CARD:

- a. **Card type:**
All new cards will be printed on a PVC sheet with a coloured photograph. Material Poly Vinyl Chloride, Glossy/Mat finishing (PVC)+ Polyethene Terephthalate Glycol (PETG).

Proposed layering of EPIC card



- b. **Card size:**
CR 80 (86mm x 54mm x 0.76mm) variation permissible of plus and minus 5%
- c. **Thickness:**
760 microns (+/-10%)
- d. **Lamination (Overlay)**
Glossy/Mat finishing
- e. **Design & Layout:**
Indicative design as provided by ECI. The Election Commission may alter the design, colour scheme and layout at any time.
- f. **ISO Standard:**
CR-80 type adhering to ISO/IEC 7810 /10373 standards

Hologram hot stamping

1. The exact number of holograms received in the reel from hologram manufacturer must be documented by the card printer as a secure document.
2. Card printer shall get required tests of holograms conducted before stamping to card printers.

OTHER FEATURES

1. Relief tint of "Election Commission of India" in bilingual, i.e., English & Hindi.
2. The National Emblem is printed on the upper left-hand corner, and the Election Commission of India logo is printed in colour on the upper right-hand corner.
3. Personalization:-

Front and Back of new EPIC



The front side of the EPIC card features the Election Commission of India logo and name in Hindi and English. It includes the card number ZBIOKLM987, a color photograph of the voter, and personal details: Name: Anita Kumari Chauhan, Father's Name: Satish Kumar Chauhan, Gender: स्त्री / Female, and Date of Birth / Age: 12/04/1984. There is also a small portrait of the voter on the right side.

भारत निर्वाचन आयोग
Election Commission of India
मतदाता फोटो पहचान पत्र - Elector Photo Identity Card

ZBIOKLM987

नाम: अनिता कुमारी चौहान
Name: Anita Kumari Chauhan

पिता का नाम: सतीश कुमार चौहान
Father's Name: Satish Kumar Chauhan

लिंग / Gender: स्त्री / Female

जन्म तिथि / आयु: 35 वर्ष
Date of Birth / Age: 12/04/1984

Front side



The back side of the EPIC card contains the voter's address in Hindi and English: पता: प्लॉ.नं. ए-32, सुंदर विहार, राम नगर, सोडाला, जयपुर, राजस्थान - 302019. It also includes the issue date: 28/10/2021 and a QR code. A note in Hindi and English advises voters to check their name in the electoral roll before every election. The card number ZBIOKLM987 is repeated at the bottom left. At the bottom, there is a helpline number 1950 and the website www.ecorajasthan.nic.in.

पता: प्लॉ.नं. ए-32, सुंदर विहार, राम नगर, सोडाला,
जयपुर, राजस्थान - 302019

Address: HNo. A-32, Sunder Vihar, Ram Nagar,
Sodala, Jaipur, Rajasthan - 302019

निर्वाचक पंजीकरण अधिकारी, मालवीय नगर, जयपुर
Issue Date: 28/10/2021

नोट / Note
प्रत्येक चुनाव से पहले चुनाव परिणाम निर्दिष्ट नगरपाली में अपने नाम की जांच कर लें।
Before every election, please check that your name exist in current electoral roll.

यह कार्ड चुनाव के दौरान को प्रमाण बन्तु का अर्थ नहीं है।
This card is not a proof of Age except for the purpose of election.

ZBIOKLM987

1950 www.ecorajasthan.nic.in

Back side

SECURITY OF DATA

- Standard guidelines of the Election Commission and Information Security (Categorized) to be followed.
- The Digital Certificate/HSM required for data encryption will be procured by the Card Printer and public key to be shared with CEO.
- Sorting of data - "Collating and sorting software, card tracking number etc."

SPECIFICATIONS OF HOLOGRAM

To manufacture & supply **Security Holographic Hot stamping Foil** (Gold/Silver Foil) for EPIC PVC Cards as per the holographic features prescribed by Election Commission of India (ECI). The bidder shall NOT outsource hologram master work (or any other intermediate process) to any other organization, and must have complete in-house infrastructure to manufacture EPIC hologram as per the specifications as mentioned below.

S.No.	Area	Requirement
1.	Holographic Features	Indicative list of high security anti-counterfeiting holographic features are: Overt: <ul style="list-style-type: none">• Motion Effects• Multi-channel Effects• True Color Effects• Gradient Effects Covert: <ul style="list-style-type: none">• Micro Security Features• CLR based Effects Forensic: <ul style="list-style-type: none">• Nano Security Features
2.	Hologram Size	Hologram size (before stamping) : 20mm x 15mm Job size or die size(after stamping) : 16mm x 12mm
3.	Hologram Type	The security hologram must be suitable for hot stamping on EPIC card.
4.	Film Type	Vacuum metalized, 19 to 23 micron polyester film of Silver and Gold shade to be used.
5.	Adhesive	Thermo Plastic polymer based adhesive to be used.
6.	Hologram color	Gold/Silver Foil to be used.
7.	Numbering	Each hologram has to be serially numbered to ensure proper accountability of the holographic hot stamping foil (numbering must not vanish by rubbing fingers upon it). Numbering may be on the holographic hot stamping foil over the holographic design or on the foil. However, upon hot stamping it must not get transferred on to the card.

- The diagrammatic representation of the ECI hologram:

Sample of Hologram



To ensure that the hot stamped hologram is durable each order delivery should be accompanied by a "quality test report from a Govt. Lab" based on the following tests: -

A) Chemical:

S.No.	Agent	Total Time	Concentration
1	Petrol	5 minutes	Pure
2	Diesel	5 minutes	Pure
3	Hot water (65°C)	30 minutes	Pure
4	Normal Soap Water	1 hour	5%

B) Physical Checks:

S.No.	Agent	Test Procedure
1	Image Quality	Check visually for the Brightness, visible defects/spots.
2	Flakes	The stamped image should be free from flakes along the sides of the hot stamping area.
3	Smudge Test	Briskly rub the image with your finger about 10 to 12 Times & check visually for any deterioration to the image.
4	Tape Test	Apply 3M 810 Scotch tape (Magic Tape), on the sample & pull it abruptly in a single jerk at 25° angle to check visually for any residue on the Tape. The sample should withstand Tape Test without peel-off.
5	Effect of Humidity	Exposing the card to 27°C at 65% RH for 18 hrs. in a Humidity Chamber.
6	Effect after exposing the card to 50°C & 80% RH for 18 hours	Expose the card to 50°C & 80% RH for 18 hours in a humidity chamber & check visually for any deterioration to the image after rubbing the surface with tissue paper.