

# Chief Electoral Officer, Uttarakhand

Uttarakhand Secetariat Campus, First Floor, Vishwkarma Bhawan, Subhash Road, Dehradun,  
Phone No. 0135-2712338 Email election09@gmail.com Web www.ceo.uk.gov.in

Letter No- 819 XXV-08/2019

Dehradun/Dated 05 March Feb., 2019

## Short-Term Tender Notice for Expression of Interest (Eol) for Empanelment of Flex Printer & Vendor/Supplier Agencies

Chief Electoral Officer, Uttarakhand invites Expression of Interest (Eol) for  
Empanelment in following Categories:-

S.No.	Type of Work	Category
01	Flex & Vinyl Printing/Making & Installation of Various Outdoor Media Material i.e. Hording/Boards(Flex/Backlit/Digital/LED)/Standees/Sun pack/Backdrop etc.	Category-B
02	Vendor/Supplier for Supplying of Merchandise Item(s)	Category-C

- Sale of Tender (EOI) document: From 6<sup>th</sup> March to 11<sup>th</sup> March, 2019
- Last Date & time of Submission : 12<sup>th</sup> March, 2019 at 3.00 PM
- Opening Date & Time of Bid: 12<sup>th</sup> March, 2019 at 4.00 PM

For details & Downloading the tender document please visit at tender link of  
CEO Portal [www.ceo.uk.gov.in](http://www.ceo.uk.gov.in) from dated 06.03.2019

  
Chief Electoral Officer  
Uttarakhand

कोई भी मतदाता न छूटे /  
No Voter to be left behind

मजबूत लोकतंत्र-सबकी भागीदारी /  
Greater Participation for a Stronger Democracy

# Chief Electoral Officer, Uttarakhand

Uttarakhand Secretariat Campus, First Floor, Vishwkarma Bhawan, Dehradun

कोई भी मतदाता न छूटे /  
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Letter No-819 XXV-08/2019

Dehradun/Dated 5, March Feb., 2019

## Short-Term Tender Notice-Ist

### Empanelment of Flex Printers/Agencies (Category-B)


Chief Electoral Officer, Uttarakhand is interested to empanel flex printers/agencies for undertaking a wide range of flex & Vinyl Printing/ Making & Installation of Outdoor Media Material i.e. Hording/Boards(Flex/Backlit/Digital/LED)/Standees/Sun pack/Backdrop etc. for various events & other activities which will be held during the year 2018-19 & 2019-20 under Systematic Voter's Education & Electoral Participation Programme (SVEEP) & election management in Uttarakhand State.

Interested agencies with proven experience and credentials work as per requirement, mentioned above, must submit their application(annexure-1) on prescribed tender document **on or before 12<sup>th</sup> March, 2019** (Up to 03:00 PM) in sealed envelope to this office which will be opened the same date at 04:00 PM. Sealed Envelope should clearly super scripted "**Proposal for Empanelment of Flex Printers/Agencies( Category -B)**"

The tender document can be collected from the Office of The Chief Electoral Officer, Uttarakhand **on or before 11<sup>th</sup> March, 2019** on payment of Rs. 500/- (Rs. Five hundred only) by **DD in favour** Chief Electoral Officer, Uttarakhand, The tender document can also be downloaded from [www.ceo.uk.gov.in](http://www.ceo.uk.gov.in) in which case the document fee Rs. 500/- in form of **Demand draft** favouring Chief Electoral Officer, Uttarakhand payable at Dehradun is to be enclosed with the tender.

Cost of document/Tender fee in the form of DD Rs. 500 INR will be entertained for only one specified category as per applied.

Chief Electoral Officer, Uttarakhand reserves the right to annul the process or reject any or all bids at any time.

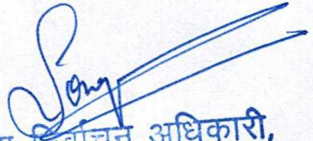
  
Chief Electoral Officer,  
Uttarakhand  
मुख्य निर्वाचन अधिकारी,  
उत्तराखण्ड, देहरादून

## **I. Eligibility Criteria(Cat-B)**

- a- Printer/ agency must have been at least 3 years professional experience of printing of Banners. Proof to be submitted by the agency either one of the following :
- SSI Registration/Udyog Adhar / /Incorporation Certificate .
  - Or GSTN(With Previous Year TIN)
  - Or Relevant Work Orders (**For confirmation of 3 years experience**)
- b- The Printer /Agency must have an annual turnover of Rs. 6.00 Lac in each of the last three financial years (2015-16, 2016-17, 2017-18). A certificate from the Chartered Accountant clearly specifying the turnover for each year must be submitted in this regard or audited balance sheet (2015-16,2016-17, 2017-18) by a CA.
- c- The Agency must provide minimum 01 work order from government department/organization (within last 03 year) or Self attested certificate regarding Satisfactory completion of work from government department/organization (within last 03 year).
- d- Copy of ITR for F.Y. 2015-16,2016-17 & 2017-18 with proof of GSTN & PAN Card.
- e- Self undertaking regarding flexo-printing setup(with detail of machine) .
- f- Firm should not be debarred/blacklisted/ banned by any government department/organization. In this reference a affidavit duly attested by notary that his/her firm is not debarred/blacklisted/ banned by any government department/organization is must.

## **II. Other Terms and Conditions:**

- i. Empanelment does not guarantee that work will be provided to agency necessarily.
- ii. Work will be allotted to the empanelled agency separately as per need following due course.
- iii. The agency will be responsible for collecting the manuscript, photographs, CD & DVD, sample items, and other material free of charges for preparation of designs, printing, proof reading, editing, etc as per direction of CEO, Uttarakhand. It will be responsibility of agency to return these material in time.
- iv. Failing to submit the EOI in the prescribed format would result in disqualification of the agency and no further request would be entertained.
- v. CEO, Uttarakhand will issue advertisement/notices through departmental website/e-mail regarding printing job as per its requirement from time-to-time. Desirous empanelled agencies may apply at the time of advertisement/notice.
- vi. CEO, Uttarakhand will not pay any advance for any job. Payment will be made only after satisfactory completion of Job & submission of proper bill(s).
- vii. The Chief Electoral officer, Uttarakhand reserve all right including copy rights over all the printing /designing jobs related to the CEO, Uttarakhand. Use of such material without the knowledge of CEO,Officer is strictly prohibited.
- viii. The agency will also provide & final copy of the designing/printing job (ready to print form) to the CEO, Uttarakhand just after completion of job.
- ix. Performance security in the form of pledged FDR for an amount of 5% of work order amount has to be submitted by the empanelled agency/firm.
- x. CEO may cancel the order if the required items are not supplied in time or do not meet the specification envisaged by the CEO.
- xi. The above mentioned eligibility criteria & terms & conditions may be changed/ altered/modify in order to suit the requirements of the CEO, Uttarakhand from time to time or before giving job order.
- xii. Validity date for bid is 180 days.
- xiii. Agencies once empanelled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of CEO and keep the office informed of new products/developments/innovations/ideas/that shall help reduce the cost and improve quality, reliability.
- xiv. The Agency should not assign or sublet the empanelment or any part it to any other agency in any form. Failure to do so shall result in termination of empanelment .
- xv. Unsigned or incomplete tender document will not be entertained.Pl.check the document/encloses as per checklist enclosed before submission the bid.
- xvi. All registered firms are expected to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a registered supplier.
- xvii. CEO has all the rights reserved to add/delete/alter any of the items .

  
मुख्य निर्वाचन अधिकारी,  
उत्तराखण्ड, देहरादून

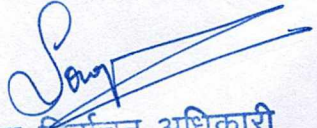
### III-Dispute Resolution Mechanism(Arbitration)

The tender/bidder and Office of the Chief Electoral Officer,Uttarakhand shall endeavor their best to amicably settle all dispute arising out or in connection with the contract in the following manner:-

- a. The party raising a dispute shall address to the other party, a notice requesting an amicable settlement of the dispute within(07) days of receipt of the notice.Matter will be referred for negotiation between officer nominated by Office of the Chief Electoral Officer,Uttarakhand & authorised official of the contractor. The matter shall then be resolved between them and the agreed course of action documented within a further period of 15 days.
- b. 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 by** the Parties to the Office of the Chief Electoral Officer,Uttarakhand who will be the state arbitrator and whose decision shall be final.
- c. In case any dispute between the parties,does not settle by negotiation in the manner as mentioned above,the same may be resolved exclusively by arbitration within 20 days of the failure of negotiations.Arbitration shall be held in Dehradun and conducted in accordance with the provisions of arbitration and concillations act.1996. or any statutory modification or re-enactment thereof.Each Party to the dispute shall appoint one arbitrator each & two arbitrators shall jointly appoint the third of the presiding arbitrator The 'arbitration notice' should accurately set out the disputes between the parties,the intention of the aggrieved party to refer such disputes to arbitration as provided herein, request to the other party to appoint its arbitrator within 45 days from receipt of the notice.All notices by one party to the other party in connection with the arbitration shall be in writing and be made as provided in this tender document.Each party shall bear the cost of preparing and presenting its case and the cost of arbitration,including fees and expenses of the arbitrators,shall be shared equally by the parties unless the award otherwise provides.The contractor shall not be entitled to suspend the service/s in accordance with the provisions of the contract/s agreement not withstanding the existence of any dispute between the parties or the subsistence of any arbitration or other proceedings.
- d. All legal proceedings,if necessary arises to institute may be any of the parties(Office of the Chief Electoral Officer,Uttarakhand or Contractor ) shall have to be lodged in courts situated in Dehradun and not elsewhere. Jurisdiction area will be Dehradun.
- e. If the terms and conditions mentioned in the tender are contradicting the terms and conditions appearing elsewhere,then it shall be at the discretion of the office of the chief electoral officer,Uttarakhand to choose the over-riding terms and conditions.In any case,the decision of Office of the Chief Electoral Officer,Uttarakhand shall be final and binding on all parties concerned.

**SIGN AND SEAL OF THE BIDDER**

**DATE:**

  
मुख्य निर्वाचन अधिकारी,  
उत्तराखण्ड, देहरादून

**Application Form for Flex Printers (Category-B)****Annexure-I**

1.	Name and Address of the agency/organization:			
2.	Location of the Unit/Workshop:			
3.	Telephone No.:		Website:	
4.	Name-Contact Person, LL & Mob. No. E-mail ID:(Pl.Clearly Mentione)			
5.	Type of Legal Entity:			
6.	Year of Establishment:			
7.	Financial Capacity (as per the audited statements):			
	Year	FY1 2015-16	FY2 2016-17	FY3 2017-18
	Total Turnover			
10.	GSTN No. :			
11.	PAN No. :			
12.	Required Attachment & Checklist for document/ enclosures			Enclosed Yes/No
	1) D.D. of Rs. 500.00 In the Favour of Chief Electoral Officer, Uttarakhand			
	2)	SSI Registration/Udyog Adhar/Incorporation Certificate. Or GSTN(with previous year TIN) or Self attested copies of relevant work order (reg. 3 year exp.)		
	3) CA's Certificate or Audited Balance Sheet(2015-16,16-17&17-18) regd. turn Over.			
	4) Copy of ITR FY 2015-16,2016-17 & 20 17-18			
	5) GSTN			
	6) PAN Card.			
	7) One work order from previous govt. organization or Self certified copy of certificate of satisfaction of work done from govt. department /organization (within 03 year).			
	8) Self Undertaking regarding Flexo-Printing Setup ,with detail of m/c (for Cat.B only)			
	9) A aaffidavit duly attested by notary that his/her firm is not debarred/blacklisted/ banned by any govt. department/organization.			
13.	<p style="text-align: center;"><b>Declaration</b></p> <p>I hereby declared that all the details as per above given by me are true to the best of my knowledge &amp; belief, in case above detail or any information provided by me found false, my tender will be cancelled &amp; I also be declared that even after my engagement,If any thing /information found false than CEO,Uttarakhand may be terminated my tender.</p>			

**•SIGN AND SEAL OF THE BIDDER****DATE:**

## ***Short-Term Tender Notice-IInd***

### ***Empanelment of Vendors/Supplier for supply of merchandise item(Category-C)***

Chief Electoral Officer, Uttarakhand is interested to empanel vendors for undertaking supply of a wide range of merchandises items/material i.e. Tea Shirts, Cap, Pen, Key Ring, Wrist Band, Printed Mug, Balloon, Souvenirs & Mementos, Badges Executive Bag, Folder, Backpack, Non Woven Cloth Bags etc. (Item may be extended) for various events & other activities which will be held during the year 2018-19 & 2019-20 under Systematic Voter's Education & Electoral Participation Programme (SVEEP) & election management of election commission of India in Uttarakhand State.

Interested agencies with proven experience and credentials of supply of merchandises items /material as per mentioned above must submit application(annexure-1) on prescribed tender document **on or before 12<sup>th</sup> March, 2019** (Up to 03:00 PM) in sealed envelope to this office which will be opened the same date at 04:00 PM. Sealed Envelope should clearly super scripted "**Proposal for Empanelment of Vendors/Supplier (Category -C)**"

The tender document can be collected from the Office of The Chief Electoral Officer,Uttarakhand **on or before 11<sup>th</sup> March, 2019** on payment of Rs. 500/- (Rs. Five hundred only) by **DD in favour** Chief Electoral Officer, Uttarakhand. The tender document can also be downloaded from tender link of CEO Portal [www.ceo.uk.gov.in](http://www.ceo.uk.gov.in) in which case the document fee in form of **Demand draft** favoring Chief Electoral Officer, Uttarakhand payable at Dehradun is to be enclosed with the tender.

Cost of document/Tender fee in the form of DD Rs. 500 INR will be entertained for only one specified category as per applied.

Chief Electoral Officer, Uttarakhand reserves the right to annul the process or reject any or all bids at any time.

**Chief Electoral Officer,  
Uttarakhand**




मुख्य निर्वाचन अधिकारी,  
उत्तराखण्ड, देहरादून

## **I. Eligibility Criteria(Cat-C)**

- a- Vendor/ agency must have been at least 3 years professional experience in supply work as vendor. Proof to be submitted by the agency either one of the following :
  - o SSI Registration/Udyog Adhar/ /Incorporation Certificate.
  - o Or GSTN(With Previous Year TIN)
  - o Or Relevant Work orders **(For confirmation of 3 years experience)**
- b- The Vendor/Agency must have an annual turnover of Rs. 6.00 Lac in each of the last three financial years (2015-16, 2016-17, 2017-18). A certificate from the Chartered Accountant clearly specifying the turnover for each year must be submitted in this regard or audited balance sheet (2015-16,2016-17, 2017-18) by a CA.
- c- The Vendor/agency must provide minimum 01 work order or self certified copy of certificate regarding
- d- Copy of ITR for F.Y. 2015-16,2016-17 & 2017-18 with proof of GSTN & PAN Card.
- e- Firm should not be debarred/blacklisted/ banned by any government department/organization. In this reference a affidavit duly attested by notary that his/her firm is not debarred/blacklisted/ banned by government department/organization is must.

## **II. Other Terms and Conditions:**

- i. Empanelment does not guarantee that work will be provided to agency necessarily.
- ii. Work will be allotted to the empanelled agency separately as per need following due course.
- iii. The agency will be responsible for collecting the manuscript, photographs, CD & DVD, sample items, and other material free of charges for preparation of designs, printing, proof reading, editing etc as per direction of CEO, Uttarakhand. It will be responsibility of agency to return these material in time.
- iv. Failing to submit the EOI in the prescribed format would result in disqualification of the agency and no further request would be entertained.
- v. CEO, Uttarakhand will issue advertisement/notices through departmental website/e-mail regarding printing job as per its requirement from time-to-time. Desirous empanelled agencies may apply at the time of advertisement/notice.
- vi. CEO, Uttarakhand will not pay any advance for any job. Payment will be made only after satisfactory completion of Job & submission of proper bill(s).
- vii. The chief electoral officer, Uttarakhand reserve all right including copy rights over all the printing /designing jobs related to the CEO, Uttarakhand. Use of such material without the knowledge of CEO, Uttarakhand is strictly prohibited.
- viii. The agency will also provide & final copy of the designing/printing job (ready to print form) to the CEO, Uttarakhand just after complitition of job.
- ix. Performance security in the form of pledged FDR for an amount of 5% of work order amount has to be submitted by the empanelled agency/firm.
- x. CEO may cancel the order if the required items are not supplied in time or do not meet the specification envisaged by the CEO.
- xi. The above mentioned eligibility criteria & terms & conditions may be changed/ altered/modify in order to suit the requirements of the CEO, Uttarakhand from time to time or before giving job order.
- xii. Validity date for bid is 180 days.
- xiii. Agencies once empanelled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of CEO and keep the office informed of new products/developments/innovations/ideas/that shall help reduce the cost and improve quality, reliability.
- xiv. The Agency should not assign or sublet the empanelment or any part it to any other agency in any form. Failure to do so shall result in termination of empanelment .
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- xvi. All registered firms are expected to maintain absolute integrity, fallow a decent standard of business ethics and do nothing unbecoming of a registered supplier.
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### III-Dispute Resolution Mechanism(Arbitration)

The tender/bidder and Office of the Chief Electoral Officer,Uttarakhand shall endeavor their best to amicably settle all dispute arising out or in connection with the contract in the following manner:-

- a. The party raising a dispute shall address to the other party, a notice requesting an amicable settlement of the dispute within(07) days of receipt of the notice.Matter will be referred for negotiation between officer nominated by Office of the Chief Electoral Officer,Uttarakhand & authorised official of the contractor. The matter shall then be resolved between them and the agreed course of action documented within a further period of 15 days.
- b. 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 by the Parties to the Office of the Chief Electoral Officer,Uttarakhand who will be the state arbitrator and whose decision shall be final.
- c. In case any dispute between the parties,does not settle by negotiation in the manner as mentioned above,the same may be resolved exclusively by arbitration within 20 days of the failure of negotiations.Arbitration shall be held in Dehradun and conducted in accordance with the provisions of arbitration and conciliations act.1996. or any statutory modification or re-enactment thereof.Each Party to the dispute shall appoint one arbitrator each & two arbitrators shall jointly appoint the third of the presiding arbitrator The 'arbitration notice' should accurately set out the disputes between the parties,the intention of the aggrieved party to refer such disputes to arbitration as provided herein, request to the other party to appoint its arbitrator within 45 days from receipt of the notice.All notices by one party to the other party in connection with the arbitration shall be in writing and be made as provided in this tender document.Each party shall bear the cost of preparing and presenting its case and the cost of arbitration,including fees and expenses of the arbitrators,shall be shared equally by the parties unless the award otherwise provides.The contractor shall not be entitled to suspend the service/s in accordance with the provisions of the contract/s agreement notwithstanding the existence of any dispute between the parties or the subsistence of any arbitration or other proceedings.
- d. All legal proceedings,if necessary arises to institute may be any of the parties(Office of the Chief Electoral Officer,Uttarakhand or Contractor ) shall have to be lodged in courts situated in Dehradun and not elsewhere. Jurisdiction area will be Dehradun.
- e. If the terms and conditions mentioned in the tender are contradicting the terms and conditions appearing elsewhere,then it shall be at the discretion of the office of the chief electoral officer,Uttarakhand to choose the over-riding terms and conditions.In any case,the decision of Office of the Chief Electoral Officer,Uttarakhand shall be final and binding on all parties concerned.

**SIGN AND SEAL OF THE BIDDER**

**DATE:**

  
मुख्य निर्वाचन अधिकारी,  
उत्तराखण्ड, देहरादून



**Application Form for Vendor /Supplier for Supplying of Merchandise Items(Category-C)**

1.	Name and Address of the agency/organization:			
2.	Location of the Unit/Workshop:			
3.	Telephone No.:	Website:		
4.	Name-Contact Person, LL & Mob.No. E-mail ID:(Pl.Clearly Mentione)			
5.	Type of Legal Entity:			
6.	Year of Establishment:			
7.	Financial Capacity (as per the audited statements):			
	Year	FY1 2015-16	FY2 2016-17	FY3 2017-18
	Total Turnover			
10.	GSTN No. :			
11.	PAN No. :			
12.	Required Attachment & Checklist for Document Enclosed			Enclosed Yes/No
	1) D.D. of Rs. 500.00 In the Favour of Chief Electoral Officer,Uttarakhand			
	2)	SSI Registration/Udyog Adhar//Incorporation Certificate.		
		Or GSTN(with previous year TIN)		
		or Self attested copies of relevant work order (reg. 3 year exp.)		
	3) CA's Certificate or Audited Balance Sheet(2015-16,16-17&17-18) regd. turn Over.			
	4) Copy of ITR FY 2015-16,2016-17 & 2017-18			
	5) GSTN			
	6) PAN Card.			
7) One work order from previous govt. organization or Self certified copy of certificate of satisfaction of work done from Govt. Department/Organization (within 03 year).				
8) A aaffidavit duly attested by notary that his/her firm is not debarred/blacklisted/ banned by any govt. department/organization.				
13.	<p style="text-align: center;"><b>Declaration</b></p> <p>I hereby declared that all the details as per above given by me are true to the best of my knowledge &amp; belief, in case above detail or any information provided by me found false, my tender will be cancelled &amp; I also be declared that even after my engagement, If any thing /information found false than CEO, Uttarakhand may be terminated my tender.</p>			

SIGN AND SEAL OF THE BIDDER

DATE: