

Office of The Chief Electoral Officer, Uttarakhand

Uttarakhand Secretariat Compound, 1st Floor, Vishw Karma Bhawan, Subhash Road, Dehradun,
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Letter No- 1695XXV-36/2021

Dehradun /Dated 05 October 2021

Short-Term Tender Notice-I

Empanelment of Offset, Digital, Laser Printers/Agencies (Category-A)

Chief Electoral Officer, Uttarakhand is interested to empanel Offset, Laser & Digital Paper Printing/agencies for undertaking a wide range of Printing work i.e. Poster, Pamphlet, Brochure, , Coffee Table Book, Manual, Leaflets, Badges, Paper Stickers, Diary, Calendars, etc. for various activities/Exhibition/Events, which will be held during the year 2021-22 & 2022-23 under Systematic Voter's Education & Electoral Participation Programme (SVEEP) & for election management in Uttarakhand State.

02- Interested agencies with proven experience and credentials work as per requirement, mentioned above, must submit their application(annexure-I) on prescribed tender document **on or before 14th October, 2021** (Up to 01:00 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 Offset/Digital/Laser(Category -A)**"

03- The tender document can be collected from the Office of The Chief Electoral Officer, Uttarakhand **on or before 13th October, 2021** (upto 5.00 PM from Office Outlet-Pass Counter of Secretariat, Subhash Road, Dehradun or from office of The CEO directly)) on payment of Rs. 500/- (Rs. Five hundred only)(Non-refundable) by **DD in favour Chief Electoral Officer, Uttarakhand**, The tender document can also be downloaded from www.ceo.uk.gov.in which case the document fee Rs. 500/-(Non-refundable) in form of **Demand draft** favoring Chief Electoral Officer, Uttarakhand payable at Dehradun is to be enclosed with the tender.

04- Application & Cost of document/Tender fee in the form of DD Rs. 500 INR(Non-refundable) will be entertained for only one specified category i.e. **Cat. A(Incl. A-1.2.3)/B/C as applied. Thus separate forms Annexure-I/II/III required to be filled up for each category.**

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


Addl. Chief Electoral Officer,
Uttarakhand

I. Eligibility Criteria(For Cat-A , including All Sub-Category)

- a- Printer/ agency must have been at least 3 years professional experience of printing in relevant field. 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. 5.00 Lac(Average) in last three financial years (2017-18, 2018-19, 2019-20). A certificate from the Chartered Accountant clearly specifying the turnover for each year must be submitted in this regard or audited balance sheet ((2017-18, 2018-19, 2019-20). by a CA.
- c- The Agency must provide minimum 01 work order from government department/organization (of within last 03 year)or Self attested certificate regarding Satisfactory completion of work from government department/organization (of within last 03 year).
- d- Copy of ITR of **F.Y. 2017-18,2018-19, 2019-20** with proof of GSTN & PAN Card.
- e- Self undertaking regarding Offset/Laser/Digital-printing setup(**with detail of machines-Name of P/M, make/model, capacity, Month/Year of installation, Date of purchase, Price in INR&other infrastructure UPS, Broadband etc.**) .
- f- Firm should not be debarred/blacklisted/ banned by any government department/organization. In this reference 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. Unsigned or incomplete tender document will not be entertained & Liable to be rejected. Pl. check the document/enclosers as per checklist enclosed before submission the bid **& affix your agency/firm/company seal with authorized signature on every page of the tender document.**
- 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, Office 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/relaxed 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 without Indexing & numbering of all pages will not be entertained.Pl.check the document/enclosures as per checklist enclosed before submission the bid**& please affix your agency/firm/company seal with authorized signature on every page of the tender document.**
- xvi. All registered Agencies/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 .
- xviii. **Supply/Delivery of goods/material in prescribed Quality,Specification, Quantity, time& FOR according to the work order of Chief Electoral Officer, Uttarakhand, will be responsibility of the agency.**
- xix. **Specification, Quantity of the items required, will be informed with work-order to qualified agency.**
- xx- **If after the supply of material/work executed,it is discovered that the material supplied/work executed is not according to the specification accepted, such supply/work will be rejected at the supplier cost.They willhave to supply materials/work exactly according to the specificationand the event of non-compliance the condition,CEO will be at liberty to take such action as it deems fit.**
- xxi. **Any dispute arising out of this acceptance shall be referred to for "Arbitration" enclosed in Para-VII PAGE NO. 4..**

III-Mode of Submission:-

- The bidders shall have to submit their bid document in hard copies i.e. offline/manual submission by speed post/courier or by hand in the office of the Chief Electoral Officer, Secretariat Compound, 1st Floor Vishwakarma Bhawan , Subhash Road, Dehradun-248 001 or in the CEO office Box in the pass office, Secretariat, Uttarakhand in due time as prescribed in tender document.
- Technical Bid for empanelment of agencies, shall contain the qualification criteria and supporting document & technical compliance to the specification.

IV-Award of Work

- Empanelment does not guarantee that work will be provided to agency necessarily.
- Work will be allotted to the empanelled agency as and when required by CEO, separately as per need following due course .

V.Method of Evaluation/Selection:

- All the proposals received will be scrutinized to assess their eligibility based on the qualifying criteria/norms. Those proposals which do not meet the qualifying criteria/norms will be rejected, forthwith, or any stage of detection. The evaluation of the proposals will be done by evaluation committee formed by CEO..

VI.Payment Plan

- The bills to be presented by the concerned agency after satisfactory compliance of the work according work order can be paid as per rule within three months.

VII-Dispute Resolution Mechnism(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 team of the contract, the matter shall be referred to bythe 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 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:

Application Form for Offset,Laser,Digital Printers (Category-A,incl.all sub-category)Annexure-I

1.	Name and Address of the agency/organization:			
2.	Location of the Unit/Workshop:			
3.	Telephone No.:	Website:		
4.	Name-Contact Person, (Representative of the Firm) LL & Mob. No.& What's App. No. E-mail ID:(Pl. Clearly Mentioned)			
5.	Type of Legal Entity:			
6.	Year of Establishment:			
7.	Financial Capacity (as per the audited statements):			
	Year	FY1 2017-18	FY2 2018-19	FY3 2019-20
	Total Turnover			
8	Pl. Select &Mark Tick Sub-Category(s),which ever is/are applicable &Mark Cross(X), which ever is/are not applicable , under Cat-A	Offset Printing A-1	Digital Printing A-2	Laser Printing A-3
9.	GSTN No. :			
10.	PAN No. :			
11.	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) orSelf attested copies of relevant work order (reg. 3 year exp.) as required		
	3) CA's Certificate or Audited Balance Sheet(2017-18,2018-19&2019-20) regd. turn Over.			
	4) Copy of ITR FY 2017-18,2018-19& 2019-20			
	5) GSTN			
	6) PAN Card.			
	7) Any one previous work order from govt. organization or self certified copy of certificate of satisfaction of work done from Govt. Department/Organization (of within 03 year).			
	8) Self Undertaking regarding Off-Set/Digital/Laser Printing Setup as required for Cat. A1/A2/A3 ,with detail of P/M & infrastructure UPS. Broadband,etc. required.			
	9) A affidavit ON ANNEXURE-A, duly attested by notary that his/her firm is not debarred/blacklisted/ banned by any govt. department/organization.			
12.	<p align="center">Declaration</p> <p>I hereby declared that all the details as per above given by me are true to the best of my knowledge & belief, in case above detail or any information provided by me found false, my tender will be cancelled & 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:

(This undertaking duly notarized has to be executed on a stamp paper of Rs.100/-)

UNDERTAKING

Ref.No.

- 1- We hereby confirm that his/her Agency/Firm have not been Debarred/Blacklisted /Banned by any government/organization.
- 2- We also agree with your terms and conditions quoted in your tender..

Date:

Place:

Authorized Signatory Signature

Name & Address:

Designation:

Seal of the Agency/Firm/Company