

2022

Office of the Chief Electoral Officer  
(Election Department), Uttarakhand

**Bid Document For PVC EPIC & Voter Kit.**

[Single Stage-two envelope]

Through e-Procurement Method

For Selection of

**"Manufacturer, Supplier & Security Printer for Supply of Voter Kit containing personalised PVC Electors Photo Identity Cards (EPIC) with hot stamping of hologram, Envelope, Welcome Letter, Voter's Pledge & Voter Guide"**

dm

B/S

alab

③

This report (and any extract from it) is proposed for PE's use and may not be copied, paraphrased, reproduced, or distributed in any manner or form, whether by photocopying, electronically, by internet, within another document or otherwise for any purpose other than the project objectives specified by PE/ Chief Electoral Officer, Uttarakhand, Govt. Of Uttarakhand. Further, any quotation, citation, or attribution of this publication, or any extract from it, is strictly prohibited without prior written permission.

BS

MAS

M

dm

## Important Instructions

1. The Bidders are advised to acquaint themselves with the provisions of the Uttarakhand Procurement Rule-2017 along with its subsequent 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 the 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. Each page of the Bid Document should be originally signed & stamped as a token of acceptance of the bid by the authorized signatory or bidder. Thereafter, the originally signed & stamped bid should be uploaded on the e-Procurement portal of Uttarakhand <https://www.uktenders.gov.in> on or before the prescribed date/time as mentioned in BID document. The Procurement entity Chief electoral Officer, Uttarakhand is not responsible for any delay or failure to submit the bid in time by the bidder due to any technical or non-technical reason whatsoever.

# INDEX

S.No.	Particulars/Sections of the Bid Document/RFP	Page No.
01	ABBREVIATIONS & DEFINITIONS	5
02	NIB/BID-Document	8
03	BID DATA SHEET	10
04	Section 1st	13-22
	• Scope of Work	13
	• Specification of EPIC Card/Voter Kit Items	15
	• Important Directions(Role of DEOs as PE)	16
	• Supply Schedule	16
	• Contract Period	18
	• Security & Sorting of Data	19
	• Role of DEOs	20
05	Section-II: Eligibility /Qualification and Evaluation	21-26
	• Pre-Qualification Criteria	21
	• Technical Bid Evaluation Sheet	23
	• Selection Process (Table 1 & 2)	25
	• Selection Firms (Table 1 & 2)	26
06	Section-IIIrd (Instruction to bidders)	27-40
07	Section-IV (General Terms & Conditions of Contract)	41-48
08	Section V-Grievances Handling Process)	49
09	Section VI (A):-	55-60
	• Technical Bid Submission Sheet: Form No. 1	51
	• Security Printer Certificate (Bidding Form-1)	52
	• Pre-Bid Query Formats (Anx. 1)	53
	• Bidder Authorization Certificate	54
	• Self-declaration by Bidder	55
	• Bill Of Material (BOM)	58
	• Flow Chart (Annexure-6)	59
	• New Indicative sample of PVC EPIC (Annexure-7)	60
10	Section VI(B):-	61-69
	• Financial Bid: Form No.2	61
	• Financial Bid Cover Letter Format	62-63
	• Financial Bid: Format BoQ	64
	• Performance Security Declaration	65
	• Draft Agreement Format	66-67
	• Form for Performance Security Bank Guarantee	68-69
	• Bank Guarantee for EMD	70
	• List of Documents Submitted	71
	• Other Annexure and ECI Guidelines	72-  19

*dm*

*B2*

*MAS*

*M*

## ABBREVIATIONS & DEFINITIONS

<b>AERO</b>	Assistant Electoral Registration Officer
<b>Authorised Signatory</b>	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.
<b>AV</b>	Audio-Video
<b>BG</b>	Bank Guarantee
<b>BDS</b>	Bid Data Sheet
<b>Bid/ e-Bid /Tender/RFP</b>	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-Procurement and manual), Request For Proposal and tender document
<b>Bid Evaluation Committee (BEC)</b>	Alias Departmental Purchase Committee (DPC) duly constituted by the Department for opening received bids and evaluate the bids till the agreement is executed and placing award of contract.
<b>Bid Security/EMD</b>	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.
<b>Bidder/Tenderer</b>	Any person/ firm/ agency/ company/ contractor/ supplier/ vendor as per qualification laid herein, participating in the procurement/ bidding process with the procurement entity.
<b>Bidding Document</b>	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
<b>BoM</b>	Bill of Material
<b>Cards</b>	PVC Cards
<b>CMC</b>	Contract Monitoring Committee
<b>Competent Authority</b>	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, Uttarakhand/DEO in the behalf of CEO, in this bidding document.
<b>Contract/ Procurement Contract</b>	A contract entered into between the procuring entity and a successful short-listed bidder.
<b>Contract/ Project Period</b>	The Contract/ Project Period shall commence from the date of issue of Work order till the successful commissioning of the project (one-time job) as per bidding document.
<b>Day</b>	A calendar day as per Govt. of State/Gol
<b>DEO</b>	District Election Officer (Collector of District)
<b>DPC</b>	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.
<b>DSC</b>	Digital Signature Certificate
<b>ED</b>	Election Department, Office of the CEO, Uttarakhand, 04,Subhash Road, , Secretariat Compound, Vishwakarma Bhawan, 1st Floor, Dehradun headed by the Chief Electoral Officer
<b>ETDC</b>	Electronic Testing & Development Centre
<b>eProc /e-Proc</b>	Website State e-Procurement Website/Portal i.e. <a href="https://www.uktenders.gov.in">https://www.uktenders.gov.in</a>
<b>EPIC</b>	Elector's Photo Identity Card
<b>ERO</b>	Electoral Registration Officer
<b>FOR/ FOB</b>	Freight on Road or Freight on Board
<b>Gol</b>	Govt. of India
<b>Goods</b>	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,

dm

BC

mas

M

	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 Bid (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 National 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
LOA/LOI	Letter of Agreement/Letter of Intent
Lowest Bidder/Bidders	Short-listing of bidders up to 3 (max.) who have 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)
PSP	Print Service Provider
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
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
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	Govt. of Uttarakhand
State Public Procurement Portal	<a href="https://www.uktenders.gov.in">https://www.uktenders.gov.in</a>
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	Short-listing of up to 2 bidders (max.) who have participated in the bid online and quoted / agree to supply items on the financially lowest price (technically qualified) during the contract period.
GSTIN	Goods and services Tax Identification Number
TPA	Third Party Auditors
Vendors/Vendors	Short-listing of up to 3 bidders (max.) who have 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	<a href="https://ceo.uk.gov.in">https://ceo.uk.gov.in</a>
WO/ PO	Work Order/ Purchase Order
Voter Kit	Items Containing i.e. Envelop, Welcome Letter, Voter's Pledge & Voter Guide)" as per specification of ECI

Please note that all those terms which have not been explicitly defined in this document have the same meaning as in the Uttarakhand Procurement Rule & it's subsequent amendments.

*mas*

*(M)*

*B*

*dm*

## Office of the Chief Electoral Officer, Election Department, Govt. of Uttarakhand

04, Subhash Road, Secretariat Compound, Vishwakarma Bhawan, 1st Floor, Dehradun (Uttarakhand) - PIN Code-248001

NIB (NOTICE INVITING BID)

NIB No: 3417

Date: 05-07-2022

Single Stage two-envelope unconditional online Bids are invited on e-procurement portal <https://www.uktenders.gov.in> by Chief Electoral Officer, Election Department, Govt. of Uttarakhand for the selection of "Manufacturer, Supplier & Security Printer for Supply of Voter Kit containing personalised PVC Electors Photo Identity Cards (EPIC) with hot stamping of hologram, Envelope, Welcome Letter, Voter's Pledge & Voter Guide" as listed below conforming to ECI guidelines/specification & compliance of BID document upto 03:00 PM on 22-07-2022.

S. No	Name of Article	Scope of Work and Other Specifications	Average Estimated Quantity per annum	Average Annual Estimated Procurement Cost in Rs.	Price of Bidding Document (Rs.)	Amount of EMD (Rs.)	Validity Period of bid	Place of delivery
1	Supply of Voter Kit Containing following items as described in (a), (b) & (c) in a designated envelope as described in (d) with PVC EPIC conforming to ECI guidelines/ specification & compliance of BID document.	As per mentioned in the ECI Guidelines/BID document	3.50 Lakhs (Approx.) Actual Quantity may decrease or increase	Rs. 42.00 Lakhs	Rs.1000/-	Rs. 2.50 Lakhs	180 days	FOR Destination at all 13 DEOs office of Uttarakhand (i.e. Uttarkashi, Chamoli, Rudrapur, Tehri Garhwal, Dehradun, Haridwar, Pauri Garhwal, Pithoragarh, Bageshwar, Champawat, Almora, Nainital, Udham Singh Nagar)
(a)	Printing & Supply of Personalized Colour PVC Elector's Photo Identity Cards (EPIC) "with security features & hot stamping of Hologram (High Security hologram will be provided by the Procurement entity CEO/DEO)							
(b)	Personalized Welcome Letter & Voter's Pledge (Back to back)							
(c)	Voter Guide (Back to back)							
(d)	Envelope described as "Voter Kit" to be delivered to respective DEOs containing (a),(b) & (c)							

1. Price and/or purchase preference as per **Instructions to Bidders** (as mentioned in BID document) shall be admissible in the evaluation and award of Contract.

2. The bid is for selection of manufacturer/printer/suppliers for the above mentioned items.



3. The Bidders may enclose the specifications, catalogue, and other product characteristics offered. They shall also include details on their backup services offered, warranties, etc.
4. 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 e-procurement portal (<https://www.uktenders.gov.in>) & departmental website (<https://ceo.uk.gov.in/>).
5. Bids, duly originally signed & stamped on all pages (as mentioned in the bid document) and serially numbered, should be submitted electronically on e-procurement portal <https://www.uktenders.gov.in> by following the electronic Bid submission procedure as specified on the e-procurement portal.
6. **The Bid Document Fee** (in the form of Demand Draft or Banker's cheque), **EMD** (in the form of Demand Draft/ Banker's cheque or Bank Guarantee), **Affidavit** regarding non-blacklist of the firm on non-judicial stamp paper of Rs. 100.00 (duly notarized), 15 Non-personalized pre-printed **PVC EPIC sample cards & Sample(s) of envelope & paper sheet (of prescribed gsm) of Voter Kit** items as per specification & mentioned in the BID document, shall be submitted by post or by hand (Physically) in sealed envelopes up to **03:00 PM on 22-07-2022** to Office of the Chief Electoral Officer, Uttarakhand, Govt. of Uttarakhand, 04, Subhash Road, Secretariat Compound, Vishwakarma Bhawan, 1st Floor, Dehradun-PIN Code-248001 bearing "**Tender Fee, EMD, Affidavit, Samples of PVC EPIC etc. for Bid of Voter Kit**"
7. **Bid Document Fee in form of Demand draft/Bankers cheque & EMD in form of Demand draft/ Bankers cheque/ Bank guarantee should be in favor of "Chief Electoral Officer, Uttarakhand payable at "Dehradun" of any scheduled bank.**
8. Bids received after the specified time and date shall not be accepted. Off-line bids shall not be entertained.
9. Bids have been invited electronically, the procedure for submission of Bids, shall be as provided on the State e-Procurement Portal <https://www.uktenders.gov.in>
10. The procuring entity Chief Electoral Officer, Uttarakhand also schedules a pre-bid meeting through Google meet as per the detail & schedule mentioned in the BID-Document. Bidders can submit their pre-bid queries on prescribed format annexure-1 as per schedule & procedure mentioned in the BID document.
11. The Technical Bids shall be opened on **22-07-2022 at 04:00 PM** in the office of Chief Electoral Officer, Uttarakhand
12. The procuring Entity Chief Electoral Officer, Uttarakhand is not bound to accept the lowest Bid and may reject any or all Bids without assigning any reason thereof.
13. The Bidders shall have to submit/upload a valid 'GST' registration and 'GST' return of last year and the 'PAN' issued by the Income Tax Department.
14. High Security hologram, in a reel/sheet form, will be provided by the Procurement entity CEO/DEO to PVC manufacturer/printer for hot stamping on PVC EPIC card.
15. To participate in the online bidding process, bidders must procure a Digital Signature Certificate (Type III). Bidders can procure the same from any CCA approved certifying agency. Bidders who already have a valid Digital Signature Certificate (DSC) of Type-III, need not procure a new DSC.

sd/-  
Chief Electoral Officer  
O/o The Chief Electoral Officer, Uttarakhand,  
04, Subhash Road, Secretariat Compound  
Vishwakarma Bhawan, 1st Floor,  
Dehradun-PIN Code-248001

dh  
B-2  
@las  
M

BID DATA SHEET		
01	Ref. of Invitation of BIDS	NIB No. 3416....., Dated 05-07-2022
02	Designation & Address of officer as the Procuring Entity (PE)	Chief Electoral Officer, Uttarakhand, 04, Subhash Road, Secretariat Compound, Vishwakarma Bhawan, 1st Floor, Dehradun-PIN Code-248001 <b>on behalf of the District Election Officers (DMs), All Districts of Uttarakhand</b>
	And For clarification purposes	Joint Chief Electoral Officer, Uttarakhand 04, Subhash Road, Secretariat Compound, Vishwakarma Bhawan, 1st Floor, Dehradun-PIN Code-248001 on behalf of the District Election Officers (DMs), All Districts of Uttarakhand, Phone No. 0135-2713551, 2713552, Fax-0135-2713724, e-mail- election09@gmail.com
03	Placing Work Order /Payment authority	DEO, Payment by District Election Officer, All Districts of Uttarakhand
04	Subject Matter of Procurement	Selection of Manufacturer, Supplier & Security Printer for Supply of Voter Kit containing personalised PVC Electors Photo Identity Cards (EPIC) with hot stamping of hologram, Envelope, Welcome Letter, Voter's Pledge & Voter Guide to be delivered to respective District Election Officers (DEOs) with security features as per ECI guidelines/BID document.
05	FOR Destination	Office(s) of the District Election Officer ( All Districts of Uttarakhand)
06	Joint Venture / Consortium /Association of Bidders	Shall Not Be Allowed.
07	Contract Period	3 years, and further can be renewed for 1+1 years (annually) upon mutual consent & annually renewal basis.
08	Bid Procedure	Single Stage Two Envelope Bidding procedure is given at <a href="https://www.uktenders.gov.in">https://www.uktenders.gov.in</a>
09	Bid Evaluation Criteria (Selection Method)	As mentioned in the BID Document
10	Websites for downloading Bidding Document, Corrigendum's, Addendums etc.	e-procurement portal : <a href="https://www.uktenders.gov.in">https://www.uktenders.gov.in</a> Departmental Websites : <a href="https://ceo.uk.gov.in">https://ceo.uk.gov.in</a> ,
	Bid Document Fee	Rs. 1000/- (Rupees One Thousand Only) in DD/Bankers Cheque in favor of "Chief Electoral Officer, Uttarakhand" payable at "Dehradun"
11	Estimated Procurement Cost	Rs. 42.00 Lakhs per annum approx.
12	EMD and Mode of Payment	Rs. 2.50 Lakhs (@3% upto 25 L + 2% more than 25L of Estimated procurement cost) Mode of Payment: Banker's Cheque or Demand Draft or Bank Guarantee in favor of "Chief Electoral Officer, Uttarakhand" payable at "Dehradun"
13	Period of Sale of Bidding Document	Start Date: 06-07-2022
14	Date/Time/Place of Pre-BID Meeting	Pre Bid Meeting Date/ Time : 11-07-2022 Time 03:00 PM Meeting through Google meet. <b>Video call link: <a href="https://meet.google.com/sud-ctxy-uuh">https://meet.google.com/sud-ctxy-uuh</a></b>
	Pre-BID queries submission	Pre-Bid queries submission as per Annexure 1: by 02:00 PM on or before 11-07-2022. After which no query would be accepted & also Pre-Bid Query (s) should be sent to the prescribed departmental email <a href="mailto:election09@gmail.com">election09@gmail.com</a> only (Signed & stamped copy along with soft copy).
15.	Date for the submission of Bids	Start Date: 15-07-2022 Last Date: Up to : 22-07-2022 up to 03:00 PM Manner: Online at e-Procurement website <a href="https://www.uktenders.gov.in">https://www.uktenders.gov.in</a>

dm

BS

16.	Submission of following by post/by hand (physically) in sealed envelope bearing "Tender Fee, EMD, Affidavit, Samples of PVC EPIC etc. for Bid Voter Kit" :- 1-Tender Fee in form of Banker's Cheque/ Demand Draft . 2- EMD in form of Banker's Cheque / Demand Draft/ Bank Guarantee 3-Affidavit on Annexure ..... regarding non-blacklist of bidder firm on non-judicial stamp paper of Rs.100.00 (Duly Notarised) 4-15 Samples of non-personalised pre-printed PVC EPIC, 5-Sample(s) of envelope & paper sheets(of prescribed gsm(s) as mentioned in BID document) of <b>Voter Kit</b> items (including Envelope, personalized welcome letter, Voters' pledge, Voter guide)	Send by Post or submit physically (by hand) to the O/o The Chief Electoral Officer, Uttarakhand, 04, Subhash Road, Secretariat Compound, Vishwakarma Bhawan, 1st Floor, Dehradun-PIN Code-248001  Start Date: : 15-07-2022 during office time only End Date: : 22-07-2022 up to 03:00PM
17.	Date/ Time/ Place of Technical Bid opening	Date: : 22-07-2022 Opening (Online at e-procurement website) Time: 04:00 PM Place: Office of the Chief Electoral Officer, Uttarakhand, 04, Subhash Road, Secretariat compound, Vishwakarma Bhawan, 1st Floor, Dehradun-PIN Code-248001
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/Hindi.
21.	Bid submitted	Original bid: Unconditional and with no deviation
22.	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 (Authorized Signatory) shall submit their offer of technical and financial BID (Single stage two Envelops Bid) through e-procurement Portal.
- 2) The Procuring Entity "Chief Electoral Officer, Uttarakhand" reserves the complete right to cancel the bid process and reject any or all of the Bids at any time.
- 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 Chief Electoral Officer, Uttarakhand and the successful/selected bidder.
- 4) Bidder (Authorized signatory) shall submit their offer online in Electronic formats both for technical and financial proposal. However, Banker's Cheque / Demand Draft for Tender Fees and Banker's Cheque / Demand

Draft/Bank guarantee for EMD along with Affidavit regarding Non-Blacklist of the Bidder Firm, 15 Sample of non-personalized pre-printed PVC EPIC Card, **Sample(s) of envelope & paper sheets (GSM) of Voter Kit** items as mentioned in BID, should be submitted by Post or by hand(Physically) at the office of Procuring Entity Chief Electoral Officer, Uttarakhand as schedule prescribed in BID document. A scanned copy of same should also be uploaded along with the technical Bid.

- 5) In case any bidder fails to submit Tender Fee, EMD along with Affidavit regarding non-blacklist of the bidder firm, 15 Samples of Non personalized pre-printed PVC EPIC cards, **Samples of envelope & paper sheets (of prescribed GSM) of Voter Kit** items physically by post or by hand (all these or any one of the instrument/Items fails to submit) on or before the prescribed last date/time in the schedule mentioned in BID DATA SHEET, its bid shall not be accepted. The Banker's Cheque / Demand Draft/Bank Guarantee for Bidding document fee/EMD " should be drawn in favor of "Chief Electoral Officer, Uttarakhand" payable at DEHRADUN
- 6) Bidders must procure a Digital Signature Certificate (Type III). Bidders can procure the same from any CCA approved certifying agency Bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC.
- 7) Chief Electoral Officer, Uttarakhand 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 the e-procurement portal / website (<https://www.uktenders.gov.in>) for further details about the e- procurement process.

For any technical related queries regarding submission process of BID through e-procurement portal. 91-Contact No. 0120-4001002, 91-0120-4001 005, 91-0120-6277 787 E-mail Support: support-eproc@nic.in

- 09) The provisions of Uttarakhand Procurement Rules-2017 and its subsequent 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 Uttarakhand Procurement Rules-2017 and its subsequent amendment(s), the later shall prevail.
- 10) The Procurement Entity "Chief Electoral Officer, Uttarakhand" 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 prepare a logical bid proposal.







## Section-I

### 1. SCOPE OF WORK (SoW):

#### 1) Background:

In an effort to prevent electoral fraud, EPICs or Elector's Photo Identity Card were introduced by the Election Commission of India 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 CEO, Uttarakhand.

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 the 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 executing 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 the contract whichever is later on account of any reasons whatsoever, but the benefit of price fall due to any reason shall be passed on.

The Bidder should be fully and completely responsible to concerning Procurement entity CEO & DEOs of Uttarakhand 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 Uttarakhand structure is given as below:

- (1) Divisions - Divisional Commissioners -02 (Garhwal & Kumaun Division)
- (2) Districts - District Election Officer -DMs/ Collectors -13 (list enclosed as annexure-25)
- (3) AC- Electoral Registration Officer - ERO -70

dm

B-2





(4) Total Colour EPICs printed in the State in the last three years

Year	New Voters' Card (Actual Printed) In No.	Total Cards (Actual Printed) In No.
2019-20	1,86,556	2,23,540
2020-21	2,72,819	3,13,212
2021-22	4,20,195	4,68,930
Grand Total	8,79,570	10,05,682

In this background CEO, Uttarakhand is willing to select "Manufacturer, Supplier & Security Printer for Supply of Voter Kit containing personalised PVC Electors Photo Identity Cards (EPIC) with hot stamping of hologram, Envelope, Welcome Letter, Voter's Pledge & Voter Guide" to be delivered to respective District Election Officers (DEOs) with security features as per ECI guidelines/BID Document for supplying of ECI specified personalized Electors' Photo Identity Cards (EPIC) with new security features on Standard-based PVC sheet/core to electors/voters.

The Personalized PVC EPICs shall be supplied with prescribed security features and personalization details printed upon them, and hot stamping of Hologram. Reel/Sheet of security hologram will be provided by PE-CEO/DEO.

Average Annual Quantity to be procured is approximately 3.5 Lac.± 20%

**Detailed Scope of work –**

1. **Personalised PVC EPIC with hot stamping hologram:** 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 15, 19 & 20. Please refer BID DATA SHEET (BDS) for quantities and delivery schedule in section 6 of this bid document.
2. Hot stamping of Holograms on each EPIC as specified in ANNEXURE 15, 19 & 20. (High Security hologram will be provided by the Procurement entity CEO/DEO)
3. **Envelopes:** Print and supply Envelopes in 4 colour (CMYK) on 100 GSM Maplitho paper – layout design and dimensions provided in ANNEXURE 15 and 17. 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 – 18).
4. **Welcome Letter & Voter's Pledge:** Print and supply personalized Welcome Letter & Voter's Pledge on 80 GSM Maplitho paper. Welcome letter with EPIC stuck on it on front side and Voter's Pledge on the backside. Refer ANNEXURE 15 and 17 for Welcome Letter layout design and dimensions & for Voter's Pledge layout design and dimensions.
5. **Voter Guide:** Print and supply Voter Guide to be printed back to back on 70 GSM Maplitho paper as per layout design and dimensions mentioned in ANNEXURE 17. Voter guide will be printed (back to back) and supplied.
6. The bidder is required to sort the received data Pin Code-wise within AC. This is to ensure grouping together of all the Cards meant for delivery to one Pin code.

dm BS

mas

A

The successful bidder is expected to understand the directions issued by the ECI vide its letters No.- 23/EPIC Security/2021-ERS dated 05.10.2021, 23/ID/2021- ERS dated 22.06.2021, 491/ECI/LET/FJUNC/SVEEP-III/EPIC/ENVELOPE/2021 dated 14.10.2021, 23/ID/2021- ERS dated 17.01.2022 and 23/EPIC Security/2021-ERS dated 18.01.2022, 23/EPIC Security/2021-ERS dated 19.05.2022, 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.

NOTE: Final personalized EPIC along with personalized Welcome Letter, Voter Guide and Voters' Pledge will go inside the Envelope and closed. 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 on white self-adhesive sticker paper and affixed on the envelope So that DEOs will hand over these sorted (Pin Code wise within AC) ENVELOPE/Voter Kit same to the Postal Department for further distribution to the concerned electors.

## 2. Specifications of Voter Kit Items

### (a) PVC EPIC Card:

As per ECI circular 23/EPIC Security/2021-ERS Dated 19<sup>th</sup> May, 2021 (Annexure-20) & supported by ECI circular 23/EPIC Security/2021-ERS Dated 18<sup>th</sup> January, 2022(Annexure-19)

Note: If any variation/deviation is found in any specification etc., then specification mentioned in the instruction dated 19<sup>th</sup> May, 2022 of ECI will be considered as final.

### (b) Envelope

S.No.	Article	Specifications (Layout design and dimension enclosed with BID)
01	Envelope type	22.331 cms X 27.132 cms open-10.795cmX23.368 cm closed size 100 gsm maplitho paper Die cut with Re-moisture glue pasting on flap
02	Dimension	To accommodate one EPIC card, welcome letter & voters' pledge (back to back), voter guide i.e. support automatic insertion/enveloping.
03	Color	Pre-printed in 4-color (Both side multicolor printing)
04	Address Sticker & BNPL account bar code	Self-adhesive Address Sticker & self-adhesive BNPL account bar code to be printed by the selected agency and affixed on the envelope in the given space (Annexure – 18).

### (C) Personalised Welcome Letter & Voters'pledge (back to back)

S.No.	Article	Specifications(Layout Designee and dimension enclosed with BID)
01	Paper of welcome letter	The paper should be of 80 gsm maplitho paper. Multi colour printing, data to be printed on the letter along with auto folding, card affixing and inserting.
02	Voters' pledge	To be printed on Back side of welcome letter with same specification.
03	Dimension	29.7 cmX 21 cm
04	Color	Pre-printing on 4 color for logo and tagline data should be in single color.

*mas*

*(M)*

*dm*

*B*

**(D) Voter Guide (Back to Back)**

S.No.	Article	Specifications[Layout Designee and dimension enclosed with BID d]
01	Paper	The paper should be 70 gsm super shine paper,
01	Binding	Centre pin binding
03	Dimension	Size-9.5 cm X 16.5 cm (Horizontal/Landscape)
04	Color	Multi-color printing
05	Pages	12 pages(Back to Back)

**3. Important Directions :( with Role of DEOs as PE)**

The supply chain method is as follows:

- (a) All jobs related post agreement such as processing, management, monitoring, grievance redressal, taking suitable action against bidder/ vendor for non-compliance in light of time, quality, delivery & 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 acting as Procurement Entities (PEs) for this bid;
- (b) The Successful bidder have to coordinate with the Government Department, DEO, CEO etc. during execution of the work. The successful bidder/ vendor is responsible for supplying the personalized PVC EPICs AC wise with grouping of pin code to the DEOs concerned.
- (c) DEO 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 their need with the successful bidder called "vendors" 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 for providing only those EPIC data of electors which are required to personalize the PVC EPICs in an 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 for collecting 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 for supplying the personalized PVC EPICs Assembly Constituency (AC) with grouping PIN code wise to the District concerned. There should not be any lapses in this arrangement.
- (d) The supply schedule is given as follows:

S.No.	Event	Date of Supply Order/Data	Supply of Personalized Colour PVC EPICs by the vendor within
a.	During Continuous Updation	Fortnightly 01-10th of every month 11-20 <sup>th</sup> of every month 21st-Last Day of every month	15 Days 15 days 15 days

dm

Bce

MAL

M



b.	During Revision	Summary	Weekly	15 Days
c.	During Campaign	Special	Weekly	15 Days

- (e) The personalized Colour PVC EPICs should be of the best quality and last long, unlike the EPIC printed through desktop printing machines one by one. There should be an automated process to ensure 100% accuracy.
- (f) The vendor will deliver the Personalized Colour PVC EPICs with voter Kit 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) The DEO will take out few random EPICs out of the supplied lot (one out of 10000 cards but minimum of 4 cards) and get them tested by approved Govt. lab or Private Lab accredited by the **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
- (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 will be paid to the Successful Bidder/Vendor as per the approved rate subject to the condition that the sample(s) has/have not failed otherwise whole lot shall be supplied again by the vendor.
- (i) The vendor will submit a 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 an appropriate form (Intellectual Property Rights - IPR lies with this Department/ECI),
  4. Personalized 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 the vendor,
  4. Mentioned period of supply with the 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

*BC*

*[Handwritten signatures]*

8. If rejected, then the date and number of returning the lot to the vendor along with the 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 the testing report, report no. and date
  6. Number of failed/Passed samples
  7. Lot is rejected if even a 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)

#### 4. Contract Period :-

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

#### 5. Deliverables:

- a) DEO (Performing as PE) shall place Supply/Work Order according to the need or urgency during the contract period with a reasonable supply period. DEO shall receive supply i.e. Personalized PVC EPICs kept inside the envelopes along with the other documents/items as specified in the ECI instructions No.- 23/ID/2021-ERS dated 22/06/2021, 491/ECI/LET/FUNC/SVEEP-III/EPIC/ENVELOPE/2021 dated 14.10.2021, 23/ID/2021-ERS dated 17.01.2022 and 23/EPIC Security/2021-ERS dated 18.01.2022 & 23/EPIC Security/2021-ERS dated 19.05.2022 i.e. voter kit items (Including Welcome Letter, Voters 'pledge & Voter Guide) as specified and mentioned in Bid document.

**b) Replacement of defective Personalized PVC EPICs:**

All the expenses towards replacing defective Personalized PVC EPICs to DEOs shall be borne by successful bidder/vendor only. The vendor has to provide Personalized PVC EPICs within a stipulated time as mentioned in Purchase Order by the DEO concerned. The concerning DEOs shall safely dispose of all the defective cards and rejected lot(s) of cards. The bidders will be responsible for auto enveloping and handling of cards.

**c) Management, Supervision of Supply/Coordination etc. by Successful bidder/Vendor:**

Successful bidder/Vendor have to appropriately establish a setup/SPOC in the State of Uttarakhand to coordinate, track, manage, and control supplies. SPOC (Single Point of Contact) of successful bidder/Vendor shall be intimated to all districts of

dm

BDS

Uttarakhand and CEO office along with email, fax and landline number etc. The successful bidder/vendor 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 the Liquid Damages clause will be applicable.

**d). SECURITY OF DATA**

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

**Information Security**

The Information Security applicable to these PSP has been categorized 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

**e) SORTING OF DATA**

The successful bidder/vendor is expected to have in-place suitable 'Collating and sorting software' which is capable of Collating and sorting of the electronic data to ensure high efficiencies in printing and dispatch of PVC Card.

The vendor is required to sort the received data Pin code wise. This is to ensure grouping together of all the Cards meant for delivery to one Pin code.

The successful bidder/vendor is expected to understand the directions issued by the ECI vide its letters No.- 23/EPIC Security/2021-ERS dated 02/05.10.2021, 23/ID/2021- ERS dated 22.06.2021, and deliver the EPIC in the covers(envelope) described as "VOTER KIT" as per the letters instructions to the DEOs

491/ECI/LET/FUNC/SVEEP-III/EPIC/ENVELOPE/2021 dated 14.10.2021, 23/ID/2021-ERS dated 17.01.2022, 23/EPIC Security/2021-ERS dated 18.01.2022 and 23/EPIC Security/2021-ERS dated 19.05.2022. Vendor shall have facility of auto enveloping and will deliver the EPICs with Voter Kit in the covers as per the letters instructions.

dm

POC

mlas

①

So that DEOs will hand over these sorted (Pin Code wise within AC) ENVELOPE/Voter Kit same to the Postal Department for further distribution to the concerned electors.

**f) Role of DEO for this Bid:**

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

- i- The Chief Electoral Officer, Uttarakhand is inviting this bid on behalf of the District Election Officers to minimize the total cost and early supply looking at the volume. All DEOs of Uttarakhand therefore, will be acting as Procurement Entity for their district. Offers have been invited centrally only to get reasonable and competitive rates for the subject matter of the bid.
  - ii- After executing the agreement, all the DEOs of the State have been delegated powers to perform all (post-agreement) activities and duties as they are Procuring Entity, such as order placing/processing on time, foresee requirement leading to placing the order and responsible for the smooth flow of goods, from order and storage to distribution, tracking order, management, monitoring, taking action, ensure orders adhere to the agreement, payment, on their own as per supply without any need of approval/information of this document, auditing, testing/checking, grievance redressal, approve the ordering goods, terminates due to successful bidders become defaulter, finalize purchase details of orders and deliveries, supervising compliance with rules and procedures, etc. (but not limited to these only).
  - iii- Testing of a 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 National Accreditation Board for Testing and Calibration Laboratories (NABL).
  - iv- After the executing the BID all DEOs of the State of Uttarakhand are to handle and manage this tender in their respective district end-to-end.
- h) For this bid, after executing the Agreement, all the DEOs of the State shall be discharging post-agreement jobs/activities. All the responsibilities regarding executing of this bid shall be of all DEOs concerned.

FLOW CHART ( Please See Annexure-6)

dm

Ba

mlas

Q

## Section-II

### ELIGIBILITY/QUALIFICATION CRITERIA and technical evaluation

#### 1). Pre – 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.

**Important:** Those Service providers/Bidders who do not qualify Pre-qualification Criteria(s) will not be considered for further processing and are liable to be rejected.

#### A. CRITERIA FOR PRE-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 the Chief Electoral Officer, Uttarakhand (Certificate of Authority to be provided)
6. Year of the establishment of firm
7. Other financial activities of the firm/company:-

S.No	Pre-Qualification Criteria	Supporting Documents	Compliance (Yes/No)	Detailed 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 (Mandatory as per BID document based on Model RFP circulated by ECI)		
2	Category of Bidder - Bidder should be "PVC Card Manufacturer and Security Printer" and should have a capacity for personalization	a. Visa Card or Master Card or RuPay or Aadhaar Card or PAN Card or <b>EPIC</b> (Please attach a valid certificate) b. ISO 27001 and ISO 9001 c. Should be certified as security printer from RBI / IBA		
3.	Experience -Bidder should have past experience of any kind of PVC Cards with security features of work orders of at least:- <ul style="list-style-type: none"><li>• 3 completed work of Rs. 40 Lakhs each or more during last 3 years ending 31.03.2022 or</li></ul>	Certified Copy of Statutory audit mentioning the address of manufacturing plant.		

da B9

mas

B

	<ul style="list-style-type: none"> <li>• 2 completed work of Rs. 60 Lakhs each or more during last 3 years ending 31.03.2022 or</li> <li>• 1 completed work of Rs. 1 crore or more during last 3 years ending 31.03.2022</li> </ul>			
4.	<p>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</p> <p>The bidder also must have in-house facilities for</p> <p>a. Printing of voter guide b. Envelope making &amp; printing facility</p>	<p>Per day capacity of supply of personalized PVC Card with security feature</p> <p>a. Self –certification duly signed by authorized signatory. b. List of machines to be attached.</p>		
5.	<p><b>Turnover: Average Annual turnover of the Bidder during the preceding 3 financial years out of 04 years (2018-19, 2019-20, 2020-21 &amp; 2021-22) should be at least INR 1.20 Cr. from the business of PVC Card (with security features) printing operation for Government Organizations, PSU, Banks, FIs in India.</b></p>	<p>Audited Balance Sheet of last 3 years CA certificate with registration number and seal</p>		
6.	<p>Financial Net Worth should be positive</p>	<p>CA certificate with registration number/ seal</p>		
7.	<p>Mandatory undertaking required</p> <ul style="list-style-type: none"> <li>• not be insolvent, bankrupt etc.</li> <li>• not have their directors being convicted of any criminal offence</li> <li>• not have any conflict of interest in the procurement comply with the code of integrity</li> </ul> <p>not have been blacklisted by any Govt. agency/ Organizations, PSU, Banks, FIs, etc.</p> <ul style="list-style-type: none"> <li>• not sublet the contract</li> <li>• Have submitted only one bid (a self-certified letter as per Self Declaration).</li> </ul>	<p>Relevant undertaking</p>		
8.	<p>Bidder should have the facility and experience of printing with variable data &amp; Hologram Hot stamping.</p>	<p>Self-certification duly signed by authorized signatory. However the same may be inspected by CEO's office before final selection.</p>		
9.	<p>GST registration and clearance : Bidder should have GST registration where his business is located. Should have TIN(income tax) /PAN number</p>	<p>Copies of GST registration, last GST return filed, TIN registration and PAN.</p>		
10.	<p>Bidder Should have filed income tax returns for the three financial years (2018- 2019, 2019- 2020 &amp; 2020-2021)</p>	<p>Certified copies of the ITRs filed by the entity for the immediately preceding three financial years i.e. (2018-2019, 2019-2020 &amp; 2020- 2021)</p>		

11.	The bidder must have successfully completed PVC card (with security features) printing projects within India during Last 5 awarded by Government / PSU / banks.	copy of work orders or certificate of work completed with date		
12	The bidder should not be blacklisted or debarred or banned from participating or carrying out business with the ECI or the Ministry of Electronics & IT or the entire Central Government at the time of the submission of the bid. An undertaking from the bidder, in this regard, should be submitted.	Certificate from the whole- time Company Secretary or Statutory Auditors of the bidder.		

Note:-

1. Above mentioned are Minimum Pre-qualification criteria, without which the firm will be disqualified However, for selection in the financial bid stage, Marks will be allotted, and merit will be decided as per the technical evaluation sheet given below.

## 2) TECHNICAL EVALUATION

Table – 2

### Technical evaluation sheet

(To be checked only if pre-qualification are met)

S.No.	Criteria	Max. Marks	Marks Obtained	Documents submitted
<b>1</b>	<b>Capability and Profile</b>			
<b>1.1</b>	<b>Infrastructure Quality</b>			
	1. Space available, free & utilized (Minimum free space required should be commensurate to store 10 days production capacity.)	8		
	2. Space connectivity (by road, rail and air)	3		
	3. Physical security etc a. Round the clock security provision. b. CCTV surveillance cameras at all strategic locations (both inside and outside the premise) with 30 days recording facilities. c. Entry only through biometric/Card punching system.	4		
<b>1.2</b>	<b>Quality of Machines (How to meet the required output per day with a working sheet)</b>			
	(i) Automation,	2		
	(ii) Computerization	2		
	(iii) Production in volumes	4		
	iv) Integration of processes	2		
<b>1.3</b>	<b>Quality/experience of Technical personnel (preferably more than three years' experience)</b>			

*mas*

*M*

*dm B*

	(i) Project Manager	3		
	(ii) IT Team	4		
	(iii) Operation Team	3		
2	Past experience of the Firm			
2.1	Average Annual Turnover from the Printing operations (including PVC cards) within India only, during the previous three financial years (2018-2019, 2019-2020 and 2020-2021):			
	i) Less than 1.2 crore	0		
	ii) 1.2 crore to 2.99 crore	5		
	iii) 3 crore to 3.99 crore	10		
	iv) More than 04 crore	15		
2.2	Value of completed PVC card printing projects within India during four last Financial years (2018-2019, 2019-2020 and 2020-2021, 2021-22) awarded by Government Organizations/ PSUs/Banks/ FIs as on 31.03.2022:			
	i) Less than 1.2 crore	0		
	ii) 1.2 crore to 2.99 crore	5		
	(iii) 3 crore to 3.99 crore	10		
	(iv) More than 04 crore	15		
2.3	Experience in years (PVC Card Printing with variable data with security features)			
	(i) 5 or more than 5 years, but less than 10 years	10		
	(ii) More than 10 years	15		
2.4	Installed capacity of printing of Colour PVC as mentioned in Srl.4 of pre-qualification criteria.			
	(i) Up to 20,000 & above (per day)	10		
	(ii) More than 20,000 per day	15		
3.00	(i) Presentation for Proposed Methodology			
	(ii) Printing, Hot Stamping, Assembling and Dispatch Solution, Quality of proposed MIS	2		
	(iii) Brief profile of the firm	1		
	(iv) Physical and Data Security	1		
	(v) Innovation and features beyond proposed requirements	1		
	Grand Total	100		

- Bidder should submit 15 Samples of non-personalised pre-printed PVC cards, Envelope and cover letter as per technical specification and ISO standards as mentioned in BID document. The Chief Electoral Officer, Uttarakhand reserves the right to get it checked from any Government or Recognised/Accelerated (From NABL) Testing Labs. Any deviations from specifications may result in disqualification.
- Inspection will be conducted by a team of department's officials on the directions of the Chief Electoral Officer, Uttarakhand to check security arrangements, infrastructure, machines and equipment's, personnels as per the bid document. Any deviations may result in immediate disqualification.

*Handwritten signature*

*Handwritten mark*

*Handwritten mark*

*Handwritten mark*



- Chief Electoral Officer, Uttarakhand reserves the right to visit the proposed locations for physical verification/inspection of the site, stated capacity and capability.
- **Units claiming MSME categories exemption, should fulfill the condition of Uttarakhand purchase preference policy-2019 issued by MSME department, Govt of Uttarakhand.(Anx.-21)**

Note: Documentary evidence must be furnished against each of the above criteria along with an index. All documents must be originally signed & Stamped by the authorized signatory of the Bidder. In the documents submitted in pursuance of eligibility criteria, relevant portions should be highlighted.

**Important: Method of marking and documents required**

1. For infrastructure quality documents related to the area, address, security features duly signed by the authority should be provide/annexed on prescribed chart as described bellow.
  - 1.1 **Quality of machines** documents: related to make, model number, year of the machine should be annexed.
  - 1.2 **Quality/experience** of technical personnel. Documents related to qualification and years of experience of staff should be annexed.
2. **Presentation:-** Bidder must submit the presentation with photographs, videos (if required) detailing the facilities (in-line with the bid requirements) of the proposed location(s) and other criteria with the online bid. The presentation can be submitted in hard copy also.
3. All documents in support of the claims made under clause 2 (2.1, 2.2, 2.3 and 2.4) of Table-2, will be certified to the effect that these figures pertain to PVC card printing with security feature by statutory auditor or Company Secretary of the bidders firm.
4. If the bidders criteria under "Past experience/Turnover of the firm" (clauses 2.2, 2.3 and 2.4) of Tble-2, is less than the minimum, then his corresponding marks will be Zero.

**3) SELECTION PROCESS**

**1. EVALUATION OF PROPOSALS:** The evaluation of the proposal will be done in the following parts:

**1. Preliminary Scrutiny:**

Each proposal will be scrutinized by a departmental tender committee Of the Chief Electoral Officer, Uttarakhand to determine whether the documents have been properly & originally signed & stamped (not scanned), all relevant papers submitted, and the proposal is in order. Proposals not conforming to such requirements will be prima facie rejected.

**2. Pre-Qualification:**

The minimum qualifying criteria mentioned in Table-1 of Section-2, will need to be met to be considered for technical evaluation.

**3. Technical Evaluation:**

- a. The bid will be evaluated based on the weighting and parameters detailed in Table-2 of Section-2. Based on the "evaluation parameters" points shall be awarded and Total Technical Score (TS) computed for each bid.

dm

Bo

mlas

M

- b. In order to qualify as Technically Qualified Bidders(TQBs), the bidders should have scored a minimum of 60 marks. Only TQBs with minimum of 60 marks ,will be considered for financial Evaluation.

## 2. SELECTION OF FIRMS:

1. The Financial Bids of only the 'Technically Qualified Bidders' will be opened to prepare financial evaluation sheet.
  - 1.1 BID evaluation criteria based on L1 of the technically qualified bidders. If L1 refuses to do the work or fails to supply the work satisfactorily on time, then L-2 will be asked to do the work at the rates of L-1, if he is ready, work will be allotted to L-2.
  - 1.2 If L-2 refuses to work at the rate of L1, then L-3 will be asked to work at the rate of L-1.
  - 1.3 This process will continue in the same manner till L-3, L-4 and .....so on. Till the consent of any one bidder is obtained.

- Note: -
- 1) Bidder needs to provide their financial bid as per the format provided in the BID document. The financial evaluation shall be conducted based on the unit rate quoted by the respective bidders.
  - 2) The lowest rate L1, received from a qualified bidder will be treated as the "Discovered Rate".
  - 3) If the L1 Rate & Technical Score of the two or more bidder is same /tie then final selection for L1 will be done through a draw of lottery, conducted by Chief Electoral Officer, Uttarakhand.
  - 4) In case of a tie between 2 bidders at the L1 level (Discovered Rate) after the opening of the financial bid, no further bid will be considered for L2. The bidder with Higher Technical Score will be treated as L1 (Discovered Rate) and the other as L2. The remaining qualifying bidders will be treated as L3 and so forth.
  - 5). The Chief Electoral Officer, Uttarakhand reserves the right to distribute the work(roughly equally) to more than one successful bidder at the rate of L1.

dm

B 22

mas

M

## Section-III

### INSTRUCTION TO BIDDERS (ITB)

#### 1) Sale of Bidding/ Tender Documents

- a) The sale of bidding documents shall commence from the date of publication of Notice Inviting Bids-(NIB)/BID Notice and shall be stopped as schedule mentioned in BID document/published on <https://www.uktenders.gov.in> as well as CEO,website [www.ceo.uk.gov.in](http://www.ceo.uk.gov.in)

The complete bidding document shall also be placed on the e-Procurement Portal <https://www.uktenders.gov.in>.

The prospective bidders shall be permitted to download the bidding document from the websites and pay the bidding document price/cost physically (by post or by hand ) in form of Demand Draft/Bankers Cheque will be submitted with EMD, Affidavit regarding non-blacklist of the firm on non-judicial stamp paper of Rs. 100 (Duly notarised) & sample(s) of envelope & paper sheets(of prescribed gsm) of voter kit items by post/by hand in an envelope bearing "Tender Fee, EMD, Affidavit ,samples of PVC EPIC etc. for BID of Voter Kit"

#### 2) Bid Prices

- a) The prices quoted by the Bidder in the Bid Submission Sheet and the Price Schedules shall conform to the requirements specified in the 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 applicable taxes. Which should be shown separately. (as mentioned in the bid). No cartage or transportation charges etc will be paid by DEO concerned, and the delivery [including loading, unloading and stacking etc.] of the Goods shall be given at the designated premises as mentioned in the bid at concerned DEO's office only, who releasing purchase order.

#### 3) Pre-bid Meeting/ Clarifications

- a) Pre-Bid query submission, redressal management etc. shall not be done through e-procurement portal <https://www.uktenders.gov.in>. Only the date of the Pre-Bid meeting and the responses to the queries would be publicized/available on the e-procurement portal/website <https://www.uktenders.gov.in> .

Pre-bid meeting will be conducted through Google meet on the date & time as mentioned in the bid, in which the bidder or their authorized representative can participate in the meeting online mode or offline mode/physically in office of the CEO ,as they choose.

Bidders can submit their pre-bid queries on prescribed format annexure-1 as per schedule & procedure mentioned in the BID document. LINK of Google Meet is as following:-

**Video call link: <https://meet.google.com/sud-ctxy-uuh>**

dm

BZ

Mas

M

- b) Any prospective bidders may, in writing, seek clarifications from the procuring entity in respect of the bidding documents shall also be emailed to the CEO official mail [election09@gmail.com](mailto:election09@gmail.com) and not to be uploaded on the e-procurement portal <https://www.uktenders.gov.in>. If the soft copy of the dully filled in Pre- Bid query is uploaded on the e-procurement portal <https://www.uktenders.gov.in>, it would not be entertained and processed.
- c) The procuring entity Chief Electoral Officer, Uttarakhand also schedules a pre-bid meeting as per the details mentioned in the BID-Document .To clarify doubts of potential bidders in respect of the procurement and the records of such pre-bid meeting shall be intimated to all bidders where applicable, shall be published on the e-procurement portal/ websites <https://www.uktenders.gov.in>. As well as on respective departmental website <https://www.ceo.uk.gov.in>
- d) Prospective bidders may attend Pre-bid meeting as per scheduled/publicized in tender document. The procuring entity Chief Electoral Officer, Uttarakhand may clarify doubts only to potential bidders in respect of the project, which is given in writing in the prescribed pre-bid query format(enclosed with BID document) received within the time frame given in the bid document and a softcopy to the email address given herein. Beyond prescribed time, no Pre-Bid Query (PBQ) shall be entertained.
- e) The period within which the bidders may seek clarifications under (a) of Srl.3 (above) and the period within which the procuring entity shall respond to such requests for clarifications shall be as under: -
- i. Last date of submitting clarifications requests by the bidder: as per bid document
  - ii. Response to clarifications by procuring entity: as per bid document
- f) The finalised minutes and responses, if any, shall be provided through e-procurement portal <https://www.uktenders.gov.in> & departmental website <https://www.ceo.uk.gov.in> promptly to all bidders to which the procuring entity Chief Electoral Officer,Uttarakhand provided the bidding documents, so as to enable those bidders to take minutes into account in preparing their bids.

#### 4) Changes in the Bidding Document

- a) At any time, prior to the deadline for submission of Bids, the procuring entity Chief Electoral Officer, Uttarakhand 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 corrigendum/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 Chief Electoral Officer, Uttarakhand 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 Chief Electoral Officer, Uttarakhand may, prior to the last date for submission of Bids, extend such time limit in order to allow the bidders sufficient

dm

B 2

mlas

(M)

time to take into account the clarification or modification, as the case may be, while submitting their Bids.

### 5) Period of Validity of Bids

- a) Bids submitted by the bidders shall remain valid during the period specified in bidding document. The procuring entity shall reject a Bid valid for a shorter period as a 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 a withdrawal of Bid, and in such circumstances, bid security shall not be forfeited.

### 6) Submission of Bid

The bid is for selection of "PVC Card Manufacturer, Security Printer with capacity of Printing & personalization of PVC Electors Photo Identity Cards (EPIC) along with hot stamping of hologram and Printing of Voter Kit (including Envelope, Welcome Letter, Voter's Pledge & Voter Guide).

- a) All prospective bidders are advised to carefully go through the bid document provided on the e-procurement portal <https://www.uktenders.gov.in> 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 e-procurement Portal, <https://www.uktenders.gov.in>
- b) It is mandatory for the bidder to have DSC (Digital Signature Certificate) for login on e-tender portal <https://www.uktenders.gov.in>.

The bidders shall submit all documents online with originally signed & stamped as a token of acceptance of bid by the authorized signatory, failing which the bid may be liable to be non-responsive and rejected.

The signed bid shall be uploaded using DSC to the e-procurement portal/website <https://www.uktenders.gov.in>

- c) All the columns viz. compliance (in Yes or No) of Eligibility Criteria, BOM, Financial Bid/BoQ and their necessary associated documents properly & originally signed & stamped should be duly filled in and uploaded.
- d) Technical bid containing Eligibility Criteria and technical aspects/information/documents shall be separately uploaded, and Financial Bid/BoQ 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 in online mode, following shall be physically (By POST or by hand) sent to the CEO Office, Uttarakhand on or before mentioned prescribed date and time in BID document, failing which the bid may be liable to be non-responsive and rejected.
  1. BID document fee in form of Demand Draft/Bankers Cheque for amount
  2. EMD in form of (Demand Draft/Bankers Cheque /Bank Guarantee)

*mas*

*M*

*B3*

*dm*

3. Affidavit regarding non-black-list of firm on non-judicial stamp paper of Rs. 100 (duly notarised)
  4. 15 samples of non-personalized pre-printed PVC EPIC Cards .
  5. Sample(s) of envelope & paper sheets (of prescribed gsm as mentioned in BID document) of Voter Kit Items i.e. Envelop, Welcome Letter, Voters' pledge & Voter Guide.
- 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/submitting Technical Bid, the bidder should physically (By Post or by hand) submit 15 No.s. of sample of non-personalized pre-printed PVC EPICs with other items/instruments as described in BID, conforming to technical specifications as mentioned in the bid document/ECI guidelines in a sealed envelope according above current clause 6(e). All the samples shall be suitably numbered, e.g. 1/15, 2/15 ... 5/15 so on along with marking of bidder's name (in short) & have authorized sign (bidder's name) in such a way that while they are sent for testing by PE (CEO,Uttarakhand), 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 non-responsive and rejected. Since bidders belong 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 (CEO,Uttarakhand) for submitting samples that the samples submitted with the bid as well as supply of Personalized PVC EPICs, are strictly conforming to ECI standards/norms/guidelines and as specified in the bid document, otherwise those bids would be rejected outrightly.
- i) The PE CEO, Uttarakhand shall get the samples of PVC EPIC 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 a sample of PVC EPICs with the bid.
- j) Bidders shall submit their technical & financial Bids through only e-procurement portal, i.e. through <https://www.uktenders.gov.in> on or before bid submission date/time. However bidders are also expected to send by post or by hand the BID document fee & EMD in form DD/BC/BG, Affidavit regd. black list of firm, 15 Samples of non-personalised pre-printed PVC EPIC cards, Sample(s) envelope & paper sheets of Voter Kit as prescribed in bid document to the Office of the CEO, Uttarakhand immediately after uploading the bid document on e-procurement portal as per schedule mentioned in the BID document.
- Note: Please attention- No document will be entertained through physical/offline mode (By post/BY Hand) other than Tender Fee, EMD, Affidavit regd. Non Black list of the firm & PVC EPIC Sample cards, Sample(s) of envelope & paper sheets/gsm of voter kit as mentioned in BID document.**
- k) The Procuring Entity (CEO,Uttarakhand) is not responsible for non-submission of bid electronically in time due to any technical or non-technical reason(s) whatsoever. Therefore, prospective bidders are suggested to avoid the last day/minute submission of the bid.

*mas*

*M*

*BCE*

*dm*

## 7) Opening of Bids

- a) The Bids shall be opened by the departmental tender committee of Election Department/CEO, Uttarakhand on the date and time mentioned in the BID document 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 will be evaluated, and marks will be allotted as per the Technical evaluation criteria given. PE (CEO, Uttarakhand) will evaluate Technical Bid(s) as per criteria set-forth/outlined in this Bid Document or Uttarakhand Procurement Rule-2017 & it's subsequent amendments .
- c) The Financial Bids will remain unopened until the technical bid evaluation is done. The Procuring Entity will intimate the date/time of the opening of Financial Bids separately.
- d) In financial evaluation, technical bids qualified will be evaluated, and final selection will be done on the basis of lowest rate received, irrespective of the marks obtained in the technical evaluation
- e) The CEO, Uttarakhand may co-opt experienced persons in the committee to conduct the process of Bid opening.
- f) If electronic Bidding is adopted, the specific electronic Bid opening procedure as specified on the e-tender portal <https://www.uktenders.gov.in> shall be followed. The Bidders may witness the electronic Bid opening procedure online. Prospective bidders or their authorized representative may also present at the opening of technical/financial BID.
- 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
  - ✦ Documents submitted by bidder, are properly & originally signed and stamped
  - ✦ Bid is accompanied by scanned copy of BID document fee, EMD, Affidavit regarding non-black list of the firm on non-judicial stamp paper of Rs.100.00(dully notarized), scanned copy of samples of non-personalised PVC filled in documents as per annexure(s) /List of annexures/documents given in the Bid Document & shall be submitted through on-line bidding process on e-procurement portal <https://www.uktenders.gov.in>.
  - ✦ Offline part of Technical Bid i.e. Bid Document Fee, EMD, Affidavit regarding non-black list of the firm on non-judicial stamp paper of Rs.100.00 (dully notarized), 15 samples of non-personalised pre-printed PVC EPIC card, Sample(s) of envelope & paper sheets (of prescribed gsms) of voter kit items as specified/ mentioned in BID document is received through post or by hand in due time as mentioned in BID.
  - ✦ 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.

dm

BS





- ✦ 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 and the date and time intimated to the bidders who qualify in the evaluation of the technical bid.

**8) Documents comprising the Bid, Bid submission, Formats, Price Schedules and Signing of Bids**

- a) Offline bid shall not be entertained, only following items i.e. tender fee, EMD, Affidavit regd. Non-black list of the firm, samples of PVC EPIC card & Voter kit items, Sample paper sheets of prescribed gsm(s) for voter KIT items will be entertained in physical form. These documents can be made available either by hand or by post in due as prescribed in the BID document.
- b) All the documents should be originally signed & stamped by the authorized signatory of the bidder, as defined in the bid as the case may be.
- c) The BID shall be prepared according to the procedure mentioned <https://www.uktenders.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 the price of Bidding Document, EMD, 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. Offline part of the BID i.e. tender fee, EMD, Affidavit regd. Non-black list of the firm on non-judicial stamp paper(duly notarized) , 15 samples of non-personalized pre-printed PVC EPIC card & Sample paper sheets of prescribed gsm(s) for voter kit items.
  - vii. Any other document required in the BID DATA SHEET (BDS) ; and
  - viii. Others considered necessary otherwise to strengthen the Bid submitted.
- e) **The Financial Bid shall contain the following:**
  - i. Financial Bid Submission Sheet/Only Online BoQ and the applicable Price Schedule(s) with supporting relevant documents in accordance with bid document;

dm

RSC

mas

M



- ii. Any other document required in the BID DATA SHEET (BDS).

**f) CHECKLIST**

S. No.	Category	Detailed description	Compliance (Yes/No)
1.	Pre-Qualification Criteria (Mandatory for every Bidder as model RFP of ECI) <b>Online mode</b>	Signed, Stamped and scanned copy of :- 1-List and Supporting Documents as per Table-1 of Section - 2 2- BID document Fee & EMD	
2.	Technical Evaluation Criteria	<b>Online mode</b> Signed, Stamped and scanned copy of following 1-List and Supporting Documents as per Table-2 of Section 2 2-Affidavit regarding non-blacklist of firm on non-judicial stamp paper of Rs. 100(duly notarized), 3-15 samples of non-personalized pre-printed PVC EPIC card 4-copy of the presentation	
		<b>Offline mode</b> (By Post or by hand ) in due time as mentioned in BID document 1-Tender Fee in form of demand draft/bankers cheque , 2-EMD in form of demand draft/bankers cheque/bank guarantee 3-Affidavit regarding non-blacklist of firm on non-judicial stamp paper of Rs. 100(duly notarized) 4- 15 samples of non-personalized pre-printed PVC EPIC card. 5-Sample(s) of envelope & paper sheets of prescribed gsm(s) as mentioned in BID document.	
3.	<b>Financial Bid/BoQ</b>	<b>Financial bid/BoQ will be submitted through online process only in electronic Format on e-procurement portal <a href="https://www.uktenders.gov.in">https://www.uktenders.gov.in</a>.</b>	

**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 the English/Hindi Language. Supporting documents and printed literature that are part of the Bid may also be in English / Hindi.

**10) Alternative/ Multiple Bids**

Alternative/ Multiple Bids shall not be considered at all.

dm

BSE

*(Handwritten signature)*

*(Handwritten mark)*

## 11) Earnest Money Deposit (EMD)

Every bidder, if not exempted, participating in the procurement process will be required to furnish the **Earnest Money Deposit (EMD)** as specified in the NIB/BID document.

- a) EMD shall necessarily accompany the technical bid.
- b) Any Bid not accompanied by EMD, if not exempted\*, shall be liable to be rejected.  
*.\*Units claiming MSME categories exemption, should fulfill the condition of Uttarakhand purchase preference policy-2019 issued by MSME department, Govt of Uttarakhand.*
- c) EMD of a bidder lying with the procuring entity in respect of other bids awaiting decision shall not be adjusted towards EMD for the fresh bids. However, the EMD originally deposited may be taken into consideration in case bids are re-invited.
- d) The EMD may be given in the form of a banker's cheque/demand draft or bank guarantee. **The EMD must remain valid for 90 days beyond the bid's original or extended validity period.**
- e) The issuer of the EMD and the confirmer, if any, of the bid security, as well as the form and terms of the EMD, must be acceptable to the procuring entity.
- f) Prior to presenting a submission, a bidder may request the procuring entity to confirm the acceptability of the proposed issuer of an EMD or of a proposed confirmer, if required. The procuring entity shall respond promptly to such a request.
- g) The EMD of unsuccessful bidders shall be refunded soon after final acceptance of the successful bid and signing of the Agreement, and submitting performance security.
- h) The EMD taken from a bidder shall be forfeited in the following cases, namely: -
  - a. when the bidder withdraws or modifies its bid after the opening of bids;
  - b. when the bidder does not execute the agreement, if any, after placement of supply/work order within the specified period;
  - c. 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;
  - d. when the bidder does not deposit the performance security within the specified period after the supply/ work order is placed; and
  - e. If the bidder breaches any provision of code of integrity prescribed for bidders specified in the bidding document or as per the state rules, the CEO reserves the right to terminate the contract.
  - f. 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 a reasonable time before the EMD deposit is forfeited.
  - l) No interest shall be payable on the EMD.

*mas*

*(M)*

*BS*

*dm*

- m) In the case of the successful short-listed bidders, the amount of bid security may be adjusted in arriving at the amount of the Performance Security or refunded if the successful bidder furnish the full amount of performance security.
- n) The procuring entity shall return the bid security after the earliest of the following events, namely:-
  - a. the expiry of the validity of EMD;
  - b. the execution of agreement for procurement and performance security is furnished by the successful short- listed bidders;
  - c. the cancellation of the procurement process.

#### 12) Deadline for the submission of Bids

- a) Bids shall be submitted on the e-Procurement portal/ website up to the time and date specified in the NIB/Bid-document 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. Late Bids: The Procuring Entity shall not consider any Bid that arrives after the deadline for submission of Bids, in accordance with the bid document. Such Bids shall be declared late, rejected, and returned unopened to the Bidder.

#### 13) Lack of Competition :

In case a situation of lack of competition arises, the provision given in Uttarakhand Procurement Rule-2017 and It's subsequent amendments will be followed.

#### 14) Clarification of Bids

- a) To assist in the examination, evaluation, comparison and qualification of the Bids, the departmental tender committee of election department/CEO, Uttarakhand may, at its discretion, ask any Bidder for clarification regarding its Bid. The departmental tender committee of CEO 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.

#### 15) Evaluation & Tabulation of Technical Bids

- a) Determination of Responsiveness
  - (i) The departmental tender committee shall determine the responsiveness of a Bid on the basis of the bidding document and the provisions of pre-qualification/ eligibility criteria of the bidding document.

dm

BS

mls

(m)

- (ii) A responsive Bid is one that meets the requirements of the bidding document without any material deviation, reservation, or omission as per Uttarakhand Procurement Rule-2017 & It's subsequent amendments.

#### 16) Tabulation of Technical Bids

Technical Bids shall be tabulated by a departmental tender committee constituted on behalf of PE Chief Electoral Officer, Uttarakhand in the form of a comparative statement to evaluate the qualification of the bidders against the criteria for qualification set out in the bidding document.

#### 17) Evaluation & Tabulation of Financial Bids/BoQ

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

- a) The financial Bids/BoQ of the bidders who qualified in bid examination shall be opened at the notified time, date and place by the departmental tender committee in the presence of the bidders or their representatives who choose to be present;
- b) The process of opening the financial Bids/BoQ 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 the law of the Central/ State Government/ Local Authorities

#### 18. Correction of Arithmetic Errors in Financial Bids

The departmental tender committee of Election department/Chief Electoral Officer, Uttarakhand 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 departmental tender committee 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.

#### 19. Price/purchase preference in evaluation

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.

*(Units claiming MSME categories exemption, should fulfill the condition of Uttarakhand purchase preference policy 2019 (Enclosed herewith as annexure..... ) Issued by MSME department, Govt of Uttarakhand) Annexure-21-22*

#### 20) Price in the evaluation

1. The bidder shall quote "Cost per unit EPIC Card, with hot stamping of Hologram and all other applicable charges incidental to the service" as per the Scope of Work given. However, the

du

PC

mal

M

taxes shall be excluded from the cost for the purpose of evaluation. Taxes should be mentioned separately in the financial bid format provided in the BID document.

2. Bidder must quote only one cost. Cost shall be provided up to two decimal places.
3. Bidder shall also separately mention all the statutory taxes, levies, duties etc.

#### **20-A) Procuring Entity's Right to accept any bid and to reject any or all bids**

The Procuring Entity Chief Electoral Officer, Uttarakhand 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.

#### **21) Information and publication of the award**

Information of award of contract shall be published on the e-Procurement portal i.e. <https://www.uktenders.gov.in>.

#### **22) Execution of agreement**

- a. In the written intimation of acceptance of its Bid sent to the successful bidder, it shall also be asked to execute an agreement in the format given in the Bidding Document on a non-judicial stamp of requisite value Rs.100/- 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. Letter of Acceptance (LOA) or Letter of Intent (LOI) shall constitute a binding contract until a formal contract is executed.

#### **23) Cancellation of the procurement process**

- a) If any procurement process has been cancelled, it shall not be reopened, but it shall not prevent the procuring entity Chief Electoral Officer, Uttarakhand 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 Chief Electoral Officer, Uttarakhand may cancel the process of procurement initiated by it.

#### **24) Right to vary the quantity**

As per the provisions of Uttarakhand Procurement Rules-2017 and its subsequent amendments and also the necessity.

#### **25) Performance Security**

- a) All the successful bidder have to execute the agreement and furnish performance security.
- b) Prior to the execution of the agreement, Performance Security shall be solicited from the successful bidder.
- c) **The amount of performance security shall be 10% of total contract value.**
- d) The performance security shall be furnished in form of Bank Draft or Banker's Cheque or Bank Guarantee of a scheduled bank;

BCE

MAS

(M)

dm

- e) Performance security furnished in the form specified in clause [d] 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 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 EMD.
- 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 successful/selected Bidder 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 successful/selected Bidder fails to commence the supply of the Goods or Related Services as per supply order within the time specified; or
  - c. when successful/selected Bidder fails to commence or make the complete supply of the Goods or Related Services satisfactorily within the time specified; or
  - d. When any terms and conditions of the contract are breached; or
  - e. if the successful/selected Bidder breaches any provision of the Code of Integrity prescribed for Bidders in the Act and Rules and this Bidding Document.
- h) Notice will be given to the successful/selected Bidder with reasonable time before Performance Security deposited is forfeited. The decision of PE/CEO in this regard shall be final and abided by the bidder.
- i) No interest shall be payable on the Performance Security deposited by the bidders short-listed.

**26) Confidentiality:**

As per the provisions of Uttarakhand Procurement Rule-2017 & It's subsequent amendments.

**27) Code of Integrity for Bidders**

As per the provisions of Uttarakhand Procurement Rule-2017 & It's subsequent amendments.

**28) Conflict of interest: As per the provisions of of Uttarakhand Procurement Rule-2017 & It's subsequent amendments.**

**29) Interference with Procurement Process**

A bidder, who: -

- a) Withdraws from the procurement process after the opening of financial bids;
- b) Withdraws from the procurement process after being declared the successful short-listed bidders;
- c) Fails to enter into procurement contract after being declared the successful short-listed 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 short-listed bidders, without valid grounds, shall, in addition to the recourse available in the bidding document or the contract, be punished with forfeiture of EMD.

*BS*

*Mas*

*(M)*

*dn*

### 30) Grievance handling procedures during procurement process (Appeals)

As per the provisions of of Uttarakhand Procurement Rule-2017 & it's subsequent amendments.

### 31) Offences by Firms/ Companies

As per the provisions of of Uttarakhand Procurement Rule-2017 & it's subsequent amendments.

### 32) Debarment from Bidding

- a) A bidder shall be debarred by the State Government if he has been convicted of an offence
  - (i) under the Prevention of Corruption Act, 1988 (Central Act No. 49 of 1988); or
  - (ii) 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 the 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 the "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. Procuring entity/CEO, 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.

## Special Instructions

### 33) Sample/ Sample Test checking (Supply):

(i) **FOR SUMMARY REVISION:-**

The concerning DEO acting as PE will take out minimum 1 sample card out of 10000 Personalized PVC EPICs but minimum of 4 such cards 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.

(ii) **FOR CONTINUOUS UPDATION:-**

DEO acting as PE will take 4- 5 cards for random checking from each lot of 1000 cards

dm

Ba

mlas

M

- (iii) Election Department/ Chief Electoral Officer, Uttarakhand 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.

**1. Sample testing:**

- a) The Successful/Selected Bidder/PSP may have in-house CQM (card Quality Manufacturing) testing labs as per ISO standards or may go for government lab testing. Successful/Selected Bidder/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 CEO/DEO

CEO/DEO reserves the right to get the random sample of the cards tested on its own by CIPET or ask Successful/Selected Bidder/PSP to get the samples selected by the Election Department tested by CIPET. No extra cost shall be provided to PSP for such testing. The Successful/Selected Bidder/PSP shall submit the test report to CEO/DEO on a quarterly basis:

In failure in sample testing conducted by Government Approved Lab or Private Lab accredited by the NATIONAL ACCREDITATION BOARD FOR TESTING AND CALIBRATION LABORATORIES (NABL), 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 a 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.

**35) Monitoring:** Regular monitoring will be done by the Chief Electoral Officer, Uttarakhand at HQ level.

dm

B-2

mlas

M



## Section-IV

### GENERAL TERMS AND CONDITIONS OF TENDER & CONTRACT

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

#### 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 bidder, 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 thereto.
- c) "Contract Price" means the price payable to the successful/ selected bidder as specified in the Agreement, subject to such additions and adjustments thereto or deductions therefrom, 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 bidder 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 bidder 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 bidder 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 bidder 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 bidder.
- k) "Supplier/Successful or Selected bidder" 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 bidder.
- l) "The Site," where applicable, means the designated project place(s) named in the bidding document.

dm

13/2/23

M. Das

M

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.

### 1) 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.

### 2) 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 Bidder and supersedes all communications, negotiations and agreements (whether written or oral) of parties with respect thereto 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 a 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.

### 3) Language

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

### 4) 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.

dm

Rs

MAS

(M)

- c) The successful/ Selected Bidder have to supply goods within the period as mentioned in the Bid Data Sheet (BDS).

#### 5) 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 bidder 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 DEO, who releasing Purchase order, 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.

#### 6) Supplier's/ Selected Bidder's Responsibilities

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

#### 7) Contract Price

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

#### 8) Recoveries from Supplier/ Selected Bidder

- a) Recoveries of liquidated damages, short supply, breakage, rejected articles shall ordinarily be made from bills.
- b) The 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 the 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 relevant rules & law of the uttarakhand state in force.

#### 9) Taxes & Duties

- a) The prevailing taxes, charges etc., if applicable, shall be deducted at source by Procuring Entity as per prevailing rates.
- b) For goods supplied outside from India, The supplier/ selected shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the country for goods supplied from outside the India.
- c) For goods supplied from within India, the supplier/ selected bidder shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods are delivered to the Purchaser.

*BSC*

*M/S*

*M*

*dm*

- d) The supplier/ selected bidder shall be entirely responsible for all taxes, duties, octroi, license fees, and demurrage charges etc., incurred of the contracted Services to the Purchaser. If there is any reduction or increase in duties and taxes due to any reason whatsoever after submission of Bid by the Bidder, the same shall be passed on to the Purchaser. Bidder shall provide the cost of the services and all applicable taxes separately as per the format provided in the Bid document.

#### 10) 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 Bidder herein shall remain vested in the Supplier/ Selected Bidder, or, if they are furnished to the Purchaser directly or through the Supplier/ Selected Bidder by any third party, including suppliers of materials, the copyright in such materials shall remain vested in such third party.

#### 11) 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 Bidder for any purposes unrelated to the Contract. Similarly, the Supplier/ Selected Bidder 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.
- d) 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.
- e) The provisions of this clause shall survive completion or termination, for whatever reason, of the Contract.

#### 12) Packing and Documents

- c) The Supplier/ Selected Bidder 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.
- d) 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.

dm

POS

MAS

M

- e) The goods will be delivered at the FOR destination, i.e. office of the concerned DEO(s) only ,who's releasing work/purchase order of the district concerned in perfect condition.

### 13) Delivery period & Extent of Quantity

- f) The time specified for delivery shall be deemed to be the essence of the contract, and the supplier/selected bidder shall arrange supplies within the period on receipt of the firm order from the DEO concerned.
- ii) The selected bidder shall arrange supplies within the stipulated time period.

### 14) Payment Terms and Schedule:

- a) 100% Payment shall be made as per details mentioned below by the PE (Concerning DEO Office) within a month's time after submission of an invoice by the supplier/selected bidder in a triplicate for payment: -
- ♣ On complete delivery of Colour Personalized PVC EPIC cards with Voter KIT in a designated manner as mentioned in BID-Document at the stores of DEO;
  - ♣ After acceptance of the positive testing report by DEO concerned for every supply order placed;
  - ♣ After deducting all types of penalties, due to any reason 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 DEO.
- 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 DEO.
- f) Taxes, as applicable, will be deducted as per the prevalent rules and regulations by the concerning DEO.
- g) Payment shall be made to the supplier/ selected bidder by the DEO concerned after all necessary formality as per rules have been fulfilled.

### 15) PENALTIES:

#### I. Risk and Cost:

In case the contractor does not commence the work as required by DEO within the stipulated period, the work can be allotted to L2/L3/L4...& so on, at L-1 Rate on consent of other bidder as per mentioned in bid document in clause/para selection of firms in section-II. *The risk and cost-of the contractor firm, and LD clause shall be attracted to the successful/selected bidder who was placed the order & could not commence the work.*

dm

PS

MAD

M

## II. Liquidated Damages (LD):

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

01	Delay up to one-fourth period of the prescribed delivery period:	2.5%
02	Delay exceeding one fourth but not exceeding half of the prescribed period:	5.0%
03	Delay exceeding half but not exceeding three fourth of the prescribed period:	7.5%
04	Delay exceeding three fourth of the prescribed period:	10%

- a) Fraction of a day in the reckoning period of delay in supplies shall be eliminated if it is less than half a day.
- b) The maximum amount of liquidated damages shall be 10% of the contract value.
- c) If the supplier/vendor requires an extension of time in completion of contractual supply on account of the occurrence of any hindrance, he shall apply in writing to the authority, which has placed the supply order, for the same immediately on the occurrence of the hindrance but not after the stipulated date of completion of supply.
- d) 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 along with Voter Kit to the correct /concerned DEO (ERO wise) from the Incorrect/Un-concerned DEO (in case of the Personalized PVC EPICs wrongly supplied to incorrect/Un-concerned DEO) shall also be counted as delay in supply and added to the delayed period of supply, according to which the Liquidated Damage clause shall be applicable.

### 16) 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 Uttarakhand" & whose decision shall be final and abided by all stakeholders.

### 17) Legal Proceedings:

All legal proceedings, if necessary arise to institute may by any of the parties (Government Contractor) shall have to be lodged in courts situated in State headquarter – Dehradun, Uttarakhand and not elsewhere by any of the parties.

### 18) Force Majeure

- a) The supplier/ selected bidder shall not be liable for forfeiture of its Performance Security deposited, Liquidated damage, or termination for default if and to the extent that its delay in performance or other failures to perform its obligations under the Contract is the result of an event of Force Majeure.

BS 02

MAS

14

ch

- b) For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the supplier/ selected bidder 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 bidder. 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 bidder shall promptly notify the Purchaser in writing of such conditions and cause thereof within 15 days of the occurrence of such event. Unless otherwise directed by the purchaser, the supplier/ selected bidder 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 bidder on similar lines.

## 19) Termination

### a) Termination for Default

1. The Procuring Entity Chief Electoral Officer/DEO in behalf of CEO, who is the Procuring Entity, without prejudice to any other remedy under the Uttarakhand Procurement Rule-2017 & It's subsequent amendments 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 Uttarakhand Procurement Act-2017 and It's subsequent amendments, the Rules and Code of Integrity, in competing for or in executing the Contract.
2. 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.

### b) 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, the

dm

BS

MAS

M

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.

**c) Termination of Convenience**

- i. The Procuring Entity CEO/DEO on the behalf of Procuring Entity, by Notice sent to the Supplier, may terminate the Contract, in whole or in part as concerned , 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.
- ii. 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 DEO concerned at the Contract terms and prices.

dm

BS

mas

(M)



## Section-V :

### APPENDIX-A:

#### GRIEVANCE HANDLING PROCEDURE DURING PROCUREMENT PROCESS

#### (APPEALS)

As per the provisions of the Uttarakhand Procurement Rule-2017 & It's subsequent amendments.

dm

13/02

M/AS

M

## Section-VI-(A)

BIDDING FORM NO.-1:

Technical Bid Submission Sheet

Date:

NIB No.:

Alternative No., if permitted:

To,

Chief Electoral Officer  
Office of the Chief Electoral Officer,  
Election Department, Govt. of Uttarakhand,  
04, Subhash Road, Secretariat Compound, Vishwakarma Bhawan ,  
1st Floor, Dehradun -248001

We, the undersigned, declare that:

- (a) We have examined and have no reservations about the Bidding Document.
- (b) We declare that we fulfill eligibility criteria as per the 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 the bidding document for Supply of Personalized PVC EPICs as per BID document.
- (c) Our Bid shall be valid for a period as mentioned in the BID DATA SHEET(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 provide 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 the supply of the subject Goods/Matter in this bidding process in the Bidding Document;
- (f) Our firm for any part of the Contract has not been debarred by the State Government or the Procuring Entity or 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;

BDS





dm

- (i) We agree to permit 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 Uttarakhand procurement rule-2017 and its subsequent amendments 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: \_\_\_\_\_

mlas

(1)

BS

dm

### Manufacturer and Security Printer Certificate

(To be given on the letterhead of the Manufacturer)

Date: \_\_\_\_\_

NIB No.: \_\_\_\_\_

To,

Chief Electoral Officer  
Office of the Chief Electoral Officer, Uttarakhand;  
04, Subhash Road, Vishwakarma Bhawan ,  
1st Floor, Secretariat, Dehradun-248001

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 the above PVC EPIC Cards, including personalization with security features along with Voter Kit 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 conform to ECI standards/guidelines/specifications/norms as mentioned in the bid document (as the case may be), our bid may be liable to be rejected.

Name: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Signed: \_\_\_\_\_

Manufacturer' seal: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

BS

Mas

M

ds

## 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:

S.No.	Bid Page No.	Bid Clause No.	Existing Clause Details	Query/ Suggestion/ Clarification sought

Note:- The Chief Electoral Officer, Uttarakhand will schedule a pre-bid meeting through Google meet as per the detail & schedule mentioned in the BID-Document. Bidders can submit their pre-bid queries on prescribed format annexure-1 as per schedule & procedure mentioned in the BID document. LINK of Google Meet is as following:-

Video call link: <https://meet.google.com/sud-ctxy-uuh>

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 Chief Electoral Officer, Uttarakhand.
2. Prospective bidder may, in writing, seek clarifications from the procuring entity in respect of the bidding document. Such clarifications/queries shall be emailed to [election09@gmail.com](mailto:election09@gmail.com) only.
3. The Bidders can submit their queries on or before the scheduled last date of pre-bid meeting. Queries can be emailed to [election09@gmail.com](mailto:election09@gmail.com) with a subject line of selection of "Manufacturer, Supplier & Security Printer for Supply of Voter Kit containing personalised PVC Electors Photo Identity Cards (EPIC) with hot stamping of hologram, Envelope, Welcome Letter, Voter's Pledge & Voter Guide".

BCC

mas

M

B

## BIDDER'S AUTHORIZATION CERTIFICATE (to be filled by the bidder)

(To be given on the letterhead of the Manufacturer)

To,

Chief Electoral Officer  
Office of the Chief Electoral Officer, Uttarakhand,  
04, Subhash Road, Secretariat Compound, Vishwa Karma Bhawan ,  
1st Floor, Dehradun -248001

Ref: NIB No. ....date: .....

## WHEREAS

We, who are "manufacturers and security printer" of \_\_\_\_\_  
\_\_\_\_\_ do  
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 "Manufacturer, Supplier & Security Printer for Supply of Voter Kit containing  
personalised PVC Electors Photo Identity Cards (EPIC) with hot stamping of hologram,  
Envelope, Welcome Letter, Voter's Pledge & Voter Guide"

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: -----

BS

mlas

M

## SELF-DECLARATION (Declaration by Bidder regarding Qualifications)

{to be filled by the bidder}

To,

Chief Electoral Officer  
Office of the Chief Electoral Officer, Uttarakhand,  
04, Subhash Road, Secretariat Compound, Vishwakarma Bhawan,  
1st Floor, Dehradun -248001

**Declaration by Successful Bidder**

In relation to my/our bid submitted for "Supply of Voter Kit containing personalised PVC Electors Photo Identity Cards (EPIC) with hot stamping of hologram, Envelope, Welcome Letter, Voter's Pledge & Voter Guide" conforming to specifications in Bid & ECI standards in response to the NIB/BID Notice 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 CEO, Uttarakhand;
- 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 Uttarakhand Procurement Rule -2017 & its subsequent amendments and this bidding document which materially affects the fair competition.
- f) We are having an 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 /organization.

B2

M/AS

M

dm

- j) We have complied and shall continue to comply with the Code of Integrity as specified in the Uttarakhand Procurement Rule -2017 & its subsequent amendments and this Bidding Document, till completion of all our obligations under the Contract will not sublet the contract if awarded to us.
- k) We agree to extend the validity of the bid submitted on the communication of the procuring entity.
- l) We have not modified, changed etc. any word/line/para/text mentioned in the bid downloaded from the website(s) as mentioned in the bid; otherwise, we know that our bid shall be cancelled and rejected if the submitted bid has a deviation of word/line/ para/text from the original bid.
- m) We agree to submit appropriate Performance Security within the time period specified in the bidding document; otherwise, we know that Procuring Entity has full rights to reject our bid and also agree to extend the bid validity period, if any, and extend the contract period unconditionally.
- n) We have submitted only one bid.
- o) We give our in-principle consent to be selected subject to mutual agreement. We also agree that there would be only one successful bidder.
- p) During the contract period, we will collect only those EPIC data of electors by some mutually agreed mechanism (CEO/DEO and us) which are required to personalize the PVC EPICs otherwise immediately for extra data/incomplete data will bring this into the knowledge of CEO/DEOs to rectify.
- q) We, after personalisation at our manufacturing site, shall return the personalized EPIC on the PVC cards in a designated manner as mentioned in the Bid document, along with data to the concerned DEO and get a receipt.
- r) We understand the intellectual property right (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 purpose 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.
- s) 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 Uttarakhand Procurement Rule-2017 & It's subsequent amendments, my/ our security may be forfeited in full and our bid, to the extent accepted, may be cancelled.

Thanking you,

Name of the Bidder: -

Authorized Signatory: -

Seal of the Bidding Organization: -

Date:

Place:

(M)

M/AS

BS

dm



## CERTIFICATE OF CONFORMITY/ NO DEVIATION {to be filled by the bidder}

To,

Chief Electoral Officer  
Office of the Chief Electoral Officer, Uttarakhand,  
04, Subhash Road, Secretariat Compound,  
Vishwakarma Bhawan, 1st Floor, Dehradun - 248001

CERTIFICATE

1. This is to certify that, the specifications of "Personalized PVC EPICs with security features along with Voter Kit" 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, the Uttarakhand Procurement Rule-2017 & its subsequent amendments 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 & Voter Kit", as mentioned in the NIB/BID document, to meet the desired Standards set out in the bidding Document/ECI.
4. I/We are "PVC Card Manufacturer and Security Printer" and declare that Personalized PVC EPICs with Voter KIT, supplied in a designated manner as mentioned in BID, shall be conforming to the specifications mentioned in the Bid Document and to the ECI norms/Specifications/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 purpose 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.

Thanking you,

Name of the Bidder: -

Authorised Signatory: -

Seal of the Organization: -

Date: Place:




BS

dm

## BILL OF MATERIAL (BOM)

S. NO.	DESCRIPTION OF ITEM	AVERAGE 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.	Supply of Voter Kit containing personalised PVC Electors Photo Identity Cards (EPIC) with hot stamping of hologram, Envelope, Welcome Letter, Voter's Pledge & Voter Guide confirming to ECI Guidelines & compliance of the BID.	10.50 Lakhs (Approx.) Quantity may be increase or decrease	

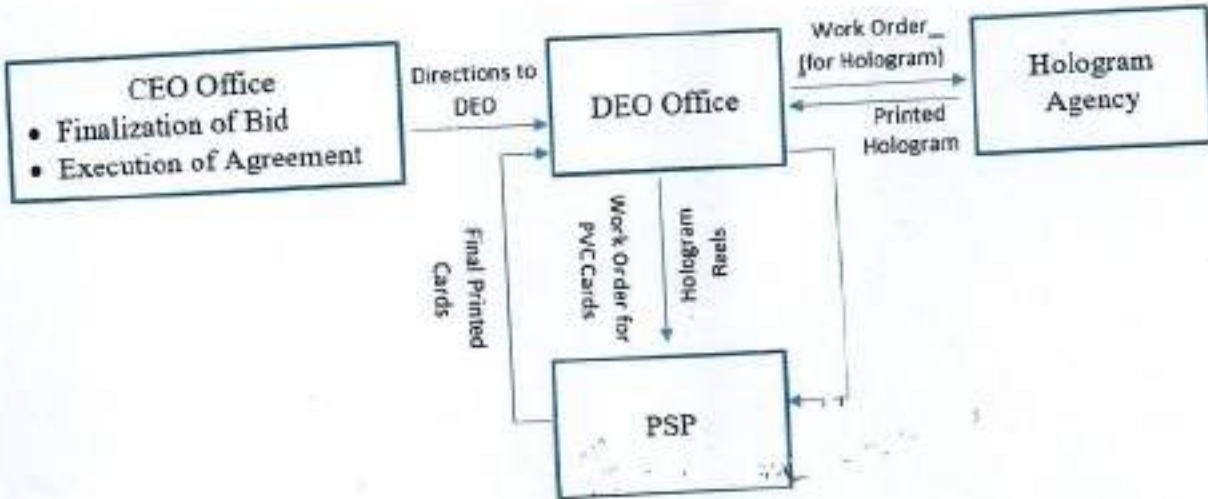
dm

Bca

mbs

2

**FLOWCHART**



*dm*

*B...*

*[Signature]*

*(11)*

Sample Front and Back of New Secured EPIC with detailed specifications/dimensions



13

Mah

M

ok

**Section-VI-(B)**

**(Part-B: Financial Bid)**

**BIDDING FORM NO. 2:**

**Financial Bid Submission Sheet**

Date: .....

NIB No.: .....

To,

Chief Electoral Officer  
Office of the Chief Electoral Officer, Uttarakhand,  
04, Subhash Road, Secretariat Compound,  
Vishwakarma Bhawan, 1st Floor, Dehradun -248001

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 Goods and Related Services: as specified in bid document: \_\_\_\_\_
- (c) 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.
- (d) 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: \_\_\_\_\_

dm

BS

Mas

M

**FINANCIAL BID COVER LETTER FORMAT (to be submitted by the bidder on his Letter head)**

To,

Chief Electoral Officer  
Office of the Chief Electoral Officer, Uttarakhand,  
04, Subhash Road, Secretariat Compound,  
Vishwakarma Bhawan, 1st Floor, Dehradun - 248001

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 costs likely to be incurred for executing this work.
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 mutually agree. We also agree that there would be only one successful bidders. The rate quoted is applicable for all the districts of the State of Uttarakhand.
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 the website(s) as mentioned in the bid; otherwise, we know that our bid

dm

BSS




shall be cancelled and rejected if the submitted bid has a 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 concerning DEOs for extra data/incomplete data, to rectify.
- 12- I/We, understand that IPR of the EPIC Data given for personalization, lies with your department or ECI.
12. I/ We, after personalization at our manufacturing site, shall return the personalized EPIC on PVC cards along with data to the concerned DEO and get a receipt.
13. I/ We would be responsible to all the DEOs and other authorities of the concerned area, as per bid terms & condition mentioned herein.
14. 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 purpose other than the purpose mentioned in the bid etc. The data shall be erased entirely once the matter of the sort of supply is materialized/settled.
15. We undertake the accountability of security of data, Holograms being provided by the department, and 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 proposals 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:

Bid Document for "Supply of Voter Kit

## FINANCIAL BID (BoQ)

**Financial Bid Format (BoQ)**

For Selection of "Manufacturer, Supplier & Security Printer for Supply of Voter Kit containing personalised PVC Electors Photo Identity Cards (EPIC) with hot stamping of hologram, Envelope, Welcome Letter, Voter's Pledge & Voter Guide" as listed below for supply at FOR destinations of all DEOs of the uttarakhand as per their requirement conforming to ECI guidelines/specification & compliance of BID document.

S. No	Name & Description of Articles	Unit	Estimated Qty. Per year.	Unit Cost per kit in INR Before Tax (This includes all levies & other incidental charges )	Total Cost in INR Before Tax (this includes transportation charges, unloading, stacking, all levies & other incidental charges, if any.
1	2	3	4	5	6(=4X5)
1	Supply of Voter Kit Containing following items as described in (a), (b) & (c) in a designated envelope as described in (d) with PVC EPIC conforming to ECI guidelines/ specification & compliance of BID document.	Per KIT	3.5 Lakhs units (Approx.) (Quantity may be decrease or increase also)		
(a)	Printing & Supply of Personalized Colour PVC Elector's Photo Identity Cards (EPIC) "with security features & hot stamping of Hologram				
(b)	Personalized Welcome Letter & Voter's Pledge (Back to back)				
(c)	Voter Guide (Back to back)				
(d)	Envelope described as "Voter Kit" to be delivered to respective DEOs containing (a),(b) & (c)				
Total amount in figures					
Total Amount in words					

**Note:**

Bidders submitting their Bids electronically shall follow the electronic Bid submission procedure as specified on the e-Procurement Portal <https://www.uktenders.gov.in>. Bidders should not disclosed any information on this page. Bidder should submit their financial bid (BoQ) online on e-Procurement portal/website [www.uktenders.gov.in](http://www.uktenders.gov.in) only ,

dm

B 2

mas

M



**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,

Chief Electoral Officer  
Office of the Chief Electoral Officer, Uttarakhand,  
04, Subhash Road, Secretariat Compound,  
Vishwa Karma Bhawan, 1st Floor, Dehradun -248001

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 Manufacturer, Supplier & Security Printer for Supply of Voter Kit containing personalised PVC Electors Photo Identity Cards (EPIC) with hot stamping of hologram, Envelope, Welcome Letter, Voter's Pledge & Voter Guide"

We accept that we will automatically be suspended from being eligible for bidding in any contract with you for the period of time of ..... [Procuring Entity to indicate here the period of time for which the Procuring Entity will declare a Bidder ineligible to be awarded a Contract if the performance Security Declaration is to be executed] starting on the date that we receive a notification from you [Chief Electoral Officer, Uttarakhand] 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, 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.

## DRAFT AGREEMENT OF CONTRACT FORMAT

{to be mutually signed by selected bidder and procuring entity}  
(This Agreement shall be executed on the non-judicial stamp-paper)  
**Agreement**

An agreement made this \_\_\_\_\_ day of \_\_\_\_\_ between \_\_\_\_\_

(hereinafter called "the Security printer and Supplier" \*here means selected bidder and supplier+ ), which expression shall, where the context so admits, be deemed to include his heirs successors, executors and administrators of the one part and Chief Electoral Officer, Uttarakhand(hereinafter called "the Procuring Entity") on behalf of the all DEOs (Collectors), all Districts of state of Uttarakhand (after execution of this agreement all the DEOs of the State shall be performing all jobs/grievance redressal/activities etc. for this Bid during contract period), which expression shall, where the context so admits, be deemed to include his successors in office and assigns) of the other part.

WHEREAS the Procuring Entity invited Bids for certain Goods and Related Services, viz., \_\_\_\_\_ and has accepted a Bid by the Supplier for the supply of those Goods and Related Services for the sum of \_\_\_\_\_ (amount in figures and words) (herein after "the Contract Price").

NOW THIS AGREEMENT WITNESSES AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract referred to.
2. The bid document issued vide even no. dated and work order no. dated shall be deemed to form and be read and construed as part of this Agreement.
- 3.1 Period of contract will be from .....to ..... is for 3 years & can be extended to 1+ 1 Year (the contract will be renewed on annual basis and can be extended further as mentioned in the BID) with mutual consent.
- 3.2 The period of contract may also be reduced or contract can be terminated on the basis of decision of CEO, Uttarakhand.
4. In consideration of the payments to be made by the Procuring Entity to the Supplier as indicated in this Agreement, the Supplier hereby covenants with the Procuring Entity to provide the Goods and Related Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
5. The timelines for the prescribed Scope of Work, requirement of services and deployment of technical resources shall be effected from the date of work order i.e. \_\_\_\_\_ and completed by supplier within the period as specified in the bid document.
6. In case of extension in the delivery and/ or installation period/ completion period with liquidated damages, the recovery shall be made on the basis of following percentages of value of stores/ works which supplier has failed to supply/ install/ complete: -

a) Delay up to one fourth period of the prescribed delivery period, successful installation & completion of work	2.5%
b) Delay exceeding one fourth but not exceeding half of the prescribed delivery period, successful installation & completion of work.	5.0%
c) Delay exceeding half but not exceeding three fourth of the prescribed delivery period, successful installation & completion of work.	7.5%
d) Delay exceeding three fourth of the prescribed delivery period, successful installation & completion of work.	10.0%

Note:

- i. Fraction of a day in reckoning period of delay in supplies/ maintenance services shall be eliminated if it is less than half a day.
  - ii. The maximum amount of agreed liquidated damages shall be 10%.
  - iii. If supplier requires an extension of time in completion of contractual supply on account of occurrence of any hindrances, he shall apply in writing to the authority which had placed the work order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.
  - iv. 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 supplier.
6. The Uttarakhand Procurement Rule-2017 & its subsequent amendments promulgated, shall also be the part of this contract agreement.
  7. 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 purpose 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.
  8. All disputes arising out of this agreement and all questions relating to the interpretation of this agreement shall be decided as per the procedure mentioned in the BID document.
  9. The CEO concerned hereby covenants to pay the Supplier in consideration of the provision of the Goods and Related Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Central and the State Government on the day, month and year first mentioned herein before.

Signed By:	Signed By:
( ) Designation:, Company	( ) Designation:, Election Department, Govt. of Uttarakhand
In the presence of:	In the presence of:
( ) Designation:, Company	( ) Designation:, Election Department, Govt. of Uttarakhand
( ) Designation:, Company	( ) Designation:, Election Department, Govt. of Uttarakhand

dm

B.S.

MAS

M

## FORM OF PERFORMANCE SECURITY BANK GUARANTEE

(To be Stamped in accordance with Stamp Act)

The non-judicial stamp paper, should be in the name of issuing Bank

Ref..... Bank Guarantee No.....

Date.....

To

Chief Electoral Officer  
Office of the Chief Electoral Officer, Uttarakhand,  
04, Subhash Road, Secretariat Compound,  
Vishwakarma Bhawan, 1st Floor, Dehradun -248001

Dear Sirs,

1. In consideration of the Chief Electoral Officer, Uttarakhand, Election Department, Govt. of Uttarakhand, (hereinafter referred to as the, bid inviting agency and purchaser" which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assigns) having awarded to M/s..... with its Registered/Head office at ..... (Hereinafter referred to as the "Supplier" which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), a Contract by issue of Notification of award No ..... Dated ..... and the same having been acknowledged by the Supplier, resulting in a Contract, bearing No..... Dated.....valued at.....for..... (Scope of Contract) and the Supplier having agreed to provide a Contract Performance Guarantee for the faithful performance of the entire Contract not exceeding Rs ..... (In words & figures).
2. We.....(Name & Address of Bank Branch) having its Head office at ..... (hereinafter referred to as the „Bank“, which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns) do hereby guarantee and undertake to pay the amounts due and payable under this guarantee without any demur, reservation, context, recourse or protest and/or without any reference to the Supplier merely on a demand from the Purchaser stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Purchaser by reason of breach by the said Supplier(s) of any of the terms or conditions contained in the said Agreement or by reason of the Supplier(s)" failure to perform the said Agreement. Any such demand made on the Bank shall be conclusive and binding notwithstanding any difference between the Purchaser and the Supplier or any dispute pending before any Court, Tribunal, Arbitrator or any other authority. We agree that the guarantee herein contained shall be irrevocable and shall continue to be enforceable till the Purchaser discharges this guarantee.
3. The Purchaser shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee, from time to time to extent the time for performance of the Contract by the Supplier. The Purchaser shall have the fullest liberty, without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or of

BE

M/S

M

dm

any right which they might have against the Supplier, and to exercise the same at any time in any manner, and either to enforce or to forbear to enforce any covenants, contained or implied, in the Contract between the Purchaser and the Supplier or any other course or remedy or security available to the Purchaser. The Bank shall not be released of its obligations under these presents by any exercise by the Purchaser of its liberty with reference to the matters aforesaid or any of them or by reason of any other act of omission or commission on the part of the Purchaser or any other indulgences shown by the Purchaser or by any other matter or thing whatsoever which under law would, but for this provision have the effect of relieving the Bank.

4. The Bank also agrees that the Bid Inviting Agency/Purchaser at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance without proceeding against the Supplier and notwithstanding any security or other guarantee the Purchaser may have in relation to the Supplier's liabilities.
5. This guarantee will not be discharged due to the change in the constitution of the Bank or the Supplier(s)/Service Provider(s).
6. Notwithstanding anything contained here in above:

- a. Our liability under this guarantee is restricted to Rs ..... (In words & figures).
- b. This Bank Guarantee will be valid upto ..... ; and
- c. We are liable to pay the guarantee amount or any part thereof under this Bank Guarantee only upon service of a written claim or demand by you on or before .....

In witness whereof the Bank, through its authorised officer, has set its hand and stamp on this.....day of.....2022 at.....

WITNESS

.....

(Signature)

.....

(Name)

.....

(Official Address)  
Stamp)

Attorney as per Power of Attorney No ..... Dated .....

.....

(Signature)

.....

(Name)

.....

(Designation with Bank

dm

13/2

Mlab

M

**BANK GUARANTEE FOR EMD**

(To be Stamped in accordance with Stamp Act)

The non-judicial stamp paper should be in the name of issuing Bank

Ref..... Bank Guarantee No.....

Date.....

To

Chief Electoral Officer  
Office of the Chief Electoral Officer, Uttarakhand,  
04, Subhash Road, Secretariat Compound,  
Vishwakarma Bhawan, 1st Floor, Dehradun -248001

Dear Sirs,

1. In accordance with Invitation to Bid under your Specification No..... M/s ..... having its Registered/Head Office at (hereinafter called the „Bidder“) wish to participate in the said Bid or and you, as a special favour have agreed to accept an irrevocable and unconditional Bank Guarantee for an amount of..... valid upto ..... on behalf of Bidder in lieu of the Bid deposit required to be made by the Bidder, as a condition precedent for participation in the said Bid.
2. We, the ..... Bank at ..... (local address) having our Head office at ..... guarantee and undertake to pay immediately on demand by Chief Electoral Officer, Uttarakhand, the amount of (in words & figures) without any reservation, protest, demur and recourse. Any such demand made by said „Owner“ shall be conclusive and binding onus irrespective of any dispute or difference raised by the Bidder.
3. This guarantee will not be discharged due to the change in the constitution of the Bank or the Supplier(s)/Service Provider(s).
4. Notwithstanding anything contained here in above:
  - a. Our liability under this guarantee is restricted to Rs ..... (In words & figures).
  - b. This Bank Guarantee will be valid upto ..... ; and
  - c. We are liable to pay the guarantee amount or any part thereof under this Bank Guarantee only upon service of a written claim or demand by you on or before ..... In witness whereof the Bank, through its authorised officer, has set its hand and stamp on this.....day of.....2022.....at.....

WITNESS

.....  
(Signature).....  
(Name).....  
(Official Address)

Attorney as per Power of Attorney No ..... Dated .....

.....  
(Signature).....  
(Name).....  
(Designation with Bank Stamp)

B...

Mas

M

## List of Documents Submitted

Date :

Bid No.:

To

Chief Electoral Officer, Uttarakhand  
Office of the Chief Electoral Officer, Uttarakhand,  
04, Subhash Road, Secretariat Compound  
Vishwakarma Bhawan ,1st Floor, Dehradun-248001

We, the undersigned, declare that:

The following documents listed herein have been submitted –

Sr. No.	Document Type	Fulfilling Clause No.	Page No. (Attached in the document)	Remarks
01				
02				
03				
.....				

Declaration by Bidder/Under signee-

All documents/articles enclosed/submitted as per above detail, are originally signed & stamped and sequenced properly.

(Signature)

Authorized Signatory

Name : .....

Designation : .....

Office Seal : .....

Place : ..... Date:.....

  
**Annexure-25**

71 | Page

Bee



(N)



## List of offices of District Election Officers of Uttarakhand

S.No.	Name of District	Office Address Offices of The DEO(s)	Email-ID	DEO's Contact No.	
				DEO's Office/LL	Mobile No.
01	Uttarkashi	O/o The District Election Officer, Uttarakashi Office Address : Collectorate compound, Bhatwari Road, Uttarakashi, District-Uttarakashi- PIN-249193, State-Uttarakhand	dmcumdeouki@gmail.com	01374- 222177	9412077500
02	Chamoli	O/o The District Election Officer, Chamoli Office At : Collectorate compound, ,Gopeshwar, District-Chamoli, PIN-246401, State-Uttarakhand	dmcumdeocmi@gmail.com	01372- 252139	7579115972
03	Rudraprayag	Office of The District Election Officer, Rudraprayag Office Address: Collectorate Compound Rudraprayag, Distt.-Rudraprayag, PIN-246171 State-Uttarakhand	dmcumdeorpg@gmail.com	01364- 233352	9520848000
04	Tehri Garhwal	O/o The District Election Officer, Tehri Garhwal Office Address: Near Collectorate Compound, Tehsil Building, New Tehri, District-Tehri Garhwal, PIN-249 001, State-Uttarakhand	dmcumdeotwl@gmail.com	01376- 232164	9412078282
05	Dehradun	O/o The District Election Officer, Dehradun Office Address: Collectorate Compound, Dehradun District-Dehradun, PIN- 248001, State-Uttarakhand	dmcumdeoddn@gmail.com	0135- 2624216	7055508255
06	Haridwar	O/o The District Election Officer, Haridwar Office Address: Collectorate Compound, Roshanabad, Haridwar, District-Haridwar, PIN-249 403, State-Uttarakhand	dmcumdeohdr@gmail.com	01334- 239942	7579162221
07	Pauri Garhwal	O/o The District Election Officer, Pauri Garhwal Office Address: Collectorate Compound, Pauri, District-Pauri Garhwal, PIN-246 001 State-Uttarakhand	dmcumdeopwi@gmail.com	01368- 222202	9759697777
08	Pithoragarh	O/o The District Election Officer, Pithoragarh Office Address: Takana, Pithoragarh District-Pithoragarh, PIN-262501, State-Uttarakhand	dmcumdeopgh@gmail.com	05964- 225236	9410392121
09	Bageshwar	O/o The District Election Officer, Bageshwar Office Address: Collectorate Compound Bageshwar, District-Bageshwar-263 642 State-Uttarakhand	dmcumdeobgsr@gmail.com	05963- 220380	9412007777
10	Almora	O/o The District Election Officer, Almora Office Address: Zila Panchayat Bhwan Dhara Naula, Almora, District-Almora, PIN-263601 State-Uttarakhand	dmcumdeoaalmr@gmail.com	05962- 230013,10	9456593401
11	Champawat	O/o The District Election Officer, Champawat Office Address: Collectorate compound, Sri Khand chaur, Champawat, District-champawat- PIN-262 523, State-Uttarakhand	dmcumdeocpt@gmail.com	05965- 230296	7579106767
12	Nanital	O/o The District Election Officer, Nanital Office Address: Near Kurmanchal Bank, Tallital, Nanital, District-Nanital PIN-263 001 State: Uttarakhand	dmcumdeontl@gmail.com	05942- 235284	9720070007
13	Udham Singh Nagar	O/o The District Election Officer, U.S. Nagar Office Address: Collectorate compound, Rudrapur District-Udham Singh Nagae, PIN-263153 State-Uttarakhand	dmcumdeousn@gmail.com	05944- 246787	9456331144



By Email

## ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 23/EPIC Security/2021-ERS

Dated: 5<sup>th</sup> 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

dm

B<sup>m</sup>

mlas

23  
20

Improvements in security features of EPIC

The Commission has decided that :

1. New security features to be incorporated in EPIC- *Ghost Image, Micro-text, QR Code, Hologram, Invisible tags.*
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.






.....

B  
/

mas

am

## Security Features for EPIC

QR Code	<ul style="list-style-type: none"> <li>It is used for verification purpose by embedding web address for quick online verification.</li> <li>It is also used for offline verification.</li> </ul>	
Micro text	<ul style="list-style-type: none"> <li>Text printed at microscopic levels but still sharp enough to be read by the humane eye.</li> </ul>	
Guilloche pattern	<ul style="list-style-type: none"> <li>Set of complex lines that vary randomly in color and shade. It is difficult to scan and reproduce.</li> <li>Pre-printed stationary /cards with the guilloche patterns are available in the market, controlling inventory will help to stop counterfeiting.</li> </ul>	
Hologram	<ul style="list-style-type: none"> <li>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.</li> </ul>	
Ghost image	<ul style="list-style-type: none"> <li>A small image in black &amp; white of color image printed on the card.</li> </ul>	

Contd....

4.

Om

B N

Mas

18

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: - 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"><li>• Hologram: Hologram size (after stamping) : 16mm X 12mm. To be hot stamped made up of 19 -23 Micron polyester film of Gold/Silver shade.</li><li>• Micro text : Text as border of the Photograph in size 19 to 25 micron</li><li>• Ghost Image Printing : Resident Photograph (Front side)</li><li>• Guilloche pattern on the base of the card. Design shall be provided by UIDAI.</li></ul>

dm

B 2

mlas

112  
47

		(The design of the hologram and the approval/ 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 100 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"> <li>• Secured, protected window type for address &amp; tracking barcode visibility.</li> <li>• Window Film – 25 microns with proper stiffness, high tensile strength, excellent optics and good water barrier properties.</li> <li>• 22.6x28.4cm open - 10.7x24cm close size</li> <li>• 100 GSM Maplitho paper</li> <li>• Die cut with Re moisture glue pasting on flap</li> </ul>
2.	Dimensions	To accommodate one Aadhaar (PVC+PETG) Card and Cover letter.

ok

PSP

mlas

(16) (137)

		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.

dm

132

Mlab

45

**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 holograms as per the specifications as mentioned below.

Sl. No.	Area	Requirement
1.	Holographic Features	<p><b>Indicative list</b> of high security anti-counterfeiting holographic features are:</p> <p><b>Overt:</b></p> <ul style="list-style-type: none"> <li>• Motion Effects</li> <li>• Multi Channel Effects</li> <li>• True Color effects</li> <li>• Gradient effects</li> </ul> <p><b>Covert:</b></p> <ul style="list-style-type: none"> <li>• Micro Security Features</li> <li>• CLR based effects</li> </ul> <p><b>Forensic:</b></p> <ul style="list-style-type: none"> <li>• Nano Security Features</li> </ul> <p><b>Note:</b> 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	<p>Hologram size (before stamping) : 20mm X 15mm                      Job size or die size (after stamping) : 16mm X 12mm</p>
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.

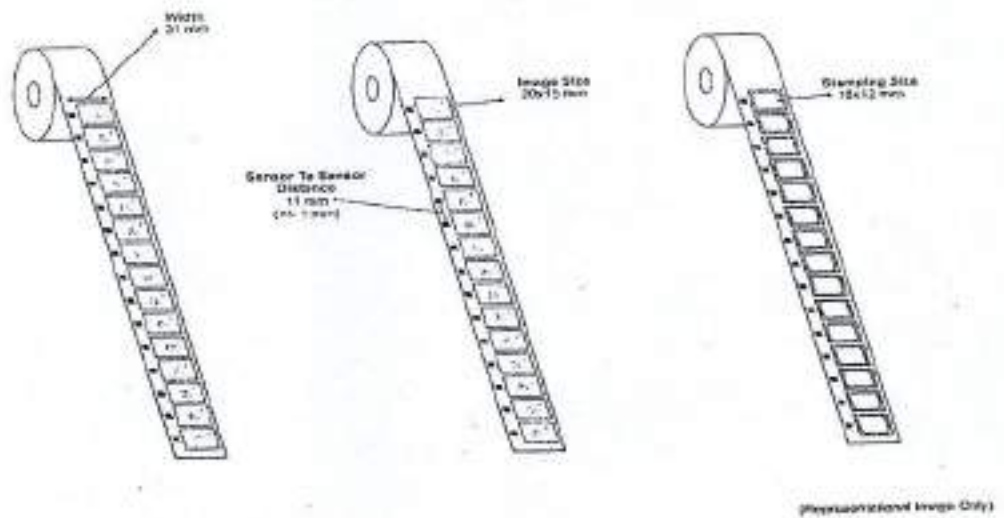
dm

BS

mls

34

- 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:



dm

B-2

mlas



By Post/ Email

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

No. 23/ID/2021-ERS

Dated: 22<sup>nd</sup> 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

dm

BS

M/S

By E-Mail/Speed Post

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

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

Dated: 14<sup>th</sup> 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*  
**ANUJ CHANDAK**  
 (JOINT DIRECTOR)

*dm**B>**M/S*



- 1950** Voter Helpline
- Install Voter Helpline App
- Install PwD App
- Streaming live on radio to radio-calls
- CEOutreach**

**PROUD TO BE A VOTER**  
**VOTER HELPLINE APP**



**आज का मत**  
 Election Commission of India  
 Helpline 1950 | <https://eci.gov.in/> | [www.nvsp.in](http://www.nvsp.in)

**SPEED-POST**

NEVER MISS CASTING YOUR VOTE

**YOUR VOTE MATTERS**

Choose your candidate wisely

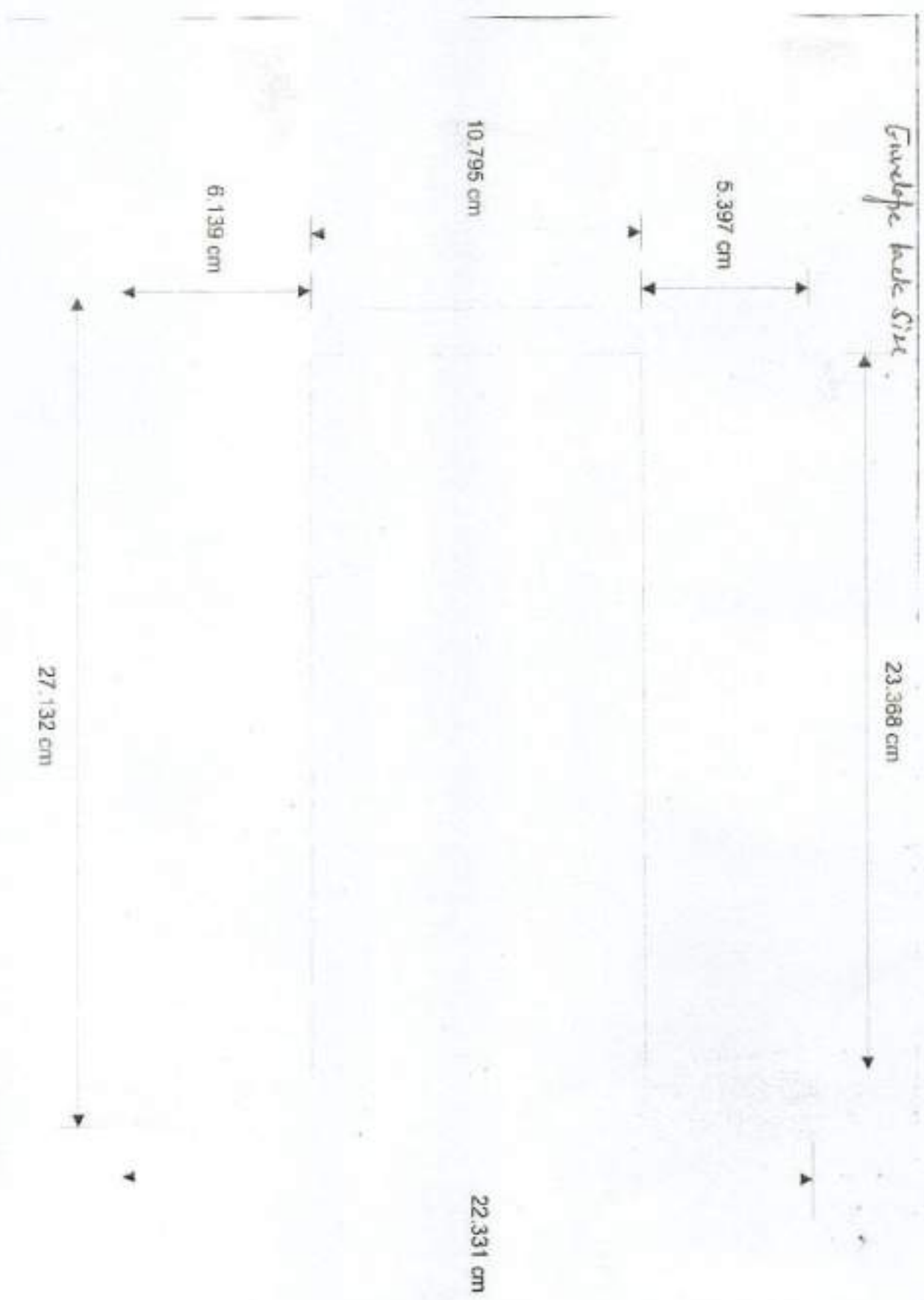
Vote ethically

Be an informed voter



Register online or  
 Verify your details at  
[www.nvsp.in](http://www.nvsp.in)

*dm : B*  
*@voter*



dh

B

M Lab

Envelope Size.

23.368 cm

 Election Commission of India  
Address: 1949 | New, Chandernagore, Kolkata

To: \_\_\_\_\_

CEO/DEO  
or suitable space

**PROUD TO BE A VOTER**

From: \_\_\_\_\_  
Date of Election: \_\_\_\_\_  
Polling Station: \_\_\_\_\_  
Voter ID: \_\_\_\_\_

   **1949**  
VOTER HELPLINE APP

10.795 cm

*M/102*

*B-2*

*dm*

प्रिय मतदाता,

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 एक विशेषाधिकार होने के साथ-साथ एक उत्तरदायित्व भी 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। राष्ट्र के भाग्य को चिन्हित करते हुए, अपनी स्याहीयुक्त उंगली को गर्व से दिखाएं।

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

मतदान की शुभकामनाएं

शुभेच्छु,

जिला निर्वाचन अधिकारी

Dear Voter,

Congratulations on receiving your EPIC - Electors Photo Identify 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 polling day, check details of contesting candidates, your name in vote 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. As a mark of nation's destiny showcase your inked finger proudly !

Greetings from Election Commission of India for embarking on this EPIC Journey.

Happy Voting!

With Best Wishes,

District Election Officer



# निर्वाचक द्वारा ली जाने वाली शपथ



उत्तराखण्ड राज्य

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, वर्ग, जाति, समुदाय, भाषा अथवा अन्य किसी भी प्रलोभन से प्रभावित हुए बिना सभी निर्वाचनों में अपने मताधिकार का प्रयोग करेंगे।

## 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 election fearlessly and without being influenced by religion, race, caste, community or any inducement.*

अपने मतदाता फोटो पहचान पत्र नम्बर का प्रयोग करें  
**USE YOUR EPIC NUMBER**

### वोटर हेल्पलाइन एप : Voter Helpline App

- बूथ नेविगेटर : मानचित्र पर अपने मतदान केंद्र के लिए द्राइविंग (लोकेशन) दिशानिर्देश खोजें  
Booth Navigator: Find driving directions to your polling booth on Map
- निर्वाचन नामावली में अपना नाम सर्च करना  
Search your name in Electoral Roll
- अपने मतदान अधिकारियों को जाने  
Know your Polling Officials
- मतदान पहचान पत्र में संशोधन के लिए आवेदन करना।  
Apply for correction in Voter ID card
- विधानसभा क्षेत्र के अन्तर्गत शिफ्टिंग के लिए आवेदन करना।  
Apply for shifting within Assembly Constituency

### वोटर पोर्टल Voter Portal

- अपना विधानसभा क्षेत्र व मतदान केंद्र की पहचान करना।  
Find your Assembly Constituency and Polling Stations
- निर्वाचक नामावली क्षेत्र व मतदान केंद्र की पहचान करना  
Search your name in Electoral Roll
- अपने मतदान केंद्र के अधिकारियों को जानना (DEO/ERO/BLO)  
Know your Polling Officials (DEO/ERO/BLO)
- मतदाता पहचान पत्र में संशोधन के लिए आवेदन करना।  
Apply for correction in Voter ID card
- विधानसभा क्षेत्र के अन्तर्गत शिफ्टिंग के लिए आवेदन करना  
Apply for shifting within Assembly Constituency



CEO Uttarakhand

#MyVoteMatters

**गर्व से बने मतदाता  
PROUD TO BE A VOTER**

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

Voter guide size.

35 cm

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

1950 Year  
Smart Aadhaar App

Voter Helpline App  
Smart Aadhaar App

EETI SITI | NO VOTER TO BE LEFT BEHIND

Election Commission of India

9.5 cm

dm

B S

MS



# वोटर गाइड VOTER GUIDE



भारत निर्वाचन आयोग  
Election Commission of India



कोई भी मतदाता न छूटे  
NO VOTER TO BE LEFT BEHIND



## मतदाताओं के लिए महत्वपूर्ण सूचना | IMPORTANT INFORMATION FOR VOTERS

निर्वाचक नामावली में अपना नाम सर्च करें।  
Search your name on voter list



- Visit Website: [voterportal.eci.gov.in](http://voterportal.eci.gov.in)
- SMS to 1950: ECIPS <space> <EPIC No>
- Use Voter Helpline App

अपने मतदेय स्थल का पता लगाएं।  
Locate your polling station



- Visit: [voterportal.eci.gov.in](http://voterportal.eci.gov.in)
- SMS to 1950: ECIPS <space> <EPIC No>
- Use Voter Helpline App

अपने निर्वाचन लड़ने वाले अभ्यर्थी के विषय में जानें।  
Know your contesting candidates and their antecedents



- Use Voter Helpline App

निर्वाचन संबंधी अन्य कोई जानकारी।  
Any election related query



- Call Helpline 1950

वोटर हेल्पलाइन एप में जाकर अपने EPIC नम्बर से अपने मतदान केन्द्र को लोकेट करें।  
Use EPIC no. on Voter Helpline App and navigate to your polling booth

मतदान के लिए आपका नाम मतदाता सूची में होना अनिवार्य है। To vote you should have your name in the voter list.

dm Ba Mas

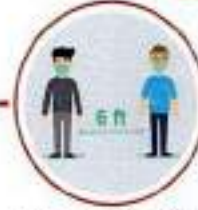
## मतदान के दिन ON POLL DAY



कोई भी मतदाता न छूटे  
NO VOTER TO BE LEFT BEHIND



मतदान दिवस पर अवकाश घोषित किया गया है।  
Holiday is declared  
on the day of poll



6 फीट की दूरी बनाये रखें  
Maintain a distance  
of 6 feet



मतदान केंद्र के भीतर कोई इलेक्ट्रॉनिक उपकरण  
ले जाने की अनुमति नहीं होगी  
No Gadgets  
(inside polling booth)

अपना मास्क व ग्लव्स पहने तथा  
हथों को सेनेटाइज करें  
Wear your mask, gloves  
and sanitize your hands



कोविड-19 से बचाव हेतु

यदि दो बार मापने पर भी आपका तापमान सामान्य से अधिक आता है, तो मतदाता को एक टोकन/प्रमाण पत्र दिया जाएगा, जिसके द्वारा सर्वश्रेष्ठ मतदाता मतदान के अंतिम घंटे में मतदान केंद्र में मतदान करेंगे।  
If temperature is above set norms in two readings, then the elector will be given token/certificate to come and vote at last hour of poll, adhering to COVID-19 preventive measures

## मतदान के अन्तिम घण्टे के दौरान की प्रक्रिया | CASTING YOUR VALUABLE VOTE

1



मतदाता सामाजिक दूरी का पालन करते हुए पवित्र में खड़े रहेंगे  
Voter stands in queue maintaining physical distance

3



मतदान अधिकारी (प्रथम) द्वारा मतदाता सूची में आपका नाम तथा आपके पहचान पत्र की जांच की जाएगी। पहचान हेतु आपको मास्क चेहरे से नीचे करना होगा।  
1<sup>st</sup> Polling Officer checks your name on voter list and your ID proof. Voter to lower facemask for identification

2



मतदाता को ग्लव्स दिए जाएंगे।  
Glove will be provided to the voter

4



मतदान अधिकारी (द्वितीय) द्वारा आपकी उंगली पर अमिट रंग लगाई जाएगी, आपको पर्ची दी जाएगी तथा आपके हस्ताक्षर लिए जाएंगे।  
2<sup>nd</sup> Polling Officer marks finger nail with indelible ink, gives a slip and takes your signature

dm B7 (M) [Signature]



5

मतदान अधिकारी (तृतीय) आपकी पर्ची लेंगे तथा आपकी उंगली पर स्याही की जांच करेंगे।

3<sup>rd</sup> Polling Officer takes the slip and checks the mark on your finger nail



6

मतदाता द्वारा EVM पर अपनी पसंद के उम्मीदवार के नाम का बटन दबाया जाएगा बटन के सामने की लाल

बत्ती जलेगी तथा बीप की आवाज आएगी, मतदाता VVPAT की विन्डो पर प्रिन्टेड पेपर स्लिप को देख सकते हैं।

Voter presses button against chosen candidate to vote on the Electronic Voting Machine (EVM); a red light glows with a beep sound. Voter can check the printed paper slip through glass on VVPAT window



7

EVM-VVPAT पर मतदान करने के बाद, मतदाता द्वारा प्रयोग किए गए ग्लव्स को निर्धारित डस्टबिन में डाला जाएगा तथा हाथों को सेनिटाइज किया जाएगा।

After voting on EVM-VVPAT, voter disposes the used glove in a dustbin and sanitizes hands before exit from Polling Station



अन्तिम विकल्प के रूप में इनमें से कोई नहीं (NOTA) उपलब्ध है।  
None of the Above (NOTA) available as the last option

## मतदान के अन्तिम घण्टे के दौरान की प्रक्रिया | VOTING DURING LAST HOUR OF POLL



1



2



4



3

PPE किट पहन कर एक मतदाता पोलिंग स्टेशन के भीतर जाएगा।  
Single voter inside Polling Station wearing PPE kit

कोविड-19 के लक्षणों वाले मतदाता मतदान के अन्तिम घण्टे में मतदान करेंगे। मतदान केन्द्र के भीतर उपस्थित प्रत्येक व्यक्ति को PPE किट उपलब्ध कराई जाएगी।  
Electors with COVID-19 related symptoms will vote in the last hour of poll. Everyone in the Polling Booth will be provided PPE kits for their safety.

dm  
B  
malz

## कोविड-19 के दौरान सुरक्षित निर्वाचन SAFE ELECTIONS DURING COVID-19

- मास्क फेस शील्ड और ग्लव्स  
● Masks, Face shields and Gloves
- सैनिटाइजर, साबुन और पानी  
● Sanitiser, soap and water
- सभी व्यक्तियों के तापमान जांच  
● Thermal Scanning of all persons
- सामाजिक दूरी  
● Social distancing
- लम्बी कतारों से बचने के लिए टोकन प्रणाली  
● Token system to avoid queues
- डाक मतपत्र की सुविधा का विकल्प  
● Optional Postal Ballot facility



## कोविड-19 के दौरान सुरक्षित निर्वाचन HOW TO CAST YOUR VOTE USING EVM - VVPAT



### 1 घुसने जाएं | ENTER THE BOOTH

आपके मतदान कक्ष में प्रवेश के बाद गैडेटरीयन अधिकारी Ballot Unit को चालू करेगा  
The Presiding Officer will enable the Ballot Unit while you enter the polling compartment



### 2 अपना मत डालें | CAST YOUR VOTE

आपकी पसन्द के उम्मीदवार के नाम एवं चिन्ह के सामने बालू नीला बटन दबाएं  
Press the Blue Button on the Ballot Unit against the name/symbol of candidate of your choice



### 3 चली देखें | SEE THE LIGHT

आप द्वारा चयनित उम्मीदवार के नाम/चिन्ह के सामने वाली बालू नीली एक बीप की आवाज के साथ जगमगायेगी  
The red light against the name/symbol of chosen candidate will glow with a beep sound



### 4 अपना मत सत्यापित करें | VERIFY YOUR VOTE

VVPAT स्क्रीन से एक पंजी दिखाई देगी जिसमें चुने गए उम्मीदवार का नाम, क्रम संख्या एवं चिन्ह प्रदर्शित होंगे।  
The VVPAT will display a slip containing Serial Number, Name and Symbol of the chosen candidate

The slip will be visible through the glass for about 7 seconds. Printed slip will not be given to voter

प्राप्त स्क्रीन के अन्दर एक छोटी पंजी 7 सेकेंड के बाद कटकर प्रिन्टर के नीचे बन्द ड्रॉप बॉक्स में गिरेगी, छोटी पंजी मतदाता को प्राप्त नहीं होगी।



**NOTE:** If you do not see light glow or hear a beep sound contact the Presiding Officer

dm B... (Handwritten signatures)



#MyVoteMatters

मुझे मतदाता होने पर गर्व है।  
PROUD TO BE A VOTER



We look forward to your comments/slogans/creatives:

-----

-----

-----

-----

-----

-----

-----



dm Bcr @mas

दिव्यांगजनों (पीडब्ल्यूडी) एवं वरिष्ठ नागरिकों के लिए सुविधाएं  
**FACILITIES FOR PwDs & SENIOR CITIZENS**



रैप और व्हील चेयर  
 Ramp & Wheel Chair



दिव्यांगजनों (पीडब्ल्यूडी) के लिए वाहन की सुविधा  
 Transport Facility for PwDs



वोट सहित ईवीएम  
 EVM with Braille



मतदाता सहायता कक्ष  
 Voter Assistance Booth



सांकेतिक भाषा  
 Sign Language



विशेष स्वयंसेवक  
 Special Volunteers



दिशा संकेत  
 Signage



दिव्यांगजनों और वरिष्ठ नागरिकों को प्राथमिकता  
 Priority Access to PwDs and Senior Citizens

मतदान केन्द्र पर अन्य सुविधाएं | **OTHER FACILITIES AT POLLING STATION**



अलग-अलग कतारें  
 Separate Queues



पेयजल  
 Drinking Water



प्राथमिक उपचार  
 First Aid



प्रतिशालय  
 Waiting Shed



शीशालय  
 Toilet

ऑनलाइन रजिस्टर करें और अपनी जानकारी सत्यापित करें  
 Register Online or Verify your details at

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

**1950** Voter Helpline

**Install** Voter Helpline App

- @ECI
- @ECISVEEP
- @ECISVEEP
- @ECI

**Install PwD App**

**Streaming live on** [eci.gov.in/web-radio](https://eci.gov.in/web-radio)



**भारत निर्वाचन आयोग**  
 Election Commission of India

निर्वाचन सदन, अशोका रोड, नई दिल्ली - 110001

Nirvachan Sadan, Ashoka Road, New Delhi - 110001 <https://eci.gov.in>



**मुख्य निर्वाचन अधिकारी, उत्तराखण्ड**  
 04 - सुभाष रोड, सचिवालय, देहरादून, टोलफ्री नं०-1950

UttarakhandCEO

Handwritten signatures and initials.

## ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI - 110001

No.23/ID/2021-ERS

Dated: 17<sup>th</sup> 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.**

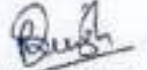
Reference :- (i.) Commission's letter No. 23/ID/2021-ERS dated 22<sup>nd</sup> June, 2021

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

Sir/Madam,

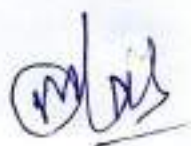
I am directed to refer to the subject cited and to state that as per the Commission's instructions mentioned above, EPICs are to be delivered through Speed Post only and for ensuring proper delivery of EPICs, complete address as mentioned by the elector in Form-6 will be printed on EPIC. For easy identification 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

BZ



dm

By Email/Speed Post

## ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 23/ID/2021-ERS

Dated: 17<sup>th</sup> 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

Bsc



dm



By Speed Post/Email

## ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.23/EPIC Security/2021-ERS

Dated: 18<sup>th</sup> 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 x 54mm x 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.

dm

BS

M/S

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 HOMA) 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 22/08/2021. 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 1<sup>st</sup> 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

dm

B3

m/102

## Annexure – A

### 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



1. Overlay 50 Micron Top and Bottom
2. Variable Data Print layer (LASER Printing 600 DPI and Above)
3. PVC Layer 180 Micron Top and Bottom
4. PETG Middle Layer 340 Micron

- 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:-

BS

M/S

dm

Front and Back of new EPIC



Front side



Back side

\* Pt. These layout/ Designe of EPIC is replaced by new layout/ Designe of EPIC as per ECI circular dated. 19th May 2022 enclosed as Annexure-20.

BS

dm

**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."

dm

BS

MAS

**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"><li>• Motion Effects</li><li>• Multi-channel Effects</li><li>• True Color Effects</li><li>• Gradient Effects</li></ul> Covert: <ul style="list-style-type: none"><li>• Micro Security Features</li><li>• CLR based Effects</li></ul> Forensic: <ul style="list-style-type: none"><li>• Nano Security Features</li></ul>
2.	Hologram Size	Hologram size (before stamping) : <b>20mm x 15mm</b> Job size or die size(after stamping) : <b>16mm x 12mm</b>
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	<b>Gold/Silver Foil</b> 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.

AM BE

- 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.

ch

B 2

mas

By Speed Post/Email

# ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.23/EPIC Security/2021-ERS

Dated: 19<sup>th</sup> May, 2022

To,

The Chief Electoral Officers  
of all States/UTs

**Subject: New security Features for the Colour PVC-EPICs– further guidelines- regarding.**

Reference: Commission's Letter No. 23/EPIC Security/2021-ERS, dated 18.01.2022.

Sir/Madam,

I am directed to state that guidelines and instructions on new security features for colour PVC-EPICs have already been issued vide Commission's letter cited under reference above. In continuation of the said letter and in order to bring uniformity and standardization of the specifications of both EPIC and Hologram, the Commission has further clarified the quality, security features and other specifications of the new secured PVC-EPIC, as under: -

**Front Side Specification/dimension:-**

- a) **National Emblem:** To be printed on the upper left-hand corner (5.00 mm from left edge & 4.00 mm from top edge).
- b) **EPIC Number:** To be printed below the National emblem (5.00 mm from left edge and 2.00 mm above the photograph). Font of the EPIC number printed on both sides of card should be "Arial Rounded Bold MT" for better readability by the Optical Character Readers (OCRs).
- c) **Photograph of Elector:** To be printed at the left corner below the EPIC number  
Width – 21.00 mm, Height – 28.00 mm  
(3.00 mm from the left edge and 5.00 mm above the bottom edge).
- d) **ECI Logo:** To be printed on the upper right-hand corner (4.00 mm from top edge and 5.00 mm from right edge)
- e) **Ghost Image:** Width – 7.00 mm, Height – 9.00 mm (5.00 mm from right edge and 31.00 mm from bottom edge)









- f) **Ghost EPIC Number:** To be printed at right side of Ghost image in vertical (bottom-up) direction (2.00 mm from the right edge)
- g) **Hologram:** At the right bottom corner (3.00 mm from the edges)
- h) **Elector's Name, Relative's Name, Gender and Date of Birth** to be printed (in English and regional language) on the right-side of photograph of the elector. Either Age or DOB shall be printed on the card. Age will be printed in case DOB is not available in the E-Roll data.

Size before stamping  
also stamping

**Back Side Specification/dimension:-**

- a) **Facsimile signature of Electoral Registration Officer:** To be printed on the top left corner.
- b) **QR code:** To be printed below the "facsimile signature of ERO" on the left side of the card (4.00 mm from the left edge and 14.00 mm below the top edge)
- ✓ Width – 25.00 mm, Height – 25.00 mm.
  - ✓ QR code will consist of EPIC No, Name of Elector, Relative's Name, Date of Birth/Age.
  - ✓ Provision to read QR code printed on the card will be made available on Voter Helpline App (VHA).
- c) **EPIC Number:** To be printed below the QR code (7.00 mm from the left edge and 10.00 mm above the bottom edge)
- d) **Elector's Address, Electoral Registration Officer and AC/PC No. & Name and 'Note'** are to be printed in bilingual (in English and regional language) to the right side of QR code.
- e) **Voter Helpline No. (1950), CEO's website address and Old EPIC No. (if available)** issued to the elector, if any, are to be printed below the horizontal red line, at the bottom of the card.
2. A sample EPIC card along with prescribed specifications/dimensions of both front and back sides of EPIC is enclosed herewith as Annexure-'A' for reference. The detailed specification of Hologram to be printed on the card is enclosed herewith as Annexure-'B'.
3. The National Emblem, Election Commission of India, Elector Photo Identity Card, ECI Logo, Micro-text along the border of photograph of elector, CEO's website address, Helpline Number, should be pre-printed on the card. In addition to this, background on both sides of the Card should also be pre-printed.

BS

dm

4. The personalization of card (*Name of Elector, Relative's Name, Photograph, Ghost Photograph, Gender, Date of Birth/Age, Address, No. & Name of AC/PC, Designation and Facsimile signature of ERO, Issue Date, "Note", EPIC Number (both sides), Ghost EPIC Number, Old EPIC Number (if available), QR Code*) shall be done using EPIC printing tool in ERO-Net.

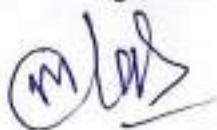
5. All the specifications have to be executed adhering to the error margins specified under the Model RFP for EPIC Printers & Model RFP for Hologram and international standards, wherever not specified in the RFP.

6. All concerned may be informed accordingly.

Yours faithfully,



(AJAY KUMAR)  
SECRETARY



Sample Front and Back of New Secured EPIC with detailed specifications/dimensions



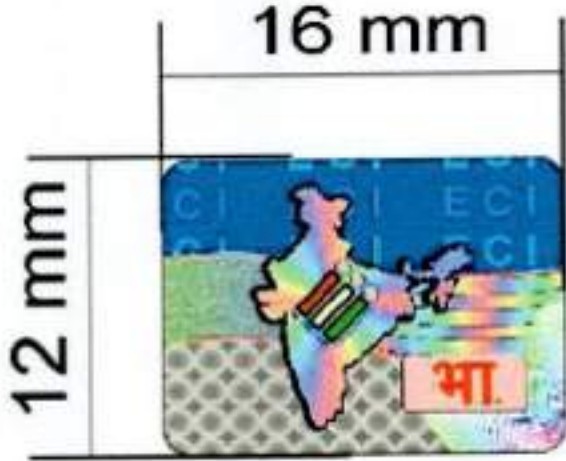
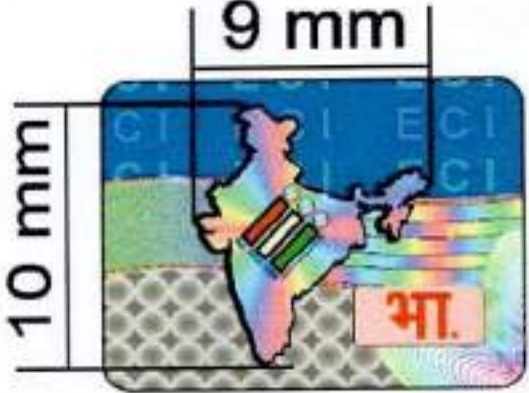
*dm*

*BE*

*mias*

**Specifications of HOLOGRAM**

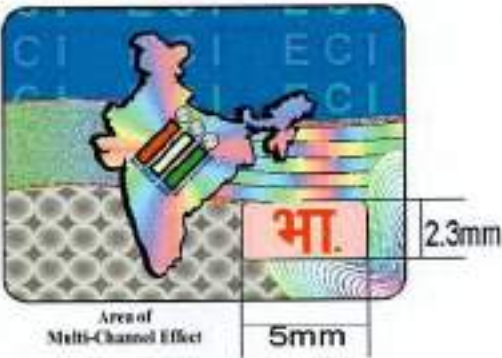


The Hologram shall be hot stamped on the EPIC to provide additional security features. The security features of the hologram along with its dimensions are as follows:-

Sr.No.	Detailed description
1	<p>The final hologram dimensions after hot stamping shall be 16mm X 12mm.</p> <div style="text-align: center;">  <p><b>16 mm</b></p> <p><b>12 mm</b></p> <p><b>Finish Size</b></p> </div>
2	<p>The size of the map of India in the hologram shall be 9mm X 10 mm.</p> <div style="text-align: center;">  <p><b>9 mm</b></p> <p><b>10 mm</b></p> </div>
3	<p>The area of multi-channel effect has been marked and highlighted.</p>

*dm*

*B 4*




*(M)as*

	
4	<p>Motion Effect takes place in the blue background where the letters ECI move horizontally out and in simultaneously giving a wavy effect.</p> 
5	<p>True Colour effect – The true colours of the ECI symbol are manifested only at certain tilt and at all other angles you can see different colours.</p>  <p style="text-align: center;"><b>Not true Colours</b>                      <b>True Colours</b></p>
6	<p>Gradient effect has been introduced all over country's map and the adjacent silver bands on the right and left of the country map. The gradient effect manifests like a rainbow effect in the mentioned areas of the hologram.</p>

dm

B.S

mas

	
7	<p>CLR Based effect – The Letter ECI are shown on plain paper when the laser is pointed at a certain region of the hologram.</p> 
8	<p>Multi-channel effect – 3 channel flip effect shows the first three letters of Bharat Nirvachan Aayog ( Bha, Ni, Aa in Hindi ) as follows.</p> 
9	<p>Micro Security features – There are two lines running across the hologram horizontally. The first line contains the micro-text "ELECTION COMMISSION OF INDIA" and the second line contains the micro-text "NAME OF STATE/UT" as shown below.</p>

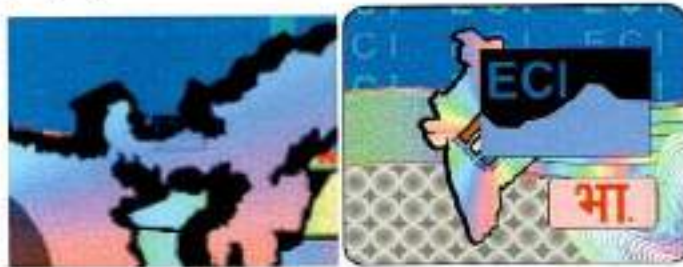
*MAS*

*de*

*135*



- 10 Nano-security feature – The region just next to the right side of Sikkim has the Nano text “ECI” embedded. This security feature needs a very high-resolution lens to read it hence detecting this would be a big challenge, thereby discouraging forgery.



उत्तराखण्ड शासन  
वित्त (वे०आ०-सा०नि०) अनुभाग-7  
सं०- 195/XXVII(7)32/2007 TC/2019  
देहरादून दिनांक 12 जुलाई, 2019

अधिसूचना संख्या- 126 /XXVII(7)32/2007 TC/2019 दिनांक 12 जुलाई, 2019 द्वारा प्रस्थापित "उत्तराखण्ड अधिप्राप्ति (प्रैक्योरमेन्ट) (संशोधन) नियमावली, 2019" की प्रति निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित:-

1. सचिव, श्री राज्यपाल, उत्तराखण्ड।
2. अध्यक्ष, राजस्व परिषद, उत्तराखण्ड।
3. समस्त अपर मुख्य सचिव, उत्तराखण्ड शासन।
4. समस्त प्रमुख सचिव/सचिव/प्रभारी सचिव, उत्तराखण्ड शासन।
5. समस्त विभागाध्यक्ष एवं प्रमुख कार्यालयाध्यक्ष, उत्तराखण्ड।
6. महालेखाकार, उत्तराखण्ड, देहरादून।
7. महानिबन्धक, मा० उच्च न्यायालय, उत्तराखण्ड, नैनीताल।
8. प्रमुख स्थानिक आयुक्त, उत्तराखण्ड शासन, नई दिल्ली।
9. सचिव, विधान सभा, उत्तराखण्ड।
10. उत्तराखण्ड सचिवालय के समस्त अनुभाग।
11. समस्त मण्डलायुक्त/जिलाधिकारी, उत्तराखण्ड।
12. निदेशक, कोषागार एवं वित्त सेवार्ये, 23 लक्ष्मी रोड़, डालनवाला, देहरादून।
13. निदेशक, विभागीय लेखा, उत्तराखण्ड।
14. समस्त मुख्य/वरिष्ठ कोषाधिकारी, उत्तराखण्ड।
15. समस्त वित्त नियंत्रक/वित्त अधिकारी, उत्तराखण्ड।
16. उप निदेशक, राजकीय मुद्रणालय, रुड़की को इस अनुरोध के साथ प्रेषित कि कृपया उक्त नियमावली की 200 प्रतियां तैयार कर अबिलम्ब वित्त अनुभाग-7, उत्तराखण्ड शासन को उपलब्ध कराने का कष्ट करें।
17. गार्ड फाईल।

आज्ञा से,

(अमित सिंह नेगी)  
सचिव।

B S

(M) S



उत्तराखण्ड शासन  
वित्त (वि०आ०-सा०नि०) अनुभाग-7  
सं०- 126 /XXVII(7)32/2007 TC/2019  
देहरादून दिनांक 12 जुलाई, 2019.

अधिसूचना

प्रकीर्ण

राज्यपाल "भारत का संविधान के अनुच्छेद 166 द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए उत्तराखण्ड अधिप्राप्ति (प्रैक्टोरमेन्ट) नियमावली, 2017 में संशोधन करने की दृष्टि से निम्नलिखित नियमावली बनाते हैं:-

उत्तराखण्ड अधिप्राप्ति (प्रैक्टोरमेन्ट) (संशोधन) नियमावली, 2019

संक्षिप्त नाम एवं प्रारम्भ

1. (1) इस नियमावली का संक्षिप्त नाम उत्तराखण्ड अधिप्राप्ति (प्रैक्टोरमेन्ट) (संशोधन) नियमावली, 2019 है।  
(2) यह तुरन्त प्रवृत्त होगी।

नियम 10 (1) का संशोधन।

2. उत्तराखण्ड अधिप्राप्ति (प्रैक्टोरमेन्ट) नियमावली, 2017 (जिसे इसमें इसके पश्चात् मूल नियमावली कहा गया है) में नीचे स्तम्भ-1 में दिये गये वर्तमान नियम 10 के उप नियम (1) के स्थान पर स्तम्भ-2 में दिया गया उपनियम रख दिया जायेगा, अर्थात्-

स्तम्भ-1  
वर्तमान नियम

10 (1) रू० 25,00,000 (रू० पच्चीस लाख) से अधिक की अनुमानित लागत की सामग्री की अधिप्राप्ति के लिए कम से कम दो व्यापक परिचालन वाले राष्ट्रीय समाचार पत्रों में विज्ञापन द्वारा निविदा आमंत्रित की जाए। रू० 25,00,000 (रू० पच्चीस लाख) से कम कीमत की सामग्री की अधिप्राप्ति, व्यापक परिचालन वाले एक राष्ट्रीय समाचार पत्र में विज्ञापन के माध्यम से की जाय। विज्ञापन का आकार (साइज) न्यूनतम रखा जाय।

स्तम्भ-2  
एतद्वारा प्रतिस्थापित नियम

10 (1) समाचार पत्र में विज्ञापन द्वारा निविदाएँ निम्नानुसार आमंत्रित की जाएंगी:-

(क) रू० 5.00 करोड़ (रू० पांच करोड़) तथा उससे अधिक अनुमानित लागत की अधिप्राप्ति के लिए कम से कम दो व्यापक परिचालन वाले राष्ट्रीय समाचार पत्रों में।

(ख) रू० 25,00,000 (रू० पच्चीस लाख) से अधिक एवं रू० 5.00 करोड़ से कम अनुमानित लागत की अधिप्राप्ति व्यापक परिचालन वाले एक राष्ट्रीय

BS



समाचार पत्र एवं एक राज्य स्तरीय समाचार पत्र में।

(ग) रू0 25,00,000 (रू0 पच्चीस लाख) से कम अनुमानित लागत की अधिप्राप्ति व्यापक परिचालन वाले एक राज्य स्तरीय समाचार पत्र एवं एक स्थानीय समाचार पत्र में।

(घ) विज्ञापन का आकार (साइज) यथासम्भव न्यूनतम रखा जायेगा।

नियम 32 का संशोधन।

2. मूल नियमावली में नीचे स्तम्भ-1 में दिये गये वर्तमान नियम 32 के स्थान पर स्तम्भ-2 में दिया गया नियम रख दिया जायेगा, अर्थात्-

**स्तम्भ-1**  
**वर्तमान नियम**

32. राज्य सरकार, प्रशासनिक विभाग के माध्यम से तथा शासन के वित्त विभाग की सहमति से राज्य के भौगोलिक क्षेत्र की सीमा में विनिर्मित करने वाले लघु कुटीर उद्योग / खादी / सूक्ष्म उद्यम को कय/मूल्य में वरीयता दे सकती है। यह वरीयता, प्राप्त न्यूनतम दर से 10 प्रतिशत से अधिक नहीं होगी।

परन्तु राज्य में 4000 फीट से अधिक की ऊँचाई पर स्थापित सूक्ष्म, लघु एवं मध्यम उद्योगों/इकाईयों में निर्मित सामग्री पर शासकीय खरीद में 15 प्रतिशत तक Purchase के आधार पर छूट अनुमन्य होगी।

**स्तम्भ-2**  
**एतद्वारा प्रतिस्थापित नियम**

32 राज्य के भौगोलिक क्षेत्र की सीमान्तर्गत स्थापित एवं विनिर्मित (Manufacture) करने वाले सूक्ष्म, लघु उद्यमों (कुटीर, खादी हथकरघा, हस्तशिल्प तथा स्टार्टप्स सहित) को सामग्री एवं सेवाओं हेतु प्रत्येक आमंत्रित निविदा की मात्रा के 25 प्रतिशत की सीमा तक कय वरीयता इस प्रतिबन्ध के अधीन अनुमन्य होगी कि यदि प्राप्त निविदाओं में उल्लिखित न्यूनतम दर (L1) के L1+10 प्रतिशत (A एवं B श्रेणी के वर्गीकृत जिलों /क्षेत्रों में स्थित इकाईयों के लिए L1+15) तक मूल्य उद्धत किया गया हो तो उनके मूल्य को L1 मूल्य के स्तर पर लाकर आपूर्ति के आदेश दिये जायेंगे:

परन्तु यह कि सूक्ष्म, लघु उद्यमों को L1+10 प्रतिशत (A एवं B श्रेणी के वर्गीकृत जिलों/क्षेत्रों में स्थित इकाईयों के लिए L1+15 प्रतिशत) से अधिक मूल्य की निविदा हेतु कोई कय वरीयता प्रदान नहीं की

11  
B S

M/S

जायेगी:

परन्तु यह और कि सूक्ष्म और लघु उद्यमों से कुल वार्षिक खरीद में से 25 प्रतिशत के लक्ष्य में से महिलाओं के स्वामित्व वाले सूक्ष्म और लघु उद्यम से खरीद के लिए 3 प्रतिशत का लक्ष्य निर्दिष्ट किया जायेगा।

### नियम 60 (1) का संशोधन।

3. मूल नियमावली में नीचे स्तम्भ-1 में दिये गये वर्तमान नियम 60 के उपनियम (1) के स्थान पर स्तम्भ-2 में दिया गया उपनियम रख दिया जायेगा, अर्थात्-

#### स्तम्भ-1

##### वर्तमान नियम

60(1) जहां अधिप्राप्ति विषयक कार्यवाही मानक आधारों या सामान्य प्रकृति के बजाय, जटिल एवं अति विशिष्ट प्रकार की हो, जिसमें उच्च कोटि की विद्वता का अंश अधिक हो, तथा विभाग की अपेक्षाओं के अनुसार परामर्शी (कन्सल्टैन्ट) द्वारा अपने प्रस्ताव में नवपरिवर्तनशीलता (इनोवेशन) एवं रचनात्मकता प्रदर्शित करना आवश्यक हो, तो ऐसे प्रकरणों हेतु प्रशासनिक विभाग या सक्षम प्राधिकारी गुणवत्ता एवं लागत पर आधारित चयन (क्यू0सी0 बी0एस0) को अपना सकता है। चयन की इस प्रणाली को अपनाने के पूर्व यदि लागत रू0 40.00 लाख से कम हो, तो सक्षम प्राधिकारी द्वारा प्रशासनिक विभाग से अनापत्ति प्राप्त की जाय परन्तु जहां लागत रू0 40.00 लाख से अधिक हो, चयन प्रक्रिया प्रारम्भ करने के पूर्व विभाग/सक्षम प्राधिकारी प्रशासनिक विभाग के माध्यम से वित्त विभाग की सहमति प्राप्त करेगा।

#### स्तम्भ-2

##### एतद्वारा प्रतिस्थापित नियम

60(1) जहां अधिप्राप्ति विषयक कार्यवाही मानक आधारों या सामान्य प्रकृति के बजाय, जटिल एवं अति विशिष्ट प्रकार की हो, जिसमें उच्च कोटि की विद्वता का अंश अधिक हो, तथा विभाग की अपेक्षाओं के अनुसार परामर्शी (कन्सल्टैन्ट) द्वारा अपने प्रस्ताव में नवपरिवर्तनशीलता (इनोवेशन) एवं रचनात्मकता प्रदर्शित करना आवश्यक हो, तो ऐसे प्रकरणों हेतु प्रशासनिक विभाग या सक्षम प्राधिकारी गुणवत्ता एवं लागत पर आधारित चयन (क्यू0सी0बी0एस0) को अपना सकता है। चयन की इस प्रणाली को अपनाने के पूर्व यदि लागत रू0 1.00 करोड़ तक हो, तो सक्षम प्राधिकारी द्वारा प्रशासनिक विभाग से अनापत्ति प्राप्त की जायेगी परन्तु जहां लागत रू0 1.00 करोड़ से अधिक हो, चयन प्रक्रिया प्रारम्भ करने के पूर्व विभाग/सक्षम प्राधिकारी प्रशासनिक विभाग के माध्यम से वित्त विभाग की सहमति प्राप्त करेगा।

(अमित सिंह नेगी)  
सचिव

उत्तराखण्ड शासन  
सूक्ष्म, लघु एवं मध्यम उद्यम अनुभाग  
संख्या: — /VII-3-19/143-उद्योग/2003  
देहरादून: दिनांक: 20 अगस्त, 2019

## कार्यालय ज्ञाप

उत्तराखण्ड शासन, सूक्ष्म, लघु एवं मध्यम उद्यम अनुभाग के कार्यालय ज्ञाप सं0-261/VII-2-14/143-उद्योग/2003, दिनांक 19 मार्च, 2014 द्वारा निर्गत क्रय वरीयता नीति तथा परिपत्र संख्या:-1314(1)/VII-2-17/143-उद्योग/2003, दिनांक 27 जुलाई, 2017 को अतिक्रमित करते हुए तथा वित्त विभाग की अधिसूचना संख्या:-126/XXVII(7)32/2007 TC/2019 दिनांक 12 जुलाई, 2019 के क्रम में सम्यक विचारोपरान्त प्रदेश के सूक्ष्म व लघु उद्यमों (कुटीर, खादी ग्रामोद्योग, हथकरघा व हस्तशिल्प एवं स्टार्टअप सहित) द्वारा उत्पादित उत्पादों और प्रदत्त सेवाओं के शासकीय उपापन (Public Procurement) में निविदा के समय वरीयता दिये जाने हेतु एतद्वारा निम्नवत् सार्वजनिक उपापन नीति निर्धारित किए जाने की श्री राज्यपाल सहर्ष स्वीकृति प्रदान करते हैं:-

## 1. संक्षिप्त नाम एवं आरम्भ:

(क) इस नीति का संक्षिप्त नाम "प्रदेश के सूक्ष्म व लघु उद्यमों (कुटीर, खादी ग्रामोद्योग, हथकरघा व हस्तशिल्प एवं स्टार्टअप सहित) के लिए क्रय वरीयता नीति-2019" है।

(ख) यह नीति आदेश जारी होने की तिथि से प्रवृत्त होगी।

## 2. क्रय वरीयता नीति:

(क) यह नीति उन सूक्ष्म व लघु उद्यमों, स्टार्टअप पर लागू होगी, जिन्होंने राज्य के उद्योग विभाग से लघु उद्योग स्थायी पंजीकरण, सूक्ष्म, लघु एवं मध्यम उद्यम विकास अधिनियम-2006 (MSMED Act-2006) के अन्तर्गत सूक्ष्म तथा लघु उद्यम के रूप में उद्योगिता ज्ञापन भाग-2 (E.M. Part-II) की अभिस्वीकृति अथवा सूक्ष्म, लघु व मध्यम उद्यम मंत्रालय, भारत सरकार से उद्योग आधार प्राप्त किया हो या जिनको औद्योगिक नीति एवं संवर्धन विभाग, भारत सरकार अथवा उत्तराखण्ड स्टार्ट-अप कॉउंसिल से स्टार्टअप के रूप में मान्यता मिली हो।

यदि सार्वजनिक खरीद/सेवाओं के उपापन में राज्य सरकार या उसके विभागों/संस्थाओं/निकाय/उपक्रमों द्वारा आई.एस.आई., आई.एस.ओ. अथवा अन्य विशेषीकृत उत्पादों को खरीदे जाने/सेवाओं के उपापन की आवश्यकता हो, तो ऐसे उत्पादों के विशिष्टियों एवं मानकों का विवरण निविदा में ही दे दिया जाय, ताकि गुणवत्ता से समझीता किये बिना प्रदेश के सूक्ष्म एवं लघु उद्यमों (कुटीर व खादी ग्रामोद्योग, हथकरघा व हस्तशिल्प तथा स्टार्टअप सहित) से क्रय वरीयता नीति के अनुसार सामग्री/सेवाओं का उपापन (Procurement) किया जा सके। गुणवत्ता/मानकीकरण को दृष्टिगत रखते हुए निविदा में सहभागी ऐसे उद्यमों के पास राज्य/केन्द्र सरकार द्वारा अधिकृत प्रादेशीय/राष्ट्रीय/अन्तर्राष्ट्रीय मानकीकरण संस्थाओं के प्रमाण-पत्र होने आवश्यक हैं। इकाईयों द्वारा उत्पादित उत्पाद तथा सेवाओं के उत्पादन एवं आपूर्ति क्षमता के आंकलन हेतु राष्ट्रीय लघु उद्योग निगम लि. (NSIC) (भारत सरकार का उपक्रम) से उत्पादन एवं आपूर्ति क्षमता का प्रमाण-पत्र प्राप्त करना आवश्यक होगा, ताकि निविदा में सहभागी उद्यमों की उत्पादन एवं आपूर्ति क्षमता का आंकलन सुनिश्चित हो सके। योजना के प्रथम वर्ष में यदि इकाई राष्ट्रीय लघु उद्योग निगम लि0 में पंजीकृत नहीं हुई है और क्षमतांकन नहीं हो सका है, तो इकाई के शपथ पत्र तथा अधिकृत चार्टर्ड इंजीनियर

पंजीकृत (SD)

पंजीकृत (D)

✶

27/8/19 (ख)

486  
20/8/19B S  
mal

द्वारा प्रमाणित क्षमतांकन प्रमाण पत्र के आधार पर इकाई को योजनान्तर्गत पंजीकृत किया जा सकेगा, किन्तु पंजीकरण की वैधता 1 वर्ष तक ही रहेगी।

(ग) क्रय वरीयता नीति के अन्तर्गत अधिप्राप्ति व्यवहारों एवं आदेशों का पालन करते हुए निष्पक्ष, समान, पारदर्शी और लागत सक्षम व्यवस्था के अनुरूप आपूर्तिकर्ताओं के बीच प्रतिस्पर्धात्मकता बनाये रखते हुए नीति का क्रियान्वयन किया जायेगा।

(घ) क्रय वरीयता से तात्पर्य गुणवत्ता से समझौता किये बिना प्रदेश के सूक्ष्म एवं लघु उद्यमों (कुटीर व खादी ग्रामोद्योग, हथकरघा व हस्तशिल्प, स्टार्टप्स सहित) को प्रदेश के मध्यम, बृहत तथा प्रदेश से बाहर की सभी श्रेणियों के उद्यमों की तुलना में दी जाने वाली वरीयता से होगा, बशर्ते कि ऐसी इकाई द्वारा निविदा में दी गई दरें न्यूनतम दर ( $L_1$ ) से अधिकतम 10 प्रतिशत सीमा के अन्तर्गत हो। परन्तु राज्य की एम0एस0एम0ई0 नीति-2015 में वर्गीकृत श्रेणी-ए व बी के जनपदों/क्षेत्रों में अधिकतम सीमा 15 प्रतिशत होगी।

(ङ) निविदा में प्रदेश के सहभागी सूक्ष्म एवं लघु उद्यमों (कुटीर व खादी ग्रामोद्योग, हथकरघा हस्तशिल्प व स्टार्टप्स सहित) जिसने  $L_1+10$  प्रतिशत (श्रेणी ए व बी के वर्गीकृत जनपदों/क्षेत्रों में  $L_1+15$  प्रतिशत) मूल्य बैंड के भीतर निविदा मूल्य उद्धृत किया है, और उन्हें ऐसी परिस्थिति में जहाँ  $L_1$  मूल्य प्रदेश के सहभागी सूक्ष्म एवं लघु उद्यमों (कुटीर व खादी ग्रामोद्योग, हथकरघा हस्तशिल्प व स्टार्टप्स सहित) के अतिरिक्त किसी और से हो, वहाँ उनके मूल्य को  $L_1$  मूल्य के स्तर पर लाकर आपूर्ति के आदेश दिये जायेंगे। ऐसे एक से अधिक प्रदेश के सूक्ष्म व लघु उद्यमों (कुटीर, खादी एवं स्टार्टप्स सहित) के सहभागी होने पर आपूर्ति को आनुपातिक रूप से (निविदा की गई मात्रा तक) बांटा जायेगा।

(च) सामग्री/सेवाओं के उपापन के लिये निर्धारित वार्षिक लक्ष्य की प्राप्ति हेतु प्रदेश के प्रत्येक शासकीय विभाग/संस्थान/उपक्रम/निकाय के लिये प्रदेश के सूक्ष्म व लघु उद्यमों (कुटीर व खादी ग्रामोद्योग, हथकरघा हस्तशिल्प व स्टार्टप्स सहित) से न्यूनतम -25 प्रतिशत उपापन करना आज्ञापक (Mandatory) होगा। सूक्ष्म व लघु उद्यमों से कुल वार्षिक खरीद में से 25 प्रतिशत के लक्ष्य के अंदर महिलाओं के स्वामित्व वाले सूक्ष्म व लघु उद्यम से खरीद के लिये 3 प्रतिशत का लक्ष्य निर्दिष्ट किया जायेगा।

(छ) निविदा में दरों की तुलना कर सहित एफ0ओ0आर0 डेरिन्डेशन के आधार पर की जायेगी।

3. विनिर्माणक/सेवा प्रदाता आपूर्तिकर्ता उद्यमों का पंजीकरण-

(1) सामग्री/सेवाओं की अधिप्राप्ति के लिए विरवसनीय अधिप्राप्ति के श्रोतों को स्थापित करने हेतु सामग्रीवार पात्र एवं सक्षम विनिर्माणक/सेवा प्रदाता आपूर्तिकर्ता उद्यमों का उद्योग निदेशालय स्तर पर पंजीकरण किया जाएगा। इस प्रकार के पंजीकृत उद्यमों को पंजीकृत आपूर्तिकर्ता कहा जाएगा।

(2) विनिर्माणक तथा सेवा प्रदाता आपूर्तिकर्ता उद्यमों को पंजीकृत करने से पूर्व उनकी आम स्थिति/पृष्ठभूमि, विनिर्माण/सेवा प्रदाता क्षमता, गुणवत्ता नियंत्रण प्रणाली, आदि का भी सतर्कता से सत्यापन किया जाए।

(3) उद्यमों का पंजीकरण, सामग्री/सेवाओं की प्रकृति के आधार पर निर्धारित अवधि (1 वर्ष से 3 वर्ष तक) के लिए किया जाएगा। इस निश्चित अवधि के बाद उद्यमों को पंजीकरण-के नवीनीकरण के लिए नए सिरे से आवेदन करना होगा।

(4) नीति के अन्तर्गत ऐसे उद्यमों के पंजीकरण के लिए आवेदन का प्रारूप, प्रक्रिया व दिशा निर्देश महानिदेशक/आयुक्त उद्योग, उत्तराखण्ड द्वारा निर्धारित किए जाएंगे।

B.S.



dm

(5) यदि कोई पंजीकृत उद्यम पंजीकरण की शर्तों का अनुपालन करने अथवा सामग्री/सेवाओं की समय से आपूर्ति करने में असफल रहता है अथवा निर्धारित भानक से निम्नतर प्रकार की सामग्री की आपूर्ति करता है अथवा भलत घोषणा/तथ्य प्रस्तुत करता है तो उस उद्यम को पंजीकृत आपूर्तिकर्ता की सूची से हटा दिया जाएगा।

4. संव्यवहार लागत में कमी- संव्यवहार लागत में कमी लाने के लिये सूक्ष्म और लघु उद्यमों (कुटीर, खादी एवं स्टार्टप्स सहित) को निःशुल्क निविदा प्रपत्र उपलब्ध कराकर निविदा हेतु निश्चित अंशिम राशि (ई0एम0डी0) में पूर्ण छूट प्रदान की जायेगी।
5. राज्य के सूक्ष्म व लघु उद्यमों (कुटीर, खादी एवं स्टार्टप्स सहित) को विपणन में प्रोत्साहन दिये जाने के लिए गुणवत्ता से समझौता किये बिना निविदा में रखी गयी औसत सालाना टर्नओवर, विनिर्माण/सेवा का अनुभव/आपूर्ति की मात्रा, परिचालन अनुभव/प्रदर्शन प्रमाण-पत्र प्रस्तुत करने की पूर्व अर्हता (Pre-qualification)/मानदण्ड में पूर्ण-रूप से छूट दी जायेगी। विशेष परिस्थितियों में, जैसे सार्वजनिक सुरक्षा, स्वास्थ्य, महत्वपूर्ण सुरक्षा ऑपरेशन्स और उपकरण जहाँ पर विनिर्माण/सेवा का अनुभव, आपूर्ति की मात्रा व परिचालन का अनुभव/प्रदर्शन प्रमाण पत्र प्राप्त किया जाना अपरिहार्य हो, सालाना टर्नओवर तथा पूर्व अनुभव की शर्त में शिथिलता प्रदान नहीं की जाएगी।
6. शासकीय क्रय का तात्पर्य उत्तराखण्ड शासन के अधीन समस्त शासकीय विभागों/निगमों/विकास प्राधिकरणों/संस्थानों/निकाय आदि के द्वारा किये जाने वाले सामग्री/सेवाओं के उपापन से होगा।
7. उपापन के लिए विशिष्ट मदों का आरक्षण- विशिष्टतया ग्रामीण क्षेत्रों में, देश में उद्यमों को एक व्यापक फौलाव को समर्थ बनाने के लिए, राज्य सरकार या राज्य सरकार के उपक्रम/संस्थान सूक्ष्म और लघु उद्यमों से 358 मदों (अनुबंध-ख) का उपापन जारी रखेगा, जो उनसे विशिष्ट खरीद के लिए आरक्षित रखा गया है। यह सूक्ष्म और लघु उद्यमों जिसके अन्तर्गत खादी ग्रामोद्योग भी है, के संवर्धन और विकास में मदद मिलेगी।
8. सूक्ष्म व लघु उद्यमों (कुटीर, खादी, हथकरघा, हस्तशिल्प तथा स्टार्टप्स सहित) के लिये घोषित सार्वजनिक उपापन नीति के प्रभावी क्रियान्वयन हेतु निगरानी एवं पुनर्विलोकन के लिये मुख्य सचिव, उत्तराखण्ड शासन की अध्यक्षता में एक समिति गठित होगी, जिसमें प्रमुख सचिव, एम0एस0एम0ई0, सचिव, वित्त के अतिरिक्त महानिदेशक/आयुक्त उद्योग, निदेशक उद्योग तथा प्रमुख उद्योग संघ के 02 प्रतिनिधि रोस्टर के आधार पर सदस्य के रूप में सम्मिलित होंगे। यह समिति क्रय वरीयता नीति के प्रभावी क्रियान्वयन, निगरानी तथा उपापन के संबंध में सूक्ष्म और लघु उद्यमों से प्राप्त शिकायतों की समीक्षा कर उनके समाधान हेतु निर्देश दे सकेगी।
9. सभी शासकीय विभाग/उपक्रम/निगम/निकाय/संस्था द्वारा प्रत्येक वर्ष उपापन की जाने वाली सामग्री/वस्तु/सेवाओं की अनुमानित आवश्यकताओं की कुल मात्रा, वस्तु/सेवाओं की मदों का विवरण विभागीय वेबसाइट पर प्रदर्शित कर इसकी सूचना महानिदेशक/आयुक्त उद्योग, उत्तराखण्ड को भी उपलब्ध करायी जायेगी, ताकि शासकीय उपापन में पारदर्शिता के साथ-साथ प्रदेश के उद्यमों को शासकीय विभाग/उपक्रम/निगम/निकाय/संस्थाओं की वार्षिक खरीद/उपापन की आवश्यकताओं के बारे में पूर्व से ही सभी सूचनायें प्राप्त हो सकें।
10. उत्तराखण्ड अधिप्राप्ति नियमावली-2017 के प्राविधानों के तहत सभी सम्बन्धित विभाग सामग्री/सेवाओं का उपापन स्वयं विभागीय प्रतिनिधायन (Delegation of Powers) के आधार पर करेंगे।
11. टर्न-की प्रोजेक्ट्स के अन्तर्गत सम्पादित की जाने वाली परियोजनाओं/कार्यों में भी आपूर्तिकर्ता फर्म/क्रियान्वयन संस्था के साथ भी यह शर्त अनिवार्यतः रखी जायेगी कि वह यह सुनिश्चित करेंगे कि कुल उपापन की गयी सामग्री/सेवाओं का 25 प्रतिशत उपापन (Procurement) प्रदेश के सूक्ष्म व लघु उद्यमों

B 8

*(Signature)*

(कुटीर, खादी एवं स्टार्टप्स सहित) से किया जायेगा। सभी फर्म/संस्था सम्बन्धित विभाग/निगम/निकाय/संस्थान को इस सम्बन्ध में प्रमाण-पत्र भी उपलब्ध करावेंगे।

12. यह आदेश वित्त विभाग के अशासकीय पत्र संख्या-564/XXVII(7)/2019 दिनांक 13.08.2019 में प्राप्त उनकी सहमति से जारी किये जा रहे हैं।

(मनीषा पंवार)  
प्रमुख सचिव।

पृष्ठांकन संख्या: 1542 /VII-3-19/143-उद्योग/2003, तददिनांकित।

प्रतिलिपि:- निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित:-

1. मुख्य सचिव, उत्तराखण्ड शासन।
2. प्रमुख सचिव, माओ मुख्यमंत्री, उत्तराखण्ड शासन।
3. समस्त प्रमुख सचिव/सचिव/प्रभारी सचिव, उत्तराखण्ड शासन।
4. मण्डलायुक्त, कुमाऊँ/गढ़वाल।
5. महानिदेशक/आयुक्त, उद्योग, उत्तराखण्ड।
6. प्रबन्ध निदेशक, सिडकुल, आईटीओ पार्क, सहस्त्रधारा रोड, देहरादून।
7. समस्त जिलाधिकारी, उत्तराखण्ड।
8. समस्त महाप्रबन्धक/प्रभारी महाप्रबन्धक, जिला उद्योग केन्द्र, उत्तराखण्ड।
9. निदेशक, एनओआईसीओ, उत्तराखण्ड, देहरादून।
10. गार्ड फाईल।

आज्ञा से,  
  
(राजेन्द्र सिंह बिष्ट)  
उप सचिव।

135 