

Tender for Rate Contract [Single Stage Two Envelope (Two Parts)] Through e-Procurement Method “PRINT SERVICE PROVIDERS for Printing & Personalizing PVC Electors Photo Identity Cards (EPIC)” based on Open Competitive Bidding Process on behalf of Office of the Chief Electoral Officer, General Administration Department (Election Division), Gandhinagar

(Tender No: SWT13072026)

Bid Processing Fees: Rs. 17,700/- (Including G.S.T.) (Non-Refundable)
Earnest Money Deposit: Rs. 8,00,000/- (Refundable)
(Original self-declaration Affidavit shall be submitted along with EMD & Bid processing fees physically at GIL)



Gujarat Informatics Ltd.
Block No. 2, 2nd Floor, C & D Wing,
Karmayogi Bhavan, Sector - 10 A,
Gandhinagar – 382010, Gujarat.
www.gil.gujarat.gov.in

Date of pre-bid meeting	: 20.07.2026 up to 1500 hrs. at CEO-GAD
Last date for submission of Bids (online)	: 17.08.2026 up to 1500 hrs.
Date of opening of bids	: 17.08.2026 up to 1600 hrs.

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/ Govt. of Gujarat. Further, any quotation, citation, or attribution of this publication, or any extract from it, is strictly prohibited without prior written permission.

Important Instructions

1. The Bidders are advised to acquaint themselves with the provisions of the procurement rules (Gujarat Financial (Amendment) Rules, 2002) along with amendments before participating in the Bidding process. If there is any discrepancy between the provisions of the Rules and this Bidding Document, the provisions of 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 digitally signed as a token of acceptance of the bid by the authorized signatory or bidder. Thereafter the digitally signed bid should be uploaded on the nProcure website/portal on or before the date/time. The PE 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.

Sections of the Bid Document/RFP

- Notice Inviting Bid (NIB)
- Bid Data Sheet (BDS)
- Section I: Scope of work, directions, specifications, security of data, contract period, Role of DEO, flow chart.
- Section II: Pre-qualification criteria, Technical bid evaluation sheet, selection process
- Section III: Instructions to bidders.
- Section IV: General terms and conditions of contract.
- Section V: A: Technical bid submission sheet, security printer certificate, other certificates and formats, sample card
- Section V: B: Financial bid, agreement format Sample

ABBREVIATIONS & DEFINITIONS

AERO	Assistant Electoral Registration Officer
Authorised Signatory	The bidder's representative/ officer vested (explicitly, implicitly, or through conduct) with the powers to commit the authorizing organization to a binding agreement. Also called signing officer/ authority having the Power of Attorney (PoA) from the competent authority of the respective Bidding firm.
AV	Audio-Video
BG	Bank Guarantee
BDS	Bid Data Sheet
Bid/ eBid/ Tender/RFP	A formal offer made in pursuance of an invitation by a procuring entity and includes any tender, proposal or quotation in electronic format, bidding document (e-Proc and manual), Request for Proposal and tender document
Bid Evaluation Committee (BEC)	Alias Departmental Purchase Committee (DPC) duly constituted by the Department for opening received bids and evaluate the bids till the agreement is executed and placing award of contract.
Bid Security/EMD	Security provided to the procuring entity by a bidder for securing the fulfilment of any obligation in terms of the provisions of the bidding documents.
Bidder/Tenderer	Any person/ firm/ agency/ company/ contractor/ supplier/ vendor as per qualification laid herein, participating in the procurement/ bidding process with the procurement entity.
Bidding Document	Documents issued by the procuring entity, including any amendments thereto, that set out the terms and conditions of the given procurement and includes the invitation to bid
BoM	Bill of Material
Cards	PVC Cards
CMC	Contract Monitoring Committee
Competent Authority	An authority or officer to whom the relevant administrative or financial powers have been delegated for taking decision in a matter relating to procurement. CEO, Gujarat in this bidding document.
Contract/ Procurement Contract	A contract entered between the procuring entity and a successful short-listed bidder.
Contract/ Project Period	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.
Day	A calendar day as per Govt. of State/GoI
DEO	District Election Officer (Collector of District)
DPC	Alias Bid Evaluation Committee (BEC) duly constituted by the Department for opening received bids and evaluate the bids till agreement is executed and placing award of contract.
DSC	Digital Signature Certificate
ED	Office of the Chief Electoral Officer, Gujarat, Block - 7, 2 nd Floor, New Sachivalaya, Gandhinagar -382010, Gujarat headed by the Chief Electoral Officer
ETDC	Electronic Testing & Development Centre
eProc/e-Proc Website	State e-Procurement Website/Portal i.e. https://https://tender.nprocure.com

EPIC	Elector's Photo Identity Card
ERO	Electoral Registration Officer
FOR/ FOB	Freight on Road or Freight on Board
GoI	Govt. of India
Goods	All articles, material, commodities, electricity, livestock, furniture, fixtures, raw material, spares, instruments, software, machinery, equipment, industrial plant, vehicles, aircraft, ships, railway rolling stock and any other category of goods, whether in solid, liquid or gaseous form, purchased or otherwise acquired for the use of a procuring entity as well as services or works incidental to the supply of the goods if the value of services or works or both does not exceed that of the goods themselves
ICT	Information and Communication Technology.
IFB/NIT/NIB	Invitation for Bids or Notice Inviting Tenders or Notice Inviting Bidders (A document published by the procuring entity inviting Bids relating to the subject matter of procurement and any amendment thereto and includes notice inviting Bid and request for proposal)
INR	Indian Rupee
In Writing	Communicated in writing form through letter, fax, email etc.
ISI	Indian Standards Institution
ISO	International Organisation for Standardisation
IT	Information Technology
ITB	Instruction to Bidders
JV/Consortium/Association	Joint Venture or Consortium or Association of Bidders participating in the bid
LD	Liquidated Damages
LOA/LOI	Letter of Agreement/Letter of Intent
Lowest Bidder/Bidders	Short-listing of bidders up to 2(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 Gujarat
State Public Procurement Portal	https://tender.nprocure.com
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 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.
Website of CEO, Gujarat	https://ceo.gujarat.gov.in
WO/ PO	Work Order/ Purchase Order

Please note that all those terms which have not been explicitly defined in this document have the same meaning as in the General Clauses Act or any other Central or State Act/Rules.

Office of the Chief Electoral Officer
Gujarat State
NIB (NOTICE INVITING Bids)

NIB No: 01

Date:13.07.2026

Sealed Single Stage Two-envelopes unconditional Online Bids are invited on nProcure website/portal (i.e. <https://www.nprocure.com>) on behalf of the Office of the Chief Electoral Officer, Gujarat State for the short-listing of Print Service Provider (PSP) for rate contract for the item as listed below up to **1500 hrs. of 17.08.2026.**

Sr. No.	Name of Work	Scope of Work and Other Specifications	Average Annual Quantity of EPIC Kits required (including annual Revision and Continuous Updation process)	Average Annual Estimated Procurement Cost in Rs.	Price of Bidding Document (Rs.)	Amount of Bid security/EMD (Rs.)	Validity Period of bid	Place of Delivery
1	Printing & Supply of Personalized Colour PVC Elector's Photo Identity Cards (EPIC) with high security Hologram (hot stamped) supplied by the designated vendor	As mentioned in the bid/ECI guidelines	45,00,000 units (Approx.) per year	Rs. 4,00,00,000/- (approx.)	Rs. ____/-	Rs._____-/-	180 Days	FOR Destination: Post office at Ahmedabad
2	Welcome Letter and Voter's Pledge (Back-to-back)		25,00,000 units (Approx.) per year					
3	Voter Guide (Back-to-back)		25,00,000 units (Approx.) per year					
4	Envelope described as "EPIC Kit" to be delivered to respective District Election Officers (DEOs) with other security features as per ECI guidelines.		45,00,000 units (Approx.) per year					

Price and/or purchase preference as per Instructions to Bidders shall be admissible in the evaluation and award of Contract.

1. The bid is for a Rate Contract for short-listing of suppliers for the abovementioned items.
2. The Bidders may enclose the specifications, catalogue, and other product characteristics offered. They shall also include details on their backup services offered, warranties, etc.
3. The complete Bidding Document, including the Conditions of Contract, evaluation and qualification criteria and procedure, Bidding forms, designs, specifications, delivery schedule, etc. can be seen and downloaded from the website (<https://www.nprocure.com> and gil.gujarat.gov.in).
4. Bids, duly signed on all pages (as mentioned in the bid document) and serially numbered, should be submitted electronically on <https://www.nprocure.com> by following the electronic Bid submission procedure as specified on the portal.
5. The Bid Security/EMD in the form of Demand Draft or Banker's cheque or Bank Guarantee shall be submitted personally or by post in sealed envelopes **up to 1500 hrs. on 17.08.2026** to the **GM (Software Procurement, Gujarat Informatics Ltd., Block No. 2, 2nd Floor, Karmayogi Bhavan, Gandhinagar, Gujarat - 382010 bearing "Bid for Short-listing for Printing and Supply of Personalized Colour PVC Electors' Photo Identity Cards with security features."**
6. Bid Processing Fee: **Rs. 17,700/-** including GST paid in Demand Draft in favour of **Gujarat Informatics Limited** payable at **Gandhinagar**.
7. Bids received after the specified time and date shall not be accepted. Off-line bids shall not be entertained.
8. Bids have been invited electronically, the procedure for submission of Bids, including payment of Bidding Document, user charges/ processing fee, Bid Security, etc. shall be as provided on the State e-Procurement Portal <https://www.nprocure.com> as mentioned in the bid document) and serially numbered, should be submitted electronically on <https://www.nprocure.com>
9. The Technical Bids shall be opened **on 17.08.2026 at 1600 hrs.** in the office of CEO, Gujarat.
10. The procuring Entity is not bound to accept the lowest Bid and may reject any or all Bids without assigning any reason thereof.
11. 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.
12. The Service Provider is required to sort the received data Pincode-wise. This is to ensure grouping together of all the Cards meant for delivery to one Pincode. The vendor 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/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 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.
13. Bidders who wish to participate in this bid will have to register on as mentioned in the bid document) and serially numbered, should be submitted electronically [on https://www.nprocure.com](https://www.nprocure.com). Further bidders who wish to participate in online bids will have to procure Digital Certificate as per Information Technology Act 2000 using which they can sign their electronic bids. Bidders can procure the same from (n) code solutions - a division of GNFC Ltd., or any other agency licensed by Controller of Certifying Authority, Govt. of India. Bidders who already have a valid Digital Certificate need not procure a new Digital Certificate.

sd/-

Chief Electoral Officer

Gujarat

Block No. 7, 2nd Floor, New Sachivalaya,

Gandhinagar, Gujarat - 382010

(Abridged Form of NIB for Publication in the Newspapers)

Bid Data Sheet (BDS)			
1	Ref. of invitation of Bids	NIB No. - 01	dated: 13.07.2026
2	Designation & Address of officer as the Procuring Entity (PE) And For clarification purposes	Chief Electoral Officer, Gujarat, Block No. 7, 2 nd Floor, New Sachivalaya, Gandhinagar, Gujarat - 382010 on behalf of the District Election Officers (Collectors), All Districts of Gujarat	
		Designation	Chief Electoral Officer, Gujarat.
		Address	Block No. 7, 2 nd Floor, New Sachivalaya, Gandhinagar, Gujarat - 382010
		Phone No.	079-23250452
		Email	ceo_gujarat@eci.gov.in
3	Placing Work Order /Payment authority	CEO/DEO, Payment by CEO/DEO, Gujarat	
4	Subject Matter of Procurement	"Short-listing of Print Service Provider for Printing & Supply of Personalized Colour PVC Elector's Photo Identity Cards (EPIC) with high-security Hologram (hot stamped), Welcome Letter, Voter's Pledge, and Voter Guide all put in an Envelope described as "EPIC Kit" to be delivered to respective District Election Officers (DEOs) with other security features as per ECI guidelines.	
5	FOR Destination	Post office of Ahmedabad, delivery of article should be reached at the destination within 10 days of supply of data.	
6	Joint Venture / Consortium / Association of Bidders	Not Allowed	
7	Contract Period	3 years can be extended to a maximum of 5 years with mutual consent. (Initially the contract will be made for first 3 years and renewed for 2 more years upon mutual consent)	
8	Bid Procedure	Single Stage Two Envelope Bidding (Two Parts) rate contract	
9	Bid Evaluation Criteria (Selection Method)	Open Competitive Bid procedure is given at https://tender.nprocure.com Based on L1 of the technically qualified bidders 3 firms will be shortlisted (Preferably L1, L2 and L3) L2 and L3 bidders have to match L1 in order to consider as shortlisted firm. In all cases, the final selection of shortlisted firms shall be made by the Committee, and no dispute in this regard shall be entertained.	
10	Websites for downloading Bidding Document, Corrigendum's, Addendums etc.	Websites: https://gil.gujarat.gov.in , https://tender.nprocure.com , https://ceo.gujarat.gov.in	
11	Bid Document Fee	Rs. 17,700/- in DD in favour of "Gujarat Informatics Ltd., payable at Gandhinagar"	
12	Estimated Procurement Cost (per annum)	Rs. 4 cr. (Four Crores) (Approximately)	

13	Bid Security/EMD and Mode of Payment	Rs. 8 lakhs in DD in favour of "Gujarat Informatics Ltd., payable at Gandhinagar"
14	Period of Sale of Bidding Document (Start/ End Date)	Start Date: 13.07.2026
		End Date: 17.08.2026 by 1500 hrs.
		Pre-Bid Meeting Date/ Time 20.07.2026 at 1500 hrs.
15	Date/ Time/ Place of Pre-bid Meeting	Pre-Bid queries submission as per Annexure 1: by 1500 hrs. on or before 20.07.2026 After which no query would be accepted & also PBQs should be sent to the prescribed email only and not to be uploaded on the e-Proc website (Signed Hard and soft copy both should be sent to the prescribed email address) In case of repeat queries uploaded on e-Proc Website, these queries will not be treated as responsive and will not be entertained. Pre-Bid Meeting Place: Office of the Chief Electoral Officer, Gujarat, Block No. 7, 2nd Floor, New Sachivalaya, Gandhinagar, Gujarat - 382010
16	Submission of Banker's Cheque/Demand Draft / Bank Guarantee for Tender Fee, Bid and one set of Technical Bid duly signed in physical copy in sealed cover mentioning the tender name, cutoff date and time of bid submission, duly addressed to the bid calling authority (designation and address) and bidding firm name with complete contact details clearly written on the sealed envelope. Each in separate covers duly signed and sealed with name of tender, addressee details, participating bidder details and content details. All the above contents should be kept in a final outer covering with tender name, cutoff date and time of bid submission, duly addressed to the bid calling authority (designation and address) and bidding firm name with complete contact details.	Start Date: 13.07.2026 during office time only
		End Date: 17.08.2026 up to 1500 hrs.
17	Date for the submission of Bids	Manner: Online at website https://tender.nprocure.com Up to 17.08.2026 up to 1500 hrs.
18	Date/ Time/ Place of Technical Bid Opening (Online at e-proc website)	Date: 17.08.2026
		Time: 1600 hrs.
		Place: Office of the Chief Electoral Officer, Gujarat, Block No. 7, 2nd Floor, New Sachivalaya, Gandhinagar, Gujarat - 382010.
19	Date/ Time/ Place of Financial Bid Opening	Will be intimated later to the Technically qualified bidders only

20	Bid Validity	180 days from the last date of bid submission.	
21	Language of Bid	English only	
22	Alternate Bids	Not permitted	
23	Bid submitted	Original bid: Unconditional and with no deviation	
24	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) The Procurement entity reserves the complete right to cancel the bid process and reject any or all the Bids without giving reasons thereof.
- 2) No contractual obligation whatsoever shall arise from the bidding document/ bidding process unless and until a formal contract is signed and executed between the procuring entity and the successful short-listed bidders.
- 3) Bidder (authorised signatory) shall submit their offer online in Electronic formats both for technical and financial proposal. However, Banker's Cheque/ Demand Draft/ Bank Guarantee for Tender Fees and Bid Security should be submitted physically at the office of Procuring Entity as prescribed in NIB, and a scanned copy of same should also be uploaded along with the technical Bid/cover. However, to ensure more clarity, bidders are also expected to send the physical complete and signed copy of the entire bidding document except financial bid to the Office of the CEO, Gujarat immediately after uploading the bid document on nProcure (<https://tender.nprocure.com>) site. In any case the physical copy should reach before the bid opening. If the physical copy is not delivered, bid processing will take place solely based on electronic bid document uploaded on nProcure (<https://tender.nprocure.com>) site. Bidders should ensure that there is no anomaly between the electronic and physical bid document. Physical copy will be referred to only if there is no clarity in the electronic document. Discretion in this regard will be completely that of the DPC/CEO.
- 4) In case any bidder fails to physically submit the Banker's Cheque/ Demand Draft/ Bank Guarantee for Tender Fee, Bid Security, and Processing Fee on or before the prescribed last date/time in the BDS, its bid shall not be accepted. The Banker's Cheque/ Demand Draft/ Bank Guarantee for Bidding document fee and Bid Security/EMD should be drawn in favour of "Gujarat Informatics Ltd., Gandhinagar" and the Bid Processing Fee in favour of "Gujarat Informatics Ltd., Gandhinagar".
- 5) Bidders who wish to participate in this bid will have to register on <https://gil.nprocure.com>. Further bidders who wish to participate in online bids will have to procure Digital Certificate as per Information Technology Act 2000 using which they can sign their electronic bids. Bidders can procure the same from (n) code solutions – a division of GNFC Ltd., or any other agency licensed by Controller of Certifying Authority, Govt. of India. Bidders who already have a valid Digital Certificate need not procure a new Digital Certificate.
- 6) The election Department 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.

- 7) Bidders are also advised to refer "Bidders Manual Kit" available at the website (<https://tender.nprocure.com>) for further details about the e-Tendering process. In case the bidders need any support related to electronic bidding on <https://gil.nprocure.com>, they may contact the following office:
 (n)Code Solutions - A division of GNFC Ltd.
 (n)Procure Cell, 403, GNFC Infotower, S.G. Road, Bodakdev, Ahmedabad – 380054 (Gujarat)
 Fax: 079 – 4000 7533, E-mail: nprocure@ncode.in; nprocuregift@ncode.in, Toll Free No: 1800 419 4632
- 8) The Procuring Entity reserves the complete right to cancel the bid process and reject any or all of the Bids.
- 9) The Procurement Entity disclaims any factual/other errors in the bidding document (the onus is purely on the individual bidders to verify such information) and the information provided therein is intended only to help the bidders prepare a logical bid proposal.
- 10) The provisions of Financial Rules and Guidelines of the State of Gujarat, including an 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 Financial Rules and Guidelines of the State of Gujarat thereto including an amendment(s), the later shall prevail and ECI guidelines/directions/circulars issued from time to time.

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 personalisation, and proper security management to be selected.

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

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

The Bidders are requested to examine the instructions, terms & conditions, specifications and ECI guidelines on Personalized PVC EPICs issued 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 familiarise 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 guidelines 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/DEOs for all the deliveries and deliverables within the stipulated timelines.

The Procurement entity reserves right to cancel part or complete bids without giving any reason

thereof, which shall be accepted by all bidders.

State of Gujarat structure is given as below:

- | | | |
|--|---|-------------|
| 1. Districts (District Election Officer and Collector) | - | 34 Nos. |
| 2. AC Electoral Registration Officer – ERO | - | 182 Nos. |
| 3. Polling Stations (Part) - | | 56622 Nos.* |
| 4. Total Number of Electors as on 17.02.2026 - | | 44,030,725* |

Note – Numbers may change.

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

	Form-6	Form-8	Total
2023	1160998	1338228	2499226
2024	1716803	1697797	3414600
2025	982368	1910196	2892564
Total	38,60,169	49,46,221	88,06,390
Average	12,86,723	16,48,740	29,35,463

Election Department is willing to short-list up to 3 suppliers only (maximum) for supplying of ECI specified personalised Electors' Photo Identity Cards (EPIC) with new security features on Standard-based PVC sheet/core for electors/voters.

The Personalized PVC EPICs shall be supplied with prescribed security features and personalization details printed upon them, and hot stamping of Hologram.

Detailed Scope of work –

1. 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 and 19. Please refer BDS for quantities and delivery schedule in section 6 of this bid document.
2. Hot stamping of **Holograms** on each EPIC as specified below and in ANNEXURE 15 and 19.
3. Print and supply **Envelopes** in 4 colour (CMYK) on 70 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. Print and supply **Welcome Letter & Voter's Pledge** on 70 GSM Maplitho paper. Welcome letter with EPIC stuck on it on front side and Voter's Pledge on the backside. Refer ANNEXURE 15 and 17 for Welcome Letter layout design and dimensions & for Voter's Pledge layout design and dimensions.
5. Print and supply **Voter Guide** to be printed on 70 GSM Maplitho paper as per layout design and dimensions mentioned in ANNEXURE 17.

NOTE: Final personalized EPIC along with 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.

(2) Specifications of Card:

The new PVC EPIC will be horizontal in shape with following size: -

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 is mentioned in the RFP document

b) **Card size:**

CR 80 (86mm x 54mm x 0.76mm) variation permissible of plus and minus 5%

c) **Thickness:**

760 microns ($\pm 10\%$)

d) **Lamination (Overlay)**

Glossy/Mat finishing

e) **Design & Layout:** -

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

f) **ISO Standard:** -

CR-80 type adhering to ISO/IEC 7810 /10373 standards

g) **Special Feature:** -

QR Bar code with 3000+ text characters. However, the Election Department may alter the size, specifications, and layout of the QR code any time before or during the currency of the contract. Vendor should ensure that the size of the QR code does not exceed the designated space for the QR code on the EPIC.

h) **An indicative list of card features:** -

- **Hologram:** Hologram size (after stamping) : 16mm x 12mm. To be hot stamped made up of 19-23 Micron polyesters film of Silver shade.
- **Micro text:** Text as the border of the Photograph in size 19 to 25 micron
- **Ghost image printing:** Elector Photograph (Front side)
- **Guilloche pattern** on the base of the card. (Three colour guilloche design)

Hologram hot stamping

- Reel/Sheet of hologram, mentioning number of Reels and hologram/will be delivered by PE to vendor for hot stamping.
- The exact number of holograms received in the reel from hologram manufacturer must be documented by the card printer as a secure document.
- The P.E shall get required test of holograms conducted before stamping to the EPIC.

i. OTHER FEATURES

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

Front:-

- "ELECTION COMMISSION OF INDIA" in English & "ભારતનું ચૂંટણી પંચ" in Gujarati on the top.
- "ELECTOR PHOTO IDENTITY CARD" in English & "મતદાર ફોટો ઓળખકાર્ડ" in Gujarati below

“ELECTION COMMISSION OF INDIA”.

- EPIC number of the Elector printed in alphabets & numbers and also in “bar code” in the specified place.
- Colour photo of the Elector
- Name of the elector, printed in English and Gujarati and its detail in English and Gujarati
- ‘Relation name’, printed in English and Gujarati and its detail in English and Gujarati
- “Gender” printed in English and “લિંગ” printed in Gujarati and its value/detail in English and Gujarati.
- “Date of birth/ Age” printed, in English and “જન્મતારીખ/ઉંમર” in Gujarati and its value/detail in English and Gujarati.

Back: -

- “Address”, printed in English and “સરનામું” printed in Gujarati and its value/detail in English and Gujarati.
- “Issue Date” in English and its value/details.
- Scanned signature of Electoral Registration Officer.
- “મતદાર નોંધણી અધિકારી” in Gujarati and its value/detail (AC Name and District Name) in Gujarati.
- The following would be printed at the bottom of the EPIC in English and Gujarati: -

નોંધ/Note:

૧) દરેક ચૂંટણી પહેલા કૃપા કરીને વર્તમાન મતદાર યાદીમાં તમારું નામ હોવાની ખાતરી કરો

1. Before every election, please check that your name exists in current electoral roll.

૨) આ કાર્ડ ચૂંટણી સિવાયના અન્ય હેતુ માટે મતદારની ઉંમરના પુરાવા તરીકે માન્ય નથી.

2. This card is not a proof of Age except for the purpose of election.”

PLEASE NOTE: All texts to be in black colour only.

Note:

The above specifications may be changed as per the guidelines of ECI. The vendor has to supply the PVC cards as per the guidelines of ECI in force from time to time without extra cost.

3. SECURITY OF DATA

- Standard guidelines of the Election Commission of India 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.”

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

SORTING OF DATA

- The Service Provider is expected to have in place suitable/capable of collating and sorting the electronic data to ensure high efficiencies in printing and dispatch of PVC Card.
- The vendor 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/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. Card printer shall have facility of auto enveloping and will 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.

4. Important Directions:

The supply chain method is as follows:

- (a) Post bid evaluation and supplier selection, CEO Gujarat is going to issue the Purchase Order (PO), Sign the Contract with the Authorized Signatory of the selected firm(s), supply voters' data in PDF format through secure FTP. All invoicing by the selected agencies will be submitted in triplicate to CEO Gujarat for processing after obtaining due acceptance of deliveries by DOP and approval of quality after being tested by the 3rd party government testing laboratory. 3rd party testing labs with NABL accreditation will be selected by CEO, Gujarat. All payments to be processed and released by CEO, Gujarat
- (b) The vendor is responsible for supplying the personalized PVC EPICs AC wise to the Post office at Ahmedabad, which may be sent by Speed post through the BNPL account formed between CEO and Department of Posts. There should not be any lapses in this arrangement.
- (c) CEO will place consolidated Work/Supply Order for "Printing and Supply of personalized PVC EPIC Bid Security Features" within the duration of the contract period as per their need with the short-listed successful bidders called "vendors" along with relevant Data of EPIC as per directed by ECI. 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 AC wise to the District concerned. There should not be any lapses in this arrangement.

The supply schedule is given as follows:

Date of Supply Order/Data	Supply of Personalized Colour PVC EPICs by the vendor
01-15th of every month	10 days

- (d) 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.
- (e) The vendor will deliver the Personalized Colour PVC EPICs and voter manual kit to the Post office at Ahmedabad 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.
- (f) Chief Electoral Officer will select one random district for testing from every lot for each agency and inform selected district accordingly.
- (g) The concerned DEO acting as PE, will take out 3 random cards out of 10000 cards OR Minimum 2 card if the number of cards in lot is less than 10000 from each lot supplied by the vender. Same procedure will be followed during both, Annual Summary Revision (ASR) and Continuous Updation of Electoral Roll 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) selected by the CEO.
- (h) 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, and then only processing of payment shall be started.
- (i) 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 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.
- (j) 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 and receipt of consignment accepted at the end of post office at Ahmedabad
 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.
- (k) 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
 8. If rejected, then the date and number of returning the lot to the vendor along with the quantity

9. Remarks, if any

- (l) 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)

The vendor shall accommodate and comply with any change in the delivery point, as may be directed by the Procurement Entity in future, if the need arises.

5. 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.

6. Deliverables:

- a. CEO/DEO 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 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.

- b. **Supply Plan: Estimated Quantity of personalisation of PVC EPIC (No guaranty of these figures of Personalization of PVC EPICs which can be increased or decreased):**

No.	Year
a.	2025-2026
	40,00,000 (Forty lakh)

Note: Quantity may change at any time. However, all payments will be based on actual EPIC cards and other materials supplied. No claim from the vendor in this regard shall be accepted.

- c. **Replacement of defective Personalized PVC EPICs:**

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

- d. **Management, Supervision of Supply/Coordination etc. by short-listed bidders:**

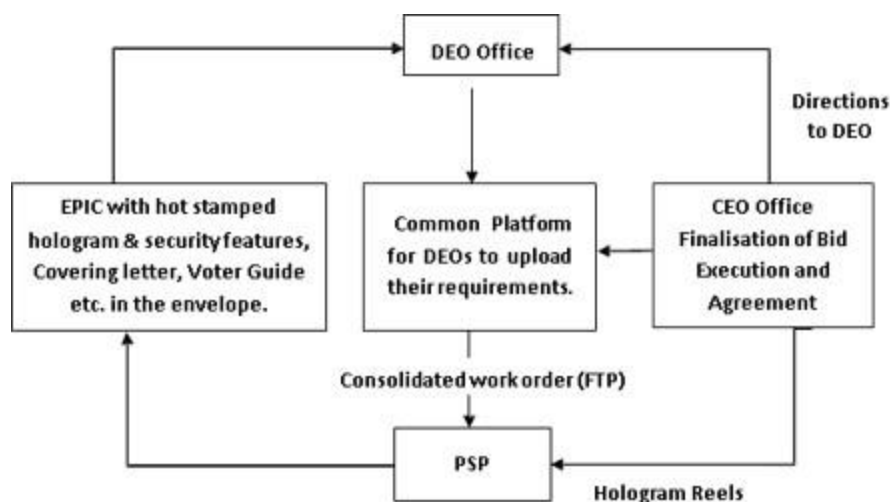
All the successful short-listed bidders have to appropriately establish a setup in the State of Gujarat to coordinate, track, manage, and control supplies. SPOC (Single Point of Contact) of short-listed bidders shall be intimated to all districts of their area and CEO office along with email, fax and landline number etc. The successful short listed bidder for the district will supply Personalized Colour PVC EPICs ERO wise to the concerned District only who placed the supply order, not to other DEOs. There should not be any lapses in this regard; otherwise, the period for supply of Personalized Colour PVC EPICs to the correct destination shall be counted in the delay in supply on which the LD clause will be applicable.

e. Role of DEO for this Bid:

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

- The Election Department is inviting this bid on behalf of the District Election Officers to minimise the total cost and early supply looking at the volume. Therefore, all DEOs of Gujarat in addition to CEO, Gujarat 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.
 - 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, auditing, testing/checking, grievance redressal, approve the ordering goods, finalize purchase details of orders and deliveries, supervising compliance with rules and procedures, etc. (but not limited to these only).
 - 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).
 - All DEOs of the State of Gujarat would assist CEO, Gujarat to handle and manage this tender end to end.
- f. For this bid, after executing the Agreement, all the DEOs of the State shall be discharging post-agreement jobs/activities. All the responsibilities regarding this bid shall be of all DEOs concerned.

FLOW CHART



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: Service providers 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 Election department (Certificate of Authority to be provided)
- 6 Year of the establishment of firm
- 7 Other financial activities of the firm/company: -

Table – 1

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		
2	Category of Bidder - Bidder should be "PVC Card Manufacturer and Security Printer" and should have a capacity for personalization	Visa Card or Master Card or RuPay or RBI or IBA or PVC Aadhaar Card or EPIC card, having ISO 27001 and ISO 9001 certificates.		
3	Experience -Bidder should have had the experience of any kind of PVC Cards with security features of work orders equal to: - 3 completed work orders of Rs 1 crore each or more OR 2 completed work orders of Rs. 2 crores each or more	certified copy of statutory auditor mentioning the address of manufacturing plant)		

	<u>OR</u> 1 completed work order of Rs. 3 crore during last 4 years ending 31.03.2026			
4	Bidder in house capacity: - Bidder should have installed capacity to manufacture personalized cards on PVC core /sheet with all security features of not less than 25,000 per day in case of continuous updation throughout the year and minimum of 1 lakh in case of annual special summary revision EPIC requirements.	Per day capacity of supply of personalised PVC cards		
5	Financial Turnover: Average Annual turnover of the Bidder during the preceding 3 financial years should be at least INR 8 crores from the business of printing PVC cards with security features for Government, PSU, Banks, FIs, etc. in India and / or abroad.	Audited Balance Sheet of last 3 years CA certificate with registration number and seal		
6	Financial Net Worth as on 31.03.26 should be positive	CA certificate with registration number/ seal		
7	Mandatory undertaking	Bidder should		
		☐ not be insolvent, bankrupt etc.		
		☐ not have their directors being convicted of any criminal offence		
		☐ not have any conflict of interest in the procurement comply with the code of integrity		
		☐ not have been blacklisted by any Government agency.		
		☐ not sublet the contract		
8	Bidder should have the facility and experience of printing with variable data and Hot stamping	☐ have submitted only one bid (a self-certified letter as per Self Declaration).		
		self-certification duly signed by authorized signatory. However, the same may be inspected by CEO's office before final selection.		

9	GST registration and clearance Bidder should have GST where his business is located. Should have TIN(income tax) /PAN number	copies of GST registration, last GST return filed, TIN registration and PAN.		
10	Should have filed income tax returns for the three financial years (2022- 2023, 2023-2024 & 2024-2025)	Certified copies of the ITRs filed by the entity for the immediately preceding three financial years i.e. (2022- 2023, 2023-24 & 2024-25)		
11	The bidder must have successfully completed PVC card with security features printing projects within India during the last 5 years awarded by Government / PSU / banks	copy of work orders or certificate of work completed with a 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. A similar ban subsequent to the submission of the bid, but before the award of the contract shall also disqualify the bidder.	Certificate from the whole- time Company Secretary or Statutory Auditors of the bidder.		
13	The bidder should have at least one office at Ahmedabad in Gujarat state and preferably support centers/ logistics for the entire state. If the bidder is not having any office in Gujarat, then bidder should submit a letter of undertaking to open an office in Gujarat withing 45 days from the date of issue of work order if he is awarded the work,	The copy of Property tax bill/Electricity Bill/ Telephone Bill/ GST-CST Registration/ Lease agreement should be submitted as proof or undertaking letter		

Note: - 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.

1) TECHNICAL EVALUATION

Table - 2

Technical evaluation sheet

Sr. No.	Criteria	Max. Marks	Marks Obtained	Documents submitted
1	Capability and Profile	35		
1.1	Infrastructure Quality	15		
	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		
	- Physical security etc - Round the clock security provision. - CCTV surveillance Cameras at all strategic locations (both inside and outside the premise) with 30 days recording facilities. - Entry only through biometric/Card punching system.	4		
1.2	Quality of Machines (How to meet the required output per day with a working sheet)	10		
	(i) Automation,	2		
	(ii) Computerization	2		
	(iii) Production in volumes	4		
	(iv) Integration of processes	2		
1.3	Quality/experience of technical personnel (preferably more than three years' experience)	10		
	(i) Project Manager	3		
	(ii) IT Team	4		
	(iii) Operation Team	3		
2	Past experience of the Firm (Turnover)	60		
2.1	Average Annual Turnover during the previous three financial years (2022-2023, 2023-2024 and 2024-2025) from Value of completed PVC card printing projects within India during the last Four years awarded by Government/PSUs/Banks as on 31.03.2026:	20		
	i) less than 4 crores	10		
	ii) More than 4 crores to 8 Crores	15		
	(ii) More than 8 crores	20		
2.2	Experience in years (PVC Card Printing)	20		

	More than 5 years, but less than 10 years	15		
	More than 10 years	20		
2.3	Installed capacity of printing Colour PVC EPICs	20		
	25,000 -1 lakh per day	15		
	More than 1lakh per day	20		
3	Presentation for Proposed Methodology	5		
3.1	Printing, Hot Stamping, Assembling and Dispatch Solution, Quality of proposed MIS	2		
3.2	Brief profile of the firm	1		
3.3	Physical and Data Security	1		
3.4	Innovation and features beyond proposed requirements	1		
		100		

- Bidder should submit 10 Sample PVC cards, Envelope and cover letter as per RFP technical specification and ISO standards. The election department reserves the right to get it checked from Government testing labs. Any deviations from specifications may result in disqualification.
- A team of department officials may conduct inspection on the directions of the CEO to check security arrangements, infrastructure, machines and equipments, personnel as per the bid document Any deviations may result in immediate disqualification.

Note: Documentary evidence must be furnished against each of the above criteria along with an index. All documents must be signed by the CS/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 annexed.
 - 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. Turnover** audit reports to be annexed. Maximum 15 marks for turnover for more than 4 cr..
- 3. 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.
- All documents in support of the claims made under clause 2 (2.1, 2.2, 2.3 and 2.4) will be certified to the effect that these figures pertain to PVC card printing by statutory auditor or Company Secretary of the bidder's firm.
- If the bidder's criteria under "Past experience of the firm (Turnover)" (clauses 2.2, 2.3 and 2.4) is less

than the minimum, then his corresponding marks will be Zero.

6. Man Power Qualification:

The bidder must submit the CV of the resource with degree certificate, last year /semester marksheet and work experience/ joining letter.

Sr no	Designation/Profile	Qualification
1	Project Manager	B.E./B.Tech or Graduate in any field of Engineering. Experience: Minimum 5 Years experience after completion of graduation/degree
2	IT Team	B.E./B.Tech or Graduate in any field of Engineering. Experience: Minimum 3 Years experience after completion of graduation/degree
3	Operation Team	B.E./B.Tech or Graduate in any field of Engineering. Experience: Minimum 1 Year experience after completion of graduation/degree

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 Screening Committee/IT Committee of the Election Division to determine whether the documents have been properly signed, all relevant papers submitted, and the proposal is in order. Proposals not conforming to such requirements will be prima facie rejected.
2. **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 weightings and parameters detailed in Table-2 of Section-2. Based on "Evaluation Parameters," Points shall be awarded and total Technical Score (TS) computer for each bid.
 - b. In order to qualify as Technically Qualified Bidder (TBQ) bidders should have scored a minimum of 60 marks. Only TQB's with a 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 the first list of L1, L2, L3.

The lowest rate L1, received from a qualified bidder will be treated as the "**Discovered Rate**". Minimum (3) three bidder empanel under this tender subject to matching the L1 bidder rate.

2. Once the L1 bidder is identified, the bidder at L2 will be given first rights to match the L1 rate and then second priority will be given to L3 bidders to match rate in order to receive an order for

carrying out the services. If only two bidders are finally qualified and L2/L3 refuses to match his rates with L1, then PE may give entire work order to L1.

3. If the L2 refuses to match the L1 rate, L3 will be given an opportunity and so on. In the interest of time, the bidders from L2 to the highest (as the case maybe) will be asked to match the Discovered Rate and expected to give their commitment within 24 hours.
4. In case of a tie:
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 (Matching L1). The remaining qualifying bidders will be treated as L3 and so forth.
5. In the condition of critical & supply capacity, order will be distributed among L1 & L2 & L3.
6. If only one bidder qualifies after the technical evaluation, then the Election Department will have the right to select the single qualified bidder or cancel the RFP. If the Election department decides to continue with a single qualified bidder, the entire volume may be allocated to the single qualified bidder for the contract period.
7. The Election department reserves the right to call for a second bid process to select a total of two/three firms for the execution of the project.
8. Bidder needs to provide their financial bid as per the format provided in the RFP. The financial evaluation shall be conducted based on the unit rate quoted by the respective bidders.
9. The Election department reserves the right to cancel bid/give work to L1 bidder in case L2, L3, L4 and so on bidder will not match the rate of L1 bidder.

3. Work distribution

1. The CEO office will distribute work among the empanel bidders. L1 bidders will get 40% work from total work, L2 & L3 bidders will get 30% work from the total work.
2. In case of only (2) two bidder are empanel under this tender, the work distribution, 60% work will be given to L1 bidder and 40% work will be given to L2 bidders from total work.
3. In case of any pending /assigned work is not completed, the CEO will reserve the right to distribute the work to other empanel agencies.

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) and shall be stopped one day prior to Bid's opening on <https://tender.nprocure.com>. The complete bidding document shall also be placed on the State Public Procurement Portal. The prospective bidders shall be permitted to download the bidding document from the websites and pay the bidding document price while submitting the Bid to the procuring entity through the online method (i.e. on <https://tender.nprocure.com>).

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 GST, Entry Tax, or applicable prevalent tax, charges etc. which should be shown separately. No cartage or transportation charges will be paid by DEO concerned, and the delivery [including unloading and stacking etc.] of the Goods shall be given at the designated premises as mentioned in the bid.

3) Pre-bid Meeting/ Clarifications

- a) Pre-Bid query submission, redressal etc. management shall not be done through the nProcure website. Only the date of the Pre-Bid meeting and the responses to the queries would be available on the nProcure website.
- b) Any prospective bidders may, in writing, seek clarifications from the procuring entity in respect of the bidding documents shall also be emailed to the CEO official mail ceo_gujarat@eci.gov.in, dgmapp-gil@gujarat.gov.in and not to be uploaded on the nProcure website. If the soft copy of the dully filled in Pre- Bid query format is uploaded on the nProcure website, it would not be entertained and processed.
- c) The procuring entity also schedules a pre-bid conference as per the details mentioned in the NIB. To clarify doubts of potential bidders in respect of the procurement and the records of such conference shall be intimated to all bidders where applicable, shall be published on the respective websites.
- d) Prospective bidders may attend Pre-bid meeting. The procuring entity may clarify doubts only to potential bidders in respect of the project, which is given in writing in the prescribed format received within the time frame given in the bid document and a softcopy to the email address given herein. Beyond prescribed time, no PBQ shall be entertained.
- e) The period within which the bidders may seek clarifications under (a) above and the period within which the procuring entity shall respond to such requests for clarifications shall be as under: -

- 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
- iii. The finalised minutes and responses, if any, shall be provided through departmental website/email promptly to all bidders to which the procuring entity provided the bidding documents, so as to enable those bidders to take minutes into account in preparing their bids, and will also be published on the other websites as mentioned in NIB.

4) Changes in the Bidding Document

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

5) Period of Validity of Bids

- a) Bids submitted by the bidders shall remain valid during the period specified in NIB/ 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 "Short listing of print service providers for printing and personalising PVC electors photo identity cards with security features".

- a) All prospective bidders are advised to carefully go through the bid document provided on the various websites as mentioned in the bid document so that they will come to know what exactly is demanded. While bidders submitting their Bids electronically shall follow the

electronic bid submission procedure as specified on the State e-Procurement Portal, <https://tender.nprocure.com>.

- b) The bidders are required to digitally sign each page of the bid as a token of acceptance of a bid by the authorised signatory, failing which the bid may be liable to be non-responsive and rejected. The signed bid shall be uploaded using DSC to the website <https://tender.nprocure.com>.
- c) All the columns viz. compliance (in Yes or No) of Eligibility Criteria, BOM, Financial Bid and their necessary associated documents properly signed etc. should be duly filled in and uploaded.
- d) Technical bid containing Eligibility Criteria and technical aspects/information/documents should be separately uploaded, and Financial bid shall also be uploaded separately along with respective associated documents as mentioned in the bid document.
- e) While submitting the complete Bid Document as mentioned above, instruments for tender fee amount and bid security fee amount should be physically sent to the CEO Office, Gujarat on or before mentioned date and time, failing which the bid may be liable to be nonresponsive and rejected.
- f) Financial bids shall be opened of only bidders qualified technically and fulfilling eligibility criteria, the date of opening for which shall be intimated later on.
- g) While uploading/submitting Technical Bid, the bidder should physically submit 10 nos. of sample of Personalized PVC EPICs conforming to technical specifications as mentioned in the bid document/ECI guidelines in a sealed envelope. All the samples shall be suitably numbered, e.g. 1/10, 2/10 ... 5/10 so on along with marking of bidder's name (in short) & have authorised sign (bidder's name) in such a way that while they are sent for testing by PE, the bidder's annotations may not create any hurdle or problem on or before mentioned date and time failing which the bid may liable to be nonresponsive and rejected. Since bidders belong to the category as mentioned in the Eligibility Criteria at the beginning of this Bid, therefore, with the technical bid, the bidder shall submit its own declaration in favour of PE 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 shall get the samples supplied separately by the bidders tested. If the result of testing any one of the sample(s) attached does not conform to the specifications mentioned in the bid

and ECI standards/Guidelines, then the corresponding bid shall be rejected. Therefore, bidders must be careful while submitting a sample of Personalized PVC EPICs with the bid.

- j) Bidders shall submit their Bids through electronic method, i.e. through <https://tender.nprocure.com> on or before bid submission date/time. However, to ensure more clarity, bidders are also expected to send the physical complete and signed copy of the entire bidding document except financial bid to the Office of the CEO, Gujarat immediately after uploading the bid document on nProcure website. In any case the physical copy should reach before the bid opening. If the physical copy is not delivered, bid processing will take place solely based on electronic bid document uploaded on nProcure website. Bidders should ensure that there is no anomaly between the electronic and physical bid document. Physical copy will be referred to only if there is no clarity in the electronic document. Discretion in this regard will be completely that of the DPC/CEO.
- k) The Procuring Entity 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-minute submission of the bid.

7) Opening of Bids

- a) The Bids shall be opened by the BEC/DPC on the date and time mentioned in the NIB in the presence of the Bidders or their authorised representatives who choose to be present.
- b) Only Technical bids will be opened first. 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 will evaluate Technical Bid(s) as per criteria outlined in this Bid Document or Financial Rules and Guidelines of the State of Gujarat.
- 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.
- d) In financial evaluation, technical bids qualified will be evaluated, and final selection will be done based on the lowest rate received, irrespective of the marks obtained in the technical evaluation.
- e) The committee may co-opt experienced persons in the committee to conduct the process of Bid opening.
- f) As electronic Bidding is adopted, the specific electronic Bid opening procedure as specified on the State e-Procurement Portal shall be followed. The Bidders may witness the electronic Bid opening procedure online.
- g) The committee shall conduct a preliminary scrutiny of the opened technical Bids to assess the prima-facie responsiveness and ensure that the: -
 - bid is as per pre-qualification criteria
 - bid is accompanied by bidding document fee, bid security or bid securing declaration, relevant duly filled in documents as per annexure(s) given in the Bid Document;
 - bid is valid for the period specified in the bidding document;
 - bid is unconditional and the bidder has agreed to give the required performance security

or performance security declaration; and other conditions, as specified in the bidding document, are fulfilled.

- any other information which the committee may consider appropriate through nProcure 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) The PE shall not consider any bid or its related documents, material, original instrument(s) etc., that arrives after the deadline for submission of bid; such bid shall be declared late, rejected, and returned unopened to the bidder. **The offline bid shall not be entertained.**
- b) All the documents should be digitally signed 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 on the website <https://tender.nprocure.com>.
- 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, Bid Security, in accordance with Bid Document;
 - iii. written confirmation authorizing the signatory of the Bid to commit the Bidder, in accordance with Bid Document;
 - iv. documentary evidence in accordance with Bid Document establishing the Bidder's eligibility to bid;
 - v. samples conforming to the ECI standards/guidelines and as required in the Bid Document;
 - vi. any other document required in the BDS; and
 - vii. others considered necessary otherwise to strengthen the Bid submitted.
- e) The Financial Bid shall contain the following:
 - i. Financial Bid Submission Sheet and the applicable Price Schedule(s) with supporting

relevant documents in accordance with bid document;

- ii. Any other document required in the BDS.

f) CHECKLIST

Sr. No.	Category	Detailed description	Compliance
1.	Pre-Qualification Criteria	Signed and scanned copy of List and Supporting Documents as per Table-1 of Section - 2 Earnest Money Deposit	
2.	Technical Evaluation Criteria	Signed and scanned copy of List and Supporting Documents as per Table-2 of Section 2 + copy of the presentation	
3.	Financial Bid	Financial bid filled out in the formats as specified in Annexure- 9 with annexure-8 and Financial Bid	

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 and all correspondence and documents relating to the Bid exchanged by the Bidder and the procuring entity shall be written only in the English Language. Supporting documents and printed literature that are part of the Bid may also be in English.

10) Alternative/ Multiple Bids

Alternative/ Multiple Bids shall not be considered at all.

11) Bid Security/EMD

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

- a) Bidders shall submit EMD of Rs.8,00,000/- in the form of an unconditional Bank Guarantee (which should be valid for 12 months from the last date of bid submission) of any Nationalized Bank including the public sector bank or Private Sector Banks or Commercial Banks or Co-Operative Banks and Rural Banks (operating in India having branch at Ahmedabad/Gandhinagar) as per the G.R. no. FD/MSM/e-file/4/2023/4020/DMO dated 11/03/2024 issued by Finance Department or further instruction issued by Finance department time to time; in the name of "Gujarat Informatics Ltd-Gandhinagar" payable at Ahmedabad and must be submitted along with the covering letter.
- b) In lieu of bid security, a bid securing declaration shall be taken from 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.

- c) In case of open competitive bidding, Bid security/EMD shall be about 2% of the estimated value of subject matter of procurement put to bid.
- d) Bid security/EMD instrument or cash receipt of bid security or a bid securing declaration shall necessarily accompany the technical bid.
- e) Bid Security/EMD instrument or cash receipt of Bid Security or a Bid securing declaration shall necessarily accompany the sealed Bid. Any Bid not accompanied by Bid Security or Bid Securing Declaration, if not exempted, shall be liable to be rejected.
- f) Bid security/EMD of a bidder lying with the procuring entity in respect of other bids awaiting decision shall not be adjusted towards bid security for the fresh bids. However, the bid security originally deposited may be considered if bids are re-invited.
- g) The bid security/EMD may be given in the form of a banker's cheque, demand draft or bank guarantee. The bid security must remain valid for 9 Months beyond the bid's original or extended validity period.
- h) The issuer of the bid security/EMD and the confirmer, if any, of the bid security/EMD, as well as the form and terms of the bid security/EMD, must be acceptable to the procuring entity.
- i) Prior to presenting a submission, a bidder may request the procuring entity to confirm the acceptability of the proposed issuer of a bid security or a proposed confirmer, if required. The procuring entity shall respond promptly to such a request.
- j) The bid security/EMD of unsuccessful bidders shall be refunded soon after final acceptance of the short-listed successful bid and signing of the Agreement, and submitting performance security.
- k) The Bid security/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].
- l) Notice will be given to the bidder with a reasonable time before the bid security deposit is forfeited.

- m) No interest shall be payable on the bid security.
- n) In the case of the successful short-listed bidders, the amount of bid security/EMD may be adjusted in arriving at the amount of the Performance Security or refunded if the successful short-listed bidders furnish the full amount of performance security.
- o) The procuring entity shall return the bid security/EMD after the earliest of the following events, namely:-
 - a. the expiry of the validity of bid security;
 - 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 nProcure website up to the time and date specified in the NIB or an extension issued thereof, if any.
- b) Normally, the date of submission and opening of Bids would not be extended. In exceptional circumstances or when the bidding document are required to be substantially modified as a result of discussions in pre-bid meeting/ conference or otherwise and the time with the prospective bidders for preparation of Bids appears insufficient, the date may be extended by the procuring entity.
- c) If in the office of the Bids receiving and opening authority, the last date of submission or opening of Bids is a non-working day, the Bids shall be received or opened on the next working day.

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 Financial Rules and Guidelines of the State of Gujarat will be followed.

14) Clarification of Bids

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

sought, offered or permitted.

15) Evaluation & Tabulation of Technical Bids

a) Determination of Responsiveness

- (i) The CEO/DPC 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.
- (ii) A responsive Bid is one that meets the requirements of the bidding document without any material deviation, reservation, or omission (as per Financial Rules and Guidelines of the State of Gujarat).

b) Tabulation of Technical Bids

Technical Bids shall be tabulated by a Committee (DPC/CEO) constituted on behalf of PE 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.

16) Evaluation & Tabulation of Financial Bids

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

17) Correction of Arithmetic Errors in Financial Bids

The DPC/CEO 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 DPC/CEO 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.

18) Price in the evaluation

1. The bidder shall quote “Cost per unit EPIC Card Hologram and all other

applicable charges incidental to the service” as per the Scope of Work given. However, the 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 RFP.

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.

19) Negotiations

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

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

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

21) Information and publication of the award

Information of award of contract shall be published on the State Public Procurement Portal i.e. <https://tender.nprocure.com> as well as website.

22) Execution of agreement

- a. In the written intimation of acceptance of its Bid sent to the successful short-listed bidders, 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 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 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 from initiating a new procurement process for the same subject matter of procurement if required.

- b) For reasons to be recorded in writing, a procuring entity may cancel the process of procurement initiated by it.

24) Right to vary the quantity

As per the provisions of the Financial Rules and Guidelines of the State of Gujarat and also the necessity.

25) Performance Security

- a) The successful Bidder has to furnish a security deposit so as to guarantee his/her (Bidder) performance of the contract.

All the successful short-listed bidders 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 short-listed bidders except for Department of the State Government and undertakings, corporations, autonomous bodies, registered societies, co-operative societies which are owned, controlled or Managed by the State Government and undertakings of Central Government. However, a Performance Security Declaration shall be taken from them. The State Government may relax the provision of Performance Security in a particular procurement.

The successful bidder shall furnish a Performance Security/Performance Bank Guarantee equivalent to 5% of the value of the work order/contract awarded to the bidder within 15 days from the date of receipt of the Notification of Award/Contract Agreement."for the duration of contract period of all Nationalized Bank including the public sector bank or Private Sector Banks authorized by RBI or Commercial Bank or Regional Rural Banks of Gujarat or Co-Operative Bank of Gujarat (operating in India having branch at Ahmedabad/Gandhinagar) as per the G.R. no. FD/MSM/e-file/4/2023/4020/DMO dated 11/03/2024 issued by Finance Department or further instruction issued by Finance department time to time.

- c) The performance security/PBG shall be furnished in any one of the following forms: -
- I. Bank Draft or Banker's Cheque or Bank Guarantee of a scheduled bank;
 - II. National Savings Certificates and any other script/ instrument under National Savings Schemes for promotion of small savings issued by a Post Office in Gujarat, if the same can be pledged under the relevant rules. They shall be accepted at their surrender value at the time of bid and formally transferred in the name of procuring entity with the approval of Head Post Master;

Fixed Deposit Receipt (FDR) of a scheduled bank. It shall be in the name of the Chief Electoral Officer on account of the bidder and discharged by the bidder in advance. The procuring entity shall ensure before accepting the FDR that the bidder furnishes an undertaking from the bank to make payment/premature payment of the FDR on demand to the procuring entity without the requirement of consent of the bidder concerned. In the event of forfeiture of the performance security, the Fixed Deposit shall be forfeited along with interest earned on such Fixed Deposit.

- d) 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.
- e) Failure of the successful short-listed bidders to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security.
- f) Forfeiture of Performance Security: The amount of Performance Security in full or part may be forfeited, including interest, if any, in the following cases: -
 - I. when the Bidder short-listed 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
 - II. when the Bidder short-listed fails to commence the supply of the Goods or Related Services as per supply order within the time specified; or
 - III. when Bidder short-listed fails to commence or make the complete supply of the Goods or Related Services satisfactorily within the time specified; or
 - IV. When any terms and conditions of the contract are breached; or
 - V. Failure by the Bidder short-listed to pay the Procuring Entity any established dues under any other contract; or
 - VI. if the Bidder short-listed breaches any provision of the Code of Integrity prescribed for Bidders in the Act and Rules and this Bidding Document.
- g) Notice will be given to the bidders short-listed with reasonable time before Performance Security deposited is forfeited. The decision of PE in this regard shall be final and abided by the bidder.
- h) No interest shall be payable on the Performance Security deposited by the bidders short-listed.

26) Confidentiality:

As per the provisions of the Financial Rules and Guidelines of the State of Gujarat.

27) Code of Integrity for Bidders

As per the provisions of Financial Rules and Guidelines of the State of Gujarat.

28) Conflict of interest:

As per the provisions of Financial Rules and Guidelines of the State of Gujarat.

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 fine which may extend to 50 lacs rupees or 10% of the assessed value of procurement, whichever is less.

30) Grievance handling procedures during procurement process (Appeals)

As per the provisions of Financial Rules and Guidelines of the State of Gujarat.

31) Offences by Firms/ Companies

As per the provisions of Financial Rules and Guidelines of the State of Gujarat.

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. The State Government or a procuring entity, as the case may be, shall not debar a bidder under this section unless such bidder has been given a reasonable opportunity of being heard.

33) Sample/ Sample Test checking (Supply):

- (i) FOR SUMMARY REVISION: -

Chief Electoral Officer will select one random district for testing from every lot for each agency and inform selected district accordingly.

The concerned DEO acting as PE, will take out 3 random cards out of 10000 cards OR Minimum 2 card if the number of cards in lot is less than 10000 from each lot supplied by the vender. Same procedure will be followed during both, Annual Summary Revision (ASR) and Continuous Updation of Electoral Roll 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) selected by the CEO.

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

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

In failure in sample testing conducted by CIPET (or other Government Authorised labs/ testing agencies), there shall be a penalty for each non-compliance. The penalty shall be assessed and levied on each instance of non-compliance of the mentioned tests on 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 election department at the HQ level.

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) "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.
- k) "The Site," where applicable, means the designated project place(s) named in the bidding document.

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

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 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.

- c) The successful short-listed bidders have to supply goods within the period as mentioned in the 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 Chief Electoral Officer, Gujarat, 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

- e) Recoveries of liquidated damages, short supply, breakage, rejected articles shall ordinarily be made from bills.
- f) 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.
- g) In case recovery is not possible, recourse will be taken under Gujarat PDR Act or any other law in force.

9) Taxes & Duties

- a) If applicable, the prevailing taxes, charges etc., if applicable, shall be deducted at source by PE as per prevailing rates.
- b) The successful/ selected bidder shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the country for goods supplied from outside India.
- c) For goods supplied from within India, the successful/ selected bidder shall be

entirely responsible for all taxes, duties, license fees, etc., incurred until the contracted goods are delivered to the Purchaser.

- d) The Service Provider 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 RFP.

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

12) Packing and Documents:

- a) 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.

- b) The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in the contract and in any other instructions ordered by the Purchaser.
- c) The goods will be delivered at the FOR destination, i.e. Store of the DEO of the district concerned in perfect condition.

13) Delivery period & Extent of Quantity

- i) The time specified for delivery shall be deemed to be the essence of the contract, and the successful short-listed bidders 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 CEO Office within a month's time after receipt of the delivery acknowledgements and positive testing report by the respective DEOs within a week after the date of delivery. If the DEO fails to acknowledge the receipt of the EPICs within the stipulated time, all the consequences shall be of the DEO concerned in person. Submission of an invoice by the successful short-listed bidder in a triplicate for payment: -
 - On complete delivery of Colour Personalized PVC cards as mentioned in NIB 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 CEO.
- 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 CEO.
- f) Taxes, as applicable, will be deducted as per the prevalent rules and regulations by the concerning CEO.
- g) Payment shall be made to the successful short-listed bidders by the CEO concerned after all necessary formality as per rules have been fulfilled.

15) PENALTIES:**I. Risk and Cost:****II. Delivery of Card/Envelope/Welcome Kit**

Sr no	Particular	Penalty
1	The bidder delivered Card/Envelop/Welcome Kit after 10 days and before 15 days from the receiving the list/file/instruction/order	Per day Rs 0.20 penalty for each card
2	The bidder delivered Card/Envelop/Welcome Kit after 15 days from the receiving the list/file/instruction/order	Per day Rs 0.40 penalty for each card
3	The bidder delivered Card/Envelop/Welcome Kit after 25 days from the receiving the list/file/instruction/order	Per day Rs 0.60 penalty for each card

The maximum penalty should be applicable upto 10%. Of the contract value.

In case of the penalty exceeds 10% of contract value, the contract/ empanelment with CEO will be cancelled.

In case the contractor does not commence the work as required by DEO within the stipulated period, the work can be allotted to other short-listed bidders at the risk and cost (in case of difference in the cost of supply) of the contractor firm, and LD clause shall be attracted to the short-listed bidder who was placed the order & could not commence the work.

III. 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 bidder has failed to supply/ install/ complete: -

o delays up to one-fourth period of the prescribed delivery period: 2.5%

o delay exceeding one fourth but not exceeding half of the prescribed period:5.0%

o delay exceeding half but not exceeding three fourth of the prescribed period:7.5%

o 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 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) The delivery period may be extended with or without liquidated damages if the delay in the supply of goods is on account of hindrances beyond the control of the bidder.

Note: The supply of Personalized PVC EPICs to the correct DEO (ERO wise) from the incorrect DEO (in case of the Personalized PVC EPICs wrongly supplied to incorrect DEO) shall also be counted as delay in supply and added to the delayed period of supply, according to which the LD 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 and Ex-Officio Secretary to the Government of Gujarat" & whose decision shall be final and abided by all stakeholders.
- 17) **Legal Proceedings:** All legal proceedings, if necessity arises shall have to be lodged in courts situated in State headquarter – Gandhinagar, Gujarat 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, LD, or termination for default if and to the extent that it's delay in performance or other failures to perform its obligations under the Contract is the result of an event of Force Majeure.
 - b) For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the supplier/ selected 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 Chief Electoral Officer who is the Procuring Entity, without prejudice to any other remedy under the provisions of the Act, the Rules or the Contract for breach of Contract, by Notice of default sent to the Supplier, may terminate the Contract in whole or in part:

- i. if the Supplier fails to deliver any or all of the Goods and/ or Related Services within the period specified in the Contract, or within any extension thereof granted by the Procuring Entity pursuant to the clause mentioned in the bid document; or
 - ii. if the Supplier fails to perform any other obligation under the Contract.
 - iii. if the Supplier, in the judgment of the Procuring Entity, has breached any provision of the Code of Integrity, as defined in the Act (of the state), the Rules and Code of Integrity, in competing for or in executing the Contract.
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 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, by Notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The Notice of termination shall specify that termination is for the 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.

20) Security audit:

Application Security Audit:

In addition to inspection & testing, the SP shall also be responsible to get web application & all device used in EPIC printing service security audited by STQC or CDAC or MeITY Empaneled application security Auditors at the cost of the SP and submit the Security Audit Clearance Certificate issued by STQC or CDAC or MeITY Empaneled application security Auditors.

- a) The SP must submit the test results to CEO. The SP must submit test result to CEO within 45 days from the date of issuance of the Work Order.
- b) Should any inspected or tested software fail to conform to the specifications, the CEO

may reject the software and the SP shall either replace/redevelop the rejected software or make alterations necessary to meet specification requirements free of cost to CEO.

- c) The SP shall comply with the instructions issued by the Election Commission of India (ECI) vide letter dated 05 February 2024, along with the SOPs enclosed with this document. Further, the SP shall ensure execution and maintenance of Employee Non-Disclosure Agreements (NDAs) in the standard format prescribed by ECI (Annexure I). SP shall also implement the Security Protocol, including third-party audit of the printing agency's systems and premises, to ensure Quality Assurance (QA) and Quality Control (QC), as prescribed in the enclosed SOPs, and shall submit a Compliance Report accordingly.

Section-V-(A)

BIDDING FORM NO.-1:

To,
 Joint Chief Electoral Officer,
 Office of the Chief Electoral Officer,
 Block No. 7, 2nd Floor,
 New Sachivalaya, Gandhinagar-382010

Technical Bid Submission Sheet

Date: NIB No.:

Alternative No., if permitted:

We, the undersigned, declare that:

- (a) We have examined and have no reservations about the Bidding Document.
- (b) We declare that we fulfil 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 NIB.
- (c) Our Bid shall be valid for a period as mentioned in the BDS from the date fixed for the bid submission deadline in accordance with the Bidding Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (d) If our Bid is accepted, we commit to 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;
- (i) We agree to permit the Government of Gujarat or the Procuring Entity or DEOs or their representatives to inspect our accounts and records and other documents relating to the bid submission and to have them audited by auditors appointed by them;
- (j) We declare that we have complied with and shall continue to comply with the provisions of

the Code of Integrity including Conflict of Interest as specified for Bidders in the Financial Rules and Guidelines of the state of Gujarat 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 short-listed 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: _____

BIDDING FORM NO.-2:**Manufacturer and Security Printer Certificate**

(To be given on the letterhead of the Manufacturer)

Date: _____

NIB No.: _____

To,

Joint Chief Electoral Officer,
Office of the Chief Electoral
Officer, Block No. 7, 2nd Floor,
New Sachivalaya,
Gandhinagar-382010

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
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/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: _

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

Name of the Company/Firm: _____

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

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

Company/Firm Contacts:

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

Query(ies) / Clarification(s) Sought:

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

Note:-

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

ANNEXURE-2: BIDDER'S AUTHORIZATION CERTIFICATE {to be filled by the bidder}

(To be given on the letterhead of the Manufacturer)

To,

Joint Chief Electoral Officer

Office of the Chief Electoral
Officer, Block No. 7, 2nd Floor,
New Sachivalaya,
Gandhinagar-382010.

Ref: NIB No. date:

WHEREAS

We, who are "manufacturers and security printer" of

having factory(ies) at _____

do hereby authorise (Name)

(Contact Numbers) Mobile _____ Fax _____ Email _____

to submit a Bid in relation to the Invitation for Bids indicated above, the purpose of which is to provide the following Goods, manufactured by us and to subsequently negotiate and sign the Contract:

"Short-listing of Print Service Provider for supply of Personalized PVC EPICs with security features"

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

Thanking you,

Name of the Bidder: -

Verified Signature:

Authorised Signatory: -

Name:

Seal of the Organization: -

Position:

(Includes complete address)

Date: -----

Place: -----

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

To,

Joint Chief Electoral Officer

Office of the Chief Electoral Officer,
Block No. 7, 2nd Floor,
New Sachivalaya,
Gandhinagar-382010.

Declaration by Successful Bidder

In relation to my/our bid submitted for "Supply of Personalized PVC EPIC cards with security features" conforming to specifications in Bid & ECI standards in response to the NIB Ref. No.

_____dated_____as an Owner/ Partner/ Director/ Auth.
Signatory of _____, I/ We hereby declare that: -

- a) We are eligible and possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
- b) We have fulfilled my/ our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
- c) We are not insolvent in receivership, bankrupt or being wound up, not have my/our affairs administered by a court or a judicial officer, not have its business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;
- d) We do not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
- e) We do not have a conflict of interest as specified in the Financial Rules and Guidelines of the State of Gujarat 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
- j) We have complied and shall continue to comply with the Code of Integrity as specified in the Financial Rules and Guidelines of the state of Gujarat 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 PE.
 - 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 short-listed subject to mutual agreement. We also agree that there would be up to 2 short-listed successful bidders.
- 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) After personalisation at our manufacturing site, we shall return the personalized PVC EPIC as mentioned in the NIB, along with data to the concerned DEO and get a receipt.
- r) 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.
- 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 applicable Act and Rules thereto prescribed by Govt. of Gujarat, my/our security may be forfeited in full and our bid, to the extent accepted, may be cancelled.

Thanking you,

Name of the Bidder: -

Authorised Signatory: -

Seal of the Bidding

Organization: - Date: _Place: _

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

To

Joint Chief Electoral Officer
Office of the Chief Electoral Officer,
Block No. 7, 2nd Floor,
New Sachivalaya,
Gandhinagar-382010.

CERTIFICATE

1. This is to certify that, the specifications of “Personalized PVC EPICs with security features” which I/ We have mentioned in the Technical bid, and which I/ We shall supply if I/ We am/ are awarded with the work, are in conformity with the minimum specifications of the commodity mentioned in the bidding document and that there are no deviations of any kind from the required specifications.
2. Also, I/ we have thoroughly read the bidding document Financial Rules and Guidelines of the State of Gujarat 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”, as mentioned in the NIB, to meet the desired Standards set out in the bidding Document/ECI.
4. I/We are “PVC Card Manufacture and Security Printer” and declare that Personalized PVC EPICs supplied shall be conforming to the specifications mentioned in the Bid Document and to the ECI norms/guidelines/circulars.
5. I/We, understand the IPR of the EPIC data given for personalization by us, lies with your department or ECI and will hereby undertake that the given data shall not be copied in any form, not shown/given to any entity, not retained in any form, not used for the 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: _____

ANNEXURE-5: BILL OF MATERIAL (BOM)

S. NO.	DESCRIPTION OF ITEM	ESTIMATED QUANTITY TO BE SUPPLIED DURING THE CONTRACT PERIOD	BIDDERS ACCEPTANCE OF SUPPLY AS PER T&C MENTIONED IN THE BID DOCUMENT (YES/NO)
1.	SHORTLISTING OF SUPPLIERS UP TO 2 FOR SUPPLY OF PERSONALIZED PVC ELECTORS' PHOTO IDENTITY CARDS (EPICS) with security features CONFORMING TO ECI GUIDELINES & COMPLIANCE TO THE BID.	40 LACS PERSONALIZED PVC EPICS PER YEAR (Approx.)	

ANNEXURE-6: BID SECURING DECLARATION**Form of Bid Securing Declaration**

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

Bid No.: [insert number of bidding process]

To

Joint Chief Electoral Officer

Office of the Chief Electoral Officer,

Block No. 7, 2nd Floor,

New Sachivalaya,

Gandhinagar-382010.

We, the undersigned, declare that:

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

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

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

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

shown] Name:_____ *insert complete name of person signing the Bid-Securing

Declaration] In the capacity of:_____ *insert legal capacity of person signing the Bid-Securing

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

[insert complete name and address of the Bidder] Dated on**** day of ****,2026 [insert date of signing]

Corporate Seal_____ [affix corporate seal of the bidder]

Note:

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

ANNEXURE-7:**Indicative Sample of PVC EPIC****Sample of Colour Personalized PVC EPIC (Indicative only):****NOTE:**

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

Section-V-(B)**(Part-B: Financial Bid)****BIDDING FORM NO. 2:****Financial Bid Submission Sheet**

Date: _____

NIB No.: _____

To,

Joint Chief Electoral Officer
 Office of the Chief Electoral Officer,
 Block No. 7, 2nd Floor,
 New Sachivalaya,
 Gandhinagar-382010

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) The total Price for our Bid is: _____
- (d) We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us until a formal contract is prepared and executed.
- (e) We give our in-principle consent to be short-listed subject to mutual agreement. We also agree that there would be up to 2 short-listed successful bidders.
- (f) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Name: _____ In

the capacity of: _____

Signed: _____ Date: _____

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

Complete Address _____

Tel: _

Fax: _

E-mail: _

ANNEXURE-8: FINANCIAL BID COVER LETTER FORMAT {to be submitted by the bidder on his Letter head}

To

**Joint Chief Electoral Officer
Office of the Chief Electoral Officer,
Block No. 7, 2nd Floor,
New Sachivalaya, Gandhinagar-382010.**

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. The prices are inclusive of all types of govt. taxes/duties as mentioned in the financial bid (BoQ).
2. I / We undertake, if our bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the schedule of requirements.
3. I/ We hereby declare that in case the contract is awarded to us, we shall submit the contract performance security as prescribed in the bidding document.
4. I / We agree to abide by this bid for a period of 180 days after the last date fixed for bid submission, and it shall remain binding upon us and may be accepted at any time before the expiry of that period.
5. Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding contract between us.
6. I/ We hereby declare that our bid is made in good faith, without collusion or fraud, and the information contained in the bid is true and correct to the best of our knowledge and belief.
7. We understand that you are not bound to accept the lowest or any bid you may receive.
8. We give our in-principle consent to be short-listed subject to mutually agree. We also agree that there would be up to 2 short-listed successful bidders. The rate quoted is applicable for all the districts of the State of Gujarat.
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 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 CEO/DEOs for extra data/incomplete data, to rectify.
12. I/ We, after personalisation 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 PVC EPICs"

ANNEXURE-9: FINANCIAL BID (BoQ)

Financial Bid Format (BoQ)

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

Sr. No.	Name & Description of Item	Unit	Estt. Qty. Per year.	Unit Cost in INR	Total Cost in INR without Tax (this includes all levies & other incidental charges, if any)	Applicable Tax as on date (Tax Name & percentage Tax)	Applicable Tax in INR on Total Cost	Total Cost in INR (inclusive all taxes, charges, levies etc.)
A	B	C	D	E	F	G	H	I
1	Printing & Supply of Personalized Colour PVC Elector's Photo Identity Cards (EPIC) with high security Hologram (hot stamped) supplied by the designated vendor	Per card	40,00,000 units (Approx.)					
2	Welcome Letter and Voter's Pledge (Back to back) A4 size	One	21,00,000 units (Approx)					
3	Voter Guide (Back to back) 33cm*9.5cm(2 page) 16cm*9.5cm (1 page) 12 pages (back to back) Booklet		21,00,000 units (Approx)					
4	Envelope described as "EPIC Kit" to be delivered to respective District Election Officers (DEOs) with other security features as per ECI guidelines		40,00,000 units (Approx.)					
Total								
Total Amount in figures								
Total Amount in words								

Note:

- All taxes are extra as applicable at the time of invoicing.
- The grand total of (column 'F') will be considered for final evaluation.
- Bidders submitting their Bids electronically shall follow the electronic Bid submission procedure as specified on the State e-Procurement Portal <https://www.gil.nprocure.com>. Bidders should not fill any information in the above format and submit physically otherwise the bid shall be treated as nonresponsive. Bidder should submit their financial bid online on nProcure website/Portal only. Up to 2 bidders will be short-listed on the lowest rate.

Annexure-10: PERFORMANCE SECURITY DECLARATION**Form of Performance Security**

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

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

To,

Joint Chief Electoral Officer

Office of the Chief Electoral Officer,

Block No. 7, 2nd Floor,

New Sachivalaya, Gandhinagar-382010.

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 "**Short-listing of Supplier for Supply of Personalized PVC Electoral Photo Identity Cards (PVC EPICs)**".

We accept that we will automatically be suspended from being eligible for bidding in any contract with you for the period of 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, the **[Designation of the Procuring Entity]** 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.

ANNEXURE-11: 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 short-listed printer 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, Gujarat (hereinafter called "the Procuring Entity") on behalf of the all DEOs (Collectors), all Districts of state of Gujarat (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 de
- 3.1 The contract period is for 3 years, can be extended to maximum 5 years with mutual consent. (Initially contract will be made for first 3 years and renewed for 2 more years upon mutual consent).
- 3.2 The period of contract may also be reduced or contract can be terminated on the basis of decision of CEO, Gujarat.
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 &	2.5%
b)	Delay exceeding one fourth but not exceeding half of the prescribed delivery period, successful	5.0%

c) Delay exceeding half but not exceeding three fourth of the prescribed delivery period,	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 (Financial Rules and Guidelines of the State of Gujarat) promulgated, their amendments issued by the State Government 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 purposed other than the purpose mentioned in the bid etc. The data shall be erased entirely once the matter of the lot of supply is materialized/settled.
 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 RFP 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: Office of the Chief Electoral Officer, Gujarat
In the presence of:	In the presence of:
() Designation: Company:	() Designation: Office of the Chief Electoral Officer, Gujarat

() Designation: Company:	() Designation: Office of the Chief Electoral Officer, Gujarat
--	---

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,****Block No. 7, 2nd Floor,****New Sachivalaya,****Gandhinagar-382010**

Dear Sirs,

1. In consideration of the Election Department, Govt. of Gujarat, Chief Electoral Officer Gujarat (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 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 not withstanding 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 hereinabove:
 - a. Our liability under this guarantee is restricted to Rs (in words & figures).
 - b. This Bank Guarantee will be valid up to..... ; 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 authorized officer, has set its hand and stamp on this..... day of.....2025 at.....

WITNESS

.....
(Signature)
.....

.....
(Signature)
.....

(Name)

(Name)

.....

.....

(Official Address)
Stamp)

(Designation with Bank

Attorney as per Power of Attorney No Dated

ANNEXURE – 13

BANK GUARANTEE FOR BID SECURITY/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,

Block No. 7, 2nd Floor,

New Sachivalaya,

Gandhinagar-382010

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, Gujarat, 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 hereinabove:
 - a. Our liability under this guarantee is restricted to Rs (in words & figures).
 - b. This Bank Guarantee will be valid up to.....; 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.....2026.....at.....

WITNESS

.....

(Signature)

.....

(Signature)

.....

(Name)

.....

(Official Address)

.....

(Name)

.....

(Designation with Bank

Stamp) Attorney as per Power of Attorney No Dated

ANNEXURE 14

List of Documents Submitted

Date :

Bid

No.:

To

**Joint Chief Electoral Officer
Office of the Chief Electoral Officer,
Block No. 7, 2nd Floor,
New Sachivalaya,
Gandhinagar-382010**

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

(Signature)

Authorized Signatory

Name :

Designation :

Office Seal :

Place :

Date:.....

SELF DECLARATION (TO BE SUBMITTED PHYSICALLY ALONG WITH EMD & BID PROCESSING FEES)

AFFIDAVIT

(To be submitted IN ORIGINAL on Non-Judicial Stamp Paper of Rs 100/- duly attested by First Class Magistrate/ Notary public)

I/We, _____, age _____ years residing at _____ in capacity of _____ M/s. _____ hereby solemnly affirm that

All General Instructions, General Terms and Conditions, as well as Special Terms & Conditions laid down on all the pages of the Tender Form, have been read carefully and understood properly by me which are completely acceptable to me and I agree to abide by the same.

I I We have submitted following Certificates I Documents for T.E. as required as per General Terms & Conditions as well as Special Terms & Conditions of the tender

Sr. No.	Name of the Document
1	
2	

All the Certificates I Permissions I Documents I Permits I Affidavits are valid and current as on date and have not been withdrawn I cancelled by the issuing authority.

It is clearly and distinctly understood by me that the tender is liable to be rejected if on scrutiny at any time, any of the required Certificates I Permissions I Documents I Permits I Affidavits is I are found to be invalid I wrong I incorrect I misleading I fabricated I expired or having any defect.

I / We further undertake to produce on demand the original Certificate I Permission I Documents I Permits for verification at any stage during the processing of the tender as well as at any time asked to produce.

I / We also understand that failure to produce the documents in "Prescribed Proforma" (wherever applicable) as well as failure to give requisite information in the prescribed Proforma may result in to rejection of the tender.

My I Our firm has not been banned I debarred I black listed at least for three years (excluding the current financial year) by any Government Department I State Government I Government of India I Board I Corporation I Government Financial Institution in context to purchase procedure through tender.

I / We confirm that I I We have meticulously filled in, checked and verified the enclosed documents I certificates I permissions I permits I affidavits I information etc. from every aspect and the same are enclosed in order (i.e. in chronology) in which they are supposed to be enclosed. Page numbers are given on each submitted document. Important information in each document is "highlighted" with the help of "marker pen" as required.

The above certificates/ documents are enclosed separately and not on the Proforma printed from tender document.

I / We say and submit that the Permanent Account Number (PAN) given by the Income Tax Department is _____, which is issued on the name of _____ [Kindly mention here either name of the Proprietor (in case of Proprietor Firm) or name of the tendering firm;1, whichever is applicable].

I / We understand that giving wrong information on oath amounts to forgery and perjury, and I/We am/are aware of the consequences thereof, In case any information provided by us are found to be false or incorrect, you have right to reject our bid at any stage including forfeiture of our EMD/PBG/cancel the award of contract. In this event, this office reserves the right to take legal action on me/us.

I / We have physically signed & stamped all the above documents along with copy of tender documents (page no. ---- to --).

I / We hereby confirm that all our quoted items meet or exceed the requirement and are absolutely compliment with specification mentioned in the bid document.

My I Our Company has not filed any Writ Petition, Court matter and there is no court matter filed by State Government and its Board Corporation, is pending against our company.

I / We hereby commit that we have paid all outstanding amounts of dues I taxes I cess I charges I fees with interest and penalty.

In case of breach of any tender terms and conditions or deviation from bid specification other than already specified as mentioned above, the decision of the Tender Committee for disqualification will be accepted by us.

Whatever stated above is true and correct to the best of my knowledge and belief.

Date:

Stamp & Sign of the Tenderer

Place:

(Signature and seal of the Notary)

ANNEXURE-15:

By Email

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 23/EPIC Security/2021-ERS

Dated: 5th October, 2021

To,

The Chief Electoral Officers of all States/UTs.

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

Madam/Sir,

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

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

Yours faithfully



(RITESH SINGH)
UNDER SECRETARY

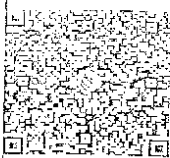
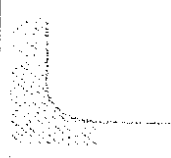
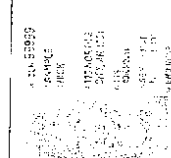
2
20

Improvements in security features of EPIC

The Commission has decided that :-

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

Security Features for EPIC

QR Code	- It is used for verification purpose by embedding web address for quick online verification. - It is also used for offline verification.	
Microtext	Text printed at microscopic levels but still sharp enough to be read by the humane eye.	
Guilloche pattern	- Set of complex lines that vary randomly in color and shade. It is difficult to scan and reproduce. - Pre-printed stationary /cards with the guilloche patterns are available in the market, controlling inventory will help to stop counterfeiting.	
Hologram	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 fraudster.	
Ghost image	A small image in black & white of color image printed on the card.	

10/11/2019
19/11/2019

18

SPECIFICATION OF AADHAAR PVC CARD, ENVELOPE AND COVER LETTER

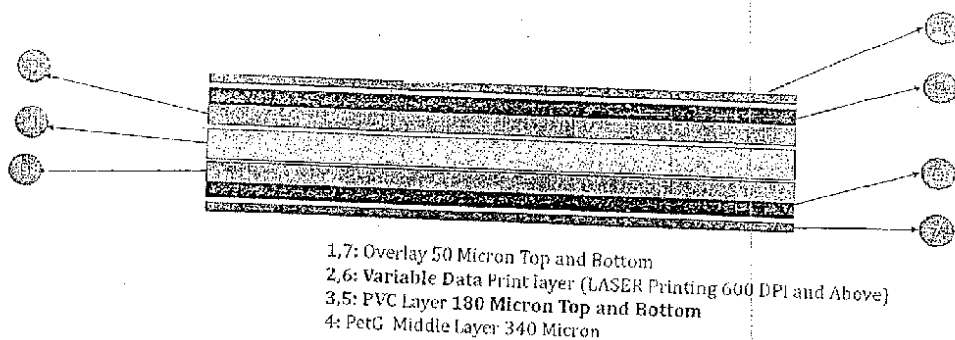
(A) AADHAAR PVC Card

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

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

Proposed Layering of Aadhaar (PVC+PETG) Card



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

16 23

		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.		

४९६

24/2021--

गोपनीय (गोपनीय नहीं है)

1 इशमन २०२०

SPECIFICATIONS OF AADHAAR HOLOGRAM

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

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

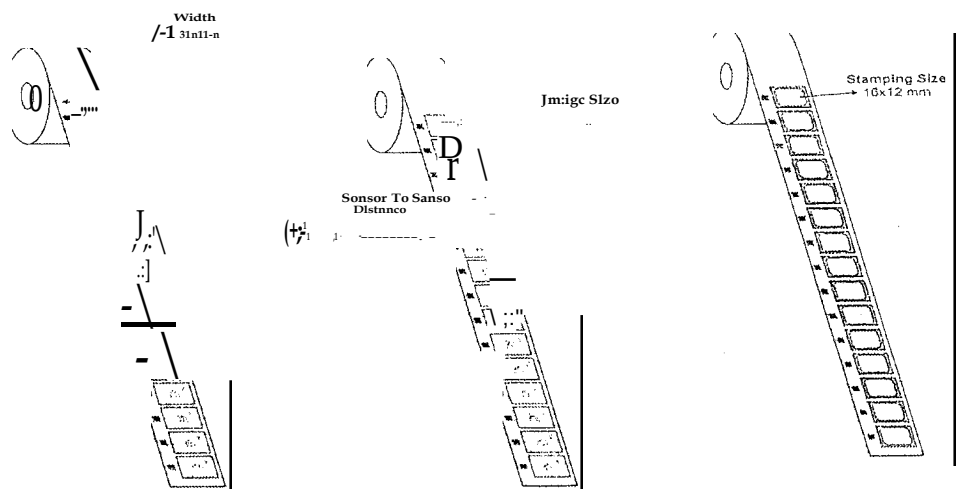
Sl. No.	Area	Requirement
1.	Holographic Features	Indicative list of high security anti-counterfeiting holographic features are: Overt: • Motion Effects • Multi Channel Effects • True Color effects • Gradient effects Covert: • Micro Security Features • CLR based effects Forensic: • Nano Security Features Note: Selected bidder will be required to provide 5 sample designs in consultation with UIDAI based on aforesaid (or other better) features for finalization by UIDAI before MASTER creation. Ownership of finalized Master will remain with UIDAI.
2.	Hologram Size	Hologram size (before stamping) : 20mm X 15mm Job size or die size (after stamping) : 16mm X 12mm
3.	Hologram Type	The security hologram must be suitable for hot stamping on UIDAI card. It should be as per the design, approved and finalized by UIDAI.
4.	Film Type	Vacuum metalized, 19 to 23 micron polyester film of Silver and Gold shade to be used.
5.	Adhesive	Thermo Plastic polymer based adhesive to be used.
6.	Hologram color	Gold/Silver Foil to be used
7.	Numbering	Each hologram has to be serially numbered to ensure proper accountability of the holographic hot stamping foil (numbering must not vanish by rubbing fingers upon it). Numbering may be on the holographic hot stamping foil over the holographic design or on the foil. However, upon hot stamping it must not get transferred on to the card.

14

Selected bidder will be required to make delivery of the holograms to, 2 PSP(s) 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:



By Post/ Email

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

No. 23/ID/2021-ERS

Dated: 22nd June, 2021

To,

The Chief Electoral Officers of all States/UTs

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

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

Sir/Madam,

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

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

Yours faithfully,



(RITESH SINGH)
UNDER SECRETARY

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: 14th October, 2021

To

Chief Electoral Officers of all States/UTs

Sub: Distribution of EPIC in a designed envelope - reg

Sir/Madam,

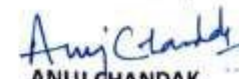
As you are aware that superintendence, direction and control of preparation of electoral rolls for elections to the Parliament & State Legislatures are vested in the ECI, the Commission provides for identity card known as Electors Photo Identity Card (EPIC) to every elector with a view to prevent impersonation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

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

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

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

Yours faithfully



ANUJ CHANDAK
(JOINT DIRECTOR)

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

ਨਾਮ ਨੌਬਾਣੀ ਅਖਬਾਰ। ਬਿਅਦ-ਬੀ
ਬਕਾ। ਅਣੀ ਮਾਏ



જાગૃત અને જાણકાર
મતદાર બનો

नैतिक
मतदान करो

આપનો મત મહત્વપૂર્ણ છે

તમારા ઉમેદવારની પસંદગી
સમજદારીપૂર્વક કરો

મદદાર દ્રોષાનું ગૌરવ



ભારતનું ચૂંટણી પંચ
ફેબ્રુઆરી ૨૦૧૯ | <https://>

Bevinda 9640 | <https://voterportal.ecl.gov.in>

मदि,



વોટર હેલ્થગાર્ડન એપ
ડાઉનલોડ કરો

ସୂଚକ:
ଜିଲ୍ଲା ଖୁସି ଆଫିକରୀ / ଜିଲ୍ଲା କଲେକ୍ଟର
ଘୁରୁପାଳ



SEKOLAH
SMPN 10
KABUPATEN
KORUPANG

പിടിച്ചുപിടിച്ചു
നീക്കം ചെയ്തു

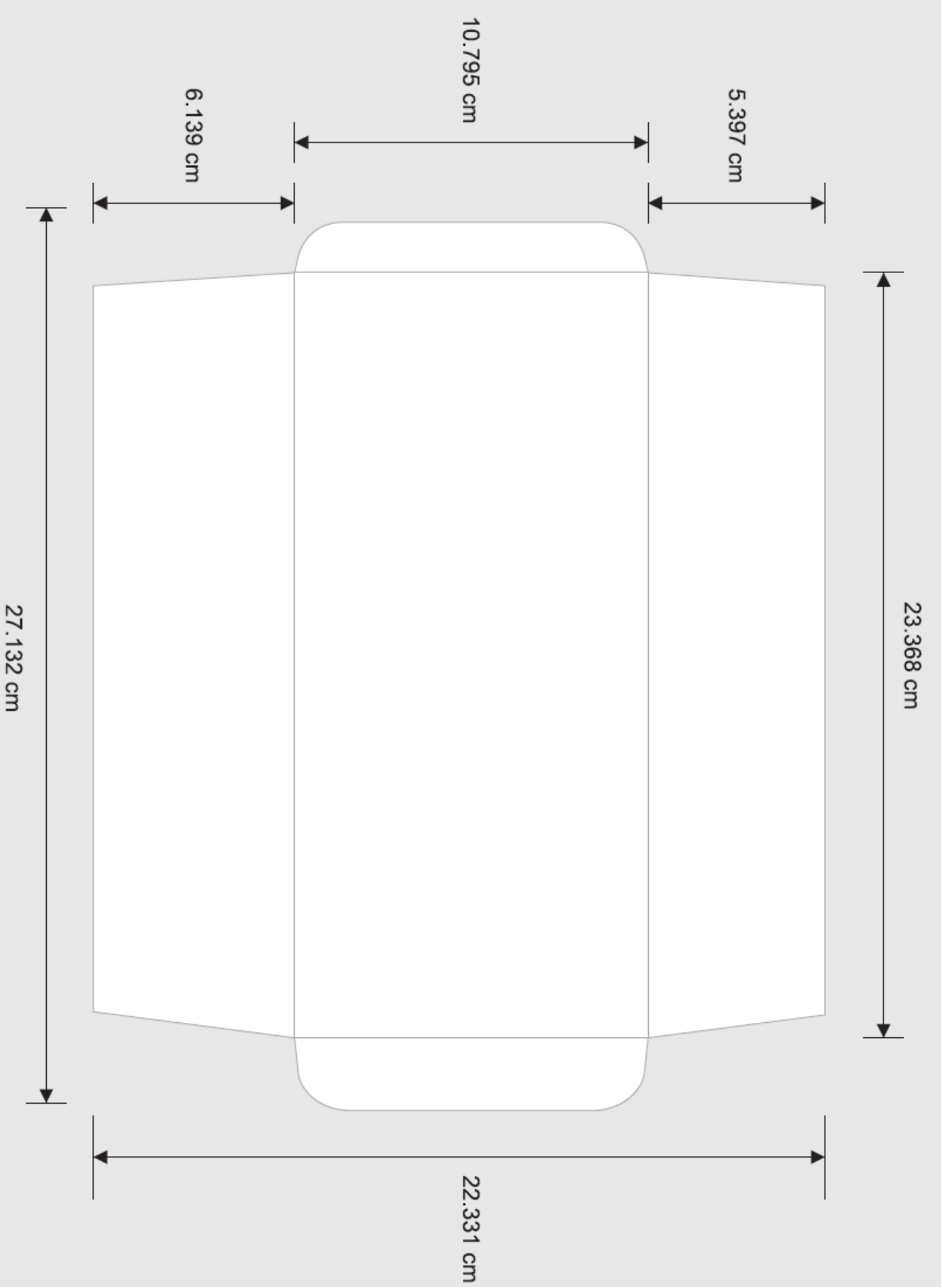


વોટર ફેલ્પ ગાર્ડન એપ
ઈન્ડિયોવ હાઉસ



ଓପିଏସ୍
ଓପିଏସ୍
ଓପିଏସ୍





23.368 cm



ભારતનું ચૂંટણી પંચ
હેલ્પલાઇન ૭૯૫૦ | <https://voterportal.eci.gov.in>

મતિ,



મતદાર હોવાનું ગૌરવ

પ્રેક્ષક:
જિલ્લા ચૂંટણી અધિકારી / જિલ્લા કલેક્ટર
ગાંધીનગર, ગુજરાત







વોટર હેલ્પલાઇન એપ
સાઉનલોડ કરો

10.795 cm



મતદાર માર્ગદર્શિકા

આપનો મત, આપનો અધિકાર



પ્રિય

એપિક - એટલે કે મતદાર ફોટો ઓળખપત્ર મેળવવા બદલ અભિનંદન. ભારતનું ચૂંટણી પંચ, વિશ્વના સૌથી મોટા લોકતંત્રના અવિભાજ્ય હિસ્સા તરીકે તથા તેના મૂલ્યવાન સભ્ય તરીકે આપનું સ્વાગત કરે છે. અમને ખુશી છે કે આપે એક મતદાર તરીકે નોંધણી કરાવી - મતદાનનો અધિકાર આપનો એક વિશેષાધિકાર તો છે જ પરંતુ સાથે સાથે આપની જવાબદારી પણ છે. ભારતનું ચૂંટણી પંચ સ્વતંત્ર, નિષ્પક્ષ, સમાવેશી, પારદર્શક અને નૈતિક ચૂંટણીના આયોજન માટે પ્રતિબદ્ધ છે.

આપનો મત અમૂલ્ય છે અને એટલે જ અમારી આપને ખાસ વિનંતી છે કે દરેક ચૂંટણીમાં ભાગ લઈને આપના પ્રતિનિધિની પસંદગી સમજદારીપૂર્વક કરશો. મતદાનના દિવસ પહેલા અગાઉથી ચૂંટણી લડી રહેલા ઉમેદવારોની માહિતી, મતદારતાદીમાં આપનું નામ તથા આપના મતદાન કેન્દ્રની ખાતરી કરીને માહિતી મેળવી લેશો. આ સાથે સામેલ મતદાર માર્ગદર્શિકામાં ચૂંટણીને સંબંધિત વિસ્તૃત માહિતી આપવામાં આવેલ છે.

મતદાનના દિવસે, તમારી પસંદગીના ઉમેદવારના નામ સામેનું ઈ.વી.એમ.નું બટન દબાવીને વી.વી.પેટની કાચની બારીમાંથી તમારા મતની ખાતરી કરશો. એક ગૌરવશાળી મતદાર બનો અને ગર્વથી પોતાની શાહીના નિશાનવાળી આંગળી દેખાડો.

આપને આ મહાયાત્રાનો શુભારંભ કરવા બદલ ભારતના ચૂંટણી પંચ તરફથી અભિનંદન.

શુભેચ્છાસહ,

જિલ્લા ચૂંટણી અધિકારી



મતદાર દ્વારા લેવાની પ્રતિજ્ઞા

અમે, ભારતના નાગરિકો, લોકતંત્રમાં સંપૂર્ણ શ્રદ્ધા રાખીને આ પ્રતિજ્ઞા લઈએ છીએ કે અમે અમારા દેશની લોકતાંત્રિક પરંપરાઓની અને મુક્ત, ન્યાયી તેમજ શાંતિપૂર્ણ ચૂંટણીઓની ગરિમા જાળવીશું તેમજ દરેક ચૂંટણીમાં નિર્ભયતાપૂર્વક અને ધર્મ, વંશ, જ્ઞાતિ, જાતિ, ભાષા કે અન્ય કોઈપણ પ્રકારના પ્રલોભનથી પ્રભાવિત થયા સિવાય મતદાન કરીશું.

ચૂંટણીના દિવસે



મતદાનના દિવસે રજા જાહેર કરવામાં આવે છે.



૬ ફૂટનું અંતર રાખવું.



માસ્ક તથા હાથમોજા પહેરવા તથા સેનિટાઈઝરનો ઉપયોગ કરવો.



જો મતદારના શરીરનું તાપમાન બે વખત માપવા છતાં પણ સામાન્ય કરતા વધુ જણાશે તો તેવા મતદારને ટોકન / સર્ટિફિકેટ આપવામાં આવશે અને તે મતદાનના છેલ્લા કલાક દરમિયાન કોવીડ-૧૯ નિવારણ માર્ગદર્શિકા મુજબ યોગ્ય તકેદારી સાથે મતદાન કરી શકશે.



કોઈ પણ પ્રકારના ઉપકરણ પ્રતિબંધિત.



ભારતનું ચૂંટણી પંચ

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

CEO
@ECOSVEEP
@ECOSVEEP
CEO

ગુજરાતના કોઈપણ મતદાર રહી ન જાય

મતદાર કોવાનું ગૌરવ

મુખ્ય નિર્વાચન અધિકારી, ગુજરાત

<https://ceo.gujarat.gov.in>

CEOGujarat CEOGujarat gujaraaleos

આપના અમૂલ્ય મતદાનની પ્રક્રિયા



૧

મતદાર પૂરતું અંતર રાખીને કતારમાં પોતાના ક્રમની પ્રતીક્ષા કરશે.



૨

મતદારને કાચમોજા આપવામાં આવશે.



૩

પ્રથમ મતદાન અધિકારી મતદારચાહીમાં મતદારના નામ તથા તેના ઓળખ દસ્તાવેજની ચકાસણી કરશે. ઓળખ માટે મતદાર પોતાનો માર્ક નીચે કરીને ચહેરો દેખાડવાનો રહેશે.



૪

બીજા મતદાન અધિકારી મતદારની આંગળીના નખ પર અવિલોપ્ય શાહીથી નિશાન કરશે, કાપલી આપશે તથા રજીસ્ટરમાં મતદારની સહી લેશે.



૫

ત્રીજા મતદાન અધિકારી કાપલી લઈને આંગળી પરના નિશાનની ચકાસણી કરશે.



૬

મત આપવા માટે મતદાર ઇલેક્ટ્રોનિક વોટિંગ મશીન (ઈ.વી.એમ.) દ્વારા પોતાની પસંદગીના ઉમેદવારના નામ સામેનું બટન દબાવશે અને બીપ અવાજ સાથે લાલ લાઈટ થશે. મતદાર વી.વી.પેટ મશીનની કાચની બારીમાં છપાયેલ કાપલી જોઈને પોતાના મતની ખાતરી કરી શકશે.



૭

ઈ.વી.એમ. - વી.વી.પેટ દ્વારા મતદાન બાદ, મતદાર વપરાયેલ કાચમોજાનો નિકાલ નિયત કરેલ જગ્યાએ કરશે અને મતદાન મથકની બહાર જતા પહેલાં બંને કાચ સેનિટાઈઝ કરશે.



ઉપરના પેકી કોઈ નહીં (NOTA) નો વિકલ્પ છેલ્લા બટન તરીકે ઉપયોગ્ય છે.

ઈ.વી.એમ. - વી.વી.પેટ દ્વારા મતદાન કઈ રીતે કરશો?



૧ મતદાન ક્ષેત્રમાં પ્રવેશ કરો

પ્રિસાઈડિંગ અધિકારી બેલેટ મુનિટને સક્રિય કરશે



૨ મતદાન કરો

બેલેટ મુનિટમાં તમારી પસંદગીના ઉમેદવારના નામ/ચિન્હ સામેનું વાહળી બટન દબાવો



૩ લાઈટ જુઓ

ઉમેદવારના નામ સામેનું બટન દબાવતા જ તેની બાજુમાં આપેલ લાલ લાઈટ બીપ અવાજ સાથે પ્રકાશિત થશે



૪ આપના મતદાનની ખાતરી કરો

વી.વી.પેટ મશીનમાં પસંદ કરાયેલ ઉમેદવારના ક્રમ, નામ અને ચિન્હ સાથેની કાપલી દેખાશે

નોંધ: જો લાલ લાઈટ ન દેખાય કે બીપ અવાજ ન આવે તો પ્રિસાઈડિંગ અધિકારીની સંપર્ક કરવો.

વી.વી.પેટની કાચની બારીમાંથી કાપલી ૩ સેકન્ડ માટે જોઈ શકાશે. આ કાપલી મતદારને મળશે નહીં.



દિવ્યાંગ તથા વરિષ્ઠ મતદારો માટે વિશિષ્ટ સુવિધાઓ



રેમ્પ તથા વ્હીલ ચેર



દિવ્યાંગ મતદારો માટે પરિવહન સુવિધા



બ્રેઈલ સાથેના ઈ.વી.એમ.



મતદાર સહાયતા બુથ



સાંકેતિક ભાષાનો પ્રયોગ



વિશિષ્ટ સ્વચ્છ સેવકો



માહિતીગ્રહ સાર્વજનિકોર્ડ



દિવ્યાંગ તથા વરિષ્ઠ મતદારોને અગ્રીમતા

નામ નોંધણી અથવા વિગતની ચકાસણી માટે

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

૯૯૫૦ વોટર હેલ્પલાઈન

વોટર હેલ્પલાઈન એપ ઈન્સ્ટોલ કરો

વોટર હેલ્પલાઈન એપ ઈન્સ્ટોલ કરો

વોટર હેલ્પલાઈન એપ ઈન્સ્ટોલ કરો

PwD એપ ઈન્સ્ટોલ કરો

PwD એપ ઈન્સ્ટોલ કરો

PwD એપ ઈન્સ્ટોલ કરો

PwD એપ ઈન્સ્ટોલ કરો

PwD એપ ઈન્સ્ટોલ કરો

PwD એપ ઈન્સ્ટોલ કરો

PwD એપ ઈન્સ્ટોલ કરો

આપની પ્રતિક્રિયા/સ્લોગન/સર્જન જિલ્લા ચૂંટણી અધિકારીને મોકલી આપશો.

ANNEXURE - 18

By E-mail/ Speed Post

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.23/ID/2021-ERS

Dated: 17th January, 2022

To,

The Chief Electoral Officers of
all States/ UTs.

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

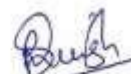
Reference :- (i.) Commission's letter No. 23/ID/2021-ERS dated 22nd June, 2021

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

Sir/Madam,

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

Yours sincerely,



(RITESH SINGH)

UNDER SECRETARY

By Email/Speed Post

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 23/ID/2021-ERS

Dated: 17th December, 2021

To,

The Chief Electoral Officers of all States/UTs.

Subject: Modification in the format of EPIC - regarding.

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

Sir/Madam,

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

- (i) Part No. and Part Name will no longer be printed.
- (ii) Instructions printed under "Note" at the bottom on the back of EPIC (both in English and Hindi / regional language) have been revised as under: -
"(a.) Before every election, please check that your name exists in current electoral roll.
(b.) This card is not a proof of Age except for the purpose of election."
- (iii) EPIC Number shall also be printed on top left corner on the back side of EPIC.

2. A format of modified EPIC is enclosed herewith for your information and reference.
3. Necessary provisions in this regard has been made in EPIC printing application by ERO-Net team. It is therefore directed that printing of EPIC shall now be done on blank PVC cards only through ERO-Net application so that all modified entries including modified instructions are reflected on EPICs.

Yours faithfully



(RITESH SINGH)
UNDER SECRETARY

By Speed Post/Email

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.23/EPIC Security/2021-ERS

Dated: 18th January, 2022

To,

The Chief Electoral Officers
of all States/UTs

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

Sir/Madam,

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

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

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

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

Yours faithfully,

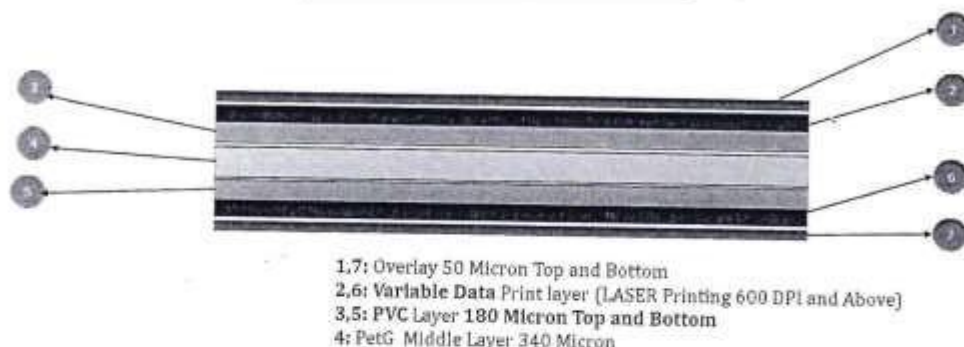

(RAKESH KUMAR)
SECRETARY

SPECIFICATIONS OF CARD:

a. Card type:

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

Proposed layering of EPIC card



b. Card size:

CR 80 (86mm x 54mm x 0.76mm) variation permissible of plus and minus 5%

c. Thickness:

760 microns (+/-10%)

d. Lamination (Overlay)

Glossy/Mat finishing

e. Design & Layout:

Indicative design as provided by ECI. The Election Commission may alter the design, colour scheme and layout at any time.

f. ISO Standard:

CR-80 type adhering to ISO/IEC 7810 /10373 standards

Hologram hot stamping

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

OTHER FEATURES

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

Front and Back of new EPIC



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

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

ZBIOKLM987

नाम: अनिता कुमारी चौहान
Name: Anita Kumari Chauhan

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

लिंग / Gender: स्त्री / Female

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

Front side



The back side of the EPIC card displays the address: HNo. A-32, Sunder Vihar, Ram Nagar, Sodala, Jaipur, Rajasthan - 302019. It includes a large QR code, the card number ZBIOKLM987, and the issue date 38/10/2021. A note in Hindi and English advises voters to check their name in the electoral roll before every election. At the bottom, it provides the helpline number 1950 and the website www.ceorajasthan.nic.in.

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

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

निर्वाचक पंजीकरण अधिवर्ती, मालवीय नगर, जयपुर
Issue Date: 38/10/2021

नोट / Note:
प्रत्येक चुनाव से पहले चुनाव समिति निर्वाचक नामावली में अपने नाम की जांच करें।
Before every election, please check that your name exist in current electoral roll.

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

ZBIOKLM987

1950 www.ceorajasthan.nic.in

Back side

SECURITY OF DATA

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

SPECIFICATIONS OF HOLOGRAM

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

S.No.	Area	Requirement
1.	Holographic Features	Indicative list of high security anti-counterfeiting holographic features are: Overt: • Motion Effects • Multi-channel Effects • True Color Effects • Gradient Effects Covert: • Micro Security Features • CLR based Effects Forensic: • Nano Security Features
2.	Hologram Size	Hologram size (before stamping) : 20mm x 15mm Job size or die size(after stamping) : 16mm x 12mm
3.	Hologram Type	The security hologram must be suitable for hot stamping on EPIC card.
4.	Film Type	Vacuum metalized, 19 to 23 micron polyester film of Silver and Gold shade to be used.
5.	Adhesive	Thermo Plastic polymer based adhesive to be used.
6.	Hologram color	Gold/Silver Foil to be used.
7.	Numbering	Each hologram has to be serially numbered to ensure proper accountability of the holographic hot stamping foil (numbering must not vanish by rubbing fingers upon it). Numbering may be on the holographic hot stamping foil over the holographic design or on the foil. However, upon hot stamping it must not get transferred on to the card.

- The diagrammatic representation of the ECI hologram:

Sample of Hologram



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

A) Chemical:

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

B) Physical Checks:

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