

OFFICE OF THE CHIEF ELECTORAL OFFICER, ODISHA UNIT-V,
BEHIND SECHA SADAN, BHUBANESWAR-1

TENDER CALL NOTICE

No.IE(A)-10/2020 7467 /Elec., 10th December, 2020

Office of Chief Electoral Officer, Odisha proposes to procure 25,00,000 (Twenty Five Lakh) numbers of **Pre-Printed Non-Personalized PVC Card** through e-Tenders for preparation of Electors Photo Identity Cards (EPICs) to be delivered in Home (Elections) Department, Government of Odisha, Bhubaneswar. The intending registered manufacturers / authorized dealers should offer their price for the above materials as per given specifications online.

REQUIRED SPECIFICATIONS

1. **Specifications for Card:**

- (i) Card size: 8.6 cm vertical and 5.4 cm horizontal (with variation permissible of plus or minus 5 per cent);
- (ii) Thickness: 0.6 mm to 0.8 mm;

2. **Specifications for security printing of EPICs:**

Front side of the EPIC Card:

- (i) Spiral micro letters line Electors Photo Identity Cards (EPIC) in art screen;
- (ii) Three colour guilloche design;
- (iii) The National Emblem with guilloche design for invisible printing which can be seen by ultra violet light;
- (iv) The National Emblem printed on the upper left hand corner and Election Commission of India logo printed on the upper right hand corner in colour;
- (v) In the middle of the top portion, the content is to be printed as per scanned copy enclosed at Annexure-I.
- (vi) The space for barcode and photograph and for demographic details is to be left vacant on the front side of the EPIC card as per scanned copy enclosed at Annexure-II.

Back side of the EPIC Card:

- (vii) Relief tint of "Election Commission of India" in bilingual i.e. English and Hindi;
- (viii) In the backside, the note is to be printed in the lower portion of the card, 3 mm above the lower edge as per scanned copy enclosed at Annexure-III.

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1. **GENERAL INSTRUCTIONS:**

e-Tenders are invited from manufacturers / authorized dealers only of pre-printed non-personalized PVC cards by Office of the Chief Electoral Officer, Unit-V, behind Secha Sadan, Bhubaneswar, PIN-751001, Odisha as per specifications mentioned above to be used for preparation of Electors Photo Identity Cards (EPICs). The e-Tenders should be offered in two separate Bids namely “**Technical Bid**” & “**Financial Bid**”.

In case Technical Bid and Financial Bid are mixed, then it will be liable for rejection.

2. The **Technical Bid** should contain:
- (i) **EMD** of Rs.3,00,000 Lakh (Rupees Three Lakh) only (**Refundable**) shall be deposited online.
 - (iii) **A Tender Processing Fee of Rs.11,800/-(Rupees Eleven Thousand Eight Hundred) only including GST (Non-refundable)** shall be deposited online.
 - (iii) Each bidder has to submit 04 (four) samples (as per the specifications given above) of the pre-printed non-personalized PVC cards by Post of Indian Postal Service or Courier or through special messenger in the office of the Chief Electoral Officer, Odisha, Unit-V, Behind Secha Sadan, Bhubaneswar-1. The samples of PVC Cards should reach the Office of Chief Electoral Officer, Odisha on or before **21.12.2020 at 1:00 PM**. The CEO office shall not be responsible for any postal delay whatsoever for receipt of PVC Cards.
 - (iv) The Supplier shall submit his / her samples as per the scanned copy of the sample of pre-printed non-personalized PVC cards (Copy enclosed at Annexure-I, II & III). In case, the Bidder has any query, he / she should visit the Office of the CEO, Odisha to enquire into the details at his / her own cost.
 - (v) Complete mailing address, E-mail ID, telephone, fax and other contact details.
 - (vi) Scanned copy of valid PAN card. The PAN card must be in the name of the company, but not in the name of any individual.
 - (vii) Scanned copy of Certificate of GSTIN (Goods & Services Tax Index Number).

- (viii) Bidders shall furnish an undertaking in the form of an affidavit in original in the shape of Non-Judicial Stamp Paper / E-Stamp Paper duly signed with seal of the Notary / Magistrate that they do not have any liability under GST Act. Scanned copy of original affidavit must be submitted.
- (ix) The proof of Licence from Authorised Dealer / Manufacturer issued by competent authority (**submission of Acknowledgment not acceptable and Licence must show about the products viz. PVC Cards / Smart Cards**), or, as Bidders who have earlier undertaken such kind of supply of PVC Cards / Smart Cards for the purpose of election in any State (self certified copy of the previous Work Order issued by the Government Departments / CEO office of any State), or, as Bidders who have been enlisted / empanelled as Card Manufacturers & Security Printers by the Election Commission of India. The list of Card Manufacturers and Security Printers communicated by Election Commission of India vide letter No. 23 / ID / 2012-ERS dated 04.06.2013 is enclosed at **Annexure-IV**. The list is illustrative but not exhaustive.

Note-1: In case there is a need for further clarification, the original copies / certified copies from Competent authorities are to be produced by the Bidders within seven days from the date of Intimation.

3. The Technical Bid & Financial Bid should be uploaded in the Odisha Govt. Portal (www.tenderorissa.gov.in) on or before **21.12.2020 by 1:00 PM**. Any bid uploaded after the scheduled date and time shall entail outright rejection. It shall be the responsibility of the Bidder to submit the tender in time.
4. **Instruction to the bidder for e-procurement**

Instruction to the bidder for e-procurement is enclosed at Annexure-V for reference of the intending bidder.

5. **EVALUATION OF TECHNICAL BIDS:**

The technical bids will be evaluated by a Committee constituted for the purpose by the competent authority. The sample(s) submitted by Post of Indian Postal Service or Courier or through special messenger shall subject to technical scrutiny / laboratory testing by a Technical Institute having expertise for testing of PVC materials and only such bidders shall be held qualified who have furnished all required documents / certificates as stated above online and whose samples confirm to the required specifications as per test report of the Technical Institute.

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6. The **Financial Bids** should contain the price per piece of pre-printed non-personalized PVC Card. The price should be inclusive of all taxes including GST applicable at the time of supply and other expenditures like transportation charges, handling charges, Insurance etc. for delivery of the PVC Cards at the Office of the Chief Electoral Officer, Home (Elections) Department, Odisha, Bhubaneswar.

7. The **Technical Bids** will be opened online on **21.12.2020 at 3.00 PM** in the presence of the Bidders or their authorized representatives, if any, and the Financial Bids of bidders who come out successful in the technical bid will be opened on **23.12.2020 at 3:00 PM**.

Authorized representatives will be required to produce their authorization before opening of the tender in the office of the CEO, Odisha, failing which they will not be allowed to be present.

8. (1) L 1 Bidder will be required to supply PVC Cards at L1 price. If he / she fails to accept the Supply Order, his / her EMD will be forfeited.

If the L (1) Bidder does not agree to provide the materials, the L (2) Bidder will be offered Supply Order to supply materials at the rate quoted by the L (1) Bidder. In case, L2 Bidder declines to give PVC Cards at L1 price, his / her EMD will not be forfeited.

9. The successful Bidder will be required to give Letter of Acceptance immediately after receipt of the communication of rate arrived in the Tender.

10. The successful Bidder will have to furnish **Performance Security @ 10% of the estimated value of goods (Refundable)** prior to the issue of supply order online. **This amount will be refunded to the Supplier within a period of one year from the date of supply of the entire stock subject to quality test of the materials supplied and confirmation of the materials (PVC cards) as per the technical specifications to be certified by the Technical Institution.**

11. All offers should be made in English. Offers, if submitted in any other language, must be accompanied by its English Translation.

12. **SUPPLY OF MATERIALS (PRE-PRINTED NON-PERSONALIZED PVC CARDS):-**

The Pre-printed Non-personalized PVC Cards should be supplied by the Supplier within a period of 10(ten) days from the date of issue of Supply Order.

13. The approved prices and conditions of the offer should be valid for not less than a period of **one year** from the date of award of tender extendable by up to **six months**, if the authority so desires.

14. Modification of specifications, corrigendum and extension of closing date / time of tender (if required) will be made by an Addendum, and shall be binding. It will be informed through website of the Government of Odisha as well as CEO Office i.e. www.odisha.gov.in. and www.ceoorissa.nic.in. The Bidders are advised to visit website for any corrigendum or modification.

15. The Purchaser reserves the right to accept or reject any or all tenders without assigning any reason(s) whatsoever. The Purchaser may also alter the quantities of material at the time of placing orders, based on actual requirement.

16. Bidders shall carefully examine the tender documents and the technical specifications and fully satisfy themselves as to all the conditions and matters, which may in any way, affect the work or the cost thereof.

If a Bidder finds discrepancies in or omissions from the specification or other documents, or if there is any doubt as to their meaning, he / she should at once notify the Purchaser and obtain clarification in writing. This however does not entitle the Bidder to ask for **time beyond the due date fixed for receipt of tenders, or any other concession / deviation**.

17. Verbal or oral clarification and / or information given by the Purchaser or its employees or representatives shall not be binding on the Purchaser.

18. **Rates not shown in figures and words in English will be liable for rejection. Clerical and arithmetical mistakes may result in rejection of the tender.**

19. Request from the Bidder in respect of additions, alterations, modifications, corrections etc. of either terms or conditions or rates after opening of the tender is not liable to be considered.
20. While tender is under consideration, bidders and their representatives or other interested parties are advised **to refrain from contacting by any means, Purchaser's personnel or representatives** on matters relating to the tenders under study. The Purchaser, if necessary, will obtain clarification on tender by requesting such information from any or all the bidders either in writing or through personal contact as may be necessary. The Bidder will not be permitted to change the substance of his / her offer after the tender has been opened. This includes any post tender price revision / major modifications. In the event of non-compliance with this provision, the tender is liable to be disqualified.

21. **TERMS OF PAYMENT:**

After due receipt of materials and verification thereof by the Technical Institute engaged by the Purchaser i.e. the Chief Electoral Officer, Odisha, bills shall be duly processed for payment and released as early as possible.

22. **PENALTY FOR DELAY IN COMPLETION OF CONTRACT / NON-ACCEPTANCE OF ORDER:**

- (i) **The entire lot of materials have to be supplied within 30 thirty days from the date of issue of the Supply Order.**
- (ii) Contravention of the terms of the delivery / supply order shall invite a **penalty @ 0.5% on total value of the material not supplied, per week of delay subject to maximum 5%** of the contract. Supply in part shall be treated as delay in delivery of the goods. The Purchaser reserves the right to cancel the order in full or in part for any deviation, which shall be at risk and cost of the Suppliers. In the event of such cancellation, the Purchaser shall have the right to **collect penalty from the security deposit**. However, for valid reasons duly notified in advance and considered by the Purchaser, revised delivery schedule may be accepted at the sole discretion of the Purchaser. Non-supply of materials in full or, in part will amount to forfeiture of Security Deposit.
- (iii) **Non-acceptance of Supply Order shall entail forfeiture of EMD.**

23. Conditional e-Tenders shall be amenable for rejection. Non-submission of requisite information or documents as per Tender Call Notice will be liable for rejection.

24. **REPLACEMENT:**

If the material / equipment or any portion thereof gets damaged or lost during the transit, the Supplier shall effect the replacement of such materials / equipment within a reasonable time of (15) fifteen days, at no cost or liability to the Purchaser.

25. **DISPUTE RESOLUTION AUTHORITY:**

The final authority for payment will be the consignee except otherwise specifically stated. If the Vendor / Supplier desires to appeal against any matter he / she shall appeal to Chief Electoral Officer, Home (Elections) Department, Odisha whose decision on such matters shall be final, conclusive and binding.

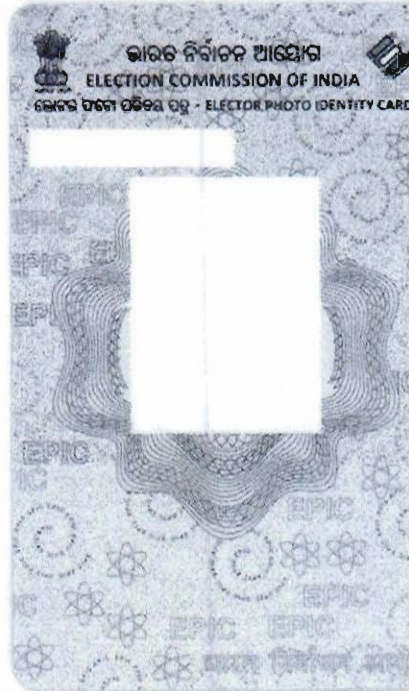
26. **JURISDICTION OF HIGH COURT OF ORISSA:**

Suits, if any, arising out of the contract shall be subject to the Court of Law to which the jurisdiction of the High Court of Orissa extends.


Office of the Chief Electoral Officer,
Odisha Unit-V, Behind Secha Sadan,
Bhubaneswar-1

- Encl :-
01. Annexure-I: Front side of EPIC;
 02. Annexure-II: Detailed specifications of EPIC;
 03. Annexure-III: Back side of EPIC;
 04. Annexure-IV: Election Commission of India vide letter No. 23 / ID / 2012-ERS dated 04.06.2013;
 05. Annexure-V: Instruction to the bidder for e-procurement;

Annexure-I



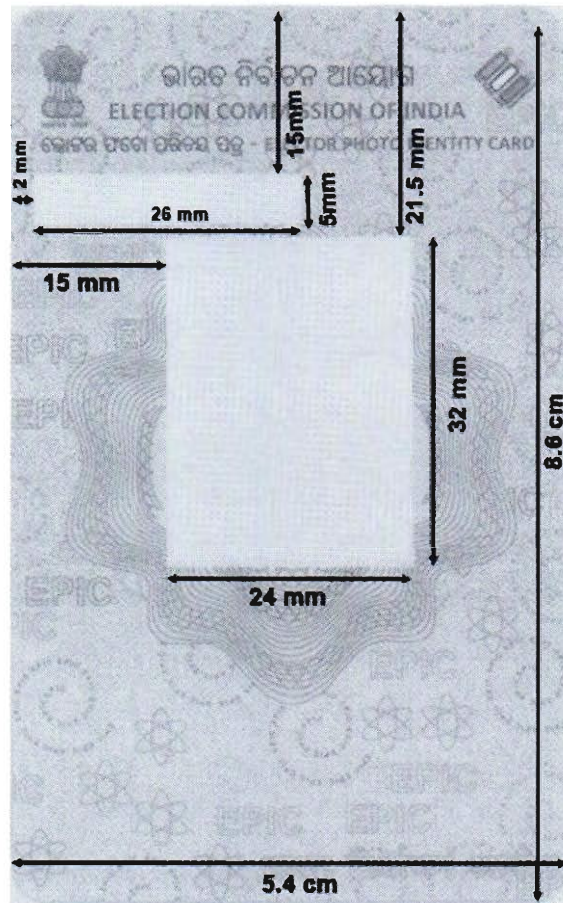
Front Side of EPIC

*"ଭାରତ ନିର୍ବାଚନ ଆୟୋଗ"

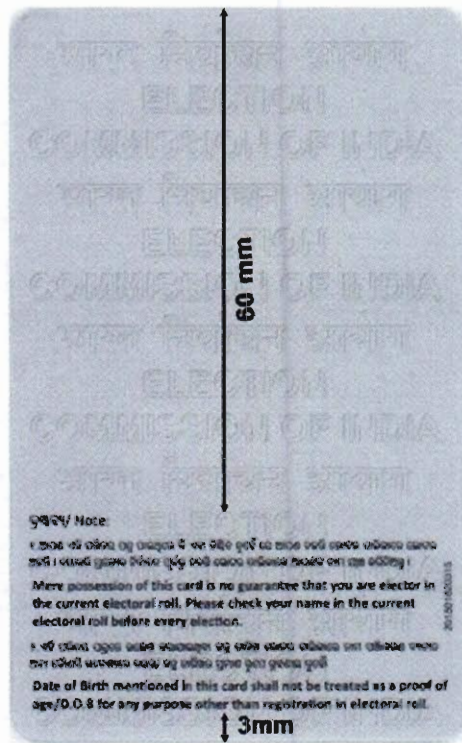
ELECTION COMMISSION OF INDIA

ଭୋଟର ଫଟୋ ପରିଚୟ ପତ୍ର-ELECTOR PHOTO IDENTITY CARD

PVC EPIC SAMPLE WITH MEASUREMENT (ALSO REFER TENDER DOCUMENT FOR
DETAIL SPECIFICATIONS)



FRONT SIDE



Back Side of EPIC

**** ଦ୍ରଷ୍ଟବ୍ୟ / Note:**

୧. ଆପଣ ଏହି ପରିଚୟ ପତ୍ର ପାଇଥିଲେ ବି ଏହା ନିଶ୍ଚିତ ନୁହେଁ ଯେ ଆପଣ ଚଳିତ ଭୋଟର ତାଲିକାରେ ଭୋଟର ଅଟନ୍ତି ।
 ବୟାକରି ପ୍ରତ୍ୟେକ ନିର୍ବାଚନ ପୂର୍ବରୁ ଚଳିତ ଭୋଟର ତାଲିକାରେ ଆପଣଙ୍କ ନାମ ଯାଞ୍ଚ କରିନିଅନ୍ତୁ ।

Mere possession of this card is no guarantee that you are elector in the current electoral roll. Please check your name in the current electoral roll before every election.

୨. ଏହି ପରିଚୟ ପତ୍ରରେ ଉଲ୍ଲେଖ କରାଯାଇଥିବା ଜନ୍ମ ତାରିଖ ଭୋଟର ତାଲିକାରେ ନାମ ପଞ୍ଜୀକରଣ ବ୍ୟତୀତ ଅନ୍ୟ କୌଣସି
 ଉଦ୍ଦେଶ୍ୟରେ ବୟସ / ଜନ୍ମ ତାରିଖର ପ୍ରମାଣ ରୂପେ ଗ୍ରହଣୀୟ ନୁହେଁ ।

Date of Birth mentioned in this card shall not be treated as a proof of age / D.O.B for any purpose other than registration in electoral roll.

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi – 110001.

No.23/ID/2012-ERS

Dated: 4th June, 2013

To

The Chief Electoral Officers of
All States and Union Territories.

Sub: PVC Elector Photo Identity Cards-regarding

Ref: (1) Commission's letter No.23/ID/2012-ERS dated 27.02.2013 to the Chief Electoral Officers of all States/UTs.

(2) Revised guidelines on EPIC programme issued vide Commission's letter No.23/ID/2012/846 dated 23.04.2013 to the Chief Electoral Officers of all States/UTs.

Sir/Madam,

I am directed to refer to the above cited correspondence and to state that the specifications of the PVC Card and security printing thereon have been partially modified. The modified specifications are given below:-

1. Specifications for Card

- (i) Card Type: All new cards will be printed on PVC sheet with colour photograph.
- (ii) Card Size: 8.6 cm vertical and 5.4 cm horizontal with variation permissible of plus or minus 5 per cent.
- (iii) Thickness: 0.6 mm to 0.8 mm

2. Specifications for security printing**Front:-**

- (i) Spiral micro letters line (EPIC) in art screen
- (ii) Three colour guilloche design
- (iii) The National Emblem with guilloche design for invisible printing which can be seen by ultra violet light
- (iv) The National Emblem printed on the upper left hand corner and Election Commission of India logo printed on the upper right hand corner in colour.

Back:-

- (i) Relief tint of "Election Commission of India" in bilingual, i.e., English and Hindi

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3. Personalisation

Front:-

- (i) 'Election Commission of India' in English and regional language of the State on the top.
- (ii) 'Elector Photo Identity Card' in English and regional language of the State below 'Election Commission of India'.
- (iii) Colour photo of the elector.
- (iv) EPIC number of the elector printed in alphabets and numbers and also as a bar code.
- (v) Name of the elector, in English and regional language of the State.
- (vi) 'Relation name', printed in English and regional language of the State.

Back:-

- (i) 'Sex', printed in English and regional language of the State.
- (ii) Date of birth / age printed, in English.
- (iii) Address, printed in English and regional language of the State.
- (iv) Number and name of assembly constituency, printed in English and regional language of the State.
- (v) Part number and name, in English and regional language of the State.
- (vi) Scanned signature of Electoral Registration Officer.
- (vii) Note-

The following notes printed in English and regional language of the State:-

- (a) Mere possession of Elector Photo Identity Card is no guarantee of name being present in electoral rolls. Please check your name in the current electoral rolls before every election.
- (b) Date of birth mentioned in this Card shall not be treated as proof of age or date of birth for any purpose other than registration in electoral rolls.

4. Hologram

With security features given above, there will be no need of affixing a hologram on the Card.

Pre-printed non-personalised cards shall be procured by Chief Electoral Officers from card manufacturers and security printers by following due procurement process. A list of such card manufacturers and security printers available with the Commission is enclosed for information. However, this list is not a complete list, CEOs can add any other card manufacturer or security printer to this list. Personalization of cards shall be done in the field either at district or taluka level from the electoral roll database available with the

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CEOs. Software for this purpose shall be given by the Commission to those States which are using Commission's ERMS. Other States should develop their own software immediately. PVC card printers are readily available in the market. The CEOs should procure PVC card printers in adequate number to ensure that personalization of cards can be done in the field. After personalization, cards shall be distributed in the usual manner through Booth Level Officers / voters registration centres, etc. A sample card is being sent to you separately.

Yours faithfully,


(Narendra N. Butolia)
Secretary

Encl: As above.

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[Annexure to the Letter No. 23/ID/2012-ERS, dated: 4th June, 2013]

List of card manufacturers and security printers

✓ 1. MCT Cards and Technology Pvt. Ltd., Manipal, Karnataka
Manipal Technologies Limited (H.O.)
Press Corner,
Manipal-576 104,
Karnataka, India
Phone : +91-820-2571151 to 2571155
Fax : +91-820-2570131 & 2571162
Email : info@manipaltechnologies.com

2574822
Mr. Harish # 09902013763

2. Madras Security Printers, Chennai,
72, T.H. Road,
Chennai - 600 081,
India.

Phone: 00 91 44 25916086, 00 91 44 25915549

Customer relations @ madras security printers.com

3. MTEch, Pune,
P - 1/2 Rajiv Gandhi Infotech Park,
PHASE- I Near Cognizant,
Hinjewadi, Pune 411057 (India)
Phone : +91 - 20 - 020-22932020 / 2025 / 2080 /4880
Fax : +91 - 020-22933139
Website : www.m-techindia.com
Email : info@m-techindia.com

✓ 4. VCT, Chennai,
Versatile Card Technology Pvt. Ltd.,
AC-21, Fourth Main Road
SIDCO Industrial Estate
Thirumudivakkam
Chennai 600 044, INDIA
Phone: +91 (44) 24781551
Fax: +91 (44) 24781571

5. Colorplast, Noida
C-8, SECTOR-65, NOIDA - 201301
UTTAR PRADESH
TEL: +91 120 409 1000
FAX: +91 120 409 1080
B-6, SECTOR-65, NOIDA - 201301
UTTAR PRADESH
TEL: +91 120 425 8769
SKYPE: COLORPLAST.INDIA

INSTRUCTION TO THE BIDDER FOR E-PROCUREMENT

1. Bid documents consisting of eligibility criteria of bidders is available in the website www.tendersorissa.gov.in

2. PARTICIPATING IN THE BID IN THE E-PROCUREMENT PORTAL: The Contractor/Bidder intending to participate in the bid is required to register in the Portal with some information about the firm/Contractor. This is a onetime activity for registering in Portal. During registration, the contractor has to attach a Digital Signature Certificate (DSC) to his / her unique user ID. The DSC used must be of appropriate class(Class II or Class III) issued from a registered Certifying Authority such as n-Code, Sify, TCS, MTNL, eMudhra etc.

3. Bidder has to submit the relevant information as asked for about the firm / contractor. The portal registration of the bidder / firm is to be authenticated by the State Procurement Cell after verification of online valid Certificates/ Documents such as (i) PAN and (ii) Registration Certificate (RC)/ GST Clearance Certificate (for procurement of goods) of the concerned bidder. The time period of validity in the portal is at par with validity of RC / GST clearance.

4. To log on to the portal the Contractor/Bidder is required to type his/her username and password. The system will again ask to select the DSC and confirm it with the password of DSC. For each login, a user's DSC will be validated against its date of validity and also against the Certificate Revocation List (CRL) of respective CAs stored in system database. The system checks the unique ID, password and DSC combination and authenticates the login process for use of portal.

5. The tender documents uploaded by the Tender Inviting Officer in the website www.tendersorissa.gov.in will appear in the "Latest Active Tender" Section of the homepage. Only a small notification will be published in the newspaper along with mention of the specific website for details. The publication of the tender will be for specific period of time till the last date of submission of bids as mentioned in the 'Invitation for Bid' after which the same will be removed from the list of Active tenders. Any bidder can view or down load the bid documents from the web site.

6. Standard procedure to uploading tender.

6.1 First download the Tender form & Commercial Bid (BOQ File). Read all Terms & conditions carefully. Fill up Tender form & collect all required documents. Scan all marked pages of the Tender form & documents as per annexure for Technical tender form A separately.

6.2 Uploading documents should be in PDF format only. The Scan copy of all marked pages required to be scanned and uploaded in PDF format. As mentioned below :

6.3 For Technical Bid Form Annexure-I, Annexure-II, Annexure-III, Annexure-IV & (information to bidder in annexure-V) in one PDF. Scan & Upload all documents mentioned along with Terms & Conditions.

6.4 For Commercial Bid Form 'B' Upload Commercial bid (BOQ file)

7. In the E-Procurement Portal, an intelligent Commercial bid in Microsoft Excel format shall be made available to the bidder. The bidder shall fill in rates in figures and should not leave any cell blank. The line item total in words and the total amount shall be calculated by the system and shall be visible to the bidder.

8. Bidders are to submit only the original BoQ (in .XIS format) uploaded by Officer Inviting Tender after entering the relevant fields without any alteration/ deletion / modification. Multiple BoQ submission by bidder shall lead to cancellation of bid.

9. Bids cannot be submitted after due date and time. The Bidder should ensure correctness of the bid prior to uploading and take print out of the system generated summary of submission to confirm successful uploading of bid. -The bids cannot be opened even by the OIT or the Procurement Officer Publisher/ opener before the due date and time of opening.

10. Each process in the e-procurement is time stamped and the system can detect the time of log in of each user including the Bidder.

11. The Bidder should ensure clarity/legibility of the document uploaded by him to the portal.

12. The bidder should check the system generated confirmation statement on the status of the submission.

13. The Bidder should upload sufficiently ahead of the bid closure time to avoid traffic rush and failure in the network.

14. For all purpose, the server time displayed in the e-Procurement portal shall be the time to be followed by all the users.

15. The Tender Inviting Officer is not responsible for any failure, malfunction or breakdown of the electronic system used during the e-procurement process.

16. SIGNING OF BID: The 'online bidder' shall digitally sign on all statements, documents, certificates uploaded by him, owning responsibility for their correctness/ authenticity as per IT ACT 2000. If any of the information furnished by the bidder is found to be false/fabricated /bogus, his EMD/Bid Security shall stand forfeited & his registration in the portal shall be blocked and the bidder is liable to be blacklisted.

17. SECURITY OF BID SUBMISSION: All bid uploaded by the Bidder to the portal will be encrypted.

18. RESUBMISSION AND WITHDRAWAL OF BIDS:

18.1 Resubmission of bid by the bidders for any number of times before the final date and time of submission is allowed.

18.2 Resubmission of bid shall require uploading of all documents including price bid afresh.

18.3 If the bidder fails to submit his modified bids within the pre-defined time of receipt, the system shall consider only the last bid submitted.

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