

2014

District Election Officer (Collector) Bharatpur

RFP Template

for Preparation of Bidding/ RFP Document for Preparation and Supply of Photo Electoral Rolls and Elector's Photo Identity Card (PVC) based on Open Competitive Bidding.

This document provides a broad framework and guidelines for District Election Officer (Collector), Bharatpur in drafting the Bidding/ RFP Document for Preparation and Supply of Photo Electoral Rolls and Elector's Photo Identity Card (PVC). It is drafted in compliance to "The Rajasthan Transparency Public Procurement Act 2012 and Rules-2013".



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Office of District Election Officer (Collector), Bharatpur

Phone : 05644-220388 Fax: 05644-222545

Website: www.bharatpur.nic.in, Email: deo.bha.rj@gmail.com

Draft
Request for Proposal (RFP) Document (Two Bid system) for
<For Preparation and supply of Photo Electoral Rolls and Elector's Photo Identity Cards
(PVC)>¹

[Reference No. 7214 dated 14-08-2014

Mode of Bid Submission	As per Rajasthan Transparency in public Procurement Act-2012 and Rules-2013
Procuring Authority	District Election Officer, Collectorate, Bharatpur Tel. No. 05644-220388, Fax : 05644-222545 Email :- deo.bha.rj@gmail.com
Date & Time of Pre-bid meeting	26-08-2014 11-00AM
Last Date & Time of Submission of Bid	28-08-2014 10-00 AM
Last Date & Time of Submission of pre bid queries	26-08-2014 11-00 AM
Date & Time of Opening of Technical Bid	28-08-2014 12-00Noon

Last Date Sale of bid - 27-8-2014 3-00 PM

Last Date of Fees RFT (Tender form fee) 27-8-2014 3-00 PM

Bidding Document Fee: Rs. 2000/- (Rupees Two Thousand only)

Name of the Bidding Company/ Firm:	
Contact Person(Authorised Bid Signatory):	
Correspondence Address:	
Mobile No.	
Telephone Nos.	
Fax Nos.	
Website	
E-Mail:	

¹Please specify the <project title>

ABBREVIATIONS & DEFINITIONS

Act	The Rajasthan Transparency in PublicProcurement Act, 2012 (Act No. 21 of 2012) and Rules thereto
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.
BG	Bank Guarantee
Bid/ eBid	A formal offer made in pursuance of an invitation by a procuring entity and includes any tender, proposal or quotation in electronic format
Bid Security	A 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	Any person/ firm/ agency/ company/ contractor/ supplier/ vendor 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
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. District Election Officer (Collector) Bharatpur.
Contract/ Procurement Contract	A contract entered into between the procuring entity and a successful bidder concerning the subject matter of procurement
Contract/ Project Period	The Contract/ Project Period shall commence from the date of issue of Work order till Two Years of Operations & Maintenance Services after commissioning of the project. ²
Day	A calendar day as per GoR/ Gol.
DEO	District Election Officer (Collector)
PER	Photo Electoral Rolls
EPIC	Elector's Photo Identity Card
ED	Election Department
ECI	Election Commission of India, New Delhi

²Please specify the Contract/ Project Period as per the project requirements.

ERO	Electoral Registration Officer
eGRAS	Online Government Receipts Accounting System (e-GRAS) is an e-Governance Initiative of Government of Rajasthan under Mission Mode Project category and is part of Integrated Financial Management System (IFMS). e-GRAS facilitates collection of tax/ non-tax revenue in both the modes: online as well as manual. All types of government revenue may be deposited online using this website: https://egras.raj.nic.in/
FOR/ FOB	Free on Board or Freight on Board
GoI/ GoR	Govt. of India/ Govt. of Rajasthan
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	Invitation for Bids (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
ISI	Indian Standards Institution
ISO	International Organisation for Standardisation
IT	Information Technology
ITB	Instruction to Bidders
LD	Liquidated Damages
LoI	Letter of Intent
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.
NIB	Notice Inviting Bid
Notification	A notification published in the Official Gazette
OEM	Original Equipment Manufacturer
PAN	Permanent Account Number
PBG	Performance Bank Guarantee

PC	Procurement/ Purchase Committee
PQ	Pre-Qualification
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
Project Site	Wherever applicable, means the designated place or places.
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. District Election Officer (Collector), GoR in this RFP document.
RajSWAN/ RSWAN	Rajasthan State Wide Area Network
RISL	RajCOMP Info Services Limited
RSDC	Rajasthan State Data Centre, New IT Building, Jaipur
RVAT	Rajasthan Value Added 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
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.
SLA	State Level Agency
SSDG	State Services Delivery Gateway
State Government	Government of Rajasthan (GoR)
State Public Procurement Portal	http://sppp.raj.nic.in
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
TIN	Tax Identification Number

TPA	Third Party Auditors
VAT/ CenVAT	Value Added Tax/ Central VAT
WO/ PO	Work Order/ Purchase Order

a) INVITATION FOR BID (IFB)& NOTICE INVITING BID (NIB)

Name & Address of the Procuring Entity	<ul style="list-style-type: none"> Name: District Election Officer (Collector), Bharatpur Address: Collectorate, Bharatpur
Name & Address of the Project Officer In-charge (POIC)	<ul style="list-style-type: none"> Name: Shri O.P. Jain Designation: Dy District Election Officer, Bharatpur Address: Collectorate, Bharatpur Email: deo.bha.rj@gmail.com
Subject Matter of Procurement	For preparation and supply of Photo Electoral Rolls and PVC Elector's Photo Identity Cards
Bid Procedure	Double-stage: two part (envelop) open competitive procedure
Bid Evaluation Criteria (Selection Method)	L-1 criteria after getting minimum 70 mark in technical bid.
Websites for downloading Bidding Document, Corrigendum's, Addendums etc.	<ul style="list-style-type: none"> Websites: http://sppp.raj.nic.in, http://ceorajasthan.nic.in, http://eproc.rajasthan.gov.in, http://www.rajasthan.gov.in, http://doitc.rajasthan.gov.in Bidding document fee: <2000/-> (Rupees Two Thousand only) in Demand Draft in favour of "District Election Officer (Collector)" payable at "Bharatpur".
Estimated Procurement Cost	45.00 lacs Rupee Fourty five lacs
Bid Security and Mode of Payment	<ul style="list-style-type: none"> Amount (INR): <please specify: [2% 90,000 of the estimated procurement cost, 0.5% for S.S.I. of Rajasthan, rest for as per GF&AR/Raj. Gov. rules. Mode of Payment: Banker's Cheque or Demand Draft or Bank Guarantee (in specified format), of a Scheduled Bank.
Period of Sale of Bidding Document (Start/ End Date)	14-08-2014 to 27-08-2014 at 3-00 PM
Date/ Time/ Place of Pre-bid Meeting	<ul style="list-style-type: none"> Date/ Time: 26-08-2014 at 11-00 AM Place: Room No. 01 Collectorate Bharatpur <u>Last date of submitting clarifications requests by the bidder:</u> 26-08-2014 at 11-00 AM <u>Response to clarifications by procuring entity:</u> DYDEO, Bharatpur
Manner, Start/ End Date for the submission of Bids	<ul style="list-style-type: none"> Manner: Offline Start Date: 14-08-2014 End Date: 28-08-2014 at 10-00AM
Submission of Banker's Cheque/ Demand Draft for Tender Fee, Bid Security, and Processing Fee*	From 14-08-2014 to 28-08-2014 10-00Am
Date/ Time/ Place of Technical Bid Opening	<ul style="list-style-type: none"> Date: 28-08-2014 Time: 12-00 Noon Place: District Election Officer (Collector), Bharatpur
Date/ Time/ Place of Financial Bid Opening	Date 28-8-2014 Time - 4-00 PM
Bid Validity	90 days from the bid submission deadline

OFFICE OF THE: District Election Officer (Collector), Bharatpur

Telephone: 05644-220388 Fax: 05644-222545, Email: deo.bha.rj@gmail.com

Of-line Bids are invited upto 28-08-2014 at 10AM of photo Electoral and Photo ID Card for procurement of Services to be procure. Details maybe seen in the Bidding Document at the website of State PublicProcurement Portal (<http://sppp.raj.nic.in>) or our website bharatpur.nic.in followed by the submission of bidding document fee of Rs 2000/- (Two thousand) in Banker's cheque / Demand draft.

b) PROJECT PROFILE & BACKGROUND INFORMATION

1) Project Profile

1.	Name of District	:	Bharatpur
2.	Total No. of Assembly constituencies in the District	:	07
3.	Total No. of Tehsils in the District	:	11
4.	Total No. of Polling Stations in the District	:	1499
5.	Total No. of electors in FPER-2014	:	1500692
6.	Total No. of left out electors for EPIC	:	1% of the balance
7.	Number of tentative electors to be added in PER	:	4% per year
8.	Approximate replacement of cards of total electors in FPER-2014 along with 2 supplements	:	25%
9.	Status of last publication	:	Final publication of PER-2014 with 2 supplements

The contract period for the programme of preparation and supply of PER and EPIC without any integration of rolls, shall be initially for a period of 2 years from the date of execution of agreement. In special circumstances, according to RTPP Rules -2013, the contract period of the aforementioned works may be extended for another 3 months only on the same terms and conditions. Meanwhile if it is observed that prices/rates have gone down then the benefit of the difference shall be passed to the procurement entity. The Procuring Entity has right to cancel the contract at any time without assigning any reason or any other new requirement or work/job emerged which is not covered in the existing work mentioned in the bid.

Following salient features shall be imbibed in the Bid Documents:

1. No integration shall be required for all type of Rolls
2. One Laser printout of existing FPER-2014 shall be provided to the DEOs
3. Printing of PVC EPIC shall be done using Rolls and EPIC Databases
4. Successful bidder shall obtain blank pre-printed PVC EPIC from DEO after submitting an indent form and in return complete account of issued EPIC shall be given to DEO.
5. Successful bidder would execute the work with close coordination of District Electoral System.
6. Successful bidder shall have to open office after placing LOI by DEO within week's time and start operating with minimum technical/non-technical manpower as mentioned in the bid document.
7. It is the duty of bidder to obtain and handing over all the items required to execute the subject matter.

8. After contract period bidder shall smoothly exiting by handing over all the Govt. documents etc. to DEO (Exit clause)

The database structure of 23 tables of EPIC and 42 tables of Rolls in which the database of Elector Photo Identity Card and PER have to be maintained enclosed at Annexure-17.

2) About the Department

<The section should explain facts and figures about the Government entity in terms of its

- Vision and organizational objectives :- EPIC and PVC Electoral
- Key Functions of the Department :- Administration and Election Process
- Organization structure of the Department (Comprising divisions/directorates etc.) :-
DM/ADM/SDM (ERO)
- Manpower strength :- DM-01, ADM-01, ERO (SDM)-07
- Activities of the Department :- Administration, LAW and Order and Election
- Geographical spread and operating locations³ :- Eleven Tehsil, 9 Sub-Division, 07-ERO (SDM)

³Please specify the relevant details under the respective section.

PRE-QUALIFICATION/ ELIGIBILITY CRITERIA

- 1) A bidder participating in the above mentioned work shall possess the following minimum pre-qualification/ eligibility criteria.

S. No.	Basic Requirement	Specific Requirements	Documents Required
1	Legal Entity	The bidder should be a Proprietorship firm duly registered either under the Rajasthan Shops & Commercial Establishments Act, 1958 or any other Act of State/ Union, as applicable for dealing in the subject matter (Note: A self-certified declaration regarding the non-applicability of registration to any Act should be submitted by the bidder) OR A company registered under Indian Companies Act, 1956 OR A partnership firm registered under Indian Partnership Act, 1932.	- Copy of valid Registration Certificates - Copy of Certificates of incorporation
2	Financial: Turnover	Annual Turnover of the bidder from subject matter during each of the last three financial years should be 150 lacs. Year turn over 2011-2012 150 lacs 2012-2013 150 lacs 2013-2014 150 lacs	CA Certificate with CA's Registration Number/ Seal
3	Financial: Net Worth	The net worth of the bidder <u>as on</u> 31-3-2014 should be Positive.	CA Certificate with CA's Registration Number/ Seal
4	Technical Capability	Previous experience of the work of preparation & supply of Electoral Photo Identity Cards & Photo Electoral Rolls as per the guidelines of the Election Commission of India is compulsory and at least any two districts of the country in last three financial years (i.e. financial year 2011-2012 onwards).	Annexure-14 per project reference And Work Completion Certificates from the client; OR Work Order + Self Certificate of Completion (Certified by the Statutory Auditor); OR Work Order + Phase Completion Certificate from the client
5	Tax registration and clearance	The bidder should have a registered number of i. VAT/ CST where his business is located ii. Service Tax iii. Income Tax / Pan number. The bidder should have cleared his VAT/ CST dues up to 31/03/2014 to the Government.	Copies of relevant certificates of registration VAT/ CST clearance certificate from the Commercial Taxes Officer of the Circle concerned
6	Certifications	He will Submit affidavit hundred rupee Non-Judicial	Copy of a valid

S. No.	Basic Requirement	Specific Requirements	Documents Required
		Stamp he not black listed for this purpose	certificate
7	Mandatory Undertaking	<p>Bidder should: -</p> <p>a) not be insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of the foregoing reasons;</p> <p>b) not have, and their 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;</p> <p>c) not have a conflict of interest in the procurement in question as specified in the bidding document.</p> <p>d) comply with the code of integrity as specified in the bidding document.</p>	A Self Certified letter as per Annexure-5: Self-Declaration
8	Manpower Strength	<p>Project Manager -01</p> <p>Software developer - 01</p> <p>Cordinator - 07</p> <p>Supporting Staff - 08</p> <p>excutive staff - 03</p> <p>Assisting Manpower - 21 (minimum)</p>	Self-Certification by the authorized signatory with clear declaration of staff – year wise, level/designation wise.
9	Computing strength	<p>Computers - 08</p> <p>Printers - 08</p> <p>Scanners - 08</p> <p>PVC EPIC card Printer- 03</p> <p>Digital Camera - 16</p>	

- 2) In addition to the provisions regarding the qualifications of the bidders as set out in (1) above: -
- a. the procuring entity
 - b. disqualify any bidder that fails to demonstrate its qualifications again, if requested to shall disqualify a bidder as per the provisions under “Clause:Exclusion/ Disqualification of bids in Chapter-5: ITB”; and
 - c. the procuring entity may require a bidder, who was pre-qualified, to demonstrate its qualifications again in accordance with the same criteria used to pre-qualify such bidder. The procuring entity shall do so. The procuring entity shall promptly notify each bidder requested to demonstrate its qualifications again as to whether or not the bidder has done so to the satisfaction of the procuring entity.

SCOPE OF WORK, DELIVERABLES & TIMELINES

1) Details of work (SoW)

Work to be done by the contractor firm:

Part-I (EPIC Preparation):

The PVC Elector's Photo Identity Card will be prepared through Photography in camps and Scanning of photographs along with the Application Form No. 6 and 8 of the Electors (Photography through digital camera and Scanning shall be done by the bidder using number of appropriate devices depending upon volume) on pre-printed (Pre-Personalised with all security marks conforming to ECI guidelines) PVC Cards (PVC Cards shall be provided by procuring entity and bidders shall maintain its account) as per following specifications:-

I. About PVC EPIC Card-

- (i) Procuring entity will issue number of Pre-Printed (Pre-Personalised) PVC EPIC card against demand raised by bidder
- (ii) Verification of cards according to Elector's information submitted, shall be done by procuring entity using appropriate method depending upon volume of printed PVC EPIC.

Physical specifications PVC Card:-

- i) Size : 8.6 cm vertical and 5.4 cm horizontal with variation permissible of plus or minus 5%.
- ii) Thickness : 0.70 mm

II. Personalization-

Bidder shall print details as follows and return to procuring entity:

Front:-

- (i)- Colour photo of the Elector
- (ii)- EPIC number of the Elector printed in alphabets and numbers and also as a bar code.
- (iii)- Name of the elector, in English and Hindi.
- (iv)- `Relation name`, printed in English and Hindi.

Back:-

- (i)- `Sex` printed in English and Hindi.
- (ii)- Date of birth / age printed, in English and Hindi.
- (iii)- Address, printed in English and Hindi.
- (iv)- Number and Name of Assembly Constituency, printed in English and Hindi.
- (v)- Part number and name, in English and Hindi.
- (vi)- Scanned signature of Electoral Registration Officer.
- (vii)- तारीख / Date

III. **Other Instructions:**

1. The Cards should be printed in Hindi & English as above specifications. The vendor should insert the details of electors in English at his cost. The Electors Photo Identity Card should be as per sample. The matter printed should also be as per sample. The sample formats of the EPIC (pre-printed and fully personalised) are enclosed with this document as **Annexure-18(A)**.
2. Approximately 4% of new electors are also to be added in every annual summary revision programme of Electoral Rolls. Most of them would have submitted the photographs along with the application form i.e. Form No 6 (prescribed form of addition of name). EPIC will be prepared such electors after scanning the photographs pasted on Form no 6.
3. Checklist of prepared EPICs will be prepared and supply along with EPICs in the format of supplement. Format is enclosed at **Annexure-19**.
4. For the left out electors EPIC camps will be organized as decided by DEO.
5. The contractor firm will provide the Photographer along with digital camera for these EPIC camps without any extra cost.
6. Digital Data of Photograph of Electors -
EPICs will be prepared using digital photographs which are stored in the elector database only. The digital photographs should be stored in JPEG format in binary form in the elector table, using 320x240 pixels (standard e-mail mode of Digital Cameras) in Colour Portrait mode. The photograph should be of size 3.2 cm (vertical) x 2.4 cm (horizontal) and of resolution 320x240 pixel. The photograph shall show a close-up of the applicant's head and the top of the shoulders. The face shall take 75% of the vertical dimension of the picture. The photograph shall be in sharp focus, of high quality with no creases and ink marks with appropriate brightness and contrast and showing natural skin tones of the elector's face and features clearly recognisable. It shall show the elector looking directly at the camera with a neutral expression and the mouth closed. The photograph shall be showing the elector with the eyes open and clearly visible with no hair/cap/hat/headgear/veil/cover/shadow/reflection etc. obscuring the eyes. If the elector wears glasses, the photograph must show the eyes clearly with no lights reflected in the glasses. The glasses should not have tinted lenses and it shall be ensured that the frames of the glasses do not cover any part of the eyes of the elector. The photograph must have a plain, light coloured background and there must be no other people or object visible with the elector. Since the contrast visible on-screen is usually higher than in a printed form, before each session of photography, a test photograph should be taken and printed. The lighting conditions should be changed in order to meet the above requirements. Where necessary, the location of taking the photograph should be moved closer to a window or source of natural light or artificial lighting used.
The illustrations on portrait quality have been given at **Annexure-18(B)** for taking of photograph.
 - a. The print on the photograph on the EPIC should be of size 3.2 cm (vertical) by 2.4 cm (horizontal). While a variation in size of plus or minus 10 % will be permissible, the relative proportions (aspect ratio) of the photograph should not be changed under any circumstances.
 - b. It is necessary that the photographs of electors in the specified digital format must be mentioned as one of the deliverables in contracts whenever photography or EPIC contracts are awarded either directly or through an intermediate agency to SLA, vendor or sub-vendor.
 - c. Photograph image files is expected to be about 10 KB to 20 KB in size.

7. Each elector will be assigned 10 digits Electors Photo Identity Card number. The first three characters will correspond to assembly constituency; next six digit running serial number and the last digit will be the single digit check sum. The list of code of constituencies is enclosed with this document as **Annexure-20**. DEO will enclose the list of the Assembly wise FUSN code numbers.
8. The Elector's Photo Identity Card number should be UNIQUE NUMBER.
9. Procedure to give the number to check sum is enclosed with this document is at **Annexure-21**.
10. Photographic data for each electors must be stored in a separate file with a file name AAA999999C.jpg, where AAA are alpha characters assigned to the Assembly Constituency, 999999 is a six digit running serial number and C is the single digit check sum.
11. Printer's specifications:-
 - i) Double sided.
 - ii) 300dpi and above.
 - iii) Ribbon types—YMCKOKO.
 - iv) Ribbon yielding capacity 250-Cards and above.
12. Replacement Cards (Duplicate Cards) will also be prepared as per the directions of the DEO/ERO concerned on the same rates, terms & conditions of the Bid. Replacement cards shall be the same number of the original card.
13. The contractor firm will generate and supply the part wise list and Intimation Slips of all left out electors to District Election Officer/Electoral Registration Officer before 10 days of starting EPIC camps. All details about EPIC programme, like particulars of the Electors, date, time and place of photography programme will be printed in the Intimation Slip. For this no extra cost shall be given to bidder. Sample of the Intimation Slip is enclosed at **Annexure-22**.
14. During the process, the contractor firm will prepare & supply the statistical reports in duplicate (i.e. 1-DEO & 2-ERO concerned) as and when required by the department without any extra cost.
15. Software for printing PVC EPIC
 The Election Commission of India has been developed a Software for printing of PVC EPICs and the same is made available for ftp download on the URL: <ftp://164.100.34.8/PVCEPIC>. The two modules available on ftp are as below:
 - I. ERO Software (for uploading ERO signature) and
 - II. For EPIC printing
 The bidders are required to download the software and initialise both the modules by following the steps below:
 1. For upload the scanned signature of ERO:

Create a table named as ERO_Details in **ECICONTROLTABLE** database. The structure of the table as follows:

[CCODE]	[int] IDENTITY(1,1)
[ST_CODE]	[nvarchar](3)
[AC_NO]	[int]
[Name]	[nvarchar](100)
[MMOBILENO]	[nvarchar](10)
[JIPIMAGE]	[VARBINARY]

[USER_ID] [varchar](50)
[TIMESTAMPING] [datetime]

2. Use the ERO software to upload the scanned signature of ERO.

3. For new PVC EPIC creation

Create the columns in PART001_EPIC_Table table in AC_001_EPIC Database.

[PART_NAME] [nvarchar](50)

[PARTNAMEEN] [nvarchar](50)

For ready reference the screen shots which will appear in sequence are shown in the **Annexure-24**.

PART-II (Photo Electoral Rolls Preparation)

Part-I Draft Publication of Photo Electoral Roll-2015:

1. The contractor firm will computerise Supplement-03 list (Pertaining addition, deletion, correction) of continuous updation for the period from Loksabha General Election-2014 to 31 mar. 2016 and supply checklist to DEO/ERO for proof reading.
2. The DEO will make arrangements for checking of above checklist of Supplements-03 and mark corrections, if any and return them to contractor firm for incorporating corrections.
3. The contractor firm will incorporate all the corrections and generate final laser printout (Single side, single page)of Supplement-03 and supply it along with checklist to the DEO/ERO concerned for authentication.
4. The concerned ERO will authenticate the final laser printout (Single side, single page)of Supplement-03 with his seal and signature, If he finds that all the corrections have been incorporated in the laser printout(Single side, single page), otherwise he will mark the corrections in the final laser printout and send it to contractor firm for fresh printout.
5. After incorporating reported corrections, the contractor firm will again supply the fresh laser printout (single side printed) of these polling stations to the DEO/ERO for authentication. The concerned Electoral Registration Officer will authenticate the final printout only after minute checking to ensure that all corrections are incorporated in the final printout.
6. The contractor firm will also generate one set laser printout (Single side, single page)of existing Final Photo Electoral Rolls-2014 along with Supplement-01&02 from the soft copy to be provided by the DEO and supply one set laser printout(Single side, single page) to the DEO, Bharatpur within seven days of the order and in emergent case it would be three days.
7. The contractor firm will also supply 7 sets of photocopy and 7 sets PS-CD ROM of Supplement-03 of continuous updation as mentioned above at point no. 1 to 5 and 7 sets photocopy and 7 sets PS-CD ROM of existing FPER-2014 along with Supplement-01&02 as mentioned above at point no. 6 to the DEO, Bharatpur within seven days of the order and in emergent case it would be three days. **PS-CD ROM shall be prepared without images of the electors.**
8. The standard software for generating the printout of Photo Electoral Rolls shall be provided by the State Level Agency (SLA) of the Department.

Part-II FinalPublication of Photo Electoral Roll-2015:

1. The contractor firm will computerize all application forms-6,7,8,8A & 6A with a unique application number and only these forms will be incorporated in the supplement of Final Photo Electoral Rolls, which are accepted by the concerned ERO.
2. The concerned vendors will also supply the database of rejected applications separately.
3. The contractor firm will computerise Supplement-04 (Pertaining additions, deletions and corrections on account of settlement of claims and objections) and print and supply the checklist of Supplement-04. The DEO/ERO will adopt the same procedure to check the above checklist as per the manner prescribed above for preparation and supply of Supplement-03 of continuous updation as mentioned at Point No. 1 to 5 of Part-I of Draft Publication. After incorporating of all corrections the bidder shall print final printout of Supplement-04 and supply it to the DEO, Bharatpur for authentication within seven days of the order and in emergent case it would be three days.
4. The contractor firm will also supply 7 sets of photocopy and 7 sets PS-CD ROM of Supplement-04 to the DEO, Bharatpur within seven days of the order and in emergent case it would be three days. **PS-CD ROM shall be prepared without images of the electors.**
5. The same procedure of Draft/Final Publication-2015 shall be adopted for Draft Publication and Final Publication of PER-2016.

Others:

6. The Department can increase or decrease the tendered quantity of photocopy sets and PS CD ROM at any stage. In case of increase, the contractor firms will supply the additional sets on the contracted rates. In case of decrease, no compensations shall be given to the bidder on this account.
7. As the Laser Prints and Photo Copy sets of PER will be used for publication of Electoral Rolls, hence quality of both must be ensured up to the mark i.e. legible, clean, identifiable photographs printed, page number printed at the bottom (page no. __ of total page numbers e.g. page 25 of 150) etc.
8. During the process of preparation of Photo Electoral Rolls, the DEO/ERO may have images/ photo of electors, who have been issued the EPIC in the next round/Phase of EPIC programme, the contractor firm will also be liable to link, scan, store & print these new images in the checklist/final printout of the Photo Electoral Rolls without any additional charges.
9. During the work, in case a situation arises where some related additional work has to be carried out then contractor firm shall be liable to carry out the additional work on the rates mutually decided by the DEO and the contractor firm. In case, agreement between DEO and contractor firm is not reached on the rates of additional work, then the decision of the DEO on the rates of additional work shall be final.
10. Font to be used to prepare the Photo Electoral Rolls should be UNICODE. The database of photo electoral rolls are maintained bilingually (Hindi & English). Therefore, the contractor firm should update the information in both the languages.
11. Merge the Images & EPIC numbers of forthcoming Electoral Photo Identity Cards programme in the database of Photo Electoral Rolls of electors of concerned assembly constituencies using PER and EPIC databases.
12. Put the validation checks on the database & correct the discrepancies.
13. The contractor firms should maintain 100% accuracy during the punching/entering data and updation of database of corresponding Photo Electoral Rolls.
14. There will be maximum 30 entries of electors in one page but page break will be given after each section. The format of the Electoral Rolls & its supplement is enclosed at **Annexure-23**. Changes, if any in the format in the Annexure shall have to be incorporated by the bidder while printing Rolls.
15. Printout of Division-A of constituency, Map of concerned constituency, and summary report of each part will be prepared and supplied along with printout of supplement. Printout of Division-A & Map of each part will also be prepared & supplied with the Draft Photo Electoral Rolls. List of polling stations will be prepared and supplied along with Draft photo electoral roll and supplement both time.
16. During the process, the contractor firm will prepare & supply the statistical reports in duplicate (i.e. 1-DEO & 2-ERO concerned) as and when required by the department without any extra cost.
17. The contractor firms should ensure that PS-CD ROM supplied by them must be identical with the authenticated copy of the Photo Electoral Rolls.

2) **DELIVERABLES:** -

(i) For EPIC

- (a) The contractor firm will prepare and supply defect free PVC Elector's Photo Identity Cards of left out, new added electors and replacement cards (duplicate) of the concerned constituencies.
- (b) Booth wise & Sr. No. wise check list of EPIC's in one copy.
- (c) The contractor firm will prepare and supply assembly constituency wise computerized data backup of prepared EPICs in triplicate (First copy to District Election Office, second copy to departmental SLA, M/s Rajasthan Electronics & Instruments limited, B-21, Kala Colony, JLN Marg, Malviya Nagar, Jaipur & third copy to the Election Department, Jaipur). The data backup is compulsory for preparation of Electoral Photo Rolls. In case of short supply of data against defect free cards, no payment will be made of those defect free cards of which data is not supplied /verified.
- (d) Virus free and readable DVD/CDs used for delivering computerized back up must be either one of the makes i.e. HP/Samsung/Sony/Moserbaer/3M.

(ii) For Photo Electoral Rolls

- (a) The contractor firm will prepare and supply one set checklist, one set final laser printout (Single side, single page) and 7sets of its Photocopy along with 7 sets PS-CD ROM of Supplement-03 of continuous updation for the period from Loksabha General Election-2014 process date of completion within seven days of the order and in emergent case it would be three days to the DEO.
- (b) The contractor firm will prepare and supply one set laser printout (Single side, single page) of existing Photo Electoral Rolls-2014+Supplement-01&02 along with its 7 sets Photocopy & 7 sets PS-CD ROM to the DEO.
- (c) The contractor firm will prepare and supply one set checklist, one set final laser printout (Single side, single page) and 7sets of its Photocopy along with 7 sets PS-CD ROM of Supplement-04 (consequent upon settlement of claims and objections after Draft Publication-2015) to the DEO.
- (d) The contractor firm will prepare and supply assembly constituency wise data backup of polling station wise computerized Photo Electoral Rolls-2015 as per the guidelines issued by the ECI/State Election Department in triplicate external Hard disks having USB connection (i.e. first copy to DEO, second copy to the Departmental SLA and third to the State Election Department, Jaipur). No extra charges will be given for maintaining the database as per revised guidelines issued by the ECI from time-to-time. The contractor firm will be liable to prepare and supply the computerized database of Photo Electoral Rolls as per the ECI-ERMS system without demanding any extra charges.
- (e) Virus free DVD/CDs used for delivering computerized back up and PS-CD ROM must be either one of HP/Samsung/Sony/Moserbaer/3M make.
- (f) The deliverables, for the next year Summary Revision-2016, will also be the same as given above.

3) Specifications of paper:

The paper to be used in all laser printouts, its photocopy sets and all checklists of Photo Electoral Rolls and prepared EPICs will be of A-4 size, minimum 75GSM and ISI marked white paper.

4) **DELIVERY PERIOD**

I. **FOR EPIC:**

- a) The prepared EPICs along with Check-List of prepared EPICs will be delivered to the District Election Office/Electoral Registration Office within **15 days** days from the last date of photography of Electors in the concerned Constituency.
- b) In case of Scanning of Form No. 6 and 8, EPICs will be prepared & supplied along with Check-List to the District Election Office/Electoral Registration Office within **15 days** days from the date of Forms received from the ERO concerned.
- c) The Data back-up of prepared EPICs will be delivered to the District Election Office, SLA of the department (M/s Rajasthan Electronics & Instruments Limited, B-21 Kala Colony, JLN Marg, Malviya Nagar, Jaipur) & Chief Electoral Office, Rajasthan, Jaipur on quarterly basis, latest by 15th of next month to the ensuing quarter.

II. **FOR PER:**

As per schedule approved by ECI for Draft and Final Publications of Photo Electoral Rolls- 2015 and 2016.

Note: Late delivery of EPIC and PER shall attract penalty as per terms and conditions of the bid.

5) **CONTRACT PERIOD**

The contract period for the programme of preparation and supply of PER and EPIC without any integration of rolls, shall be initially for a period of 2 years from the date of execution of agreement. In special circumstances, according to RTPP Rules -2013, the contract period of the aforementioned works may be extended for another 3 months only on the same terms and conditions. Meanwhile if it is observed that prices/rates have gone down then the benefit of the difference shall be passed to the procurement entity. The Procuring Entity has right to cancel the contract at any time without assigning any reason or any other new requirement or work/job emerged which is not covered in the existing work mentioned in the bid.

c) **INSTRUCTION TO BIDDERS (ITB)**

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

- a) The sale of bidding documents shall be commenced from the date of publication of Notice Inviting Bids (NIB) and shall be stopped one day prior to the date of opening of Bid. The

complete bidding document shall also be placed on the State Public Procurement Portal and portal. The prospective bidders shall be permitted to download the bidding document from the websites and pay its price while submitting the Bid to the procuring entity.

- b) The bidding documents shall be made available to any prospective bidder who pays the price for it or by bank demand draft, banker's cheque.
- c) Bidding documents purchased by Principal of any concern may be used by its authorised sole selling agents/ marketing agents/ distributors/ sub-distributors and authorised dealers or vice versa.

2) **Pre-bid Meeting/ Clarifications**

- a) Any prospective bidder may, in writing, seek clarifications from the procuring entity in respect of the bidding documents.
- b) A pre-bid conference is also scheduled by the procuring entity as per the details mentioned in the NIB and to clarify doubts of potential bidders in respect of the procurement and the records of such conference shall be intimated to all bidders and where applicable, shall be published on the respective websites.
- c) 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: -
 - a. Last date of submitting clarifications requests by the bidder date 26-8-2014 at 11-00 AM
 - b. Response to clarifications by procuring entity date 26-8-2014 at 4-00PM
- d) The minutes and response, if any, shall be provided 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 shall be published on the respective websites.

3) **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.
- b) 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.

- c) 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.
- d) Any bidder, who has submitted his Bid in response to the original invitation, shall have the opportunity to modify or re-submit it, as the case may be, within the period of time originally allotted or such extended time as may be allowed for submission of Bids, when changes are made to the bidding document by the procuring entity:
Provided that the Bid last submitted or the Bid as modified by the bidder shall be considered for evaluation.

4) **Period of Validity of Bids**

- a) Bids submitted by the bidders shall remain valid during the period specified in the NIB/ bidding document. A Bid valid for a shorter period shall be rejected by the procuring entity as 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 withdrawal of Bid and in such circumstances bid security shall not be forfeited.
- c) Bidders that agree to an extension of the period of validity of their Bids shall extend or get extended the period of validity of bid securities submitted by them or submit new bid securities to cover the extended period of validity of their bids. A bidder whose bid security is not extended, or that has not submitted a new bid security, is considered to have refused the request to extend the period of validity of its Bid.

5) **Format and Signing of Bids**

- c) The bidder should ensure that all the required documents, as mentioned in this bidding document, are submitted along with the Bid and in the prescribed format only. Non-submission of the required documents or submission of the documents in a different format/ contents may lead to the rejections of the Bid submitted by the bidder.

6) **Cost & Language of Bidding**

- a) The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the procuring entity shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

- b) The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the procuring entity, shall be written only in English Language. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in English/ Hindi language, in which case, for purposes of interpretation of the Bid, such translation shall govern.

7) Bid Security

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

- a) 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.
- b) Bid security 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. The bid security originally deposited may, however, be taken into consideration in case bids are re-invited.
- c) The bid security may be given in the form of a banker's cheque or demand draft or bank guarantee, in specified format, of a scheduled bank or deposited. The bid security must remain valid thirty days beyond the original or extended validity period of the bid.
- d) The issuer of the bid security and the confirmer, if any, of the bid security, as well as the form and terms of the bid security, must be acceptable to the procuring entity.
- e) Prior to presenting a submission, a bidder may request the procuring entity to confirm the acceptability of proposed issuer of a bid security or of a proposed confirmer, if required. The procuring entity shall respond promptly to such a request.
- f) The bank guarantee presented as bid security shall be got confirmed from the concerned issuing bank. However, the confirmation of the acceptability of a proposed issuer or of any proposed confirmer does not preclude the procuring entity from rejecting the bid security on the ground that the issuer or the confirmer, as the case may be, has become insolvent or has otherwise ceased to be creditworthy.
- g) The bid security of unsuccessful bidders shall be refunded soon after final acceptance of successful bid and signing of Agreement and submitting performance security.
- h) The Bid security taken from a bidder shall be forfeited, including the interest, if any, in the following cases, namely: -
- a. when the bidder withdraws or modifies its bid after 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 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.
- i) Notice will be given to the bidder with reasonable time before bid security deposited is forfeited.
 - j) No interest shall be payable on the bid security.
 - k) In case of the successful bidder, the amount of bid security may be adjusted in arriving at the amount of the Performance Security, or refunded if the successful bidder furnishes the full amount of performance security.
 - l) The procuring entity shall promptly return the bid security after the earliest of the following events, namely:-
 - a. the expiry of validity of bid security;
 - b. the execution of agreement for procurement and performance security is furnished by the successful bidder;
 - c. the cancellation of the procurement process; or
 - d. the withdrawal of bid prior to the deadline for presenting bids, unless the bidding documents stipulate that no such withdrawal is permitted.

8) Deadline for the submission of Bids

- a) Bids shall be received online at portal and up to the time and date specified in the NIB.
- 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. In such case the publicity of extended time and date shall be given in the manner, as was given at the time of issuing the original NIB and shall also be placed on the State Public Procurement Portal, if applicable. It would be ensured that after issue of corrigendum, reasonable time is available to the bidders for preparation and submission of their Bids. The procuring entity shall also publish such modifications in the bidding document in the same manner as the publication of initial bidding document. 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.

9) Opening of Bids

- a) The Bids shall be opened by the bid opening & evaluation committee on the date and time mentioned in the NIBin the presence of the bidders or their authorised representatives who choose to be present.
- b) The committee may co-opt experienced persons in the committee to conduct the process of Bid opening.
- c) The committee shall prepare a list of the bidders or their representatives attending the opening of Bids and obtain their signatures on the same. The list shall also contain the representative's name and telephone number and corresponding bidders' names and addresses. The authority letters, if any, brought by the representatives shall be attached to the list. The list shall be signed by all the members of Bid opening committee with date and time of opening of the Bids.
- d) The committee shall conduct a preliminary scrutiny of the opened technical Bids to assess the prima-facie responsiveness and ensure that the:
 - a. bid is accompanied by bidding document fee, bid security or bid securing declaration, and processing fee (if applicable);
 - b. bid is valid for the period, specified in the bidding document;
 - c. bid is unconditional and the bidder has agreed to give the required performance security; and
 - d. other conditions, as specified in the bidding document are fulfilled.
 - e. any other information which the committee may consider appropriate.
- e) No Bid shall be rejected at the time of Bid opening except the Bids not accompanied with the proof of payment or instrument of the required price of bidding document, processing fee and bid security.
- f) The Financial Bid cover shall be kept unopened and shall be opened later on the date and time intimated to the bidders who qualify in the evaluation of technical Bids.

10) Selection Method:

- a) **The selection method is based** on technical and financial bid. In which a firm getting minimum 70 mark out of 100 should be treated eligible for opening financial bid. The bid evaluation committee shall prepared comparative statement to evaluate the lowest bid on the basis of evaluation criteria that is the lowest cost offered by the bidder (L-1)

11) Clarification of Bids

- a) To assist in the examination, evaluation, comparison and qualification of the Bids, the bid evaluation committee may, at its discretion, ask any bidder for a clarification regarding its Bid. The committee's request for clarification and the response of the bidder shall be

- b) Any clarification submitted by a bidder with regard to its Bid that is not in response to a request by the committee shall not be considered.
- c) No change in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the committee in the evaluation of the financial Bids.
- d) 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.

12) Evaluation & Tabulation of Technical Bids

a) Determination of Responsiveness

- a. The bid evaluation committee shall determine the responsiveness of a Bid on the basis of bidding document and the provisions of pre-qualification/ eligibility criteria of the bidding document.
- b. A responsive Bid is one that meets the requirements of the bidding document without any material deviation, reservation, or omission where: -
 - i. "deviation" is a departure from the requirements specified in the bidding document;
 - ii. "reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the bidding document; and
 - iii. "Omission" is the failure to submit part or all of the information or documentation required in the bidding document.
- c. A material deviation, reservation, or omission is one that,
 - i. if accepted, shall:-
 - 1. affect in any substantial way the scope, quality, or performance of the subject matter of procurement specified in the bidding documents; or
 - 2. limits in any substantial way, inconsistent with the bidding documents, the procuring entity's rights or the bidder's obligations under the proposed contract; or
 - ii. if rectified, shall unfairly affect the competitive position of other bidders presenting responsive Bids.
- d. The bid evaluation committee shall examine the technical aspects of the Bid in particular, to confirm that all requirements of bidding document have been met without any material deviation, reservation or omission.
- e. The procuring entity shall regard a Bid as responsive if it conforms to all requirements set out in the bidding document, or it contains minor deviations that do not materially alter or depart from the characteristics, terms, conditions and other requirements set

out in the bidding document, or if it contains errors or oversights that can be corrected without touching on the substance of the Bid.

b) Non-material Non-conformities in Bids

- a. The bid evaluation committee may waive any non-conformities in the Bid that do not constitute a material deviation, reservation or omission, the Bid shall be deemed to be substantially responsive.
- b. The bid evaluation committee may request the bidder to submit the necessary information or document like audited statement of accounts/ CA Certificate, Registration Certificate, VAT/ CST clearance certificate, ISO/ CMMi Certificates, etc. within a reasonable period of time. Failure of the bidder to comply with the request may result in the rejection of its Bid.
- c. The bid evaluation committee may rectify non-material nonconformities or omissions on the basis of the information or documentation received from the bidder under (b) above.

c) Technical Evaluation Criteria

<DEO may pl. specify technical evaluation criteria in detail in such a way that it should have more objectivity than subjectivity. Passing/qualifying marks may also be decided before floating bid i.e. bidder fulfilling qualifying marks shall be eligible for its commercial bid to be opened>

No.	Description	Mention measure with its associated mark(s)	Marks
1.	Whether bidder has operational office in the district		10
2.	Available facilities:		15
	a) Human Resources:-		
	No. of employees on permanent roll		
	- Technical: (Details to be given)		
	- Software support personnel (Details to be given)		
	- Non-Technical: (Details to be given)		
	b) Equipment/SW Resources:-		15
	- No. of computers with min 250 GB HDD or above		
	- Number of digital camera available (Min. 2 MP)		
	- Numbers of Laser Printers available (40 ppm, 600 dpi or above)		
	- Number of PVC-EPIC printing machines		
	- Backup facilities (HDD)		
	- No. of UPS with capacity		
	- No. of Generators with capacity		
	- Number of additional sets of equipment, if any proposed by DEO (give details)		
3.	List of orders executed/being executed (Value of order with proof to be given) 20 Marks up to 150 Lacs and additional 5 marks per 50 Lacs (Maximum 30 marks)		30
4.	Past experience in no. of years (Details may be given along with documentary evidence) 20 Marks for three years two districts experience and additional 5 marks per year (Maximum 30 marks)		30
5.	Total marks		100

Note : A bidder having minimum 70 marks out of 100 should be treated eligible for opening of financial bid.

d) Tabulation of Technical Bids

- a. If Technical Bids have been invited, they shall be tabulated by the bid evaluation committee 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.
- b. The members of bid evaluation committee shall give their recommendations below the table as to which of the bidders have been found to be qualified in evaluation of Technical Bids and sign it.
- e) The number of firms qualified in technical evaluation, if less than three and it is considered necessary by the procuring entity to continue with the procurement process, reasons shall be recorded in writing and included in the record of the procurement proceedings.
- f) The bidders who qualified in the technical evaluation shall be informed in writing about the date, time and place of opening of their financial Bids.

13) Evaluation & Tabulation of Financial Bids

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

For two part/ coverBid system, the financial Bids of the bidders who qualified in technical evaluation shall be opened offline at the notified time, date and place by the bid evaluation committee in the presence of the bidders or their representatives who choose to be present>;

- a) the process of opening of the financial Bids shall be similar to that of technical Bids.
- b) the names of the bidders, the rates given by them and conditions put, if any, shall be read out and recorded;
- c) conditional Bids are liable to be rejected;
- d) the evaluation shall include all costs and all taxes and duties applicable to the bidder as per law of the Central/ State Government/ Local Authorities, and the evaluation criteria specified in the bidding documents shall only be applied;
- e) the offers shall be evaluated and marked L1, L2, L3 etc. L1 being the lowest offer and then others in ascending order in case price is the only criteria, or evaluated and marked H1, H2, H3 etc. in descending order.<In case quality is also a criteria
- f) the bid evaluation committee shall prepare a comparative statement in tabular form in accordance with rules along with its report on evaluation of financial Bids and recommend the lowest offer for acceptance to the procuring entity, if price is the only criterion, or most advantageous Bid in other case;
- g) The members of bids evaluation committee shall give their recommendations below the table regarding lowest Bid or most advantageous Bid and sign it.

- h) it shall be ensured that the offer recommended for sanction is justifiable looking to the prevailing market rates of the goods, works or service required to be procured.

14) Correction of Arithmetic Errors in Financial Bids

The bid evaluation committee 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 bid evaluation committee there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
- b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to clause (a) and (b) above.

15) Comparison of rates of firms outside and those in Rajasthan

While tabulating the financial Bids of those firms which are not entitled to price preference, the element of Rajasthan Value Added Tax (RVAT) shall be excluded from the rates quoted by the firms of Rajasthan and the element of Central Sales Tax (CST) shall be included in the rates of firms from outside Rajasthan for financial bid evaluation purpose.

16) Price/ purchase preference in evaluation

Price and/ or purchase preference notified by the State Government (GoR) and as mentioned in the bidding document shall be considered in the evaluation of Bids and award of contract.

17) Negotiations

- a) Except in case of procurement by 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.
- c) The bid evaluation committee shall have full powers to undertake negotiations. Detailed reasons and results of negotiations shall be recorded in the proceedings.

- d) The lowest or most advantageous bidder shall be informed in writing either through messenger or by registered letter and e-mail (if available). A minimum time of seven days shall be given for calling negotiations. In case of urgency the bid evaluation committee, after recording reasons, may reduce the time, provided the lowest or most advantageous bidder has received the intimation and consented to regarding holding of negotiations.
- e) Negotiations shall not make the original offer made by the bidder inoperative. The bid evaluation committee shall have option to consider the original offer in case the bidder decides to increase rates originally quoted or imposes any new terms or conditions.
- f) In case of non-satisfactory achievement of rates from lowest or most advantageous bidder, the bid evaluation committee may choose to make a written counter offer to the lowest or most advantageous bidder and if this is not accepted by him, the committee may decide to reject and re-invite Bids or to make the same counter-offer first to the second lowest or most advantageous bidder, then to the third lowest or most advantageous bidder and so on in the order of their initial standing and work/ supply order be awarded to the bidder who accepts the counter-offer. This procedure would be used in exceptional cases only.
- g) In case the rates even after the negotiations are considered very high, fresh Bids shall be invited.

18) Exclusion of Bids/ Disqualification

- a) A procuring entity shall exclude/ disqualify a Bid, if: -
 - a. the information submitted, concerning the qualifications of the bidder, was false or constituted a misrepresentation; or
 - b. the information submitted, concerning the qualifications of the bidder, was materially inaccurate or incomplete; and
 - c. the bidder is not qualified as per pre-qualification/ eligibility criteria mentioned in the bidding document;
 - d. the Bid materially departs from the requirements specified in the bidding document or it contains false information;
 - e. the bidder, submitting the Bid, his agent or any one acting on his behalf, gave or agreed to give, to any officer or employee of the procuring entity or other governmental authority a gratification in any form, or any other thing of value, so as to unduly influence the procurement process;
 - f. a bidder, in the opinion of the procuring entity, has a conflict of interest materially affecting fair competition.
- b) A Bid shall be excluded/ disqualified as soon as the cause for its exclusion/ disqualification is discovered.

- c) Every decision of a procuring entity to exclude a Bid shall be for reasons to be recorded in writing and shall be: -
 - a. communicated to the concerned bidder in writing;
 - b. published on the State Public Procurement Portal, if applicable.

19) Lack of competition

- a) A situation may arise where, if after evaluation of Bids, the bid evaluation committee may end-up with one responsive Bid only. In such situation, the bid evaluation committee would check as to whether while floating the NIB all necessary requirements to encourage competition like standard bid conditions, industry friendly specifications, wide publicity, sufficient time for formulation of Bids, etc. were fulfilled. If not, the NIB would be re-floated after rectifying deficiencies. The bid process shall be considered valid even if there is one responsive Bid, provided that: -
 - a. the Bid is technically qualified;
 - b. the price quoted by the bidder is assessed to be reasonable;
 - c. the Bid is unconditional and complete in all respects;
 - d. there are no obvious indicators of cartelization amongst bidders; and
 - e. the bidder is qualified as per the provisions of pre-qualification/ eligibility criteria in the bidding document
- b) The bid evaluation committee shall prepare a justification note for approval by the next higher authority of the procuring entity, with the concurrence of the accounts member.
- c) In case of dissent by any member of bid evaluation committee, the next higher authority in delegation of financial powers shall decide as to whether to sanction the single Bid or re-invite Bids after recording reasons.
- d) If a decision to re-invite the Bids is taken, market assessment shall be carried out for estimation of market depth, eligibility criteria and cost estimate.

20) Acceptance of the successful Bid and award of contract

- a) The procuring entity after considering the recommendations of the bid evaluation committee and the conditions of Bid, if any, financial implications, trials, sample testing and test reports, etc., shall accept or reject the successful Bid. If any member of the bid evaluation committee, has disagreed or given its note of dissent, the matter shall be referred to the next higher authority, as per delegation of financial powers, for decision.
- b) Decision on Bids shall be taken within original validity period of Bids and time period allowed to procuring entity for taking decision. If the decision is not taken within the original validity period or time limit allowed for taking decision, the matter shall be referred to the next higher authority in delegation of financial powers for decision.

- c) Before award of the contract, the procuring entity shall ensure that the price of successful Bid is reasonable and consistent with the required quality.
- d) A Bid shall be treated as successful only after the competent authority has approved the procurement in terms of that Bid.
- e) The procuring entity shall award the contract to the bidder whose offer has been determined to be the lowest or most advantageous in accordance with the evaluation criteria set out in the bidding document and if the bidder has been determined to be qualified to perform the contract satisfactorily on the basis of qualification criteria fixed for the bidders in the bidding document for the subject matter of procurement.
- f) Prior to the expiration of the period of bid validity, the procuring entity shall inform the successful bidder, in writing, that its Bid has been accepted.
- g) As soon as a Bid is accepted by the competent authority, its written intimation shall be sent to the concerned bidder by registered post or email and asked to execute an agreement in the format given in the bidding documents on a non-judicial stamp of requisite value and deposit the amount of performance security or a performance security declaration, if applicable, within a period specified in the bidding documents or where the period is not specified in the bidding documents then within fifteen days from the date on which the letter of acceptance or letter of intent is dispatched to the bidder.
- h) If the issuance of formal letter of acceptance is likely to take time, in the meanwhile a Letter of Intent (LOI) may be sent to the bidder. The acceptance of an offer is complete as soon as the letter of acceptance or letter of intent is posted and/ or sent by email (if available) to the address of the bidder given in the bidding document. Until a formal contract is executed, the letter of acceptance or LOI shall constitute a binding contract.
- i) The bid security of the bidders whose Bids could not be accepted shall be refunded soon after the contract with the successful bidder is signed and its performance security is obtained.

21) Information and publication of award

Information of award of contract shall be communicated to all participating bidders and published on the respective website(s) as specified in NIB.

22) **Procuring entity's right to accept or reject any or all Bids**

The Procuring entity reserves the right to accept or reject any Bid, and to annul (cancel) the bidding process and reject all Bids at any time prior to award of contract, without thereby incurring any liability to the bidders.

23) **Right to vary quantity**

- a) If the procuring entity does not procure any subject matter of procurement or procures less than the quantity specified in the bidding documents due to change in circumstances, the bidder shall not be entitled for any claim or compensation.
- b) Repeat orders for extra items or additional quantities may be placed on the rates and conditions given in the contract as per RTPP Rules 2013. Delivery or completion period may also be proportionately increased. The limits of repeat order shall be as under: -
 - a. 50% of the quantity of the individual items and 50% of the value of original contract in case of works; and
 - b. 50% of the value of goods or services of the original contract.

24) **Dividing quantities among more than one bidder at the time of award (optional)**

(DEO will decide consciously this matter as to whether total quantum of work is to be split)

As a general rule all the quantities of the subject matter of procurement shall be procured from the bidder, whose Bid is accepted. However, when it is considered that the quantity of the subject matter of procurement to be procured is very large and it may not be in the capacity of the bidder, whose Bid is accepted, to deliver the entire quantity or when it is considered that the subject matter of procurement to be procured is of critical and vital nature, in such cases, the quantity may be divided between the bidder, whose Bid is accepted and the second lowest bidder or even more bidders in that order, in a fair, transparent and equitable manner at the rates of the bidder, whose Bid is accepted if such condition is specified in the bidding documents. Counter offer to first lowest bidder (L1), in order to arrive at an acceptable price, shall amount to negotiation. However, any counter offer thereafter to second lowest bidder (L2), third lowest bidder (L3) etc., (at the rates accepted by L1) in case of splitting of quantities, as pre-disclosed in the bidding documents, shall not be deemed to be a negotiation.

25) **Performance Security**

- a) Prior to execution of agreement, Performance security shall be solicited from all successful bidders except the departments of the State Government and undertakings, corporations, autonomous bodies, registered societies, co-operative societies which are owned or

controlled or managed by the State Government and undertakings of the Central Government. However, a performance security declaration shall be taken from them. The State Government may relax the provision of performance security in particular procurement or any class of procurement.

- b) The amount of performance security shall be 5%, (225000/-), of the amount of supply order in case of procurement of goods and services. In case of Small Scale Industries (SSI) of Rajasthan, it shall be 1% of the amount of quantity ordered for supply of goods and in case of sick industries, other than SSI, whose cases are pending before the Board of Industrial and Financial Reconstruction (BIFR), it shall be 2% of the amount of supply order.
- c) Performance security shall be furnished in any one of the following forms: -
- a. Bank Draft or Banker's Cheque of a scheduled bank;
 - b. National Savings Certificates and any other script/ instrument under National Savings Schemes for promotion of small savings issued by a Post Office in Rajasthan, 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;
 - c. Bank guarantee/s of a scheduled bank. It shall be got verified from the issuing bank. Other conditions regarding bank guarantee shall be same as mentioned in the bidding document for bid security;
 - d. Fixed Deposit Receipt (FDR) of a scheduled bank. It shall be in the name of procuring entity on account of 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 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 [b.] to [e.] of (c) above shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the bidder, including warranty obligations and maintenance and defect liability period.
- e) Forfeiture of Security Deposit: Security amount in full or part may be forfeited, including interest, if any, in the following cases:-
- a. When any terms and condition of the contract is breached.
 - b. When the bidder fails to make complete supply satisfactorily.
 - c. if the bidder breaches any provision of code of integrity, prescribed for bidders, specified in the bidding document.

- f) Notice will be given to the bidder with reasonable time before PSD deposited is forfeited.
- g) No interest shall be payable on the PSD.

26) Execution of agreement

- a) A procurement contract shall come into force from the date on which the letter of acceptance or letter of intent is despatched to the bidder.
- b) The successful bidder shall sign the procurement contract within **15 days** from the date on which the letter of acceptance or letter of intent is despatched to the successful bidder.
- c) If the bidder, whose Bid has been accepted, fails to sign a written procurement contract or fails to furnish the required performance security within specified period, the procuring entity shall take action against the successful bidder as per the provisions of the bidding document and Act. The procuring entity may, in such case, cancel the procurement process or if it deems fit, offer for acceptance the rates of lowest or most advantageous bidder to the next lowest or most advantageous bidder, in accordance with the as per RPTT & GF&AR.
- d) The bidder will be required to execute the agreement on a non-judicial stamp of specified value at its cost and to be purchase from anywhere in Rajasthan only.

27) Confidentiality

- a) Notwithstanding anything contained in this bidding document but subject to the provisions of any other law for the time being in force providing for disclosure of information, a procuring entity shall not disclose any information if such disclosure, in its opinion, is likely to: -
 - a. impede enforcement of any law;
 - b. affect the security or strategic interests of India;
 - c. affect the intellectual property rights or legitimate commercial interests of bidders;
 - d. affect the legitimate commercial interests of the procuring entity in situations that may include when the procurement relates to a project in which the procuring entity is to make a competitive bid, or the intellectual property rights of the procuring entity.
- b) The procuring entity shall treat all communications with bidders related to the procurement process in such manner as to avoid their disclosure to competing bidders or to any other person not authorised to have access to such information.
- c) The procuring entity may impose on bidders and sub-contractors, if there are any for fulfilling the terms of the procurement contract, conditions aimed at protecting information, the disclosure of which violates (a) above.

- d) In addition to the restrictions specified above, the procuring entity, while procuring a subject matter of such nature which requires the procuring entity to maintain confidentiality, may impose condition for protecting confidentiality of such information.

28) Cancellation of 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) A procuring entity may, for reasons to be recorded in writing, cancel the process of procurement initiated by it -
 - a. at any time prior to the acceptance of the successful Bid; or
 - b. after the successful Bid is accepted in accordance with (d) and (e) below.
- c) The procuring entity shall not open any bids or proposals after taking a decision to cancel the procurement and shall return such unopened bids or proposals.
- d) The decision of the procuring entity to cancel the procurement and reasons for such decision shall be immediately communicated to all bidders that participated in the procurement process.
- e) If the bidder whose Bid has been accepted as successful fails to sign any written procurement contract as required, or fails to provide any required security for the performance of the contract, the procuring entity may cancel the procurement process.
- f) If a bidder is convicted of any offence under the Act, the procuring entity may: -
 - a. cancel the relevant procurement process if the Bid of the convicted bidder has been declared as successful but no procurement contract has been entered into;
 - b. rescind (cancel) the relevant contract or forfeit the payment of all or a part of the contract value if the procurement contract has been entered into between the procuring entity and the convicted bidder.

29) Code of Integrity for Bidders

- a) No person participating in a procurement process shall act in contravention of the code of integrity prescribed by the State Government.
- b) The code of integrity include provisions for: -
 - a. Prohibiting
 - i. any offer, solicitation or acceptance of any bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process;
 - ii. any omission, including a misrepresentation that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;

- iii. any collusion, bid rigging or anti-competitive behaviour to impair the transparency, fairness and progress of the procurement process;
 - iv. improper use of information shared between the procuring entity and the bidders with an intent to gain unfair advantage in the procurement process or for personal gain;
 - v. any financial or business transactions between the bidder and any officer or employee of the procuring entity;
 - vi. any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
 - vii. any obstruction of any investigation or audit of a procurement process;
- b. disclosure of conflict of interest;
 - c. disclosure by the bidder of any previous transgressions with any entity in India or any other country during the last three years or of any debarment by any other procuring entity.
- c) Without prejudice to the provisions below, in case of any breach of the code of integrity by a bidder or prospective bidder, as the case may be, the procuring entity may take appropriate measures including: -
- a. exclusion of the bidder from the procurement process;
 - b. calling-off of pre-contract negotiations and forfeiture or encashment of bid security;
 - c. forfeiture or encashment of any other security or bond relating to the procurement;
 - d. recovery of payments made by the procuring entity along with interest thereon at bank rate;
 - e. cancellation of the relevant contract and recovery of compensation for loss incurred by the procuring entity;
 - f. debarment of the bidder from participation in future procurements of the procuring entity for a period not exceeding three years.

30) Interference with Procurement Process

A bidder, who: -

- a) withdraws from the procurement process after opening of financial bids;
- b) withdraws from the procurement process after being declared the successful bidder;
- c) fails to enter into procurement contract after being declared the successful bidder;
- d) fails to provide performance security or any other document or security required in terms of the bidding documents after being declared the successful bidder, 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 fifty lakh rupees or ten per cent of the assessed value of procurement, whichever is less.

31) Appeals

- a) Subject to “Appeal not to lie in certain cases” below, if any bidder or prospective bidder is aggrieved that any decision, action or omission of the procuring entity is in contravention to the provisions of the Act or the rules or guidelines issued thereunder, he may file an appeal to such officer of the procuring entity, as may be designated by it for the purpose, within a period of 10 days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved:
 - a. Provided that after the declaration of a bidder as successful in terms of “Award of Contract”, the appeal may be filed only by a bidder who has participated in procurement proceedings:
 - b. Provided further that in case a procuring entity evaluates the technical Bid before the opening of the financial Bid, an appeal related to the matter of financial Bid may be filed only by a bidder whose technical Bid is found to be acceptable.
- b) The officer to whom an appeal is filed under (a) above shall deal with the appeal as expeditiously as possible and shall endeavour to dispose it of within 30 days from the date of filing of the appeal.
- c) If the officer designated under (a) above fails to dispose of the appeal filed under that sub-section within the period specified in (c) above, or if the bidder or prospective bidder or the procuring entity is aggrieved by the order passed, the bidder or prospective bidder or the procuring entity, as the case may be, may file a second appeal to an officer or authority designated by the State Government in this behalf within 15 days from the expiry of the period specified in (c) above or of the date of receipt of the order passed under (b) above, as the case may be.
- d) The officer or authority to which an appeal is filed under (c) above shall deal with the appeal as expeditiously as possible and shall endeavour to dispose it of within 30 days from the date of filing of the appeal:
- e) The officer or authority to which an appeal may be filed under (a) or (d) above shall be :
- f) Form of Appeal:
 - a. Every appeal under (a) and (c) above shall be as per Annexure-16 along with as many copies as there are respondents in the appeal.
 - b. Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.

- c. Every appeal may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post or authorised representative.
- g) Fee for Appeal: Fee for filing appeal:
 - a. Fee for first appeal shall be rupees two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non-refundable.
 - b. The fee shall be paid in the form of bank demand draft or banker's cheque of a Scheduled Bank payable in the name of Appellate Authority concerned.
- h) Procedure for disposal of appeal:
 - a. The First Appellate Authority or Second Appellate Authority, as the case may be, upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.
 - b. On the date fixed for hearing, the First Appellate Authority or Second Appellate Authority, as the case may be, shall,-
 - i. hear all the parties to appeal present before him; and
 - ii. peruse or inspect documents, relevant records or copies thereof relating to the matter.
 - c. After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.
 - d. The order passed under (c) shall also be placed on the State Public Procurement Portal.
- i) No information which would impair the protection of essential security interests of India, or impede the enforcement of law or fair competition, or prejudice the legitimate commercial interests of the bidder or the procuring entity, shall be disclosed in a proceeding under an appeal.

32) Stay of procurement proceedings

While hearing of an appeal, the officer or authority hearing the appeal may, on an application made in this behalf and after affording a reasonable opportunity of hearing to the parties concerned, stay the procurement proceedings pending disposal of the appeal, if he, or it, is satisfied that failure to do so is likely to lead to miscarriage of justice.

33) Vexatious Appeals & Complaints

Whoever intentionally files any vexatious, frivolous or malicious appeal or complaint under the "The Rajasthan Transparency Public Procurement Act 2012", with the intention of

delaying or defeating any procurement or causing loss to any procuring entity or any other bidder, shall be punished with fine which may extend to twenty lakh rupees or five per cent of the value of procurement, whichever is less.

34) Offenses by Firms/ Companies

a) Where an offence under “The Rajasthan Transparency Public Procurement Act 2012” has been committed by a company, every person who at the time the offence was committed was in charge of and was responsible to the company for the conduct of the business of the company, as well as the company, shall be deemed to be guilty of having committed the offence and shall be liable to be proceeded against and punished accordingly:

Provided that nothing contained in this sub-section shall render any such person liable for any punishment if he proves that the offence was committed without his knowledge or that he had exercised all due diligence to prevent the commission of such offence.

b) Notwithstanding anything contained in (a) above, where an offence under this Act has been committed by a company and it is proved that the offence has been committed with the consent or connivance of or is attributable to any neglect on the part of any director, manager, secretary or other officer of the company, such director, manager, secretary or other officer shall also be deemed to be guilty of having committed such offence and shall be liable to be proceeded against and punished accordingly.

c) For the purpose of this section-

a. "company" means a body corporate and includes a limited liability partnership, firm, registered society or co- operative society, trust or other association of individuals; and

b. "director" in relation to a limited liability partnership or firm, means a partner in the firm.

d) Abetment of certain offenses: Whoever abets an offence punishable under this Act, whether or not that offence is committed in consequence of that abetment, shall be punished with the punishment provided for the offence.

35) Debarment from Bidding

a) A bidder shall be debarred by the State Government if he has been convicted of an offence

a. under the Prevention of Corruption Act, 1988 (Central Act No. 49 of 1988); or

b. 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 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 “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.

36) Monitoring of Contract

- a) An officer or a committee of officers named Contract Monitoring Committee (CMC) may be nominated by procuring entity to monitor the progress of the contract during its delivery period.
- b) During the delivery period the CMC shall keep a watch on the progress of the contract and shall ensure that quantity of goods and service delivery is in proportion to the total delivery period given, if it is a severable contract, in which the delivery of the goods and service is to be obtained continuously or is batched. If the entire quantity of goods and service is to be delivered in the form of completed work or entire contract like fabrication work, the process of completion of work may be watched and inspections of the selected bidder’s premises where the work is being completed may be inspected.
- c) If delay in delivery of goods and service is observed a performance notice would be given to the selected bidder to speed up the delivery.
- d) Any change in the constitution of the firm, etc. shall be notified forth with by the contractor in writing to the procuring entity and such change shall not relieve any former member of the firm, etc., from any liability under the contract.
- e) No new partner/ partners shall be accepted in the firm by the selected bidder in respect of the contract unless he/ they agree to abide by all its terms, conditions and deposits with the procuring entity through a written agreement to this effect. The bidder’s receipt for acknowledgement or that of any partners subsequently accepted as above shall bind all of them and will be sufficient discharge for any of the purpose of the contract.

- f) The selected bidder shall not assign or sub-let his contract or any substantial part thereof to any other agency without the permission of procuring entity.

39) Office at District Headquarter

If the successful bidder does not have an operating office at District Headquarter Bharatpur, he will have to open his local office at District Headquarter, Bharatpur within a period of one week from the date of issue of Letter of Intent (LOI) under intimation to this office.

GENERAL TERMS AND CONDITIONS OF TENDER & CONTRACT

[Please refer to the SR FORM-16 of the GF&AR Part-II while filling this part of the template]

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 there from, as may be made pursuant to the Contract.
- d) "Day" means a calendar day.
- e) "Delivery" means the transfer of the Goods from the successful/ selected bidder to the Purchaser in accordance with the terms and conditions set forth in the Contract.
- f) "Completion" means the fulfilment of the related services by the successful/ selected bidder in accordance with the terms and conditions set forth in the Contract.
- g) "Goods" means all of the commodities, raw material, machinery and equipment, and/or other materials that the successful/ selected bidder is required to supply to the Purchaser under the Contract.
- h) "Purchaser" means the entity purchasing the Goods and related services, as specified in the bidding document.
- i) "Related Services" means the services incidental to the supply of the goods, such as insurance, installation, training and initial maintenance and other similar obligations of the successful/ selected bidder under the Contract.

- j) "Subcontractor" means any natural person, private or government entity, or a combination of the above, including its legal successors or permitted assigns, to whom any part of the Goods to be supplied or execution of any part of the related services is subcontracted by the successful/ selected bidder.
- k) "Supplier/ Successful or Selected bidder" means the person, private or government entity, or a combination of the above, whose Bid to perform the Contract has been accepted by the Purchaser and is named as such in the Agreement, and includes the legal successors or permitted assigns of the successful/ selected bidder.
- l) "The Site," where applicable, means the designated project place(s) named in the bidding document.

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 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. Supporting documents and printed literature that are part of the Contract may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified in the special conditions of the contract, in which case, for purposes of interpretation of the Contract, this translation shall govern.
- b) The successful/ selected bidder shall bear all costs of translation to the governing language and all risks of the accuracy of such translation.

4) **Joint Venture, Consortium or Association**

- a) Unless otherwise specified in the special conditions of the contract, if the Supplier/ Bidder is a joint venture, consortium, or association, all of the parties shall be jointly and severally liable to the Purchaser for the fulfilment of the provisions of the contract and shall designate one party to act as a leader with authority to bind the joint venture, consortium, or association.
- b) The composition or the constitution of the joint venture, consortium, or association shall not be altered without the prior consent of the purchaser.
- c) Any change in the constitution of the firm, etc., shall be notified forthwith by the contractor in writing to the purchase officer and such change shall not relive any former member of the firm, etc., from any liability under the contract.
- d) No new partner/ partners shall be accept in the firm by the contractor in respect of the contract unless he/ they agree to avoid by all its terms, conditions and deposit with the purchase officer a written agreement to this effect. The contractors receipt for acknowledgement or that of any partners subsequently accepted as above shall bind all of them and will be sufficient discharge for any of the purpose of the contract.
- e) The bidder shall not assign or sub-let his contract or any substantial part thereof to any other agency.

f) <No new consortium agreement shall be allowed during the project period.

- g) In Consortium, all the members shall be equally responsible to complete the project as per their roles & responsibilities; however Lead partner shall give an undertaking for the successful completion of the overall project. In case of any issues, Lead partner is the responsible person for all the penalties.
- h) The lead bidder is required to do majority (>50%) of the work. However, the lead bidder and consortium partner is jointly and severally liable for the entire scope of work and risks involved thereof.
- i) The non-lead bidder (consortium partner) is liable for the scope of work for which they are responsible along with the lead bidder.
- j) Any change in the consortium at a later date will not be allowed without prior permission from the procuring entity/ purchaser.

5) **Eligible Goods and Related Services**

- a) For purposes of this Clause, the term “goods” includes commodities, raw material, machinery, equipment, and industrial plants; and “related services” includes services such as insurance, transportation, supply, installation, integration, testing, commissioning, training, and initial maintenance.
- b) All articles/ goods being bid, other than those marked in the Bill of Material (BoM)⁴ should be the ones which are produced in volume and are used by a large number of users in India/ abroad. All products quoted by the successful/ selected bidder must be associated with specific make and model number, item code and names and with printed literature describing configuration and functionality. Any deviation from the printed specifications should be clearly mentioned in the offer document by the bidder/ supplier. Also, the bidder is to quote/ propose only one make/ model against the respective item.
- c) The OEM/ Vendor of the quoted product must have its own registered spares depot in India having adequate inventory of the equipment being quoted for providing the necessary spares representation in India in terms of registered office for at least past 3 years. The presence through any Distribution/ System Integration partner agreement will not be accepted.
- d) Bidder must quote products in accordance with above clause “Eligible goods and related services”.

6) **Service of Notice, Documents & Orders**

- a) A notice, document or order shall be deemed to be served on any individual by -
 - a. delivering it to the person personally; or
 - b. leaving it at, or sending it by post to, the address of the place of residence or business of the person last known;

⁴Please make sure the respective items under this category are marked in the BoM for better clarity to bidders.

- c. on a body corporate by leaving it at, or sending it by post to, the registered office of the body corporate.
- b) When the procedure laid down in (a) above is followed, service shall be deemed to be effected by properly addressing, preparing and posting the document, notice or order, as the case may be.

7) **Scope of Supply**

Note: DEO may pl. specify the definition of goods (in this case it is preparation and supply of PER and EPIC, however, DEO must specifically define this in detail)

- 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 bidder shall not quote and supply and hardware/ software that is likely to be declared as End of Sale in next as earliest and End of Service/ Support for a period of as earliest from the last date of bid submission. OEMs are required to mention this in the MAF for all the quoted hardware/ software. If any of the hardware/ software is found to be declared as End of Sale/ Service/ Support, then the bidder shall replace all such hardware/ software with the latest ones having equivalent or higher specifications without any financial obligation to the purchaser.

8) **Delivery & Installation**

- a) Subject to the conditions of the contract, the delivery of the goods and completion of the related services shall be in accordance with the delivery and completion schedule specified in the bidding document. The details of supply/ shipping and other documents to be furnished by the successful/ selected bidder are specified in the bidding document and/ or contract.
- b) The contract for the supply can be repudiated at any time by the purchase officer, 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.
- c) The Supplier/ Selected Bidder shall arrange to supply, install and commission the ordered materials/ system as per specifications within the specified delivery/ completion period at various departments and/ or their offices/ locations mentioned in the PO/ WO.
- d) Shifting the place of Installation: The user will be free to shift the place of installation within the same city /town/ district/ division. The successful/ selected bidder shall provide

all assistance, except transportation, in shifting of the equipment. However, if the city/town is changed, additional charges of assistance in shifting and providing maintenance services for remaining period would be decided mutually.

9) **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 bidding document and/ or contract.

10) **Purchaser's Responsibilities**

- a) Whenever the supply of goods and related services requires that the Supplier/ Selected Bidder obtain permits, approvals, and import and other licenses from local public authorities, the Purchaser shall, if so required by the Supplier/ Selected Bidder, make its best effort to assist the Supplier/ Selected Bidder in complying with such requirements in a timely and expeditious manner.
- b) The Purchaser shall pay all costs involved in the performance of its responsibilities, in accordance with the general and special conditions of the contract.

11) **Contract Price**

- a) The Contract Price shall be paid as specified in the contract subject to any additions and adjustments thereto, or deductions there from, as may be made pursuant to the Contract.
- b) 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, with the exception of any price adjustments authorized in the special conditions of the contract.

12) **Recoveries from Supplier/ Selected Bidder**

- a) Recoveries of liquidated damages, short supply, breakage, rejected articles shall ordinary be made from bills.
- b) 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 amount of liquidated damages shall be recovered from his dues and security deposit available with the department.
- c) In case, recovery is not possible recourse will be taken under Rajasthan PDR Act or any other law in force.

13) Taxes & Duties

- a) The TDS, Raj-VAT, Service Tax etc., if applicable, shall be deducted at source as as per prevailing rates.
- b) The entry tax, if applicable shall be deducted at source and deposited in the government treasury in proper revenue receipt head of account.
- c) For goods supplied from outside India, the successful/ selected bidder shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the country.
- d) For goods supplied from within India, the successful/ selected bidder shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.
- e) Revision in VAT and Service Tax shall be on account of the procuring entity if it has been asked for separately in the financial bid and is not taken into account for the purpose of comparison of bids. If, however, they have not been asked for separately, any benefit or additional cost will be on account of the bidder. Revision of any other tax or duty shall be on account of the bidder.
- f) If any tax exemptions, reductions, allowances or privileges may be available to the successful/ selected bidder in India, the Purchaser shall use its best efforts to enable the successful/ selected bidder to benefit from any such tax savings to the maximum allowable extent.

14) 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 GOR 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 GOR.

15) 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 Supplier/ Selected Bidder may furnish to its Subcontractor, if permitted, such documents, data, and other information it receives from the Purchaser to the extent

required for the Subcontractor to perform its work under the Contract, in which event the Supplier/ Selected Bidder shall obtain from such Subcontractor an undertaking of confidentiality similar to that imposed on the Supplier/ Selected Bidder.

- c) The Purchaser shall not use such documents, data, and other information received from the Supplier/ Selected Bidder for any purposes unrelated to the Contract. Similarly, the Supplier/ Selected Bidder shall not use such documents, data, and other information received from the Purchaser for any purpose other than the design, procurement, or other work and services required for the performance of the Contract.
- d) The obligation of a party under sub-clauses above, however, shall not apply to information that: -
 - i. the Purchaser or Supplier/ Selected Bidder need to share with other institutions participating in the Contract;
 - ii. now or hereafter enters the public domain through no fault of that party;
 - iii. can be proven to have been possessed by that party at the time of disclosure and which was not previously obtained, directly or indirectly, from the other party; or
 - iv. otherwise lawfully becomes available to that party from a third party that has no obligation of confidentiality.
- e) 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.
- f) The provisions of this clause shall survive completion or termination, for whatever reason, of the Contract.

16) **Specifications and Standards**

- a) All articles supplied shall strictly conform to the specifications, trademark laid down in the bidding document and wherever articles have been required according to ISI/ ISO/ other applicable specifications/ certifications/ standards, those articles should conform strictly to those specifications/ certifications/ standards. The supply shall be of best quality and description. The decision of the competent authority/ purchase committee whether the articles supplied conform to the specifications shall be final and binding on the supplier/ selected bidder.
- b) Technical Specifications and Drawings
 - i. The Supplier/ Selected Bidder shall ensure that the goods and related services comply with the technical specifications and other provisions of the Contract.
 - ii. The Supplier/ Selected Bidder shall be entitled to disclaim responsibility for any design, data, drawing, specification or other document, or any modification thereof

provided or designed by or on behalf of the Purchaser, by giving a notice of such disclaimer to the Purchaser.

- iii. The goods and related services supplied under this Contract shall conform to the standards mentioned in bidding document and, when no applicable standard is mentioned, the standard shall be equivalent or superior to the official standards whose application is appropriate to the country of origin of the Goods.
- c) Wherever references are made in the Contract to codes and standards in accordance with which it shall be executed, the edition or the revised version of such codes and standards shall be those specified in the bidding document. During Contract execution, any changes in any such codes and standards shall be applied only after approval by the Purchaser and shall be treated in accordance with the general conditions of the contract.

17) 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.

18) Insurance

- a) The goods will be delivered at the destination go down in perfect condition. The Goods supplied under the Contract shall be fully insured against loss by theft, destruction or damage incidental to manufacture or acquisition, transportation, storage, fire, flood, under exposure to weather and delivery at the designated project locations, in accordance with the applicable terms. The insurance charges will be borne by the supplier and Purchaser will not be required to pay such charges if incurred.
- b) The goods will be delivered at the FOR destination in perfect condition.

19) Transportation

The supplier/ selected bidder shall be responsible for transport by sea, rail and road or air and delivery of the material in the good condition to the consignee at destination. In the event of any loss, damage, breakage or leakage or any shortage the bidder shall be liable to

make good such loss and shortage found at the checking/ inspection of the material by the consignee. No extra cost on such account shall be admissible.

20) **Inspection**

- a) The Purchase Officer or his duly authorized representative shall at all reasonable time have access to the supplier's/ selected bidder's premises and shall have the power at all reasonable time to inspect and examine the materials and workmanship of the goods/ equipment/ machineries during manufacturing process or afterwards as may be decided. Inspection shall be made at supplier's/ selected bidder's godown at Jaipur (at supplier's/ selected bidder's cost).
- b) The supplier/ selected bidder shall furnish complete address of the premises of his factory, office, go-down and workshop where inspection can be made together with name and address of the person who is to be contacted for the purpose.
- c) After successful inspection, it will be supplier's/ selected bidder's responsibility to dispatch and install the equipment at respective locations without any financial liability to the Purchaser. However, supplies when received at respective locations shall be subject to inspection to ensure whether they conform to the specification.

21) **Samples**

- a) When notified by the Purchaser to the supplier/ bidder/ selected bidder, **Bids for articles/ goods marked in the BoM⁵** shall be accompanied by four sets of samples of the articles quoted properly packed. Such samples if submitted personally will be received in the office. A receipt will be given for each sample by the officer receiving the samples. Samples if sent by train, etc., should be despatched freight paid and the R/R or G.R. should be sent under a separate registered cover. Samples for catering/ food items should be given in a plastic box or in polythene bags at the cost of the bidder.
- b) Each sample shall be marked suitably either by written on the sample or on a slip of durable paper securely fastened to the sample, the name of the bidder and serial number of the item, of which it is a sample in the schedule.
- c) Approved samples would be retained free of cost upto the period of six months after the expiry of the contract. District Election Officer (Collector) shall not be responsible for any damage, wear and tear or loss during testing, examination, etc., during the period these samples are retained.

The Samples shall be collected by the supplier/ bidder/ selected bidder on the expiry of stipulated period. District Election Officer (Collector) shall in no way make arrangements

⁵Please make sure the respective items under this category are marked in the BoM for better clarity to bidders.

to return the samples. The samples uncollected within 9 months after expiry of contract shall be forfeited by District Election Officer (Collector) and no claim for their cost, etc., shall be entertained.

- d) Samples not approved shall be collected by the unsuccessful bidder. District Election Officer (Collector) will not be responsible for any damage, wear and tear, or loss during testing, examination, etc., during the period these samples are retained. The uncollected samples shall be forfeited and no claim for their cost, etc., shall be entertained.
- e) Supplies when received maybe subject to inspection to ensure whether they conform to the specifications or with the approved samples. Where necessary or prescribed or practical, tests shall be carried out in Government laboratories, reputed testing house like STQC (ETDC) and the like and the supplies will be accepted only when the articles conform to the standard of prescribed specifications as a result of such tests.
- f) The supplier/ selected bidder shall at its own expense and at no cost to the Purchaser carry out all such tests and/ or inspections of the Goods and Related Services as are specified in the bidding document.

22) Drawl of Samples

In case of tests, wherever feasible, samples shall be drawn in four sets in the presence of selected bidder or his authorised representative and properly sealed in their presence. Once such set shall be given to them, one or two will be sent to the laboratories and/or testing house and the third or fourth will be retained in the office for reference and record.

23) Testing charges

Testing charges shall be borne by the Government. In case of test results showing that supplies are not upto the prescribed standards or specifications, the testing charges shall be payable by the selected bidder.

24) Rejection

- a) Articles not approved during inspection or testing shall be rejected and will have to be replaced by the selected bidder at his own cost within the time fixed by the Purchase Officer.
- b) If, however, due to exigencies of District Election Officer (Collector)'s work, such replacement either in whole or in part, is not considered feasible, the Purchase Officer after giving an opportunity to the selected bidder of being heard shall for reasons to be recorded, deduct a suitable amount from the approved rates. The deduction so made shall be final.
- c) The rejected articles shall be removed by the supplier/ bidder/ selected bidder within 15 days of intimation of rejection, after which Purchase Officer shall not be responsible for any loss, shortage or damage and shall have the right to dispose of such articles as he thinks fit, at the selected bidder's risk and on his account.

25) **Delivery period & Extent of Quantity – Repeat Orders**

- a) The time specified for delivery shall be deemed to be the essence of the contract and the successful bidder shall arrange supplies within the period on receipt of the firm order from the Purchase Officer.
- b) The selected bidder shall arrange supplies within the stipulated time period.
- c) If the orders are placed in excess of the quantities, the bidder shall be bound to meet the required supply. Repeat orders may also be placed on the rate and conditions given in the bidding document. If the bidder fails to do so, the Purchase Officer shall be free to arrange for the balance supply by limited tender or otherwise and the extra cost incurred shall be recoverable from the bidder.

26) **Freight**

- a) All goods must be sent freight paid through Railways or goods transport. If goods are sent freight to pay the freight together with departmental charge 5% of the freight will be recovered from the suppliers bill.
- b) R.R. should be sent under registered cover through Bank only.
- c) In case supply is desired to be sent by the purchase officer by passenger train, the entire railway freight will be borne by the bidder.
- d) Remittance charges on payment made shall be borne by the bidder.

27) **Payments**

FOR EPIC:

The Interim Payment will be made after the verification of EPICs, & data back up by the District Election Officer/ Electoral Registration Officer.

The payment will be made for only those verified defect free cards for which data is also verified by the District Election Officer/ Electoral Registration Officer. The due payment of firm will be made by this office as per the following schedule:

- 1. 85% due amount will be released after satisfactory supply of EPICs as interim payment.
- 2. 5% amount of due payment will be withhold against the possible rejection and it will be released at the time of finalizing the accounts.
- 3. 10% amount of due payment will be withhold against the computerized database and it will be released after verification of database by the SLA of Election Department (M/s Rajasthan Electronics & Instruments Limited, Jaipur). In case short data verified by the SLA, the amount of cards equal to short verification of data shall be deducted from above withhold amount.

For Rolls

On supply of one final laser printout of Draft Photo Electoral Rolls, Final Photo Electoral Rolls-2015 along with 7 sets of photo copy and 7 sets of PS-CD ROMs of Draft photo electoral rolls & Final Photo Electoral Rolls-2015, the percentage of amount that would be released after completion of work of each stage is as follows:-

S. no.	Stage of Payment	% of amount
1.	Draft Photo Electoral Rolls (Supplement-03 and existing FPER-2014 with Supplement-01 & 02): 70% interim Payment on delivery of following material: 1. Final laser printout of Draft Photo Electoral Rolls 2015(Supplement-03 and existing FPER-2014 with Supplement-01 & 02) 2. 7 photo copy sets of Draft Photo Electoral Rolls(Supplement-03 and existing FPER-2014 with Supplement-01 & 02) 3. 7 sets of AC wise PS CD ROM of DPER-2015 (Supplement-03 and existing FPER-2014 with Supplement-01 & 02)	(i) 70% interim payment (at the rate of per page) of final laser printout of Draft Photo Electoral Rolls-2015 (Supplement-03 and existing FPER-2014 with Supplement-01 & 02) (ii) 90% of the total cost of 7 photocopy sets of Draft Photo Electoral Rolls-2015(Supplement-03 and existing FPER-2014 with Supplement-01 & 02)
2.	Final Photo Electoral Rolls-2015 (Supplement-04) After supply of Final Photo Electoral Rolls-2015 & its 7 photo copy sets along with 7 sets of PS CD ROM Note: above 70% interim payment made earlier to the concerned contractor firm will be adjusted in this payment.	90% of total claim of one set final laser printout of Supplement-03+existing FPER-2014 and Supplement-04 (at the rate of per page) after adjustment of 70% interim payment made earlier against supply of Draft Photo Electoral Rolls-2015 at serial no 1 above. 90% of the total cost of 7 sets of photocopy of Final Photo Electoral Roll of Supplement-04
3.	Data Verification: Final payment after verification of data backup supplied by the Contractor on the basis of certificates issued by SLA of the Department.	Rest 10% amount withheld at serial no 1 & 2 above.

- The payment of laser print out sets of Supplement-03 & 04 will be calculated on the basis of number of pages in final laser printout of Supplement-03 & 04. No payment will be made for supply of checklists of Supplement-03 & 04 and 7 sets of PS CD ROMs. No extra payment will be made for reorganization of polling stations/sections, updating the addition, deletion & corrections of supplements etc. as mentioned in the scope of work.

All such intermediate payments shall be regarded as payments by way of advance against the final payments only and not as payments for work actually done and completed and shall not exclude the District Election Officer from requiring any bad, unsound imperfect or unskilful work to be removed or taken away and reconstructed or recreated nor shall any such payment be considered as an admission of the due performance of the contract or any part thereof in any respect of the occupying of any claims not shall it conclude determine or effect in any other way the powers of Chief Electoral Officer/District Election Officer as to the final settlement and adjustment of the accounts or otherwise or in any other way vary or effect the contract. All such payment will be considered as interim payment and will be settled at the time of finalizing the accounts.

28) **PENALTIES:**

I. Risk and Cost:

In case, the contractor doesn't commence the work as required by DEO within the stipulated period, the work can be allotted to other firm at the risk and cost of the contractor firm and his Performance Guarantee will be forfeited.

II. Liquidated Damages (LD):

- a) In case of extension in the delivery period with liquidated damages the recovery shall be made on the basis of following percentages of value of Stores with the bidder has failed to supply
- delay up to one fourth period of the prescribed delivery period: 2.5%
 - delay exceeding one fourth but not exceeding half of the prescribed period: 5.0%
 - delay exceeding half but not exceeding three fourth of the prescribed period: 7.5%
 - delay exceeding three fourth of the prescribed period: 10%
- b) Fraction of a day in reckoning period of delay in supplies shall be eliminated if it is less than half a day.
- c) The maximum amount of liquidated damages shall be 10% of the contract value.
- d) If the supplier requires an extension of time in completion of contractual supply on account of occurrence of any hindrance, he shall apply in writing to the authority, which has placed the supply order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.
- e) 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.

III. Incomplete Work:

(i) For EPIC

In case the contractor doesn't supply the defect free EPIC's equal to number of Electors Photographed in camps and the number of Form No. 6 & 8 provided to the bidder, the penalty on this a/c will be imposed as under:-

Quantum of Incomplete work = (Number of electors which are photographed in camps and scanned from Form No. 6 & 8 during this contract) - (Defect free cards verified by DEO/ERO or data backup verified by the DEO/SLA, whichever is lowest)

Penalty on account of incomplete work shall be calculated as under:

Penalty on account of incomplete work = Quantum of Incomplete work X 10% of per unit rate of PVC EPIC.

For example

(ii) For Rolls:

Any incomplete portion of work can be got completed through any other agency at the risk and cost of the contractor without cancelling the contract. The risk and cost shall be actual difference of rates or 10% of the cost of incomplete portion of work whichever is higher and it will be recoverable from the contractor.

In the event of action being taken as above, the contractor shall be liable to make good for any loss, which the Government of Rajasthan may sustain by reason of higher price, and / or any other administrative expenses incurred on the incomplete portion of work.

IV. FAILURE TO PROVIDE PHOTOGRAPHER SERVICES :

If contractor fails to provide photographer or adequate facilities required on the scheduled date and time at the photography centres to be organized at ERO headquarter, due to which photography programme have to be suspended or postponed, a penalty of Rs. 1000/- per day will be imposed on the contractor on this account.

V. RECOVERY OF DEFECTIVE CARD :

The cost of pre personalised PVC card issued from DEO to bidder, shall be deducted from the payment to be given to the bidder in the following conditions on the account of bidder:

1. In case of breakage,
2. In case of blurred printing, and
3. In case of incorrect printing of card

Note: Cost of the PVC card shall be the cost of centralised PVC card finalised at the level of Election Department

29) Bidders must make their own arrangements to obtain import licence, if necessary. If a bidder imposes conditions which are in addition to or in conflict with the conditions mentioned herein, his bid is liable to summary rejection. In any case none of such conditions will be deemed to have been accepted unless specifically mentioned in the letter of acceptance of bid issued by the Purchase Officer.

30) **Settlement of Disputes:** If any dispute arise out of the contract with regard to the interpretation, meaning and breach of the terms of the contract, the matter shall be referred

to by the Parties to the Head of the Department who will appoint his senior most deputy as the Sole Arbitrator of the dispute who will not be related to this contract and whose decision shall be final.

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

32) **Patent Indemnity**

a) The supplier/ selected bidder shall, subject to the Purchaser's compliance with sub-clause

b) below, indemnify and hold harmless the Purchaser and its employees and officers from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Purchaser may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract by reason of: -

- i. the installation of the Goods by the supplier/ selected bidder or the use of the Goods in the country where the Site is located; and
- ii. the sale in any country of the products produced by the Goods.

Such indemnity shall not cover any use of the Goods or any part thereof other than for the purpose indicated by or to be reasonably inferred from the Contract, neither any infringement resulting from the use of the Goods or any part thereof, or any products produced thereby in association or combination with any other equipment, plant, or materials not supplied by the supplier/ selected bidder, pursuant to the Contract.

c) If any proceedings are brought or any claim is made against the Purchaser arising out of the matters referred to above, the Purchaser shall promptly give the supplier/ selected bidder a notice thereof, and the supplier/ selected bidder may at its own expense and in the Purchaser's name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim.

d) If the supplier/ selected bidder fails to notify the Purchaser within thirty (30) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Purchaser shall be free to conduct the same on its own behalf.

e) The Purchaser shall, at the supplier's/ selected bidder's request, afford all available assistance to the supplier/ selected bidder in conducting such proceedings or claim, and shall be reimbursed by the supplier/ selected bidder for all reasonable expenses incurred in so doing.

- f) The Purchaser shall indemnify and hold harmless the supplier/ selected bidder and its employees, officers, and Subcontractors (if any) from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the supplier/ selected bidder may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract arising out of or in connection with any design, data, drawing, specification, or other documents or materials provided or designed by or on behalf of the Purchaser.

33) Limitation of Liability

Except in cases of gross negligence or wilful misconduct: -

- a) neither party shall be liable to the other party for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier/ selected bidder to pay liquidated damages to the Purchaser; and
- b) the aggregate liability of the supplier/ selected bidder to the Purchaser, whether under the Contract, in tort, or otherwise, shall not exceed the amount specified in the Contract, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment, or to any obligation of the supplier/ selected bidder to indemnify the Purchaser with respect to patent infringement.

34) Force Majeure

- a) The supplier/ selected bidder shall not be liable for forfeiture of its PSD, LD, or termination for default if and to the extent that it's delay in performance or other failure 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 District Election Officer (Collector) in writing of such conditions and cause thereof within 15 days of occurrence of such event. Unless otherwise directed by District Election Officer (Collector), 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 District Election Officer (Collector), the District Election Officer (Collector) may take the case with the supplier/ selected bidder on similar lines.

35) Change Orders and Contract Amendments

The Purchaser (as per ECI guidelines) may at any time order the supplier/ selected bidder through Notice to make changes viz. drawings or designs or specifications or formats or anything in the subject matter without impacting the cost of project where Goods to be furnished under the Contract are to be specifically prepared and supplied for the Purchaser.

36) Termination

a) Termination for Default

- i. The procuring entity may, without prejudice to any other remedy for breach of contract, by written a written notice of default of at least 30 days sent to the supplier/ selected bidder, terminate the contract in whole or in part: -
 - a. If the supplier/ selected bidder fails to deliver any or all quantities of the service within the time period specified in the contract, or any extension thereof granted by District Election Officer (Collector); or
 - b. If the supplier/ selected bidder fails to perform any other obligation under the contract within the specified period of delivery of service or any extension granted thereof; or
 - c. If the supplier/ selected bidder, in the judgement of the Purchaser, is found to be engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the contract.
 - d. If the supplier/ selected bidder commits breach of any condition of the contract.
- ii. If District Election Officer (Collector) terminates the contract in whole or in part, amount of PSD may be forfeited.
- iii. Before cancelling a contract and taking further action, advice of senior most finance person available in the office and of legal adviser or legal assistant posted in the office, if there is one, may be obtained.

b) Termination for Insolvency

District Election Officer (Collector) may at any time terminate the Contract by giving a written notice of at least 30 days to the supplier/ selected bidder, if the supplier/ selected

bidder becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the supplier/ selected bidder, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to District Election Officer (Collector).

c) Termination for Convenience

District Election Officer (Collector), by a written notice of at least 30 days sent to the supplier/ selected bidder 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 Purchaser's convenience, the extent to which performance of the supplier/ selected bidder under the Contract any other new requirement or work/job emerged which is not covered in the existing work mentioned in the bid, is terminated, and the date upon which such termination becomes effective.

37) Exit Management

DEO may modify this clause under RTPP Rules and requirement in detail consciously.

a) Preamble

- i. The word 'parties' include the procuring entity and the selected bidder.
- ii. This Schedule sets out the provisions, which will apply on expiry or termination of the Project Implementation and Operations and Management of SLA.
- iii. In the case of termination of the Project Implementation and/ or Operation and Management SLA due to illegality, the Parties shall agree at that time whether, and if so during what period, the provisions of this Schedule shall apply.
- iv. The Parties shall ensure that their respective associated entities carry out their respective obligations set out in this Exit Management Schedule.

b) Transfer of Assets

- i. The selected bidder may continue work on the assets for the duration of the exit management period which may be a <six months> period from the date of expiry or termination of the agreement, if required by District Election Officer (Collector) to do so. During this period, the selected bidder will transfer all the assets in good working condition and as per the specifications of the bidding document including the ones being upgraded to the department/ designated agency. The security deposit/ performance security submitted by selected bidder will only be returned after the successful transfer of the entire project including its infrastructure.
- ii. The selected bidder, if not already done, will transfer all the Software Licenses under the name of the DEO, Bharatpur as desired by the procuring entity during the exit management period.

- iii. District Election Officer (Collector) during the project implementation phase and the operation and management phase shall be entitled to serve notice in writing to the selected bidder at any time during the exit management period requiring the selected bidder to provide District Election Officer (Collector) or its nominated agencies with a complete and up-to-date list of the assets within 30 days of such notice.
- iv. Upon service of a notice, as mentioned above, the following provisions shall apply: -
 - a. In the event, if the assets which to be transferred to District Election Officer (Collector) mortgaged to any financial institutions by the selected bidder, the selected bidder shall ensure that all such liens and liabilities have been cleared beyond any doubt, prior to such transfer. All documents regarding the discharge of such lien and liabilities shall be furnished to District Election Officer (Collector) or its nominated agencies.
 - b. All title of the assets to be transferred to District Election Officer (Collector) or its nominated agencies pursuant to clause(s) above shall be transferred on the last day of the exit management period. All expenses occurred during transfer of assets shall be borne by the selected bidder.
 - c. That on the expiry of this clause, the selected bidder and any individual assigned for the performance of the services under this clause shall handover or cause to be handed over all confidential information and all other related material in its possession, including the entire established infrastructure supplied by selected bidder to District Election Officer (Collector).
 - d. That the products and technology delivered to District Election Officer (Collector) during the contract term or on expiry of the contract duration should not be sold or re-used or copied or transferred by selected bidder to other locations apart from the locations mentioned in the this bidding document without prior written notice and approval of District Election Officer (Collector). Supplied hardware, software & documents etc., used by selected bidder for District Election Officer (Collector) shall be the legal properties of District Election Officer (Collector).
- c) Cooperation and Provision of Information during the exit management period
 - i. The selected bidder will allow District Election Officer (Collector) or its nominated agencies access to the information reasonably required to define the current mode of operation associated with the provision of the services to enable District Election Officer (Collector) or its nominated agencies to assess the existing services being delivered.
 - ii. The selected bidder shall provide access to copies of all information held or controlled by them which they have prepared or maintained in accordance with the Project Implementation, the Operation and Management SLA and SOWs relating to

any material aspect of the services provided by the selected bidder. District Election Officer (Collector) or its nominated agencies shall be entitled to copy all such information comprising of details pertaining to the services rendered and other performance data. The selected bidder shall permit District Election Officer (Collector) or its nominated agencies and/ or any replacement operator to have reasonable access to its employees and facilities as reasonably required by District Election Officer (Collector) or its nominated agencies to understand the methods of delivery of the services employed by the selected bidder and to assist appropriate knowledge transfer.

d) Confidential Information, Security and Data

The selected bidder will promptly on the commencement of the exit management period supply to District Election Officer (Collector) or its nominated agencies the following:

- i. Documentation relating to Intellectual Property Rights;
- ii. Project related data and confidential information;
- iii. All current and updated data as is reasonably required for purposes of District Election Officer (Collector) or its nominated agencies transitioning the services to its replacement selected bidder in a readily available format nominated by District Election Officer (Collector) or its nominated agencies; and
- iv. All other information (including but not limited to documents, records and agreements) relating to the services reasonably necessary to enable District Election Officer (Collector) or its nominated agencies, or its replacement operator to carry out due diligence in order to transition the provision of the services to District Election Officer (Collector) or its nominated agencies, or its replacement operator (as the case may be).
- v. Before the expiry of the exit management period, the selected bidder shall deliver to District Election Officer (Collector) or its nominated agencies all new or up-dated materials from the categories set out above and shall not retain any copies thereof, except that the selected bidder shall be permitted to retain one copy of such materials for archival purposes only.

e) Transfer of certain agreements

- i. On request by Procuring entity or its nominated agencies, the selected bidder shall effect such assignments, transfers, innovations, licenses and sub-licenses as Procuring entity or its nominated agencies may require in favour of procuring entity or its nominated agencies, or its replacement operator in relation to any equipment lease, maintenance or service provision agreement between selected bidder and third party leasers, operators, or operator, and which are related to the services and

reasonably necessary for carrying out of the replacement services by District Election Officer (Collector) or its nominated agencies, or its replacement operator.

- ii. Right of Access to Premises: At any time during the exit management period and for such period of time following termination or expiry of the SLA, where assets are located at the selected bidder's premises, the selected bidder will be obliged to give reasonable rights of access to (or, in the case of assets located on a third party's premises, procure reasonable rights of access to District Election Officer (Collector) or its nominated agencies, and/ or any replacement operator in order to inventory the assets.

f) General Obligations of the selected bidder

- i. The selected bidder shall provide all such information as may reasonably be necessary to effect as seamless during handover as practicable in the circumstances to District Election Officer (Collector) or its nominated agencies or its replacement operator and which the operator has in its possession or control at any time during the exit management period.
- ii. The selected bidder shall commit adequate resources to comply with its obligations under this Exit Management Clause.

g) Exit Management Plan

- i. The selected bidder shall provide District Election Officer (Collector) or its nominated agencies with a recommended exit management plan ("Exit Management Plan") which shall deal with at least the following aspects of exit management in relation to the SLA as a whole and in relation to the Project Implementation, the Operation and Management SLA and SOWs.
- ii. A detailed program of the transfer process that could be used in conjunction with a replacement operator including details of the means to be used to ensure continuing provision of the services throughout the transfer process or until the cessation of the services and of the management structure to be used during the transfer; and
- iii. Plans for the communication with such of the selected bidder's, staff, suppliers, customers and any related third party as are necessary to avoid any material detrimental impact on District Election Officer (Collector) operations as a result of undertaking the transfer; and
- iv. If applicable, proposed arrangements and Plans for provision of contingent support in terms of business continuance and hand holding during the transition period, to District Election Officer (Collector) or its nominated agencies, and Replacement Operator for a reasonable period, so that the services provided continue and do not come to a halt.

- v. The Bidder shall re-draft the Exit Management Plan annually after signing of contract to ensure that it is kept relevant and up to date.
- vi. Each Exit Management Plan shall be presented by the selected bidder to and approved by District Election Officer (Collector) or its nominated agencies.
- vii. In the event of termination or expiry of SLA, Project Implementation, Operation and Management SLA or SOWs each party shall comply with the Exit Management Plan.
- viii. During the exit management period, the selected bidder shall use its best efforts to deliver the services.
- ix. Payments during the Exit Management period shall be made in accordance with the Terms of Payment Clause.
- x. It would be the responsibility of the selected bidder to support new operator during the transition period.

c) SPECIAL TERMS AND CONDITIONS OF TENDER & CONTRACT

1) Service Level Standards/ Requirements/ Agreement

DEO will determine following SLA table with penalty consciously (looking to the cost of component v/s cost of total bid) which shall not be more than 10% other than LD imposed, if any:-

S.No.	Deliverable/Component	Date of Supply	In case of late delivery, mention penalty % on total cost of the component
1.			
2.			
3.			
4.			
5.			
6.			

2) Change Requests/ Management

- a) An institutional mechanism will be set up for taking decisions regarding requests for changes. The Purchase Committee will set up a Change Control Committee with members from the procurement agency and the selected bidder. If it is unable to reach an agreement, the decision of the Purchase Committee will be final.
- b) District Election Officer (Collector) may at any time, by a written order given to the bidder , make changes within the general scope of the Agreement in any one or more of the following: -
 - ✓ Designs, specifications, requirements which software or service to be provided under the Agreement are to be specifically developed and rendered for District Election Officer (Collector).
 - ✓ The method of deployment, shipping or packing.
 - ✓ Schedule for Installation Acceptance.

- ✓ The place of delivery and/or the services to be provided by the bidder.
- c) The change request/ management procedure will follow the following steps: -
- ✓ Identification and documentation of the need for the change - The information related to initiator, initiation date and details of change required and priority of the change will be documented by District Election Officer (Collector).
 - ✓ Analysis and evaluation of the Change Request - Impact of the change in terms of the estimated effort, changed schedule, cost and the items impacted will be and documented by the bidder.
 - ✓ Approval or disapproval of the change request – District Election Officer (Collector) will approve or disapprove the change requested including the additional payments for software development, quoted man-month rate shall be used for cost estimation, efforts of all technical resources- project manager, analyst, software developer, testing engineer, database architecture etc shall be taken into account for total man-month estimation to carry out the s/w development resulting from the change request. For all technical resources irrespective of their experience and specialisation, the quoted man-month rate shall be used. Efforts of support staff shall not be taken into consideration for this purpose.
 - ✓ Implementation of the change – The change will be implemented in accordance to the agreed cost, effort, and schedule by the selected bidder.
 - ✓ Verification of the change - The change will be verified by District Election Officer (Collector) on implementation of the change request.
- d) All changes outside the scope of supplies agreed to herein which may have likely financial implications in terms of the overall cost/ time of the project shall be undertaken by SI only after securing the express consent of District Election Officer (Collector). In the event that the consent of District Election Officer (Collector) is not received then the change will not be carried out.
- S.R 16 of GF&AR part-II under (rule-68) shall be a part of the terms & conditions. The bidder shall abide by the aforesaid.
- e) While approving any change request, if required, District Election Officer (Collector) may ask the bidder to deploy the required resources on-site.
- f) If any such change outside the scope of supplies agreed to herein causes an increase or decrease in cost of, or the time required for, firm's performance of any provisions under the Agreement, equitable adjustments shall be made in the Agreement Price or Delivery Schedule, or both, and the Agreement shall accordingly be amended. Any claims by firm for adjustment under this must be asserted within 30 (thirty) days from the date of SI receiving the District Election Officer (Collector) change order which shall not be unreasonably withheld or delayed.

ANNEXURE-1: BILL OF MATERIAL (BoM)

Services/Items
1. Preparation and supply of Photo Electoral Roll-2015
2. Photocopy of Photo Electoral Roll-2015
3. Preparation and supply of PVC EPIC cards of: Left out, Addition, and replacement cards

ANNEXURE-3: PRE-BID QUERIES FORMAT (to be filled by the bidder)

Name of the Company/Firm: _____

Bidding Document Fee Receipt No. _____ Dated _____ for Rs. _____/-

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

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

Company/Firm Contacts:

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

Query / Clarification Sought:

S.No.	RFP Page No.	RFP Rule No.	Rule Details	Query/ Clarification	Suggestion/

Note: - Queries must be strictly submitted only in the prescribed format (.XLS/ .XLSX/ .ODF). Queries not submitted in the prescribed format will not be considered/ responded at all by the procuring entity. Also, kindly attach the coloured scanned copy of the receipt towards the submission of the bidding/ tender document fee.

ANNEXURE-4: BIDDER'S AUTHORIZATION CERTIFICATE (to be filled by the bidder)

To,
District Election Officer (Collector),

I/ We {Name/ Designation} hereby declare/ certify that {Name/ Designation} is hereby authorized to sign relevant documents on behalf of the company/ firm in dealing with NIBreferenceNo. _____ dated _____. He/ She is also authorized to attend meetings & submit technical & commercial information/ clarifications as may be required by you in the course of processing the Bid. For the purpose of validation, his/ her verified signatures are as under.

Thanking you,

Name of the Bidder: -
Authorised Signatory: -
Seal of the Organization: -
Date: _____
Place: _____

Verified Signature:

ANNEXURE-5: SELF-DECLARATION {to be filled by the bidder}

To,
District Election Officer (Collector),

In response to the NIB Ref. No. _____ dated _____ for
{Project Title}, as an Owner/ Partner/ Director/ Auth. Sign.of
_____, I/ We hereby declare that presently our Company/
firm _____, at the time of bidding, :-

- a) possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
- b) 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) is having 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.
- d) does not have any previous transgressions with any entity in India or any other country during the last three years
- e) does not have any debarment by any other procuring entity
- f) is not insolvent in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and is not the subject of legal proceedings for any of the foregoing reasons;
- g) does 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;
- h) does not have a conflict of interest as mentioned in the bidding document which materially affects the fair competition.
- i) Will comply with the code of integrity as specified in the bidding document.

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 GoR, 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 Organization: -
Date: _____
Place: _____

ANNEXURE-6: CERTIFICATE OF CONFORMITY/ NO DEVIATION{to be filled by the bidder}

To,
District Election Officer (Collector),

CERTIFICATE

This is to certify that, the specifications of Hardware & Software 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 bidding document and that there are no deviations of any kind from the requirement specifications.

Also, I/ we have thoroughly read the bidding document 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.

I/ We also certify that the price I/ we have quoted is inclusive of all the cost factors involved in the end-to-end implementation and execution of the project, to meet the desired Standards set out in the bidding Document.

Thanking you,

Name of the Bidder: -

Authorised Signatory: -

Seal of the Organization: -

Date: _____

Place: _____

ANNEXURE-7: DECLARATION BY BIDDER {to signed by selected bidder}

I/We declare that I am/we are bonafide/Manufacturers/Whole Sellers/Sole distributor/Authorised dealer/dealers/sole selling/Marketing agent in the goods/stores/equipment for which I/We have quoted.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/our security may be forfeited in full and the bid, if any, to the extent accepted may be cancelled.

Name of the Bidder: -

Authorised Signatory: -

Seal of the Organization: -

Date: _____

Place: _____

FINANCIAL BID COVER LETTER &FORMAT COVER LETTER

{to be submitted by the bidder on his Letter head}

To,

The District Election Officer (Collector),

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.

I / We undertake that the prices are in conformity with the specifications prescribed. The quote/ price are inclusive of all cost likely to be incurred for executing this work. The prices are inclusive of all type of govt. taxes/dutie

I / We undertake, if our bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the schedule of Requirements.

I/ We hereby declare that in case the contract is awarded to us, we shall submit the contract performance guarantee as prescribed in the bidding document.

I / We agree to abide by this bid for a period of _____ 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.

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.

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.

We understand that you are not bound to accept the lowest or any bid you may receive.

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.

Date:

Authorized Signatory

Name:

Designation:

Financial Bid for the Mentioned Contract Period

{to be submitted by the bidder only in BoQ format (.XLS) available at eProc portal}

A) For Photo Electoral Rolls-2014-2015& 2015-2016

S.No.	Item No. and Description	Unit	Qty	Per unit cost in INR	Please also specify the Service Tax in percentage (%)	Service Tax in INR	Tax in INR	Per unit Cost in INR
		A	B	C	D	E	F	F=C+F
1.	Printing and supply of supplement-03 of continuous updation for the period from LSE General Election 2014 to 31.3.2016 (1) Checklist (2) One laser printout (Single side, single page)	LS page	As per Requirement					
2.	One set laser printout (Single side, single page) of existing Final Photo Electoral Rolls-2014 with Supplement-01&02 from computerised data	page	As per Requirement					
3.	Printing and supply of Supplement-04 after Draft Publication-2015 (1) Checklist (2) One laser printout (Single side, single page)	LS page	As per Requirement					

S.No.	Item No. and Description	Unit	Qty	Per unit cost in INR	Please also specify the Service Tax in percentage (%)	Service Tax in INR	Tax in INR	Per unit Cost in INR
		A	B	C	D	E	F	F=C+F
4.	<p>7 sets of Photocopies of Rolls (per A4 size on white paper of 75 GSM thickness)</p> <p><u>SINGLE SIDE</u></p> <p>(1) Supplement-03 of continuous updation Page</p> <p>(2) Existing Final Photo Electoral Rolls-2014 with Supplement-01&02 Page</p> <p>(3) Supplement-04 after Draft Publication-2015 Page</p> <p><u>BOTH SIDE</u></p> <p>(1) Supplement-03 of continuous updation Page</p> <p>(2) Existing Final Photo Electoral Rolls-2014 with Supplement-01&02 Page</p> <p>(3) Supplement-04 after Draft Publication-2015 Page</p>		As per Requirement					
5.	7 sets of PS-CD ROM of Draft Photo Electoral Rolls-2015 and Final Photo Electoral Rolls with Supplements to DEO	CD	7	included				
6.	<p>Backup on DVDs containing PER-2015 data each:</p> <p>1. For Election Dept. DVD 1 Included</p> <p>2. For DEO DVD 1 Included</p> <p>3. For SLA DVD 1 included</p> <p>Bidder is to deliver these DVDs to the respective destination as mentioned above</p>							
Total A (In Figures) – Rs.								
Total A (In Words) – Rs.								

Note:

1. The successful bidder will execute the work as per the work defined in the bid document; however in special circumstances ECI/ED may issue some special guidelines for the preparation and supply of PER, these shall have to be incorporated/executed by the bidder without any cost and in the time period given, if any.
2. The work to be done as mentioned in the bid document in a year shall also be repeated in the next year unless and until specific special directions, if any.
3. All the above rates quoted are FOR O/o Procurement Entity and all other charges/taxes are inclusive.

B) <For PVC EPIC Cards>

S.No.	Item No. and Description	Unit	Qty	Per unit Cost in INR	Please also specify the Service Tax in percentage (%)	Service Tax in INR	Tax in INR	Per unit Cost in INR
		A	B	C	D	E	F	F=C+F
1.	Rate of printed personalized data of voter on supplied pre-personalized PVC EPIC cards	Card						
2.	Checklist of prepared PVC EPICs	LS	LS	included	LS	LS	LS	LS
3.	Backup on DVDs containing PVC EPIC data each: 1. For Election Dept. 2. For DEO 3. For SLA Bidder is to deliver these DVDs to the respective destination as mentioned above	LS	LS	included	LS	LS	LS	LS
4.	Intimation Slips of Left Out Electors	LS	LS	included	LS	LS	LS	LS
Total B (In Figures) – Rs.								
Total B (In Words) – Rs.								

Note:

1. The successful bidder will execute the work as per the work defined in the bid document, however in special circumstances ECI/ED may issue some special guidelines for the preparation and supply of EPIC, these shall have to be incorporated/executed by the bidder without any cost and in the time period given, if any.
2. All the above rates quoted are FOR O/o Procurement Entity and all other charges/taxes are inclusive.

Financial Summary A & B:

S.No.	Item No. and Description	Unit	Qty	Per unit Cost in INR	Please also specify the Service Tax in percentage (%)	Service Tax in INR	Tax in INR	Per unit Cost in INR
		A	B	C	D	E	F	F=C+F
A) <For Photo Electoral Rolls-2015& 2016>								
Total A (In Figures) – Rs.								
Total A (In Words) – Rs.								
B) <For PVC EPIC Cards>								
Total B (In Figures) – Rs.								
Total B (In Words) – Rs.								
Project Total B (In Figures) – Rs.								
Project Total B (In Words) – Rs.								

ANNEXURE-12: BANK GUARANTEEFORMAT{to be submitted by the bidder's bank}

BANK GUARANTEE FORMAT –BID SECURITY

(To be stamped in accordance with Stamp Act and to be issued by a Nationalised/ Scheduled bank having its branch at Jaipur and payable at par at Jaipur, Rajasthan)

To,
District Election Officer (Collector),

Sir,

1. In accordance with your Notice Inviting Bid for <please specify the project title> vide NIB reference no. <please specify>M/s. (Name & full address of the firm) (Hereinafter called the "Bidder") hereby submits the Bank Guarantee to participate in the said procurement/ bidding process as mentioned in the bidding document.

It is a condition in the bidding documents that the Bidder has to deposit Bid Security amounting to <Rs. _____ (Rupees <in words>)> in respect to the NIB Ref. No. _____ dated _____ issued by District Election Officer (Collector), _____, Rajasthan (hereinafter referred to as "District Election Officer (Collector)") by a Bank Guarantee from a Nationalised Bank/ Scheduled Commercial Bank having its branch at Jaipur irrevocable and operative till the bid validity date(i.e. <please specify> days from the date of submission of bid). It may be extended if required in concurrence with the bid validity.

And whereas the Bidder desires to furnish a Bank Guarantee for a sum of <Rs. _____ (Rupees <in words>)> to the District Election Officer (Collector) as earnest money deposit.

2. Now, therefore, we the (Bank), a body corporate constituted under the Banking Companies (Acquisition and Transfer of Undertaking) Act. 1969 (delete, if not applicable) and branch Office at..... (hereinafter referred to as the Guarantor) do hereby undertake and agree to pay forthwith on demand in writing by the District Election Officer (Collector) of the said guaranteed amount without any demur, reservation or recourse.
3. We, the aforesaid bank, further agree that the District Election Officer (Collector) shall be the sole judge of and as to whether the Bidder has committed any breach or breaches of any of the terms costs, charges and expenses caused to or suffered by or that may be caused to or suffered by the District Election Officer (Collector) on account thereof to the extent of the Earnest Money required to be deposited by the Bidder in respect of the said biddingdocument and the decision of the District Election Officer (Collector) that the Bidder has committed such breach or breaches and as to the amount or amounts of loss, damage, costs, charges and expenses caused to or suffered by or that may be caused to or suffered by the District Election Officer (Collector) shall be final and binding on us.

4. We, the said Bank further agree that the Guarantee herein contained shall remain in full force and effect until it is released by the District Election Officer (Collector) and it is further declared that it shall not be necessary for the District Election Officer (Collector) to proceed against the Bidder before proceeding against the Bank and the Guarantee herein contained shall be invoked against the Bank, notwithstanding any security which the District Election Officer (Collector) may have obtained or shall be obtained from the Bidder at any time when proceedings are taken against the Bank for whatever amount that may be outstanding or unrealized under the Guarantee.

5. Any notice by way of demand or otherwise hereunder may be sent by special courier, telex, fax, registered post or other electronic media to our address, as aforesaid and if sent by post, it shall be deemed to have been given to us after the expiry of 48 hours when the same has been posted.

6. If it is necessary to extend this guarantee on account of any reason whatsoever, we undertake to extend the period of this guarantee on the request of our constituent under intimation to you.

7. The right of the District Election Officer (Collector) to recover the said amount of **<Rs. _____ (Rupees <in words>)>** from us in manner aforesaid will not be precluded/ affected, even if, disputes have been raised by the said M/s.(Bidder) and/ or dispute or disputes are pending before any court, authority, officer, tribunal, arbitrator(s) etc..

8. Notwithstanding anything stated above, our liability under this guarantee shall be restricted to **<Rs. _____ (Rupees <in words>)>** and our guarantee shall remain in force till bid validity period i.e. **<please specify>** days from the last date of bid submission and unless a demand or claim under the guarantee is made on us in writing within three months after the Bid validity date, all your rights under the guarantee shall be forfeited and we shall be relieved and discharged from all liability there under.

9. This guarantee shall be governed by and construed in accordance with the Indian Laws and we hereby submit to the exclusive jurisdiction of courts of Justice in India for the purpose of any suit or action or other proceedings arising out of this guarantee or the subject matter hereof brought by you may not be enforced in or by such court.

10. We hereby confirm that we have the power/s to issue this Guarantee in your favor under the Memorandum and Articles of Association/ Constitution of our bank and the undersigned is/are the recipient of authority by express delegation of power/s and has/have full power/s to execute this guarantee under the Power of Attorney issued by the bank in your favour.

Date (Signature)

Place (Printed Name)

(Designation)

(Bank's common seal)

In presence of:

WTTNESS (with full name, designation, address & official seal, if any)

(1)

.....

(2)

.....

Bank Details

Name & address of Bank :

Name of contact person of Bank:

Contact telephone number:

GUIDELINES FOR SUBMISSION OF BANK GUARANTEE

The Bank Guarantee shall fulfil the following conditions in the absence of which they cannot be considered valid: -

1. Bank Guarantee shall be executed on non- judicial stamp paper of applicable value purchased in the name of the bank.
2. Two persons should sign as witnesses mentioning their full name, designation, address and office seal (if any).
3. The Executor (Bank Authorities) may mention the power of attorney No. and date of execution in his/ her favour authorizing him/ her to sign the document. The Power of Attorney to be witnessed by two persons mentioning their full name and address.
4. The Bank Guarantee should be executed by a Nationalised Bank/ Scheduled Commercial Bank only.
5. Non – Judicial stamp paper shall be used within 6 months from the date of Purchase of the same. Bank Guarantee executed on the non-judicial stamp paper after 6 (six) months of the purchase of such stamp paper shall be treated as non-valid.
6. The contents of Bank Guarantee shall be strictly as per format prescribed by District Election Officer (Collector)
7. Each page of Bank Guarantee shall bear signature and seal of the Bank and B.G. number.
8. All corrections, deletions etc. in the Bank Guarantee should be authenticated by signature of Bank Officials signing the Bank Guarantee.
9. Bank should separately send through registered post/courier a certified copy of Bank Guarantee, mentioning Bid reference, Bid title and bidder name, directly to the Purchaser at the following address:

BANK GUARANTEE FORMAT – PERFORMANCE SECURITY (PBG)

(To be stamped in accordance with Stamp Act and on a Stamp Paper purchased from Rajasthan State only and to be issued by a Nationalised/ Scheduled bank having its branch at Jaipur and payable at par at Jaipur, Rajasthan)

To,
District Election Officer (Collector),

1. In consideration of the Department of IT&C, Govt. of Rajasthan (hereinafter called "District Election Officer (Collector)") having agreed to exempt M/s(hereinafter called "the said Contractor(s)" from the demand, under the terms and conditions of an Work Order No.....datedmade between the District Election Officer (Collector) and(Contractor) for the work of Security Deposit for the due fulfilment by the said Contractor (s) of the terms and conditions contained in the said work order, on production of a Bank Guarantee for Rs.....(Rupeesonly), we(indicate the name of the Bank), (hereinafter referred to as "the Bank") at the request ofContractor(s) do hereby undertake to pay to the District Election Officer (Collector),_____ an amount not exceeding Rs.....(Rupees.....only) on demand.
2. We..... (Indicate the name of Bank), do hereby undertake to pay Rs..... (Rupees.....only), the amounts due and payable under this guarantee without any demur or delay, merely on a demand from the District Election Officer (Collector). Any such demand made on the bank by the District Election Officer (Collector)shall be conclusive as regards the amount due and payable by the Bank under this guarantee. The Bank Guarantee shall be completely at the disposal of the District Election Officer (Collector)and We..... (Indicate the name of Bank), bound ourselves with all directions given by District Election Officer (Collector)regarding this Bank Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs..... (Rupees.....only).
3. We.....(indicate the name of Bank), undertake to pay to the District Election Officer (Collector)any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any Court or Tribunal or Arbitrator etc. relating thereto, our liability under these presents being absolute, unequivocal and unconditional.
4. We.....(indicate the name of Bank) further agree that the performance guarantee herein contained shall remain in full force and effective up to <DATE> and that it shall continue to be enforceable for above specified period till all the dues of District Election Officer (Collector)under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till the District Election Officer (Collector)certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharges this guarantee.
5. We(indicate the name of Bank) further agree with the District Election Officer (Collector)that the District Election Officer (Collector)shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said work order or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the

powers exercisable by the District Election Officer (Collector) against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said work order and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of the District Election Officer (Collector) or any indulgence by the District Election Officer (Collector) to the said Contractor(s) or by any such matter or thing whatsoever which would but for this provision, have effect of so relieving us.

6. The liability of..... (indicate the name of Bank), under this guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s).
7. We (indicate the name of Bank), lastly undertake not to revoke this guarantee except with the previous consent of the District Election Officer (Collector) in writing.
8. This performance Guarantee shall remain valid and in full effect, until it is decided to be discharged by the District Election Officer (Collector). Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs..... (Rupees.....only).
9. It shall not be necessary for the District Election Officer (Collector) to proceed against the contractor before proceeding against the Bank and the guarantee herein contained shall be enforceable against the Bank notwithstanding any security which the District Election Officer (Collector), _____ may have obtained or obtain from the contractor.
10. We (indicate the name of Bank) verify that we have a branch at Jaipur, Rajasthan. We undertake that this Bank Guarantee shall be payable at any of its branch at Jaipur, Rajasthan. If the last day of expiry of Bank Guarantee happens to be a holiday of the Bank, the Bank Guarantee shall expire on the close of the next working day.
11. We hereby confirm that we have the power(s) to issue this guarantee in your favour under the memorandum and articles of Association/constitution of our bank and the undersigned is/are the recipient of authority by express delegation of power(s) and has/have full power(s) to execute this guarantee for the power of attorney issued by the bank.

Dated.....day of.....For and on behalf of the <Bank> (indicate the Bank)

Signature

(Name & Designation)

Bank's Seal

The above performance Guarantee is accepted by the District Election Officer (Collector)
For and on behalf of the District Election Officer (Collector)

Signature

(Name & Designation)

ANNEXURE-13: DRAFT AGREEMENT FORMAT (to be mutually signed by selected bidder and procuring entity)

This Contract is made and entered into on this _____ day of _____, 2013 by and between District Election Officer (Collector), _____ (herein after referred to as Purchaser/ District Election Officer (Collector)) which term or expression, unless excluded by or repugnant to the subject or context, shall include his successors in office and assignees on ONE PART

And

M/s _____, a company registered under with its registered office at _____ (herein after referred as the "Successful Bidder/ Supplier") which term or expression, unless excluded by or repugnant to the subject or context, shall include his successors in office and assignees on the OTHER PART.

Whereas,

Purchaser is desirous of appointing an agency for <project title> as per the Scope of Work and Terms and Conditions as set forth in the RFP document dated of **NIB** No _____>.

And whereas

represents that it has the necessary experience for carrying out the overall work as referred to herein and has submitted a bid and subsequent clarifications for providing the required services against said and RFP document issued in this regard, in accordance with the terms and conditions set forth herein and any other reasonable requirements of the Purchaser from time to time.

And whereas

Purchaser has accepted the bid of **supplier** and has placed the Work Order vide Letter No. _____ dated _____, on which M/s _____ has given their acceptance vide their Letter No. _____ dated _____.

And whereas

The supplier has deposited a sum of Rs. _____/- (Rupees _____) in the form of _____ ref no. _____ dated _____ of _____ Bank and valid up to _____ as security deposit for the due performance of the contract.

Now it is hereby agreed to by and between both the parties as under: -

1. The **NIB** Ref. No. _____ dated _____ and RFP document dated _____ issued by District Election Officer (Collector) along with its enclosures/ annexures, wherever applicable, are deemed to be taken as part of this contract and are binding on both the parties executing this contract.
2. In consideration of the payment to be made by District Election Officer (Collector) to **supplier** at the rates set forth in the work order no. _____ dated _____ will duly supply the said articles set forth in "Annexure-I: Bill of Material" thereof and provide related

services in the manner set forth in the RFP, along with its enclosures/ annexures and Technical Bid along with subsequent clarifications submitted by supplier.

3. The District Election Officer (Collector) do hereby agree that if supplier shall duly supply the said articles and provide related services in the manner aforesaid observe and keep the said terms and conditions of the RFP and Contract, the District Election Officer (Collector) will pay or cause to be paid to supplier, at the time and the manner set forth in the said conditions of the RFP, the amount payable for each and every project milestone & deliverable. The mode of Payment will be as specified in the RFP document.
4. 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 RFP document.
5. In case of extension in the delivery and/ or installation period/ completion period with liquidated damages, the recovery shall be made on the basis of following percentages of value of stores/ works which supplier has failed to supply/ install/complete: -

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

Note:

- i. Fraction of a day in reckoning period of delay in supplies/ maintenance services shall be eliminated if it is less than half a day.
 - ii. The maximum amount of agreed liquidated damages shall be 10%.
 - iii. If supplier requires an extension of time in completion of contractual supply on account of occurrence of any hindrances, he shall apply in writing to the authority which had placed the work order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.
 - iv. Delivery period may be extended with or without liquidated damages if the delay in the supply of goods in on account of hindrances beyond the control of supplier.
6. 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.

In witness whereof the parties have caused this contract to be executed by their Authorized Signatories on this _____ day of _____, 2013.

Signed By:	Signed By:
() Designation:; Company:	() Designation:;

<i>In the presence of:</i>	<i>In the presence of:</i>
() Designation: Company:	() Designation: Company:
() Designation: Company:	() Designation: Company:

ANNEXURE-14: FORMAT FOR SUBMISSION OF PROJECT REFERENCES FOR PRE-QUALIFICATION EXPERIENCE

Project Name:	Value of Contract/Work Order (In INR):
Country: Location within country:	Project Duration:
Name of Customer:	Total No. of staff-months of the assignment:
Contact person with address, phone, fax and e-mail:	Approx. value of the services provided by your company under the contract (in INR):
Start date (month/year): Completion date (month/year):	
Name of associated Bidders, if any:	
Narrative description of Project:	
List of Services provided by your firm/company	

Please attach a copy of the work order/completion certificate/purchase order/ letter from the customer for each project reference

ANNEXURE-16: MEMORANDUM OF APPEAL UNDER THE RTPP ACT, 2012

Appeal Noof
Before the (First/ Second Appellate Authority)

- 1. Particulars of appellant:
 - a. Name of the appellant:<please specify>
 - b. Official address, if any: <please specify>
 - c. Residential address:<please specify>

- 2. Name and address of the respondent(s):
 - a. <please specify>
 - b. <please specify>
 - c. <please specify>

- 3. Number and date of the order appealed against and name and designation of the officer/ authority who passed the order (enclose copy), ora statement of a decision, action or omission of the procuring entity in contravention to the provisions of the Act by which the appellant is aggrieved:<please specify>

- 4. If the Appellant proposes to be represented by a representative, the name and postal address of the representative:<please specify>

- 5. Number of affidavits and documents enclosed with the appeal:<please specify>

- 6. Grounds of appeal (supported by an affidavit):<please specify>

- 7. Prayer:<please specify>

Place

Date

Appellant's Signature

ANNEXURE-17: DATABASE STRUCTURE TABLES OF PER AND EPIC

LIST OF NEW TABLES AND ANNOTED DATA STRUCTUERS

ROLLS- Table no. 1 to 42 and **EPIC-** Table no. 43 to 65

Enclosure-II

(49 Pages)

LIST OF TABLES AND THEIR DESCRIPTIONS

Table No.	Table Name	Description of Table
1	STUTLIST	List of States/ UTs
2	NO_SEATS	No of Parliamentary and Legislative Assembly seats in States/ UTs
3	PC_LIST	List of Parliamentary Constituencies
4	AC_LIST	List of Assembly Constituency
5	DISTLIST	List of Revenue Districts
6	PC_DIST	Districts (whole, or part thereof) included in Parliamentary Constituencies
7	AC_DIST	Districts (whole, or part thereof) included in Assembly Constituencies
8	AC_PC	Parliamentary Constituencies with parts lying in Assembly Constituencies
9	LTSTRVSN	Coverage of States in the latest revision of electoral roll
10	SUP_LSTS	Supplementary Lists in the electoral roll after the latest revision
11	EXCL_AC	A list of Assembly Constituencies either not covered or covered only in part in the States/ UTs during the latest revision of electoral roll
12	EXCL_PRT	List of Parts of Assembly Constituencies either not covered, or not covered in full, during the latest revision of electoral roll
13	DLMT76	Limits of Assembly Constituencies as per the Delimitation Order 1976 and indication if any changes have occurred in the geographical/ administrative units since 1976.
14	DLMT76_R	Details of the revised coverage of Assembly Constituencies in terms of Geographical Units/ Administrative Units
15	AC_PARTS	Parts in Assembly Constituencies
16	PS_LOCN	Polling Station Locations
17	PS_AUXY	List and Details of Auxiliary Polling Stations
18	H_NO_XTR	Table to accommodate the extra space required for writing House Number
19	SECTIONS	Sections/Geographic Units within the area corresponding to a Part
20	E_DETAIL	Details of General Electors

Table No.	Table Name	Description of Table
21	SUBDIVS	List of Sub-Divisions
22	TEHSILS	List of Tehsils
23	TOWNS	List of Towns administered by Notified Area Councils or Municipalities (Does not include Metropolis classified as Municipal Corporation, which are listed in the table Metros)
24	METROS	List of Towns administered by Municipal Corporations
25	MTRDIST	List of Districts included, in part or full, within the Municipal Corporation
26	VILLAGES	List of Villages
27	BLOCKS	List of Development Blocks. These may correspond to the Panchayat Samiti. In some States it is also known as Tahuka.
28	PANCHAYT	List of Panchayats
29	REV_TYPE	Types of Revision of Electoral Rolls
30	PS_TYPES	Codes for Types of Polling Stations
31	STATUSID	Codes for Current Status of an Elector in the Rolls
32	RELN_ID	Codes for relation of Electors
33	SOURCEID	Code to indicate the source of an Elector's entry in the Rolls
34	POLICEST	List of Police Stations in Districts. Also known as Thana in many States/ UTs.
35	POST_OFF	List of Post Offices in Districts
36	R_FOREST	List of Reserved Forests
37	SE_DETL	Details of Service Electors
38	PRT_GRP	Groups (Chunks) of electors in Parts
39	PTWRCRCL	List of Patwar Circles
40	KNNGCRCL	List of Kanungo Circles
41	DLTDETL	Table for storing entries excluded/ deleted from Table No. 20 (E_DETAIL) of the old database due to integration of rolls (if being done in latest revision)
42	DLTSDETL	Table for storing entries excluded/ deleted from Table No. 37 (SE_DETL) of the old database due to integration of rolls (if being done in latest revision)

Table No. 1

Name of Table : STUTLIST
Description of Table : List of States/ UTs

Field No.	Field Name	Type	Size	Annotation
1.	ST_CODE	Character	3	State/UT Code; S01 to S25 for States and U01 to U07 for UTs in alphabetical order
2.	ST_ABBRE	Character	2	Abbreviation of State/UT Name
3.	ST_NAME	Character	25	Name of State/UT
4.	HAS_LEGASY	Logical	1	Y - if State/UT has a Legislative Assembly, N - otherwise
5.	HAS_LEGCNL	Logical	1	Y - if State/UT has a Legislative Council, N - otherwise
6.	CAPITAL	Character	25	State Capital Name
7.	STD_CODE	Character	7	STD Code
8.	PIN_CODE	Character	6	Pin Code of State Capital (Main Post Office)

Table No. 2

Name of Table : NO_SEATS

Description of Table : No of Parliamentary and Legislative Assembly seats in States/ UTs

Field No.	Field Name	Type	Size	Annotation
1.	ST_CODE	Character	3	State/UT Code
2.	PCSEAT_GEN	Numeric	2	No. of General Parliamentary Constituencies in the State/UT
3.	PCSEAT_SC	Numeric	2	No. of Parliamentary Constituencies in the State/UT reserved for SC candidates
4.	PCSEAT_ST	Numeric	2	No. of Parliamentary Constituencies in the State/UT reserved for ST candidates
5.	PCSEAT_TOT	Numeric	2	Total no. of Parliamentary Constituencies in the State/UT ; To be obtained as the sum of different types of Parliamentary Constituencies
6.	ACSEAT_GEN	Numeric	3	No. of General Assembly Constituencies in the State/UT
7.	ACSEAT_SC	Numeric	3	No. of Assembly Constituencies in the State/UT reserved for SC candidates
8.	ACSEAT_ST	Numeric	3	No. of Assembly Constituencies in the State/UT reserved for ST candidates
9.	ACSEAT_TOT	Numeric	3	Total no. of Assembly Constituencies in the State/UT ; To be obtained as the sum of different types of Assembly Constituency

Linkages with Other Tables

Field of this Table	Linked to		
	Table No.	Table Name	Field
1. ST_CODE	1	STUTLIST	ST_CODE

Table No. 3**Name of Table :** PC_LIST**Description of Table :** List of Parliamentary Constituencies

Field No.	Field Name	Type	Size	Annotation
1.	ST_CODE	Character	3	State/UT Code
2.	PC_NO	Numeric	2	Parliamentary Constituency No. in the State/UT as per Delimitation Order, 1976
3.	PC_NAME	Character	25	Name of Parliamentary Constituency in the State/UT as per Delimitation Order, 1976
4.	PC_TYPE	Character	3	Type of Parliamentary Constituency (GEN/SC/ST)
5.	NO_OFDIST	Numeric	2	Total no. of Districts or parts thereof, included in the Parliamentary Constituency (Default Value = 1)
6.	DIST_NO	Numeric	3	District Identification No. of the major/only district in the Parliamentary Constituency

Linkages with Other Tables

Field of this Table	Linked to		
	Table No.	Table Name	Field
1. ST_CODE	1	STUTLIST	ST_CODE
6. DIST_NO	5	DISTLIST	DIST_NO

Table No. 4

Name of Table: AC_LIST
 Description of Table: List of Assembly Constituency

Field No.	Field Name	Type	Size	Annotation
1.	ST_CODE	Character	3	State/UT Code
2.	AC_NO	Numeric	3	Assembly Constituency No. in the State/UT as per Delimitation Order, 1976
3.	AC_NAME	Character	25	Name of Assembly Constituency in the State/UT as per Delimitation Order, 1976
4.	AC_TYPE	Character	3	Type of Assembly Constituency (GEN/SC/ST)
5.	NO_OFPCS	Numeric	1	Total no. of Parliamentary Constituencies of which the Assembly Constituency constitutes a part (Default Value = 1)
6.	PC_NO	Numeric	2	Parliamentary Constituency No. in which the Assembly Constituency, or its major portion, lies
7.	NO_OFDISTS	Numeric	2	Total no. of revenue districts, or parts thereof, included in the Assembly Constituency
8.	DIST_NO	Numeric	3	District No. in which the Assembly Constituency, or its major portion, lies.

Linkages with Other Tables

Field of this Table	Linked to		
	Table No.	Table Name	Field
1. ST_CODE	1	STUTLIST	ST_CODE
6. PC_NO	3	PC_LIST	PC_NO
8. DIST_NO	5	DISTLIST	DIST_NO

Table No. 5Name of Table : **DISTLIST**

Description of Table : List of Revenue Districts

Field No.	Field Name	Type	Size	Annotation
1.	ST_CODE	Character	3	State/UT Code
2.	DIST_NO	Numeric	3	Revenue District No. in the State/UT. Continuous numbers starting from 1, should be given in each state
3.	DIST_NAME	Character	30	Name of the Revenue District
4.	DIST_HQ	Character	30	Name of the Headquarters of the revenue district
5.	DHQ_PIN	Character	6	PIN Code of the District Headquarters
6.	DHQSTDCODE	Character	7	STD Code of the District Headquarters

Linkages with Other Tables

Field of this Table	Linked to		
	Table No.	Table Name	Field
1. ST_CODE	1	STUTLIST	ST_CODE

Table No. 6

Name of Table : PC_DIST

Description of Table : Districts (whole, or part thereof) included in Parliamentary Constituencies

Field No.	Field Name	Type	Size	Annotation
1.	ST_CODE	Character	3	State/UT Code
2.	PC_NO	Numeric	2	Parliamentary Constituency No.
3.	DIST_SL_NO	Numeric	2	Running serial number, starting from 1 for each district, or a part of it, lying in the Parliamentary Constituency
4.	DIST_NO	Numeric	3	District Identification No. in the State/UT corresponding to the DIST_SL_NO field. For DIST_SL_NO = 1, the entry will be automatically updated from the table PC_LIST.

Linkages with Other Tables

Field of this Table	Linked to		
	Table No.	Table Name	Field
1. ST_CODE	1	STUTLIST	ST_CODE
2. PC_NO	3	PC_LIST	PC_NO
4. DIST_NO	5	DISTLIST	DIST_NO

Table No. 7Name of Table : **AC_DIST**

Description of Table : Districts (whole, or part thereof) included in Assembly Constituencies

Field No.	Field Name	Type	Size	Annotation
1.	ST_CODE	Character	3	State/UT Code
2.	AC_NO	Numeric	3	Assembly Constituency No.
3.	DIST_SL_NO	Numeric	2	Running serial number, starting from 1 for each district, or a part of it, lying in the Assembly Constituency
4.	DIST_NO	Numeric	3	District Identification No. in the State/UT corresponding to the DIST_SL_NO field. For DIST_SL_NO = 1, the entry will be automatically updated from the table AC_LIST.

Linkages with Other Tables

Field of this Table	Linked to		
	Table No.	Table Name	Field
1. ST_CODE	1	STUTLIST	ST_CODE
2. AC_NO	4	AC_LIST	AC_NO
4. DIST_NO	5	DISTLIST	DIST_NO

Table No. 8

Name of Table : AC_PC

Description of Table : Parliamentary Constituencies with parts lying in Assembly Constituencies

Field No.	Field Name	Type	Size	Annotation
1.	ST_CODE	Character	3	State/UT Code
2.	AC_NO	Numeric	3	Assembly Constituency No.
3.	PC_SL_NO	Numeric	2	Running serial number, starting from 1 for each Parliamentary Constituency, or a part of it, lying in the Assembly Constituency
4.	PC_NO	Numeric	2	Parliamentary Constituency No. in the State/UT corresponding to the PC_SL_NO field. For PC_SL_NO = 1, the entry will be automatically updated from the table AC_LIST.

Linkages with Other Tables

Field of this Table	Linked to		
	Table No.	Table Name	Field
1. ST_CODE	1	STUTLIST	ST_CODE
2. AC_NO	4	AC_LIST	AC_NO
4. PC_NO	3	PC_LIST	PC_NO

Table No. 9Name of Table : **LTSTRVSN**

Description of Table : Coverage of States in the latest revision of electoral roll

Field No.	Field Name	Type	Size	Annotation
1.	ST_CODE	Character	3	State/UT Code
2.	COVERAGE	Character	1	Area covered in the State i.e. W – Whole of State, P – Part of State, N – Not covered
3.	QUAL_DATE	Date	8	Qualifying Date
4.	PUB_DT_PLN	Date	8	Planned Date of Final Publication
5.	PUB_DT_ACT	Date	8	Actual Date of Final Publication
6.	SUPLISTS	Numeric	2	No. of supplementary lists in the electoral roll
7.	LAST_IR_YR	Numeric	4	Year of Last Intensive Revision
8.	LAST_IR_QD	Date	8	Qualifying Date of Last Intensive Revision
9.	LASTIRPBDT	Date	8	Date of Publication of Roll of Last Intensive Revision
10.	LTSTREVTYP	Character	1	Revision Code for the type of latest revision of electoral roll (Refer Table No. 29 : REV_TYPE) I – Intensive Revision, S – Summary Revision, P – Partly intensive, partly summary revision, L – Special Revision

Linkages with Other Tables

Field of this Table	Linked to		
	Table No.	Table Name	Field
1. ST_CODE	1	STUTLIST	ST_CODE
10. LTSTREVTYP	29	REV_TYPE	REV_TYPE

Table No. 10

Name of Table : SUP_LSTS

Description of Table : Supplementary Lists in the electoral roll after the latest revision

Field No.	Field Name	Type	Size	Annotation
1.	ST_CODE	Character	3	State/UT Code
2.	SUP_LST_NO	Numeric	2	Supplementary List Nos. (Running serial, starting from 1)
3.	SUP_TYPE	Character	8	Supplementary List Type (See footnote)
4.	COVERAGE	Character	1	Area covered in the State i.e. W – Whole of State, P – Part of State, N – Not covered
5.	QUAL_DATE	Date	8	Qualifying Date
6.	PUB_DATE	Date	8	Date of Publication of Supplementary List

Note : In general, the supplementary list type would be indicated as follows:

The first three character would be SUM/SPL/CON/OTH corresponding to summary revision, special revision, continuous updating and others respectively, followed by an underscore ('_'), followed by the year of such revision/updating.

For example, the supplementary list type could be the following:

SUM – 1996	:	Supplement of Summary Revision, 1996
SUM – 1997	:	Supplement of Summary Revision, 1997
SUM – 1998	:	Supplement of Summary Revision, 1998
CON – 1996	:	Supplement of Continuous Updating/Revision process in 1996
CON – 1997	:	Supplement of Continuous Updating/Revision process in 1997
OTH – 1997	:	Supplement of electors issued EPIC, but whose names are not in rolls.
SUM – 1998	:	Supplement of Summary Revision, 1998
SPL – 1999	:	Supplement of Special Revision, 1999
SUM – 2000	:	Supplement of Summary Revision, 2000

Linkages with Other Tables

Field of this Table	Linked to		
	Table No.	Table Name	Field
1. ST_CODE	1	STUTLIST	ST_CODE

Table No. 11Name of Table : **EXCL_AC**

Description of Table : A list of Assembly Constituencies either not covered or covered only in part in the States/ UTs during the latest revision of electoral roll

Field No.	Field Name	Type	Size	Annotation
1.	ST_CODE	Character	3	State/UT Code
2.	AC_NO	Numeric	3	Assembly Constituency No.
3.	COVERAGE	Character	1	P - Part of Assembly Constituency, N - Not covered.

The COVERAGE field will have either P (Part) or N (Not covered). If the Assembly Constituency does not figure in this table it is to be assumed that this has been covered in full. At the national level, the table will have all Assembly Constituencies of Assam. No other State/ UT is expected to have any data in this table.

The system has been designed as a model for future usage when all Assembly Constituencies in a State/ UT may or may not be covered in the same year.

Linkages with Other Tables

Field of this Table	Linked to		
	Table No.	Table Name	Field
1. ST_CODE	1	STUTLIST	ST_CODE
2. AC_NO	4	AC_LIST	AC_NO

Table No. 12**Name of Table :** EXCL_PRT**Description of Table :** List of Parts of Assembly Constituencies either not covered, or not covered in full, during the latest revision of electoral roll

Field No.	Field Name	Type	Size	Annotation
1.	ST_CODE	Character	3	State/UT Code
2.	AC_NO	Numeric	3	Assembly Constituency No.
3.	PART_NO	Numeric	4	Part No. in Assembly Constituency
4.	COVERAGE	Character	1	P – Part, N – Not covered.

Note: This table is not expected to be used in the current revision. The value for COVERAGE field will be P or N. It is to be assumed that those Parts which do not figure here have been covered in full. Designed for usage when such a contingency actually arises.

Linkages with Other Tables

Field of this Table	Linked to		
	Table No.	Table Name	Field
1. ST_CODE	1	STUTLIST	ST_CODE
2. AC_NO	4	AC_LIST	AC_NO
3. PART_NO	15	AC_PARTS	PART_NO

Table No. 13**Name of Table :** DLMT76**Description of Table :** Limits of Assembly Constituencies as per the Delimitation Order 1976 and an indication if any changes have occurred in the geographical/ administrative units since 1976.

Field No.	Field Name	Type	Size	Annotation
1.	ST_CODE	Character	3	State/UT Code
2.	AC_NO	Numeric	3	Assembly Constituency No.
3.	DLM_AREA	Memo	-	Areas included in the Assembly Constituency as per the Delimitation Order 1976
4.	AREA_REV	Logical	1	Y - (Yes) if the geographic units/ administrative units, as mentioned in the Delimitation Order, 1976, have since been renamed or revised; N - (No) otherwise. If Y, the data for the Assembly Constituency No. will be available in the table DLMT76_R.

Linkages with Other Tables

Field of this Table	Linked to		
	Table No.	Table Name	Field
1. ST_CODE	1	STUTLIST	ST_CODE
2. AC_NO	4	AC_LIST	AC_NO

Table No. 14

Name of Table : DLMT76_R

Description of Table : Details of the revised coverage of Assembly Constituencies in terms of Geographical Units/ Administrative Units

Field No.	Field Name	Type	Size	Annotation
1.	ST_CODE	Character	3	State/UT Code
2.	AC_NO	Numeric	3	Assembly Constituency No.
3.	REV_AREA	Memo	-	Details of the Geographic Units/ Administrative Units (as per the changes in the same after 1976), which are included in the Assembly Constituency. Please write, if possible, within parentheses after the concerned Geographic/ Administrative Unit(s) N – for New, M – for Modified, and year of creation/ modification. Examples may be new townships, slums, new Districts, Thana, Tehsil, Panchayat. If an existing district has been bifurcated/ modified – say in 1985, the name of the district will be written followed by (M, 1985), while the name of the new district created will be written followed by (N, 1985).

Linkages with Other Tables

Field of this Table	Linked to		
	Table No.	Table Name	Field
1. ST_CODE	1	STUTLIST	ST_CODE
2. AC_NO	4	AC_LIST	AC_NO

Table No. 15**Table :** AC PARTS**Description of Table :** Parts in Assembly Constituencies

Field No.	Name	Type	Size	Annotation
1.	ST_CODE	Character	3	State/UT Code
2.	AC_NO	Numeric	3	Assembly Constituency No.
3.	PART_NO	Numeric	4	Part No. in the Assembly Constituency
4.	PS_NO	Character	5	Polling Station No. Normally this should be a running serial number beginning with 1. However, as different states have followed different patterns, the actual Polling Stations number as in the Mother Roll may be given. In future the running serial will be followed.
5.	PS_NAME	Character	50	Name of Polling Station
6.	PS_LOCN_NO	Numeric	4	No. of Polling Station Location where Polling Station is located
7.	HAS_AUXYPS	Logical	1	Y – If Polling Station has Auxilliary Polling Stations, N – Otherwise
8.	PS_TYPE	Character	1	Code to identify the character of Polling Station; (F – for females only, M – for males only, G – General)
9.	FVTM_TYPE	Character	1	Indicates area covered by the Part. F – If whole area covered is in Reserved Forest, V – If whole area covered is in Village, T – If whole area covered is in Town, M – If whole area covered is in Metro, C – if the area covered includes parts of more than one type, i.e., F, V, T, M.
10.	FVTM_NO	Numeric	4	Identifying Number of the Reserved Forest (F), or Village (V), or Town (T), or Metropolis (M) linked to respective Tables for reserved forests (R_FOREST), villages (VILLAGES), towns (TOWNS) and metros (METROS) This field would be blank if the value in the field FVTM_TYPE (Field No.9) is C.
11.	PS_CATY	Character	1	R – Rural, if coverage is F or V, U – Urban, if coverage is T or M, If coverage includes a combination of F, V, T, M give value U to this field if any section has T or M, otherwise give the value R.

Field No.	Name	Type	Size	Annotation
12.	TEHSIL_NO	Numeric	2	Tehsil No. covered by Part (Not applicable for Reserved Forests, and, possibly, for Metros)
13.	DIST_NO	Numeric	3	District No. covered by Part . (Not applicable for Reserved Forests. In case of a Metro having more than one district, the district where the Polling Station is located.)
14.	PS_IDNO	Character	12	ST_ABBRE+AC_No(3 digit) + "PS" + PS_NO (5 character) within AC/PC. (In case of a State/UT without Legislative Assembly, AC_NO to be replaced by PC_No.)
15.	PART_AREA	Memo	-	Extent of area covered in the Part
16.	HADBAST_NO	Numeric	4	Hadbast Number. If this information is not available, no data need be entered in this field. If more than one village is covered by this part, or more than one Hadbast of one village is covered, only the Hadbast No. of the main village or the main part of the (main) village may be given here.

Linkages with Other Tables

Field of this Table	Linked to		
	Table No.	Table Name	Field
1. ST_CODE	1	STUTLIST	ST_CODE
2. AC_NO	4	AC_LIST	AC_NO
6. PS_LOCN_NO	16	PS_LOCN	PS_LOCN_NO
8. PS_TYPE	30	PS_TYPES	PS_TYPE
10. FVTM_NO	36/ 26/ 23/ 24	R_FOREST/ VILLAGES/ TOWNS/ METROS	R_FORESTNO/ VILL_SL_NO/ TOWN_NO/ METRO_NO
12. TEHSIL_NO	22	TEHSILS	TEHSIL_NO
13. DIST_NO	5	DISTLIST	DIST_NO

Table No. 16

Name of Table : PS_LOCN
 Description of Table : Polling Station Locations

Field No.	Name	Type	Size	Annotation
1.	ST_CODE	Character	3	State/UT Code
2.	AC_NO	Numeric	3	Assembly Constituency No.
3.	PS_LOCN_NO	Numeric	4	No. of Polling Station Locations. Within each Assembly Constituency, Running Serial numbers for polling station locations have to be given, starting from 1.
4.	LOCN_BLDG	Character	50	Building Name of Polling Station location
5.	LOCNAREAID	Character	50	Geographical identification details like Area, Street etc.
6.	TOTAL_PS	Numeric	2	Total number of polling stations in the Polling Station location. Each Auxiliary Polling Station is also to be separately counted. (Default Value=1) The grand total of the Total_PS for each Assembly Constituency should be equal to the total number of Parts plus the total number of Auxiliary Polling Stations for the same Assembly Constituency, i.e., count of the instances of each AC_NO in table AC_PARTS and only instances of AUX_PSNO for the same AC_NO in table PS_AUXY. As for the Main Polling Station the total number for an Assembly Constituency will be the same as total Parts.
7.	FVTM_TYPE	Character	1	F - If the location is in Reserved Forest (F), V - If the location is in Village (V), T - If the location is in Town (T), M - If the location is in Metro (M)
8.	FVTM_NO	Numeric	4	Identifying Number of the Reserved Forest (F), or Village (V), or Town (T), or Metropolis (M) Linked to respective Tables for Reserved Forests (R_FOREST), Villages (VILLAGES), Towns (TOWNS) and Metros (METROS)
9.	LOCN_CATY	Character	1	R - Rural, if coverage is F or V, U - Urban, if coverage is T or M
10.	TEHSIL_NO	Numeric	2	Tehsil No. (Not applicable for Reserved Forests, and, possibly, for Metros)

Field No.	Name	Type	Size	Annotation
11.	DIST_NO	Numeric	3	District No. (Not applicable for Reserved Forests. In case of a Metro having more than one district, the district where the Polling Station Location is situated.
12.	LOCN_TYPE	Character	1	M – Only Main Polling Stations A – Only Auxiliary Polling Stations C – Combination of Main & Auxiliary Polling Stations.
13.	PS_LOCN_ID	Character	12	ST_ABBRE+AC_No+"PSL"+PS_LOCN_NO In case of a state/UT without Legislative Assembly, AC_No to be replaced by PC_No.
14.	HADBAST_NO	Numeric	4	Hadbast Number. If this information is not available, no data need be entered in this field

Linkages with Other Tables

Field of this Table	Linked to		
	Table No.	Table Name	Field
1. ST_CODE	1	STUTLIST	ST_CODE
2. AC_NO	4	AC_LIST	AC_NO
8. FVTM_NO	36/ 26/ 23/ 24	R_FOREST/ VILLAGES/ TOWNS/ METROS	R_FORESTNO/ VILG_SL_NO/ TOWN_NO/ METRO_NO
10. TEHSIL_NO	22	TEHSIL	TEHSIL_NO
11. DIST_NO	5	DISTLIST	DIST_NO

Table No. 17

Table : PS_AUXY
Description of Table : List and Details of Auxiliary Polling Stations

Field No.	Name	Type	Size	Annotation
1.	ST_CODE	Character	3	State/UT Code
2.	AC_NO	Numeric	3	Assembly Constituency No.
3.	PART_NO	Numeric	4	Part No.
4.	AUX_PSNO	Numeric	2	Serial no. of the Auxiliary polling station for the Main Polling Station. Within each polling station having auxiliary polling station(s), Running Serial numbers starting from 1, have to be given.
5.	NOOFGROUPS	Numeric	2	Number of groups (chunks) of electors in the Part corresponding to the Auxiliary Polling Station. A group will comprise the electors whose names appear at consecutive serial numbers.
6.	SAME_LOC	Logical	1	Y – if auxiliary polling station is at the same location as the main Polling Station for the concerned Part of the Assembly Constituency as given at field 3 (PART_NO) above; N – otherwise
7.	PS_LOCN_NO	Numeric	4	No. of Polling Station Location where Polling Station is located
8.	PS_TYPE	Character	1	Code to identify the character of Polling Station; (F – for females only, M – for males only, G – General)
9.	AUXY_IDNO	Character	17	PS_IDNO + "AUX" + AUXPS_NO

Linkages with Other Tables

Field of this Table	Linked to		
	Table No.	Table Name	Field
1. ST_CODE	1	STUTLIST	ST_CODE
2. AC_NO	4	AC_LIST	AC_NO
3. PART_NO	15	AC_PARTS	PART_NO
7. PS_LOCN_NO	16	PS_LOCN	PS_LOCN_NO
8. PS_TYPE	30	PS_TYPES	PS_TYPE

Table No. 18Table : **H_NO_XTR**

Description of Table : Table to accommodate the extra space required for writing House No.

Field No.	Name	Type	Size	Annotation
1.	ST_CODE	Character	3	State/UT Code
2.	AC_NO	Numeric	3	Assembly Constituency No.
3.	PART_NO	Numeric	4	Part No.
4.	SLNOINPART	Numeric	4	Serial No. in Part
5.	HOUSE_NO_X	Character	10	Component of House_No data value exceeding 10 characters

Note : This table may not be required by States other than Andhra Pradesh.

Linkages with Other Tables

Field of this Table	Linked to		
	Table No.	Table Name	Field
1. ST_CODE	1	STUTLIST	ST_CODE
2. AC_NO	4	AC_LIST	AC_NO
3. PART_NO	15	AC_PARTS	PART_NO
4. SLNOINPART	20	E_DETAIL	SLNOINPART

Table No. 19

Table : SECTIONS

Description of Table : Sections/Geographic Units within the area corresponding to a Part

Field No.	Name	Type	Size	Annotation
1.	ST_CODE	Character	3	State/UT Code --
2.	AC_NO	Numeric	3	Assembly Constituency No.
3.	PART_NO	Numeric	4	Part No.
4.	SECTION_NO	Numeric	2	Section Number within the part (starting from 1) (Please see the detailed note on data entities)
5.	FVTM_TYPE	Character	1	Indicates area covered by the Section. F - If whole area covered is in Reserved Forest, V - If whole area covered is in Village, T - If whole area covered is in Town, M - If whole area covered is in Metro,
6.	AREA_ID	Character	50	Identification particulars of the Section. Main area or Locality in case of Towns/Metros, Village Name in case of a part of village.
7.	SEGMENT_NO	Numeric	2	Segment number of the Geographic Unit corresponding to the area covered in the Section. Segment No. will be given as a Running Serial No. when a particular Village or an Area in a Town or Metro or even in a large Village is covered (see detailed note on data entities) by more than one Polling Station.
8.	LOCALITYID	Character	50	More specific geographic identification of the locality. This would be a further detail of the area to easily identify the portion of the area covered by the section. Would typically be street, mohalla, gali and may even indicate a block of houses within that.
9.	FVTM_NO	Numeric	4	Identifying Number of the Reserved Forest (F), or Village (V), or Town (T), or Metropolis (M) linked to respective Tables for reserved forests (R_FOREST), villages (VILLAGES), towns (TOWNS) and metros (METROS)

Field No.	Name	Type	Size	Annotation
10.	SECN_CATY	Character	1	R - Rural, if FVTM_TYPE is F or V, U - Urban, if FVTM_TYPE is T or M,
11.	STARTSL_NO	Numeric	4	Serial No. in the Part from where the Section starts.
12.	ENDSL_NO	Numeric	4	Serial No. in the Part at which the Section ends.
13.	HADBAST_NO	Numeric	4	Hadbast Number. If this information is not available, no data need be entered in this field

Linkages with Other Tables

Field of this Table		Linked to		
		Table No.	Table Name	Field
1.	ST_CODE	1	STUTLIST	ST_CODE
2.	AC_NO	4	AC_LIST	AC_NO
3.	PART_NO	15	AC_PARTS	PART_NO
9.	FVTM_NO	36/ 26/ 23/ 24	R_FOREST/ VILLAGES/ TOWNS/ METROS	R_FORESTNO/ VILG_SL_NO/ TOWN_NO/ METRO_NO

Table No. 20

Table : E_DETAIL
 Description of Table : Details of General Electors

Field No.	Name	Type	Size	Annotation
1.	ST_CODE	Character	3	State/UT Code
2.	AC_NO	Numeric	3	Assembly Constituency No.
3.	PART_NO	Numeric	4	Part No.
4.	SLNOINPART	Numeric	4	Continuous Serial No. in Part (Starting from 1)
5.	HOUSE_NO	Character	10	House No. (Only Andhra Pradesh will require a field of larger size. Field 6 may not be required by the other states)
6.	XTRASP_HNO	Logical	1	Y – if extra space is required for writing House No. N – otherwise
7.	SECTION_NO	Numeric	2	Section No.
8.	FM_NAME	Character	30	First & Middle Name
9.	LASTNAME	Character	30	Last Name
10.	RLN_TYPE	Character	1	Relationship Code : F – Father, M – Mother, H – Husband, O – Others
11.	RLN_FM_NM	Character	30	Relation First & Middle Name
12.	RLN_L_NM	Character	30	Relation Last Name
13.	IDCARD_NO	Character	17	Photo ID Card No.
14.	STATUSTYPE	Character	1	Code to indicate the present status of an elector. Refer table No. 31 (STATUSID). Default value = "N".
15.	PARTLINKNO	Numeric	4	Serial No. of elector in the last published roll of the part. This field will be blank for new additions since the last roll. The value in this field will be the same as in field No. 4 (SLNOINPART) above, unless the supplementary lists are integrated, in which case it may be different.
16.	SEX	Character	1	M – for male, F – for female
17.	AGE	Numeric	3	Approximate age in years as on qualifying date

Field No.	Name	Type	Size	Annotation
18.	ORGNLISTNO	Numeric	2	This field will have the value zero if the elector's name was originally included in the mother roll. Otherwise, this field will be the serial no. of the supplementary list in which the elector's name was originally included, and it will correspond to the field SUP_LST_NO in table No. 10 (SUPLST98). Since most of the electors' names would have been included in the mother roll, this field will have a default value zero.
19.	ORGN_TYPE	Character	2	Code to indicate the source of inclusion of an elector's name in the roll. It will correspond to the field SOURCETYPE in table no. 33 (SOURCEID), but can have only MR, F6, SM or OT as its value. (Default Value = "MR").
20.	CHNGLISTNO	Numeric	2	This field will have the value zero if the value of the field STATUSTYPE in this table is "N". Otherwise, this field will be the serial no. of the supplementary list of the roll in which the elector's entry was deleted or modified, and will correspond to the field SUP_LST_NO in table no. 10 (SUPLST98). (Default value = 0).
21.	CHNG_TYPE	Character	2	Code to indicate the source of deletion or modification of an elector's entry. It will correspond to the field SOURCETYPE in table no. 33 (SOURCEID), but can have only F7, F8, 8A, 8B, SM or OT as its value. This field will be blank if value of the field STATUSTYPE in this table is "N".

Linkages with Other Tables

Field of this Table	Linked to		
	Table No.	Table Name	Field
1. ST_CODE	1	STUTLIST	ST CODE
2. AC_NO	4	AC_LIST	AC_NO
3. PART_NO	15	AC_PARTS	PART_NO
7. SECTION_NO	19	SECTIONS	SECTION_NO
10. RLN_TYPE	32	RELN_ID	RLN_TYPE
14. STATUSTYPE	31	STATUSID	STATUSTYPE
18. ORGNLISTNO	10	SUPLST98	SUP_LST_NO
19. ORGN_TYPE	33	SOURCEID	SOURCETYPE
20. CHNGLISTNO	10	SUPLST98	SUP_LST_NO
21. CHNG_TYPE	33	SOURCEID	SOURCETYPE

Table No. 21**Table :** SUBDIVS

Description of Table : List of Sub-Divisions

Field No.	Name	Type	Size	Annotation
1.	ST_CODE	Character	3	State/UT Code ✓
2.	DIST_NO	Numeric	3	District No.
3.	SUB_DIV_NO	Numeric	2	Sub-Division No. within the district, starting from 1
4.	SUB_DIV_NM	Character	25	Name of Sub-Division ✓
5.	SUBDIVHQRS	Character	25	Headquarters of the Sub-Division ✓
6.	SUBDIVSTD	Character	7	STD Code of Sub-Division Headquarters
7.	SUBDIVPIN	Character	6	Pin Code of Sub-Division Headquarters

Linkages with Other Tables

Field of this Table	Linked to		
	Table No.	Table Name	Field
1. ST_CODE	1	STUTLIST	ST_CODE
2. DIST_NO	5	DISTLIST	DIST_NO

Table No. 22

Table : TEHSILS
Description of Table : List of Tehsils

Field No.	Name	Type	Size	Annotation
1.	ST_CODE	Character	3	State/UT Code
2.	DIST_NO	Numeric	3	District No.
3.	SUB_DIV_NO	Numeric	2	Sub-Division No.
4.	TEHSIL_NO	Numeric	2	Tehsil No. within the District, starting from 1
5.	TEHSIL_NAME	Character	25	Tehsil Name ✓
6.	STLMNT_YR	Character	4	Year of last settlement of villages (Field is provided for. Data can be filled after proper verification.)

Linkages with Other Tables

Field of this Table	Linked to		
	Table No.	Table Name	Field
1. ST_CODE	1	STUTLIST	ST_CODE
2. DIST_NO	5	DISTLIST	DIST_NO
3. SUB_DIV_NO	21	SUBDIVS	SUB_DIV_NO

Table No. 23**Table :** TOWNS

Description of Table : List of Towns administered by Notified Area Councils or Municipalities (Does not include Metropolis or Towns classified as Municipal Corporation, which are listed in the table Metros)

Field No.	Name	Type	Size	Annotation
1.	ST_CODE	Character	3	State/UT Code
2.	DIST_NO	Numeric	3	District No.
3.	SUB_DIV_NO	Numeric	2	Sub Division No. ✓
4.	TEHSIL_NO	Numeric	2	Tehsil No.
5.	TOWN_NO	Numeric	4	Town No. within the District, starting from 1
6.	TOWN_TYPE	Character	3	NAC – for Notified Area Council, MUN – for Municipalities
7.	TOWN_NAME	Character	25	Town Name ✓
8.	TOWN_STD	Character	7	STD Code
9.	TOWN_PIN	Character	6	Pin Code

Linkages with Other Tables

Field of this Table	Linked to		
	Table No.	Table Name	Field
1. ST_CODE	1	STUTLIST	ST_CODE
2. DIST_NO	5	DISTLIST	DIST_NO
3. SUB_DIV_NO	21	SUBDIVS	SUB_DIV_NO
4. TEHSIL_NO	22	TEHSIL	TEHSIL_NO

Table No. 24Table : **METROS**

Description of Table : List of Towns administered by Municipal Corporations

Field No.	Name	Type	Size	Annotation
1.	ST_CODE	Character	3	State/UT Code
2.	METRO_NO	Numeric	2	Metropolis No. in State/ UT, starting from 1
3.	NO_OFDIST	Numeric	2	Total no. of districts, included in part or full, in the Metro
4.	METRO_NAME	Character	25	Name of the Metro

Linkages with Other Tables

Field of this Table	Linked to		
	Table No.	Table Name	Field
1. ST_CODE	1	STUTLIST	ST_CODE

Table No. 25Table : **MTRODIST**

Description of Table : List of Districts included, in part or full, within the Municipal Corporation

Field No.	Name	Type	Size	Annotation
1.	ST_CODE	Character	3	State/UT Code
2.	METRO_NO	Numeric	2	Metropolis No. in State/ UT
3.	DIST_NO	Numeric	3	District No.
4.	INCL_TYPE	Character	1	Inclusion Type: W – if whole district is included, P – if only a portion of the district is included

Linkages with Other Tables

Field of this Table	Linked to		
	Table No.	Table Name	Field
1. ST_CODE	1	STUTLIST	ST_CODE
2. METRO_NO	24	METROS	METRO_NO
3. DIST_NO	5	DISTLIST	DIST_NO

Table No. 26

Table : VILLAGES
Description of Table : List of Villages

Field No.	Name	Type	Size	Annotation
1.	ST_CODE	Character	3	State/UT Code
2.	DIST_NO	Numeric	3	District No.
3.	TEHSIL_NO	Numeric	2	Tehsil No.
4.	POLICESTNO	Numeric	3	Police Station No.
5.	VILG_ID_NO	Numeric	4	Village Identification No. as per revenue cards for last Settlement Records. This is usually given in the Settlement Maps. The exact number should be given. Usually, this is one continuous number within a Thana (Police Station). The Police Station boundaries may have changed but the number actually given in the last published Settlement Records is to be adopted.
6.	VILG_SL_NO	Numeric	4	Serial Number of Village within the Tehsil, starting from 1. If the Revenue Records follow one Continuous Number for a Tehsil, this shall be followed.
7.	VILL_NAME	Character	25	Village Name ✓
8.	PNCHYT_NO	Numeric	4	Serial no. of Panchayat in which the village is included
9.	POSTOFFICE	Character	30	The Post Office which covers the village ✓
10.	POSTOFFPIN	Character	6	PIN Code of the Post Office
11.	PTWRCRCLNO	Numeric	4	Patwar Circle No.

Linkages with Other Tables

Field of this Table	Linked to		
	Table No.	Table Name	Field
1. ST_CODE	1	STUTLIST	ST_CODE
2. DIST_NO	5	DISTLIST	DIST_NO
3. TEHSIL_NO	22	TEHSIL	TEHSIL_NO
4. POLICESTNO	34	POLICEST	POLICESTNO
8. PNCHYT_NO	28	PANCHAYT	PNCHYT_NO
11. PTWRCRCLNO	39	PTWRCRCL	PTWRCRCLNO

Table No. 27**Table :** **BLOCKS**

Description of Table : List of Development Blocks. These may correspond to the Panchayat Samiti, in some States it is also known as Taluka.

Field No.	Name	Type	Size	Annotation
1.	ST_CODE	Character	3	State/UT Code
2.	DIST_NO	Numeric	3	District No.
3.	SUB_DIV_NO	Numeric	2	Sub Division No.
4.	BLOCK_NO	Numeric	2	Running serial no. of Blocks within the District. A Block corresponds to the Panchayat Samiti under the 3-tier system. In some states, it is also known as Taluka.
5.	BLOCK_NAME	Character	25	Block Name ✓
6.	BLOCK_HQRS	Character	25	Headquarters of the Block ✓
7.	BLOCK_STD	Character	7	STD Code of the Block Headquarters
8.	BLOCK_PIN	Character	6	Pin Code of the Block Headquarters

Linkages with Other Tables

Field of this Table	Linked to		
	Table No.	Table Name	Field
1. ST_CODE	1	STUTLIST	ST_CODE
2. DIST_NO	5	DISTLIST	DIST_NO
3. SUB_DIV_NO	21	SUBDIVS	SUB_DIV_NO

Table No. 28**Table :** PANCHAYT

Description of Table : List of Panchayats

Field No.	Name	Type	Size	Annotation
1.	ST_CODE	Character	3	State/UT Code
2.	DIST_NO	Numeric	3	District No.
3.	BLOCK_NO	Numeric	2	Block No.
4.	PNCHYT_NO	Numeric	4	Running serial no. of Panchayat within the District
5.	PNCHYTNAME	Character	25	Panchayat Name
6.	PNCHYTHQRS	Character	25	Headquarters of the Panchayat
7.	PNCHYTSTD	Character	7	STD Code of the Panchayat Headquarters
8.	PNCHYT_PIN	Character	6	Pin Code of the Panchayat Headquarters
9.	PNCHYTPOST	Character	30	Post Office for Panchayat Headquarters

Linkages with Other Tables

Field of this Table	Linked to		
	Table No.	Table Name	Field
1. ST_CODE	1	STUTLIST	ST_CODE
2. DIST_NO	5	DISTLIST	DIST_NO
3. BLOCK_NO	27	BLOCKS	BLOCK_NO

Table No. 29

Table : REV_TYPE

Description of Table : Types of Revision of Electoral Rolls

Field No.	Name	Type	Size	
1.	REV_TYPE	Character	1	Revision Code : I, S, P, L
2.	TYPE_DESCR	Character	35	I - Intensive Revision, S - Summary Revision, P - Partly intensive, partly summary revision, L - Special Revision

Table No. 30

Table : PS_TYPES

Description of Table : Codes for Types of Polling Stations

Field No.	Name	Type	Size	Annotation
1.	PS_TYPE	Character	1	Code for Polling Station type : M, F, G
2.	TYPE_DESC	Character	30	M – for males electors only, F – For females electors only, G – For all electors

Table No. 31

Table : STATUSID

Description of Table : Codes for Current Status of an Elector in the Rolls

Field No.	Name	Type	Size	Annotation
1.	STATUSTYPE	Character	1	Code for the current status of an entry in roll
2.	STATUSDESC	Character	9	Description for STATUSTYPE Code: N - Normal M - Modified D - Deleted

Table No. 32

Table : RELN_ID

Description of Table : Codes for relation of Electors

Field No.	Name	Type	Size	Annotation
1.	RLN_TYPE	Character	1	Relation Code : F, M, H, O
2.	RELATION	Character	10	F - Father, M - Mother, H - Husband, O - Others

Table No. 33Table : **SOURCEID**

Description of Table : Code to indicate the source of an Elector's entry in the Rolls

Field No.	Name	Type	Size	Annotation
1.	SOURCETYPE	Character	2	Code for source of an entry in roll: MR, SL, F6, F7, F8, 8A, 8B, SM, OT, IN
2.	SOURCEDESC	Character	30	Description for SOURCETYPE Code : MR - Mother Roll F6 - Form 6 F7 - Form 7 F8 - Form 8 8A - Form 8A 8B - Form 8B SM - Suo-moto decision of ERO/AERO IN - Integrated Roll OT - Others

Table No. 34**Table :** POLICEST

Description of Table : List of Police Stations in Districts. Also known as Thana in many States/ UTs.

Field No.	Name	Type	Size	Annotation
1.	ST_CODE	Character	3	State/UT Code
2.	DIST_NO	Numeric	3	District No.
3.	SUB_DIV_NO	Numeric	2	Sub Division No.
4.	TEHSIL_NO	Numeric	2	Tehsil Number
5.	POLICESTNO	Numeric	3	Police Station Number, a running serial number starting from 1 within each District
6.	POLICESTNM	Character	30	Police Station Name
7.	METRO_NO	Numeric	2	Metro No.

Linkages with Other Tables

Field of this Table	Linked to		
	Table No.	Table Name	Field
1. ST_CODE	1	STUTLIST	ST_CODE
2. DIST_NO	5	DISTLIST	DIST_NO
3. SUB_DIV_NO	21	SUBDIVS	SUB_DIV_NO
4. TEHSIL_NO	22	TEHSILS	TEHSIL_NO
7. METRO_NO	24	METROS	METRO_NO

Table No. 35

Table : POST_OFF

Description of Table : List of Post Offices in Districts

Field No.	Name	Type	Size	Annotation
1.	ST_CODE	Character	3	State/UT Code
2.	DIST_NO	Numeric	3	District No.
3.	POSTOFF_NO	Numeric	2	Serial Number of Post Office (Starting from 1) within the District
4.	POSTOFF_NM	Character	30	Post Office Name
5.	POSTOFFPIN	Character	6	Pin Code
6.	METRO_NO	Numeric	2	Metro No.

Linkages with Other Tables

Field of this Table	Linked to		
	Table No.	Table Name	Field
1. ST_CODE	1	STUTLIST	ST_CODE
2. DIST_NO	5	DISTLIST	DIST_NO
6. METRO_NO	24	METROS	METRO_NO

Table No. 36**Table :** R_FOREST**Description of Table :** List of Reserved Forests

Field No.	Name	Type	Size	Annotation
1.	ST_CODE	Character	3	State/UT Code
2.	R_FORESTNO	Numeric	4	Serial Number of Reserved Forest (Starting from 1), within each State
3.	R_FORESTID	Character	50	Identification particulars of the Reserved Forest

Linkages with Other Tables

Field of this Table	Linked to		
	Table No.	Table Name	Field
1. ST_CODE	1	STUTLIST	ST_CODE

Table No. 37

Table : SE_DETL
 Description of Table : Details of Service Electors

Field No.	Name	Type	Size	Annotation
1.	ST_CODE	Character	3	State/UT Code
2.	AC_NO	Numeric	3	Assembly Constituency No.
3.	PART_NO	Numeric	4	Part No.
4.	SLNOINPART	Numeric	4	Continuous Serial No. in Part (Starting from 1)
5.	FM_NAME	Character	30	First & Middle Name
6.	LASTNAME	Character	30	Last Name
7.	RLN_TYPE	Character	1	Relationship Code : F – Father, M – Mother, H – Husband, O – Others
8.	RLN_FM_NM	Character	30	Relation First & Middle Name
9.	RLN_L_NM	Character	30	Relation Last Name
10.	IDCARD_NO	Character	17	Photo ID Card No.
11.	STATUSTYPE	Character	1	Code to indicate the present status of an elector. (Refer STATUSID table). Default Value = "N".
12.	PARTLINKNO	Numeric	4	Serial No. of elector in the last published roll of the part. This field will be blank for new additions since the last roll. The value in this field will be the same as in field No. 4 (SLNOINPART) above, unless the supplementary lists are integrated, in which case it may be different.
13.	SEX	Character	1	M – for male, F – for female
14.	AGE	Numeric	3	Approximate age in years as on qualifying date
15.	SRVC_CATY	Character	1	Service Category: A – for Defence Services, B – for Armed Police Forces, C – for Foreign Service
16.	RANK	Character	10	(Only for Defence Services)
17.	BUCKLE_NO	Numeric	10	(Only for Armed Police Forces)
18.	DESPADR_L1	Character	40	Line 1 of the address for despatch of ballot paper
19.	DESPADR_L2	Character	40	Line 2 of the address for despatch of ballot paper
20.	DESPADR_L3	Character	40	Line 3 of the address for despatch of ballot paper

Field No.	Name	Type	Size	Annotation
21.	HOUSADR_L1	Character	40	Line 1 of House Address
22.	HOUSADR_L2	Character	40	Line 2 of House Address
23.	HOUSADR_L3	Character	40	Line 3 of House Address
24.	ORGNLISTNO	Numeric	2	This field will have the value zero if the elector's name was originally included in the mother roll. Otherwise, this field will be the serial no. of the supplementary list in which the elector's name was originally included, and it will correspond to the field SUP_LST_NO in table No. 10 (SUPLST98). Since most of the electors' names would have been included in the mother roll, this field will have a default value zero.
25.	ORGN_TYPE	Character	2	Code to indicate the source of inclusion of an elector's name in the roll. It will correspond to the field SOURCETYPE in table no. 33 (SOURCEID), but can have only MR, F6, SM or OT as its value. (Default Value = "MR").
26.	CHNGLISTNO	Numeric	2	This field will have the value zero if the value of the field STATUSTYPE in this table is "N". Otherwise, this field will be the serial no. of the supplementary list of the roll in which the elector's entry was deleted or modified, and will correspond to the field SUP_LST_NO in table no. 10 (SUPLST98). (Default value = 0).
27.	CHNG_TYPE	Character	2	Code to indicate the source of deletion or modification of an elector's entry. It will correspond to the field SOURCETYPE in table no. 33 (SOURCEID), but can have only F7, F8, 8A, 8B, SM or OT as its value. This field will be blank if value of the field STATUSTYPE in this table is "N".

Linkages with Other Tables

	Field of this Table	Linked to		
		Table No.	Table Name	Field
1.	ST_CODE	1	STUTLIST	ST_CODE
2.	AC_NO	4	AC_LIST	AC_NO
3.	PART_NO	15	AC_PARTS	PART_NO
7.	RLN_TYPE	32	RELN_ID	RLN_TYPE
11.	STATUSTYPE	31	STATUSID	STATUSTYPE
24.	ORGNLISTNO	10	SUPLST98	SUP_LST_NO
25.	ORGN_TYPE	33	SOURCEID	SOURCETYPE
26.	CHNGLISTNO	10	SUPLST98	SUP_LST_NO
27.	CHNG_TYPE	33	SOURCEID	SOURCETYPE

Table No. 38Table : **PRT_GRP**

Description of Table : Groups (Chunks) of electors in Parts

Field No.	Name	Type	Size	Annotation
1.	ST_CODE	Character	3	State/UT Code
2.	AC_NO	Numeric	3	Assembly Constituency No.
3.	PART_NO	Numeric	4	Part No.
4.	GROUP_NO	Numeric	2	A group within the rolls of a part will comprise the electors whose names appear at consecutive serial numbers. So, an polling station may cater to more than one group. Running serial nos., starting from 1, may be given to such group.
5.	SERIESSTRT	Numeric	4	Serial no. in part from where the corresponding group of electors begins (including this serial number)
6.	SERIESEND	Numeric	4	Serial no. in part from where the corresponding group of electors ends (including this serial number)
7.	AUX_PSNO	Numeric	2	Serial no. of the Auxiliary polling station in the Main Polling Station. If the group corresponds to the Main Polling Station itself, this value will be zero.

Linkages with Other Tables

Field of this Table	Linked to		
	Table No.	Table Name	Field
1. ST_CODE	1	STUTLIST	ST_CODE
2. AC_NO	4	AC_LIST	AC_NO
3. PART_NO	15	AC_PARTS	PART_NO
7. AUX_PSNO	17	PS_AUXY	AUX_PSNO

Table No. 39Table : **PTWRCRCL**

Description of Table : List of Patwar Circles

Field No.	Name	Type	Size	Annotation
1.	ST_CODE	Character	3	State/UT Code
2.	DIST_NO	Numeric	3	District No.
3.	TEHSIL_NO	Numeric	2	Tehsil No.
4.	PTWRCRCLNO	Numeric	4	Serial number of the Patwar Circle in the Tehsil
5.	PTWRCRCLNM	Character	25	Patwar Circle Name
6.	KNNGCRCLNO	Numeric	4	Kanungo Circle No.

Linkages with Other Tables

Field of this Table	Linked to		
	Table No.	Table Name	Field
1. ST_CODE	1	STUTLIST	ST_CODE
2. DIST_NO	5	DISTLIST	DIST_NO
3. TEHSIL_NO	22	TEHSIL	TEHSIL_NO
6. KNNGCRCLNO	40	KNNGCRCL	KNNGCRCLNO

Table No. 40Table : **KNNGCRCL**

Description of Table : List of Kanungo Circles

Field No.	Name	Type	Size	Annotation
1.	ST_CODE	Character	3	State/UT Code
2.	DIST_NO	Numeric	3	District No.
3.	TEHSIL_NO	Numeric	2	Tehsil No.
4.	KNNGCRCLNO	Numeric	4	Serial Number of the Kanungo Circle in the Tehsil.
5.	KNNGCRCLNM	Character	25	Kanungo Circle Name

Linkages with Other Tables

	Field of this Table	Linked to		
		Table No.	Table Name	Field
1.	ST_CODE	1	STUTLIST	ST_CODE
2.	DIST_NO	5	DISTLIST	DIST_NO
3.	TEHSIL_NO	22	TEHSIL	TEHSIL_NO

Table No. 41

Table : DLTDETL

Description of Table : Table for storing entries excluded/ deleted from Table No. 20 (E_DETAIL) of the old database due to integration of rolls. (This table is to be used only if integration is being done in latest revision.)

Field No.	Name	Type	Size	Annotation
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The data structure of this table will be the same as that of Table No. 20 (E_DETAIL)

Table No. 42

Table : DLTSEDTL

Description of Table : Table for storing entries excluded/ deleted from Table No. 37 (SE_DETL) of the old database due to integration of rolls. (This table is to be used only if integration is being done in latest revision.)

Field No.	Name	Type	Size	Annotation
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The data structure of this table will be the same as that of Table No. 37 (SE_DETL)

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**LIST OF NEW TABLES AND
ANNOTATED DATA STRUCTURES
OF ROLLS & EPICS**

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EPIC's Table No. 43 to 65

List of New Tables and their Descriptions

Table No.	Table Name	Description of Table
43.	AC_EPIC	Some Basic information on EPIC Scheme in AC
44.	EPIC_SER	Details of EPIC Series allotted to an AC
45.	EPIC_@@@	Particulars of Electors Photo Identity Cards (EPICs) prepared in the AC under the EPIC Series ID @@@. (In the table for the first series of EPIC, entries would also be included for those electors whose EPICs were prepared under the old numbering scheme.)
45 A.	ADR_@@@	Complete addresses of electors whose EPICs have been prepared in the AC under the EPIC Series ID @@@. (In the table for the first series of EPIC, entries would also be included for those electors whose EPICs were prepared under the old numbering scheme.)
46.	EPIC_TRN	Particulars of EPICs issued to electors in other ACs whose entries have been transferred to the roll of this AC
46 A.	ADR_TRAN	Complete addresses of electors for whom EPICs were prepared in other ACs and whose entries have been transferred to the roll of this AC
47.	EPICREPL	Particulars of old EPICs in lieu of which Duplicate EPICs have been prepared in this AC, i.e. EPICs Replaced.
48.	EPIC_DEL	List of persons whose EPICs were prepared and whose names were subsequently deleted from the electoral roll
49.	EPICSTKR	Particulars of EPIC stickers issued
50.	AGENCIES	List of Agencies viz. State Legislative Agencies (SLAs), Vendors and Sub-Vendors
51.	CAMPAGNS	List of Campaigns held in the State
52.	CD_NDX	Index of CD-ROMs containing the image files
53.	SHEETNDX	Index of Sheets containing miniature EPICs
54.	FLDUNITS	List of Field Units
55.	DPLOCN	List of Designated Photography Locations (DPLs)
56.	DPLCVRG	Coverage of Designated Photography Locations (DPLs) by Field Units
57.	BLOKALTD	Blocks of Serial Nos. reserved and allotted by District Computer Centres to different vendors for assigning numbers to new EPICs
58.	BLOKUSED	Blocks of Serial Nos. used by vendors out of the block allotted
59.	BLOKREUS	Unutilised chunks out of the blocks of serial nos. reserved for field units in the past, but now available for use for new EPICs in the AC
60.	NEW_V###	Particulars of New EPICs issued to electors by the field units of vendor no. ###
61.	NEW_F###	Particulars of New EPICs issued to electors by the field unit no. ###
62.	DUP_V###	Particulars of Duplicate EPICs issued to electors by the field units of vendor no. ###.

Table No.	Table Name	Description of Table
63.	DUP_F###	Particulars of Duplicate EPICs issued to electors by the field unit no. ###
64.	STK_V###	Particulars of Stickers issued to electors by the field units of vendor no. ###.
65.	STK_F###	Particulars of EPIC stickers issued to electors by the field unit no. ###

- Notes :
1. In the case of UTs with no ACs, the field AC_NO should be filled with the PC number using three digits, i.e. the value 001 should be used.
 2. Dates should always be in ddmmyyyy format.

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Table No. 43

Name of Table : AC_EPIC

Description of Table : Some Basic information on EPIC Scheme in AC at the time of issue of Guidelines

Field No.	Field Name	Type	Size	Annotation
1.	ST_CODE	Character	3	State/UT Code
2.	AC_NO	Numeric	3	AC No.
3.	OLDCARDS	Numeric	6	No. of electors issued EPICs in the AC under the old scheme
4.	ENGROLLANG	Logical	1	Y (Yes) if English is one of the languages of the electoral roll; N (No) otherwise

Table No. 44

Name of Table : AC_EPIC

Description of Table : Details of EPIC series allotted to an AC
(For each EPIC Series allotted to an AC there will be one record in this table.)

Field No.	Field Name	Type	Size	Annotation
1.	ST_CODE	Character	3	State/UT Code
2.	AC_NO	Numeric	3	AC No.
3.	SERIES_NO	Numeric	1	Series No. of the new EPIC series (3-character alpha code) in the State/ UT. This will be 1 for all ACs to start with. As and when a new series for an AC is assigned by the Commission, new records would be added in this table, and the value of this field would then be assigned as 2, and so on.
4.	SERIES_ID	Character	3	EPIC Series ID : 3-character alpha code for the AC to be used as the prefix for the EPICs to be issued. For the first new series (i.e. for SERIES_NO=1), this will be the same as the FUSN Code already given to the AC and used in General Elections of 1998 and 1999.
5.	ECIORDERNO	Character	20	Order No. of Commission vide which the EPIC Series ID is assigned for the AC
6.	ECIORDERDT	Date	8	Date of the Order of Commission vide which the EPIC Series ID is assigned for the AC
7.	SRZSTRSL	Numeric	6	Starting Serial No. for this series of EPIC under new Unique EPIC numbering scheme for the first series allotted to the AC. A block of serial nos. starting from 1 will be reserved for assigning correspondence/ reference numbers to EPICs already issued using the old numbering system. The last no. of this reserved block should be rounded off to the next multiple of 1000. Thus, if 32345 EPICs have already been issued under the old numbering system, the value of this field will be 33000. The number to be used for giving EPIC No. to the first card under the new numbering scheme in the AC will then be 33001. For the second and subsequent series this will have the value 1.

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Name of Table : AC_EPIC

Description of Table : Details of EPIC series allotted to an AC
(For each EPIC Series allotted to an AC there will be one record in this table.)

Field No.	Field Name	Type	Size	Annotation
8.	MAINBLKSNO	Numeric	6	The lowest unallotted Serial No. in the main block of serial nos., i.e. excluding the numbers available from the chunks unutilised by the field units on a certain date. This will be same as the value in field 8 when the scheme is relaunched under the comprehensive guidelines. However, this will change soon after the first block of numbers starting with this are utilised by allocation in lots to vendors and to the computer unit at the permanent centre in the district. As soon as, say, 2000 numbers are thus allocated, this number will be incremented by 2000 and the date on which this is done will be the date to be reflected in the next field.
9.	DT_AVLBL	Date	8	Date on which the above-mentioned Serial No. becomes available for the first time. Initially, this will be the date on which the first value is populated in the previous field. This will change as indicated in the annotation of the previous field.

Table No. 45

Name of Table : EPIC_@@@ (Here @@@ is the new EPIC Series ID. Thus, for each new series of EPIC in the AC, there would be a new table.)

Description of Table : Particulars of Electors Photo Identity Cards (EPICs) prepared in the AC under the EPIC Series ID @@@. (In the table for the first series of EPIC, entries would also be included for those electors whose EPICs were prepared under the old numbering scheme.)

Field No.	Field Name	Type	Size	Annotation
1.	ST_CODE	Character	3	State/UT Code
2.	AC_NO	Numeric	3	Assembly Constituency No.
3.	EROLL_ID	Character	5	Last finally published Electoral Roll of the AC with reference to which the elector's entry in Table 20 : E_DETAIL is linked to the entry in this table. This will be of the type X####, wherein the first character X will indicate the revision type of the roll (I,P,S or L; refer Table No. 29: REV_TYPE), and the last four characters will be the year of the revision. Thus, in the campaign to be launched in most of the States/ UTs, this will be S2000 as finally published rolls are available for Summary Revision, 2000.
4.	PART_NO	Numeric	4	Part No. in the Assembly Constituency in the current roll
5.	SLNOINPART	Numeric	4	Serial No. of the elector in Part in the current roll
6.	IDCARD_NO	Character	17	Elector's Photo Identity Card (EPIC) No. For the EPICs issued under the old scheme, it will be the no. already assigned as appearing on the card, and also given in the last published roll, while for the new cards it will be the no. to be assigned as per the new numbering scheme.
7.	OLDScheme	Logical	1	Y (Yes) if the EPIC No. is as per the old numbering scheme; N (No) otherwise
8.	IMGFILENAME	Character	10	Name of latest image file name (without extension) in which the digital photo of the elector is stored. All image files will now have a three alpha prefix followed by 7 digits of which 6 digits will be the serial number and the last will be a check sum digit. In case of cards of the new series (post June 2000) the IMGFILENAME will be exactly the same as the EPIG No.
9.	PHOTO_DATE	Date	8	Date of taking the latest photograph of the elector
10.	EPIC_DATE	Date	8	Date of preparation of latest EPIC

Name of Table :

EPIC_@@@ (Here @@@ is the new EPIC Series ID. Thus, for each new series of EPIC in the AC, there would be a new table.)

Description of Table :

Particulars of Electors Photo Identity Cards (EPICs) prepared in the AC under the EPIC Series ID @@@. (In the table for the first series of EPIC, entries would also be included for those electors whose EPICs were prepared under the old numbering scheme.)

Field No.	Field Name	Type	Size	Annotation
11.	EPICISSUED	Logical	1	Y (Yes) if latest EPIC issued to elector; N (No) otherwise
12.	ISSUE_DATE	Date	8	Date of issue of latest EPIC to elector. Will be blank if the EPIC has been prepared but not distributed for whatever reason.
13.	N_DUPISSD	Numeric	2	No. of times duplicate EPIC has been issued to the elector in this AC. Default value = 0.
14.	STKR_ISSD	Logical	1	Y (Yes) if a sticker has been issued to the elector; N (No) otherwise
15.	ELCTRSTTUS	Character	1	Status of the elector: N - Normal, i.e. the elector is a valid elector in the last published roll of this AC, his EPIC has been prepared and is either issued or is pending distribution. This would imply that there is a corresponding entry in Table 20; T - Transferred to electoral roll of another AC; S - Elector's name deleted from Table 20, and his EPIC surrendered to ERO; X - Elector's name deleted from Table 20, but his EPIC not surrendered to ERO
16.	VNDR_CD_ID	Character	11	ID of the CD-ROM submitted by the vendor which contains the image file of elector's photograph: ST_ABBRE + AC No. + "-CD" + NNN where NNN is a running serial no. from 1, and both AC No. and NNN are to be written with leading zeros, wherever required.
17.	ARCH_CD_ID	Character	9	ID of the Storage / Archival CD-ROM which contains the image file of elector's latest photograph: ST_ABBRE + AC No. + "-" + NNN where NNN is a running serial no. from 1, and both AC No. and NNN are to be written with leading zeros, wherever required. The internal Label of the Storage / Archival CD would be the ARCH_CD_ID followed by "C" or "D" or "S" depending upon whether it is the CU Copy, the DEO Copy or the CEO Copy.

Name of Table : EPIC_@@@ (Here @@@ is the new EPIC Series ID. Thus, for each new series of EPIC in the AC, there would be a new table.)

Description of Table : Particulars of Electors Photo Identity Cards (EPICs) prepared in the AC under the EPIC Series ID @@@. (In the table for the first series of EPIC, entries would also be included for those electors whose EPICs were prepared under the old numbering scheme.)

Field No.	Field Name	Type	Size	Annotation
18.	SHEET_ID	Numeric	11	Miniature Sheet ID: ST_ABBRE + AC No. + "-" + NNNNN where NNNNN is the serial number of the Sheet containing the miniature EPIC

Note: An entry for an elector will be available in this table as soon as his EPIC is prepared.

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Table No. 45 A

Name of Table :

ADR_@@@ (Here @@@ is the new EPIC Series ID. Thus, for each new series of EPIC in the AC, there would be a new table.)

Description of Table :

Complete addresses of electors whose EPICs have been prepared in the AC under the EPIC Series ID @@@. (In the table for the first series of EPIC, entries would also be included for those electors whose EPICs were prepared under the old numbering scheme.)

Field No.	Field Name	Type	Size	Annotation
1.	ST_CODE	Character	3	State/UT Code
2.	AC_NO	Numeric	3	Assembly Constituency No.
3.	IDCARD_NO	Character	17	Elector's Photo Identity Card (EPIC) No. For the EPICs issued under the old scheme, it will be the no. already assigned as appearing on the card, and also given in the last published roll, while for the new cards it will be the no. to be assigned as per the new numbering scheme.
4.	HOUSE_NO	Character	20	House No. of Elector
5.	STREET	Character	50	Street/ Mohalla/ Road/ Gali in Elector's address
6.	LOCALITY	Character	50	Area/ Locality in Elector's address
7.	TOWN_VILL	Character	25	Town/ Village name in Elector's address. The value should be entered through a pick-list provided in the Standard Software.
8.	PIN_CODE	Character	30	Pin Code in Elector's address
9.	POLICESTNM	Character	30	Police Station name in Elector's address. The value should be entered through a pick-list provided in the Standard Software.
10.	DISTRICT	Character	30	District in Elector's address. The value should be entered through a pick-list provided in the Standard Software.

Note : Integrity of data in fields 7 to 10, TOWN_VILL etc., has to be maintained with reference to Table 20 and related Control Tables

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Table No. 46

Name of Table : EPIC_TRN

Description of Table : Particulars of EPICs issued to electors in other ACs whose entries have been transferred to the roll of this AC

Field No.	Field Name	Type	Size	Annotation
1.	ST_CODE	Character	3	State/UT Code
2.	AC_NO	Numeric	3	Assembly Constituency No.
3.	TRANSFR_NO	Numeric	9	Running Serial No. of the entries transferred to this AC
4.	DTTRANSFR	Date	8	Date of transfer of EPIC particulars from the roll in which elector's name appeared earlier
5.	EROLL_ID	Character	5	Last finally published Electoral Roll of the AC with reference to which the elector's entry in Table 20 : E_DETAIL is linked to the entry in this table. This will be of the type X####, wherein the first character X will indicate the revision type of the roll (I,P,S or L; refer Table No. 29: REV_TYPE), and the last four characters will be the year of the revision. Thus, in the campaign to be launched in most of the States/ UTs, this will be S2000 as finally published rolls are available for Summary Revision, 2000.
6.	PART_NO	Numeric	4	Part No. in the Assembly Constituency in the current roll
7.	SLNOINPART	Numeric	4	Serial No. of the elector in Part in the current roll
8.	IDCARD_NO	Character	17	Elector's Photo Identity Card (EPIC) No. For the EPICs issued under the old scheme, it will be the no. already assigned as appearing on the card, and also given in the last published roll, while for the new cards it will be the no. to be assigned as per the new numbering scheme.
9.	OLDScheme	Logical	1	Y (Yes) if the EPIC No. is as per the old numbering scheme; N (No) otherwise
10.	IMGFILENAME	Character	10	Name of latest image file name (without extension) in which the digital photo of the elector is stored
11.	PHOTO_DATE	Date	8	Date of taking the latest photograph of the elector
12.	EPIC_DATE	Date	8	Date of preparation of latest EPIC
13.	EPICISSUED	Logical	1	Y (Yes) if latest EPIC issued to elector; N (No) otherwise

Name of Table : EPIC_TRN

Description of Table : Particulars of EPICs issued to electors in other ACs whose entries have been transferred to the roll of this AC

Field No.	Field Name	Type	Size	Annotation
14.	EPIC_TRN	Character	1	Y (Yes) if the EPIC of the elector prepared in the transferred-from AC was not issued to the elector, and has been sent by the ERO of that AC to the ERO of this AC; N (No) if the EPIC of the elector prepared in the transferred-from AC was not issued to the elector, and so far has not been sent by the ERO of that AC to the ERO of this AC. I (Irrelevant) if the elector had been issued the EPIC in his earlier AC.
15.	ISSUE_DATE	Date	8	Date of issue of latest EPIC to elector. Will be blank if the EPIC has been prepared but not distributed.
16.	N_DUPISSD	Numeric	2	No. of times duplicate EPIC has been issued to the elector in this AC. Default value = 0.
17.	STKR_ISSD	Logical	1	Y (Yes) if a sticker has been issued to the elector in this AC; N (No) otherwise
18.	ELCTRSTTUS	Character	1	Status of the elector: N - Normal, i.e. the elector is a valid elector in the last published roll of this AC, his EPIC has been prepared and is either issued or is pending distribution; T - Transferred to electoral roll of another AC; S - Elector's name deleted from Table 20, and his EPIC surrendered to ERO; X - Elector's name deleted from Table 20, but his EPIC not surrendered to ERO
19.	VNDR_CD_ID	Character	11	ID of the CD-ROM submitted by the vendor which contains the image file of elector's photograph
20.	ARCH_CD_ID	Character	9	ID of the Archived CD-ROM which contains the image file of elector's latest photograph.
21.	SHEET_ID	Numeric	11	Miniature Sheet ID: ST_ABBRE + AC No. + "-" + NNNNN where NNNNN is the serial number of the Sheet containing the miniature EPIC

Table No. 46 A**Name of Table :** ADR_TRAN**Description of Table :** Complete addresses of electors for whom EPICs were prepared in other ACs and whose entries have been transferred to the roll of this AC

Field No.	Field Name	Type	Size	Annotation
1.	ST_CODE	Character	3	State/UT Code
2.	AC_NO	Numeric	3	Assembly Constituency No.
3.	IDCARD_NO	Character	17	Elector's Photo Identity Card (EPIC) No. For the EPICs issued under the old scheme, it will be the no. already assigned as appearing on the card, and also given in the last published roll, while for the new cards it will be the no. to be assigned as per the new numbering scheme.
4.	HOUSE_NO	Character	20	House No. of Elector
5.	STREET	Character	50	Street/ Mohalla/ Road/ Gali in Elector's address
6.	LOCALITY	Character	50	Area/ Locality in Elector's address
7.	TOWN_VILL	Character	25	Town/ Village name in Elector's address. The value should be entered through a pick-list provided in the Standard Software.
8.	PIN_CODE	Character	30	Pin Code in Elector's address
9.	POLICESTNM	Character	30	Police Station name in Elector's address. The value should be entered through a pick-list provided in the Standard Software.
10.	DISTRICT	Character	30	District in Elector's address. The value should be entered through a pick-list provided in the Standard Software.

Note : Integrity of data in fields 7 to 10, TOWN_VILL etc., has to be maintained with reference to Table 20 and related Control Tables

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Table No. 47

Name of Table: EPICREPL

Description of Table: Particulars of old EPICs in lieu of which Duplicate EPICs have been prepared in this AC, i.e. EPICs have been replaced.

Field No.	Field Name	Type	Size	Annotation
1.	ST_CODE	Character	3	State/UT Code
2.	AC_NO	Numeric	3	Assembly Constituency No.
3.	IDCARD_NO	Character	17	EPIC No.
4.	DUPREASON	Character	1	Single-letter code giving the reason for issue of duplicate EPIC: W : Wrong Photograph L : Lost / Misplaced M : Mutilated D : Destroyed O : Others
5.	REASON_DES	Character	50	Description of reason for issue of duplicate EPIC. This is primarily to describe the details when value of the field DUPREASON above is "O". This may also be used to provide any details when the reason for issue of duplicate EPIC is loss/ mutilation/ destruction.
6.	PRV_IC_RET	Logical	1	Y (Yes) if the old EPIC has been returned/ surrendered; N (No) otherwise
7.	PRVIMGFILE	Character	10	Name of image file (without extension) of elector's previous photo, if the same is available; Blank otherwise
8.	VNDR_CD_ID	Character	11	ID of the CD-ROM submitted by the vendor which contains the image file of elector's photograph
9.	ARCH_CD_ID	Character	9	ID of the Archived CD-ROM which contains the image file of elector's replaced photograph.
10.	SHEET_ID	Numeric	11	Miniature Sheet ID: ST_ABBRE + AC No. + "-" + NNNNN where NNNNN is the serial number of the Sheet containing the miniature EPIC
11.	PHOTO_DATE	Date	8	Date of taking the photograph of the elector for the previous EPIC
12.	EPIC_DATE	Date	8	Date of preparation of the previous EPIC
13.	ISSUE_DATE	Date	8	Date of issue of the previous EPIC to elector

Name of Table: EPICREPL

Description of Table: Particulars of old EPICs in lieu of which Duplicate EPICs have been prepared in this AC, i.e. EPICs have been replaced.

Field No.	Field Name	Type	Size	Annotation
14.	N_DUPISSD	Numerical	2	<p>No. of times duplicate EPIC has been issued to the elector in this AC excluding the current instance.</p> <p>Whenever a new record is added in this table, the value of this field will be 1 less than the value of the field N_DUPISSD in Table No. 45.</p> <p>If an elector's EPIC has been replaced in this AC, say, 3 times, there will be 3 records corresponding to the three instances of replacement. The value of the field N_DUPISSD in Table No. 45 will be 3. In this table, in the record of the latest (i.e. third) replacement, the value of this field will be 2, while in the records corresponding to the second and first instances of replacement this field will have the value 1 and 0 respectively.</p>

Note: The purpose of this table is to maintain a backward audit-trail for all duplicate EPICs prepared in this AC.

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Table No. 48

Name of Table: EPIC_DEL

Description of Table: List of persons whose EPICs were prepared and whose names were subsequently deleted from the electoral roll

Field No.	Field Name	Type	Size	Annotation
1.	ST_CODE	Character	3	State/UT Code
2.	AC_NO	Numeric	3	Assembly Constituency No.
3.	IDCARD_NO	Character	17	Elector's Photo Identity Card (EPIC) No.
4.	DELROL_ID	Character	5	Reference of the Electoral Roll in which the elector's entry was deleted – This will be of the type X####, wherein the first character will indicate the revision type of the roll (refer Table No. 29: REV_TYPE), and the last four characters will be the year of the revision.
5.	PART_NO	Numeric	4	Part No. in the Assembly Constituency of the deleted entry
6.	SLNOINPART	Numeric	4	Serial No. of the elector's deleted entry in Part
7.	ELCTRSTTUS	Character	1	Status of the elector: T - Transferred to electoral roll of another AC; S - Dies - EPIC surrendered to ERO; X - Dies - EPIC not surrendered to ERO
8.	DATE_SRNDR	Date	8	Date of surrender of EPIC, if ELCTRSTTUS is "S" or "X"
9.	DATE_TRAN	Date	8	Date of transfer of elector's entry if ELCTRSTTUS is "T"
10.	EPIC_TRAN	Character	1	Y (Yes) if the latest EPIC of the elector prepared in this AC and which was not issued has been sent to the ERO of the transferred-to AC; N (No) if the latest EPIC of the elector prepared in this AC and which was not issued has not been sent to the ERO of the transferred-to AC; I (Irrelevant) if the latest EPIC of the elector had been issued
11.	EROLL_TO	Character	5	Reference of the ID of the Electoral Roll to which the elector's entry was transferred – This will be of the type X####, wherein the first character will indicate the revision type of the roll (refer Table No. 29: REV_TYPE), and the last four characters will be the year of the revision.
12.	ST_CODE_TO	Character	3	State Code of the State to which transferred

Name of Table: EPIC_DEL

Description of Table: List of persons whose EPICs were prepared and whose names were subsequently deleted from the electoral roll

Field No.	Field Name	Type	Size	Annotation
13.	AC_NO_TO	Numeric	3	AC No. of the State to which transferred
14.	PART_TO	Numeric	4	Part No. of the transferred entry in the roll to which transferred
15.	SLNO_TO	Numeric	4	Serial No. of the transferred entry in Part in the roll to which transferred
16.	FM_NAME	Character	30	First & Middle Name of elector
17.	LASTNAME	Character	30	Last Name of elector
18.	RLN_TYPE	Character	1	Relationship Code : F- Father, M – Mother, H – Husband, O – Others
19.	RLN_FM_NM	Character	30	Relation's First & Middle Name
20.	RLN_L_NM	Character	30	Relation's Last Name
21.	HOUSE_NO	Character	20	House No. of elector
22.	AREA_ID	Character	50	Identification particulars of the Section of elector's residence (Field AREA_ID of Table 19 : SECTIONS)
23.	LOCALITYID	Character	50	Specific geographic identification of the locality of elector's residence (Field LOCALITYID of Table 19 : SECTIONS)
24.	SEX	Character	1	Sex of elector : M – Male, F – Female
25.	AGE	Numeric	3	Age of elector as given in the roll

Note: When an elector is deleted from the Electoral Roll, the data of Table 20 is transferred to this table.

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Table No. 49

Name of Table : **EPICSTKR**

Description of Table : **Particulars of EPIC stickers issued**

Field No.	Field Name	Type	Size	Annotation
1.	ST_CODE	Character	3	State/UT Code
2.	AC_NO	Numeric	3	Assembly Constituency No.
3.	IDCARD_NO	Character	17	EPIC No.
4.	STKRREASON	Character	2	Two-letter code, in descending order of priority, for reason for issue of sticker: TR : Transposition case NM : Incorrect Name RN : Incorrect Name of Relation RT : Relationship type incorrect/ not given AG : Incorrect Age SX : Incorrect Sex AD : Incorrect Address In case the sticker is issued for a combination of reasons mentioned above, the code assigned should correspond to the reason having the highest priority.
5.	REASON_DES	Character	50	Details of description of reason for issue of EPIC sticker, if required
6.	DTSTKRPRPD	Date	8	Date of preparation of sticker
7.	DTSTKRISSD	Date	8	Date of issue of sticker
8.	AGENCY_ID	Character	7	Agency ID to be assigned as follows: ST_ABBRE+"-"+AGENCYTYPE+NNN where NNN is a 3 digits running serial no., with leading zeros wherever required, assigned independently for the different type of agencies. These will be unique ids within the State/UT allotted by the CEO.

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Table No. 50

Name of Table : AGENCIES

Description of Table : List of Agencies viz. State Legislative Agencies (SLAs), Vendors and Sub-Vendors

Field No.	Field Name	Type	Size	Annotation
1.	ST_CODE	Character	3	State/UT Code
2.	AGENCYTYPE	Character	1	Code to indicate the type of agency: S : SLA V : Vendor U : Sub-Vendor D : Departmental (for permanent district centres or sub-district centres)
3.	AGENCY_ID	Character	7	Agency ID to be assigned as follows: ST_ABBRE+"-"+AGENCYTYPE+NNN where NNN is a 3 digits running serial no., with leading zeros wherever required, assigned independently for the different type of agencies. These will be unique Ids within the State/UT allotted by the CEO. The permanent district centre should always have NNN as 001. Additional Centres, if any, should have NNN 002 onwards.
4.	LINKAGENCY	Character	8	Agency ID of the next higher level agency, i.e. Vendor for the Sub-Vendor, SLA for the Vendor, and the District Centre for all departmental sub-district centres. For the SLA, the Link Agency will be the SLA itself. Similarly, for the District Centre, the Link Agency will be the District Centre itself.
5.	AGENCYNAME	Character	50	Name of the Agency
6.	SHORTNAME	Character	10	Abbreviation of the Agency's name, if any
7.	ADRLINE1	Character	50	Address Line 1 of Agency's address
8.	ADRLINE2	Character	50	Address Line 2 of Agency's address
9.	CITY_TOWN	Character	25	City/Town where Agency is located
10.	PIN_CODE	Character	6	Pin Code of Agency address
11.	PHONE_NO1	Character	11	Phone No. of the Agency
12.	PHONE_NO2	Character	11	Alternate Phone No. of the Agency
13.	FAX_NO1	Character	11	Fax Nos. of the Agency
14.	CONTACTPRSN	Character	11	Contact Person in the Agency

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Name of Table : **AGENCIES**

Description of Table : List of Agencies viz. State Legislative Agencies (SLAs), Vendors and Sub-Vendors

Field No.	Field Name	Type	Size	Annotation
15.	E_MAIL	Character	30	E-mail of the contact person/ agency
16.	DATE_FROM	Date	8	Date from which the agreement/ contract with the Agency starts
17.	DATE_TO	Date	8	Date on which the agreement/ contract with the Agency ends
18.	CUR_VALID	Logical	1	Y (Yes) if the Agency is currently associated with the programme

Note: If an agency is re-appointed after the expiry of an agreement, it would be assigned a new ID, and there would be a new record for that agency in this table.

Table No. 51

Name of Table: CAMPAGNS
Description of Table: List of Campaigns held in the State

Field No.	Field Name	Type	Size	Annotation
1.	CAMPAIGNID	Character	10	Campaign ID, to be assigned by CEO as follows: ST_ABBRE + "-" + YYYY + "-" + NN where YYYY is the year in which the campaign begins, and NN is a running serial no. from 1, with leading zero if required. For every calendar year, the serial no. will start afresh from 1. For example OR-2000-01 will be the campaign ID of the first campaign launched in Orissa in year 2000. A Campaign starting in one calendar year may carry on into the next year. In such case, YYYY will stand for the year in which the campaign is started.
2.	STARTMONTH	Numeric	2	Month of the beginning of the Campaign
3.	STARTYEAR	Numeric	4	Year of the beginning of the Campaign
4.	ENDMONTH	Numeric	2	Month in which the Campaign ends
5.	ENDYEAR	Numeric	4	Year in which the Campaign ends

- Note:**
1. The Campaign IDs will be allotted by the CEO and communicated to the DEOS/ EROs and the Commission.
 2. The period between two special campaigns launched in the State will also be notionally treated as a campaign, as EPICs would be issued in this period from the computer centre at the district and will have pre-assigned number for the NN part of the CAMPAIGNID.

Table No. 52

Name of Table: CD_NDX
 Description of Table: Index of CD-ROMs containing the image files

Field No.	Field Name	Type	Size	Annotation
1.	ST_CODE	Character	3	State/UT Code
2.	AC_NO	Numeric	3	AC No.
3.	AGENCY_ID	Character	7	Agency ID of vendor
4.	CAMPAIGNID	Character	10	Campaign ID
5.	VNDR_CD_ID	Character	11	ID of the CD-ROM submitted by the vendor which contains the image files of electors photographs taken during campaign
6.	ARCH_CD_ID	Character	9	ID of the Archived CD-ROM corresponding to the CD_ROM submitted by the vendor

Note : There will be one record for every vendor CD. The image data from two or more vendor CDs can go into one archival CD and therefore there can be multiple records having the same ARCH_CD_ID. There will, however, be only one occurrence of each VNDR_CD_ID in the table.

Table No. 53

Name of Table: SHEETNDX
Description of Table: Index of Sheets containing miniature EPICs

Field No.	Field Name	Type	Size	Annotation
1.	ST_CODE	Character	3	State/UT Code
2.	AC_NO	Numeric	3	AC No.
3.	AGENCY_ID	Character	7	Agency ID of vendor
4.	CAMPAIGNID	Character	10	Campaign ID
5.	VNDR_CD_ID	Character	11	ID of the CD-ROM submitted by the vendor which contains the image file of elector's photograph
6.	FRSTEPICNO	Character	10	EPIC No. of the first EPIC on the sheet containing the miniature EPICs
7.	LASTEPICNO	Character	10	EPIC No. of the last EPIC on the sheet containing the miniature EPICs
8.	NUM_EPICS	Numeric	3	Total number of miniature EPICs in the sheet
9.	SHEET_ID	Numeric	11	Miniature Sheet ID: ST_ABBRE + AC No. + "-" + NNNNN where NNNNN is the serial number of the Sheet containing the miniature EPIC

Table No. 54

Name of Table: **FLDUNITS**
 Description of Table: List of Field Units

Field No.	Field Name	Type	Size	Annotation
1.	ST_CODE	Character	3	State/UT Code
2.	CAMPAIGNID	Character	10	Campaign ID
3.	AGENCY_ID	Character	7	Agency ID of the Agency with which the Field Unit is associated
4.	FLDUNITNO	Numeric	3	Field Unit No., starting from 1 for each Agency. The Field Unit No. will be unique within the State for the concerned Agency.
5.	NAMEUNITHD	Character	60	Name of the head of field unit

Table No. 55

Name of Table : DPLOCN
Description of Table : List of Designated Photography Locations (DPLs)

Field No.	Field Name	Type	Size	Annotation
1.	ST_CODE	Character	3	State/UT Code
2.	AC_NO	Numeric	3	Assembly Constituency No.
3.	CAMPAIGNID	Character	10	Campaign ID
4.	DPL_TYPE	Character	1	Code for Designated Photography Location (DPL) type: D: DPL for dual purpose of (a) on-line production of cards & distribution and (b) also as a link centre for other off-line DPL(s) O: DPL for on-line production of cards & distribution L: Only as a link centre for other off-line DPL(s) P: DPL only for photography
5.	DPL_ID	Character	15	Designated Photography Location (DPL) ID : ST_ABBRE + "-" + NNN + "-DPL-" + MMMM where NNN is the AC No. with leading zeros, and MMMM is a running serial no. starting from 1, with leading zeros wherever required. For each campaign, DPL_ID is to be assigned afresh by the DEO, starting from serial no. 0001 in each AC.
6.	LOCN_BLDG	Character	50	Building of DPL
7.	LOCNAREAID	Character	50	Identification details of the DPL location, like Street etc.
8.	LINKDPL_ID	Character	12	Link DPL_ID : The default value should be same as the DPL_ID. The field should not be left blank.
9.	PS_LOCN_NO	Numeric	4	If the DPL is also a Polling Station Location (refer Table 16 : PS_LOCN), No. of the Polling Station Location

Note: In many States, the district computer facilities (computer units – CU) have already been made operational. It is expected that photography and on-line issue of cards will be carried out there throughout the year. Further, it is envisaged that these can act as link centres for off-line production of cards either during the operation and maintenance phase or during special campaigns for some of the off-line DPLs. In some of the States, particularly NCT of Delhi, computer units have also been established at sub-district level for different EROs. Therefore, the above coding scheme of DPL_IDs has to take into account these facts including possible setting up of facilities in future and have a consistent coding system.

In order to avoid any conflict/ confusion, the district or the sub-district computer unit will have the first DPL number for the AC in which the DPL building is physically located. Therefore, for all ACs the first

number should permanently be reserved for such a facility either already available or likely to be set up in near future.

Thus, in Andhra Pradesh in Srikakulam District, the district computer centre will have the following ID: AP-016-DPL-0001. Here, 16 is the AC No. for Srikakulam Assembly Constituency and it is presumed that the district computer unit is physically located in Srikakulam Town, which is part of Srikakulam Assembly Constituency. Similarly, in all ACs, the first number, i.e. 0001 of the code portion, is allotted to the district/ sub-district computer unit which has been set up or will be set up later.

In the unlikely event of 2 or more permanent computer units being located within the same AC, the initial serial no. (from 0001) will be allotted to these units.

Table No. 56**Name of Table :** DPLCVRG**Description of Table :** Coverage of Designated Photography Locations (DPLs) by Field Units

Field No.	Field Name	Type	Size	Annotation
1.	ST_CODE	Character	3	State/UT Code
2.	AC_NO	Numeric	3	Assembly Constituency No.
3.	CAMPAIGNID	Character	10	Campaign ID
4.	DPL_ID	Character	15	Designated Photography Location (DPL) ID
5.	ROUND_NO	Numeric	1	Round No. at this DPL during current campaign
6.	PLN_DT_FR	Date	8	Starting Date of the campaign coverage of the DPL as per the schedule drawn by the CEO
7.	PLN_DT_TO	Date	8	Ending Date of the campaign coverage of the DPL as per the schedule drawn by the CEO
8.	ACT_DT_FR	Date	8	Actual Starting Date of the campaign coverage of the DPL
9.	ACT_DT_TO	Date	8	Actual Ending Date of the campaign coverage of the DPL
10.	EROREPPIN	Character	12	Personal Identification No. (PIN) of the ERO's representative who would be present at DPL on the date of coverage
11.	AGENCY_ID	Character	6	Agency Identification Code of the lowest-level agency with which the Field Unit is associated
12.	FLDUNITNO	Numeric	3	Field Unit No.
13.	COMMENTS	Memo		Comments, if any

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Table No. 57

Name of Table: BLOKALTD

Description of Table: Blocks of Serial Nos. reserved and provided by District Computer Centres to different vendors for assigning numbers to new EPICs

Field No.	Field Name	Type	Size	Annotation
1.	CAMPAIGNID	Character	10	Campaign ID
2.	ST_CODE	Character	3	State/UT Code
3.	AGENCY_ID	Character	7	Agency ID
4.	AC_NO	Numeric	3	AC No.
5.	SERIES_ID	Character	3	EPIC Series ID
6.	CU_BLK_NO	Numeric	2	Running Serial No. assigned to the blocks of serial nos. allotted by the CU in the AC for different agencies. This will be an auto-number field.
7.	STRTSLNO	Numeric	6	Starting Serial No. of the block of nos. allotted
8.	ENDSLNO	Numeric	6	Last Serial No. of the block of nos. allotted
9.	DATE_ALOT	Date	8	Date on which this block reserved for/ allotted

Note: A sub-set of Table 57 data specific to the Agency concerned will be given to the Agency alongwith a blank copy of Table 58.

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Table No. 58**Name of Table:** BLOKUSED**Description of Table:** Blocks of Serial Nos. used by vendor out of the block allotted

Field No.	Field Name	Type	Size	Annotation
1.	CAMPAIGNID	Character	10	Campaign ID
2.	ST_CODE	Character	3	State/UT Code
3.	AC_NO	Numeric	3	AC No.
4.	SERIES_ID	Character	3	EPIC Series ID
5.	CU_BLK_NO	Numeric	2	Block No. of the block of serial nos. allotted by the CU to the vendor
6.	AGENCY_ID	Character	7	Agency ID of the Vendor
7.	FLDUNITNO	Numeric	3	Field Unit No.
8.	AGNCYBLKNO	Numeric	3	Running Serial No. assigned by the vendor to the sub-block of serial nos. allotted to the field unit in the AC
9.	STRTSLNO	Numeric	6	Starting Serial No. of the sub-block of nos. reserved for the field unit
10.	ENDSLNO	Numeric	6	Last Serial No. of the sub-block of nos. reserved for the field unit
11.	DATE_ALOT	Date	8	Date on which this block reserved for/ allotted to field unit
12.	LASTUSE_NO	Numeric	6	Last Serial No. used in the sub-block
13.	LASTUSE_DT	Date	8	Date on which the LASTUSE_NO above was used

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Table No. 59

Name of Table: BLOKREUS

Description of Table: Unutilised chunks out of the blocks of serial nos. reserved for vendors in the past, but now available for use for new EPICs in the AC

Field No.	Field Name	Type	Size	Annotation
1.	ST_CODE	Character	3	State/UT Code
2.	AC_NO	Numeric	3	AC No.
3.	SERIES_ID	Character	3	EPIC Series ID
4.	CU_BLK_NO	Numeric	2	Block No. allotted by CU to vendor out of which this unutilised chunk was not utilised
5.	GROUP_NO	Numeric	3	Group No. of the unutilised chunk in CU_BLK_NO returned to CU : Running Serial No. from 1 in each CU_BLK_NO
6.	STRTSLNO	Numeric	6	Starting Serial No. of the block available for use. This would be incremented every time a new EPIC is issued using this no.
7.	ENDSLNO	Numeric	6	Last Serial No. of the block available for use
8.	RETURNDATE	Date	8	Date on which this group returned to CU
9.	GR_AVLBL	Logical	1	Y - For Available N - For Not available. The Flag will be set to N at the time of allotment of the group to an Agency.

Note : Serial numbers of the group no. having the smallest STRTSLNO in the lowest block no. should be utilised first.

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Table No. 60**Name of Table :** NEW_####

Description of Table : Particulars of New EPICs issued to electors by the field units of vendor where \$ (single character) stands for AGENCYTYPE and ### (three digit number) stands for the NNN portion of AGENCY_ID . In other words \$### are the last four alphanumeric characters in the AGENCY_ID of the vendor.
(This table will be prepared by each vendor by consolidating the tables received from their field units, and handed over to the DEO/ ERO.)

Field No.	Field Name	Type	Size	Annotation
1.	CAMPAIGNID	Character	10	Campaign ID
2.	ST_CODE	Character	3	State/UT Code
3.	AC_NO	Numeric	3	Assembly Constituency No.
4.	AGENCY_ID	Character	7	Agency ID of the vendor
5.	FLDUNITNO	Numeric	3	Field Unit No.
6.	PART_NO	Numeric	4	Part No. in the Assembly Constituency
7.	SLNOINPART	Numeric	4	Serial No. of the elector in Part
8.	IDCARD_NO	Character	17	Elector's Photo Identity Card (EPIC) No.
9.	IMGFILENM	Character	10	Name of new image file (without extension) of elector's photo
10.	PHOTO_DATE	Date	8	Date of taking the photograph of the elector
11.	EPIC_DATE	Date	8	Date of preparation of EPIC
12.	EPICISSUED	Logical	1	Y (Yes) if latest EPIC issued to elector; N (No) otherwise
13.	ISSUE_DATE	Date	8	Date of issue of latest EPIC to elector. Will be blank if the EPIC has been prepared but not distributed.
14.	DPL_ID	Character	15	DPL ID where elector's photograph taken
15.	EPICONLINE	Logical	1	Y (Yes) if the EPIC has been prepared on-line at the same DPL where the photograph was taken
16.	LINKDPL_ID	Character	12	DPL ID where the EPIC has been prepared off-line in case the EPIC is not prepared on-line
17.	VNDR_CD_ID	Character	11	ID of the CD-ROM submitted by the vendor which contains the image file of elector's photograph
18.	HOUSE_NO	Character	20	House No. of Elector
19.	STREET	Character	50	Street/ Mohalla/ Road/ Gali in Elector's address

Name of Table : NEW_####

Description of Table : Particulars of New EPICs issued to electors by the field units of vendor where S (single character) stands for AGENCYTYPE and ### (three digit number) stands for the NNN portion of AGENCY_ID . In other words #### are the last four alphanumeric characters in the AGENCY_ID of the vendor. (This table will be prepared by each vendor by consolidating the tables received from their field units, and handed over to the DEO/ ERO.)

Field No.	Field Name	Type	Size	Annotation
20.	LOCALITY	Character	50	Area/ Locality in Elector's address
21.	TOWN_VILL	Character	25	Town/ Village name in Elector's address. The value should be entered through a pick-list provided in the Standard Software.
22.	PIN_CODE	Character	30	Pin Code in Elector's address
23.	POLICESTNM	Character	30	Police Station name in Elector's address. The value should be entered through a pick-list provided in the Standard Software.
24.	DISTRICT	Character	30	District in Elector's address. The value should be entered through a pick-list provided in the Standard Software.

Table No. 61

Name of Table :

NEW_F###

Description of Table :

Particulars of New EPICs issued to electors by the field unit no. ###.
(This table will be updated by each field unit for EPICs prepared on_line or off_line by them and handed over to their vendor for consolidation.)

Field No.	Field Name	Type	Size	Annotation
1.	CAMPAIGNID	Character	10	Campaign ID
2.	ST_CODE	Character	3	State/UT Code
3.	AC_NO	Numeric	3	Assembly Constituency No.
4.	AGENCY_ID	Character	7	Agency ID of the vendor
5.	FLDUNITNO	Numeric	3	Field Unit No.
6.	PART_NO	Numeric	4	Part No. in the Assembly Constituency
7.	SLNOINPART	Numeric	4	Serial No. of the elector in Part
8.	IDCARD_NO	Character	17	Elector's Photo Identity Card (EPIC) No.
9.	IMGFILENM	Character	10	Name of new image file (without extension) of elector's photo
10.	PHOTO_DATE	Date	8	Date of taking the photograph of the elector
11.	EPIC_DATE	Date	8	Date of preparation of EPIC
12.	EPICISSUED	Logical	1	Y (Yes) if latest EPIC issued to elector; N (No) otherwise
13.	ISSUE_DATE	Date	8	Date of issue of latest EPIC to elector. Will be blank if the EPIC has been prepared but not distributed.
14.	DPL_ID	Character	15	DPL ID where elector's photograph taken
15.	EPICONLINE	Logical	1	Y (Yes) if the EPIC has been prepared on-line at the same DPL where the photograph was taken
16.	LINKDPL_ID	Character	12	DPL ID where the EPIC has been prepared off-line in case the EPIC is not prepared on-line
17.	HOUSE_NO	Character	20	House No. of Elector
18.	STREET	Character	50	Street/ Mohalla/ Road/ Gali in Elector's address
19.	LOCALITY	Character	50	Area/ Locality in Elector's address
20.	TOWN_VILL	Character	25	Town/ Village name in Elector's address. The value should be entered through a pick-list provided in the Standard Software.

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Name of Table : **NEW_F###**

Description of Table : Particulars of New EPICs issued to electors by the field unit no. ###.
(This table will be updated by each field unit for EPICs prepared on_line or off_line by them and handed over to their vendor for consolidation.)

Field No.	Field Name	Type	Size	Annotation
21.	PIN_CODE	Character	30	Pin Code in Elector's address
22.	POLICESTNM	Character	30	Police Station name in Elector's address. The value should be entered through a pick-list provided in the Standard Software.
23.	DISTRICT	Character	30	District in Elector's address. The value should be entered through a pick-list provided in the Standard Software.

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Table No. 62**Name of Table:** DUP_####

Description of Table: Particulars of Duplicate EPICs issued to electors by the field units of vendor where \$ (single character) stands for AGENCYTYPE and ### (three digit number) stands for the NNN portion of AGENCY_ID . In other words \$### are the last four alphanumeric characters in the AGENCY_ID of the vendor.
(This table will be prepared by each vendor by consolidating the tables received from their field units, and handed over to the DEO/ ERO.)

Field No.	Field Name	Type	Size	Annotation
1.	CAMPAIGNID	Character	10	Campaign ID
2.	ST_CODE	Character	3	State/UT Code
3.	AC_NO	Numeric	3	Assembly Constituency No.
4.	AGENCY_ID	Character	7	Agency ID of the vendor
5.	FLDUNITNO	Numeric	3	Field Unit No.
6.	IDCARD_NO	Character	17	EPIC No.
7.	DUPREASON	Character	1	Single-letter code giving the reason for issue of duplicate EPIC: W : Wrong Photograph L : Lost / Misplaced M : Mutilated D : Destroyed O : Others
8.	REASON_DES	Character	50	Description of reason for issue of duplicate EPIC. This is primarily to describe the details when value of the field DUPREASON above is "O". This may also be used to provide any details when the reason for issue of duplicate EPIC is loss/ mutilation/ destruction.
9.	PRV_IC_RET	Logical	1	Y if the old EPIC has been returned; N otherwise
10.	NEWIMGFILE	Character	10	Name of new image file (without extension) of elector's photo
11.	PHOTO_DATE	Date	8	Date of taking the photograph of the elector for the current duplicate EPIC
12.	EPIC_DATE	Date	8	Date of preparation of the current duplicate EPIC
13.	EPICISSUED	Logical	1	Y (Yes) if duplicate EPIC issued to elector; N (No) otherwise
14.	ISSUE_DATE	Date	8	Date of issue of current duplicate EPIC to elector

Name of Table: **DUP_####**

Description of Table: Particulars of Duplicate EPICs issued to electors by the field units of vendor where \$ (single character) stands for AGENCYTYPE and ### (three digit number) stands for the NNN portion of AGENCY_ID . In other words \$### are the last four alphanumeric characters in the AGENCY_ID of the vendor.
(This table will be prepared by each vendor by consolidating the tables received from their field units, and handed over to the DEO/ ERO.)

Field No.	Field Name	Type	Size	Annotation
15.	DPL_ID	Character	15	DPL ID where elector's photograph taken
16.	EPICONLINE	Logical	1	Y (Yes) if the EPIC has been prepared on-line at the same DPL where the photograph was taken
17.	LINKDPL_ID	Character	12	DPL ID where the EPIC has been prepared off-line in case the EPIC is not prepared on-line
18.	VNDR_CD_ID	Character	11	ID of the CD-ROM submitted by the vendor which contains the image file of elector's photograph
19.	HOUSE_NO	Character	20	House No. of Elector
20.	STREET	Character	50	Street/ Mohalla/ Road/ Gali in Elector's address
21.	LOCALITY	Character	50	Area/ Locality in Elector's address
22.	TOWN_VILL	Character	25	Town/ Village name in Elector's address. The value should be entered through a pick-list provided in the Standard Software.
23.	PIN_CODE	Character	30	Pin Code in Elector's address
24.	POLICESTNM	Character	30	Police Station name in Elector's address. The value should be entered through a pick-list provided in the Standard Software.
25.	DISTRICT	Character	30	District in Elector's address. The value should be entered through a pick-list provided in the Standard Software.

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Table No. 63

Name of Table: DUP_F###

Description of Table: Particulars of Duplicate EPICs issued to electors by the field unit no. ###.
(This table will be prepared by each field unit and handed over to its vendor for consolidation.)

Field No.	Field Name	Type	Size	Annotation
1.	CAMPAIGNID	Character	10	Campaign ID
2.	ST_CODE	Character	3	State/UT Code
3.	AC_NO	Numeric	3	Assembly Constituency No.
4.	AGENCY_ID	Character	7	Agency ID of the vendor
5.	FLDUNITNO	Numeric	3	Field Unit No.
6.	IDCARD_NO	Character	17	EPIC No.
7.	DUPREASON	Character	1	Single-letter code giving the reason for issue of duplicate EPIC: W : Wrong Photograph L : Lost / Misplaced M : Mutilated D : Destroyed O : Others
8.	REASON_DES	Character	50	Description of reason for issue of duplicate EPIC. This is primarily to describe the details when value of the field DUPREASON above is "O". This may also be used to provide any details when the reason for issue of duplicate EPIC is loss/ mutilation/ destruction.
9.	PRV_IC_RET	Logical	1	Y if the old EPIC has been returned; N otherwise
10.	NEWIMGFILE	Character	10	Name of new image file (without extension) of elector's photo
11.	PHOTO_DATE	Date	8	Date of taking the photograph of the elector for the current duplicate EPIC
12.	EPIC_DATE	Date	8	Date of preparation of the current duplicate EPIC
13.	EPICISSUED	Logical	1	Y (Yes) if duplicate EPIC issued to elector; N (No) otherwise
14.	ISSUE_DATE	Date	8	Date of issue of current duplicate EPIC to elector
15.	DPL_ID	Character	15	DPL ID where elector's photograph taken

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Name of Table: DUP_F###

Description of Table: Particulars of Duplicate EPICs issued to electors by the field unit no. ###.
(This table will be prepared by each field unit and handed over to its vendor for consolidation.)

Field No.	Field Name	Type	Size	Annotation
16.	EPICONLINE	Logical	1	Y (Yes) if the EPIC has been prepared on-line at the same DPL where the photograph was taken
17.	LINKDPL_ID	Character	12	DPL ID where the EPIC has been prepared off-line in case the EPIC is not prepared on-line
18.	HOUSE_NO	Character	20	House No. of Elector
19.	STREET	Character	50	Street/ Mohalla/ Road/ Gali in Elector's address
20.	LOCALITY	Character	50	Area/ Locality in Elector's address
21.	TOWN_VILL	Character	25	Town/ Village name in Elector's address. The value should be entered through a pick-list provided in the Standard Software.
22.	PIN_CODE	Character	30	Pin Code in Elector's address
23.	POLICESTNM	Character	30	Police Station name in Elector's address. The value should be entered through a pick-list provided in the Standard Software.
24.	DISTRICT	Character	30	District in Elector's address. The value should be entered through a pick-list provided in the Standard Software.

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Table No. 64

Name of Table : STK_###

Description of Table : Particulars of EPIC stickers issued to electors by the field units of vendor where \$ (single character) stands for AGENCYTYPE and ### (three digit number) stands for the NNN portion of AGENCY_ID. In other words \$### are the last four alphanumeric characters in the AGENCY_ID of the vendor.
(This table will be prepared by each vendor by consolidating the tables received from their field units, and handed over to the DEO/ ERO.)

Field No.	Field Name	Type	Size	Annotation
1.	CAMPAIGNID	Character	10	Campaign ID
2.	ST_CODE	Character	3	State/UT Code
3.	AC_NO	Numeric	3	Assembly Constituency No.
4.	AGENCY_ID	Character	7	Agency ID of the vendor
5.	FLDUNITNO	Numeric	3	Field Unit No.
6.	IDCARD_NO	Character	17	EPIC No.
7.	STKRREASON	Character	2	Two-letter code, in descending order of priority, for reason for issue of sticker: TR : Transposition case NM : Incorrect Name RN : Incorrect Name of Relation RT : Relationship type incorrect/ not given AG : Incorrect Age SX : Incorrect Sex AD : Incorrect Address In case the sticker is issued for a combination of reasons mentioned above, the code assigned should correspond to the reason having the highest priority.
8.	REASON_DES	Character	50	Details of description of reason for issue of EPIC sticker, if required
9.	DTSTKRPRPD	Date	8	Date of preparation of sticker
10.	DTSTKRISSD	Date	8	Date of pasting of sticker on the EPIC
11.	FM_NAME	Character	30	First & Middle Name of elector, if changed
12.	LASTNAME	Character	30	Last Name of elector, if changed
13.	RLN_TYPE	Character	1	Relationship Code : F- Father, M – Mother, H – Husband, O – Others, if changed

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Name of Table : **STK_####**

Description of Table : Particulars of EPIC stickers issued to electors by the field units of vendor where \$ (single character) stands for AGENCYTYPE and ### (three digit number) stands for the NNN portion of AGENCY_ID . In other words \$### are the last four alphanumeric characters in the AGENCY_ID of the vendor.
(This table will be prepared by each vendor by consolidating the tables received from their field units, and handed over to the DEO/ ERO.)

Field No.	Field Name	Type	Size	Annotation
14.	RLN_FM_NM	Character	30	Relation's First & Middle Name, if changed
15.	RLN_L_NM	Character	30	Relation's Last Name, if changed
16.	SEX	Character	3	Sex of elector : M – Male, F – Female, if changed
17.	AGE	Numeric	3	Age of elector on qualifying date, if changed
18.	HOUSE_NO	Character	20	House No. of Elector, if changed
19.	STREET	Character	50	Street/ Mohalla/ Road/ Gali in Elector's address, if changed
20.	LOCALITY	Character	50	Area/ Locality in Elector's address, if changed
21.	TOWN_VILL	Character	25	Town/ Village name in Elector's address. The value should be entered through a pick-list provided in the Standard Software.
22.	PIN_CODE	Character	30	Pin Code in Elector's address
23.	POLICESTNM	Character	30	Police Station name in Elector's address. The value should be entered through a pick-list provided in the Standard Software.
24.	DISTRICT	Character	30	District in Elector's address. The value should be entered through a pick-list provided in the Standard Software.

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Table No. 65**Name of Table :** STK_F###

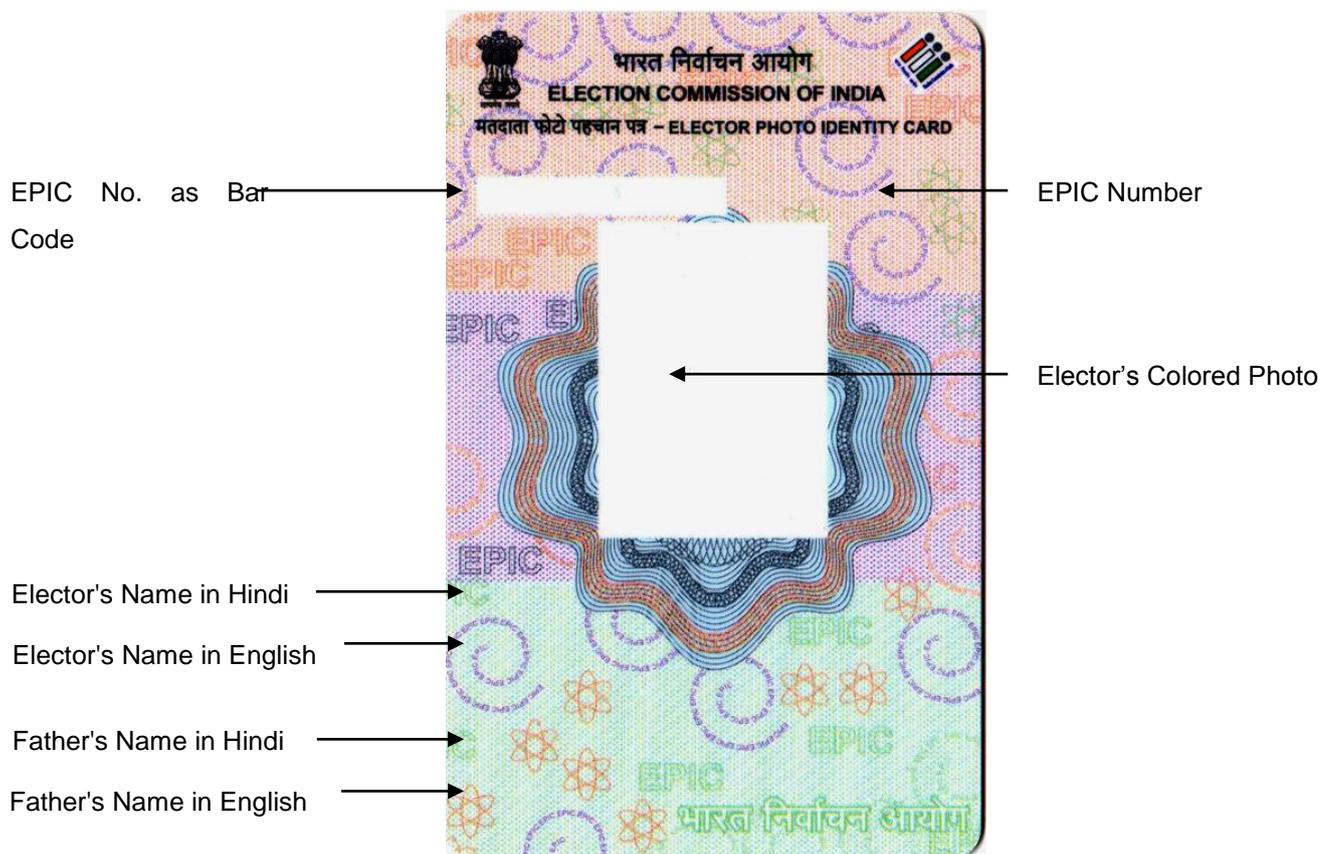
Description of Table : Particulars of EPIC stickers issued to electors by the field unit no. ###
(This table will be prepared by each field unit and handed over to its vendor for consolidation.)

Field No.	Field Name	Type	Size	Annotation
1.	CAMPAIGNID	Character	10	Campaign ID
2.	ST_CODE	Character	3	State/UT Code
3.	AC_NO	Numeric	3	Assembly Constituency No.
4.	AGENCY_ID	Character	7	Agency ID of the vendor
5.	FLDUNITNO	Numeric	3	Field Unit No.
6.	IDCARD_NO	Character	17	EPIC No.
7.	STKRREASON	Character	2	Two-letter code, in descending order of priority, for reason for issue of sticker: TR : Transposition case NM : Incorrect Name RN : Incorrect Name of Relation RT : Relationship type incorrect/ not given AG : Incorrect Age SX : Incorrect Sex AD : Incorrect Address In case the sticker is issued for a combination of reasons mentioned above, the code assigned should correspond to the reason having the highest priority.
8.	REASON_DES	Character	50	Details of description of reason for issue of EPIC sticker, if required
9.	DTSTKRPRPD	Date	8	Date of preparation of sticker
10.	DTSTKRISSD	Date	8	Date of pasting of sticker on the EPIC
11.	FM_NAME	Character	30	First & Middle Name of elector, if changed
12.	LASTNAME	Character	30	Last Name of elector, if changed
13.	RLN_TYPE	Character	1	Relationship Code : F- Father, M – Mother, H – Husband, O – Others, if changed
14.	RLN_FM_NM	Character	30	Relation's First & Middle Name, if changed
15.	RLN_L_NM	Character	30	Relation's Last Name, if changed

16.	SEX	Character	3	Sex of elector : M – Male, F – Female, if changed
17.	AGE	Numeric	3	Age of elector on qualifying date, if changed
18.	HOUSE_NO	Character	20	House No. of Elector, if changed
19.	STREET	Character	50	Street/ Mohalla/ Road/ Gali in Elector's address, if changed
20.	LOCALITY	Character	50	Area/ Locality in Elector's address, if changed
21.	TOWN_VILL	Character	25	Town/ Village name in Elector's address. The value should be entered through a pick-list provided in the Standard Software.
22.	PIN_CODE	Character	30	Pin Code in Elector's address
23.	POLICESTNM	Character	30	Police Station name in Elector's address. The value should be entered through a pick-list provided in the Standard Software.
24.	DISTRICT	Character	30	District in Elector's address. The value should be entered through a pick-list provided in the Standard Software.

ANNEXURE-18(A): SAMPLES OF PRE-PERSONALISED PVC EPIC WITH STANDARD PRINTING CONFORMING TO ECI

Front Side of Pre-Printed PVC EPIC



Back Side of Pre-Printed PVC EPIC

The image shows the back side of a pre-printed PVC EPIC card. The card is orange and features the text 'भारत निर्वाचन आयोग' (Election Commission of India) and 'ELECTION COMMISSION OF INDIA' in Hindi and English. The card is divided into several sections with arrows pointing to specific fields:

- लिंग / Sex
- जन्म की तारीख / आयु: Date of Birth/Age
- पता Address
- तारीख Date
- विधानसभा क्षेत्र संख्या और नाम : Assembly Constituency No. & Name :

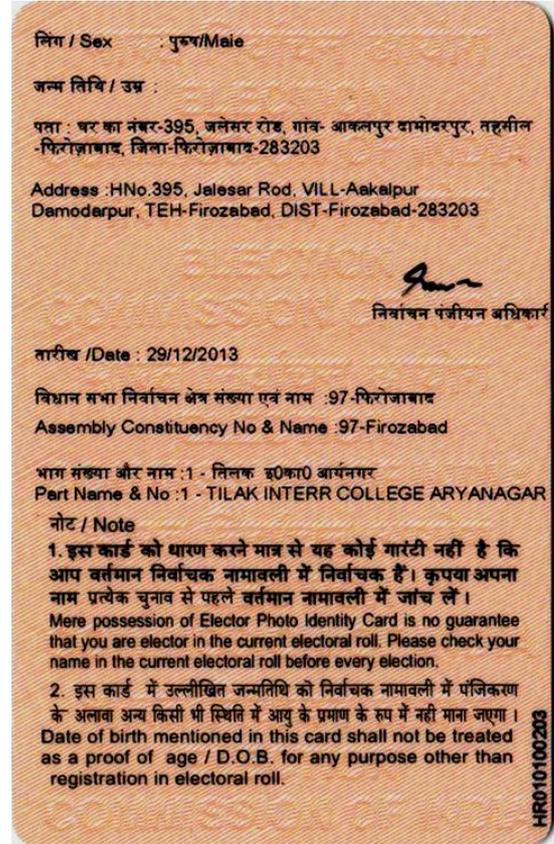
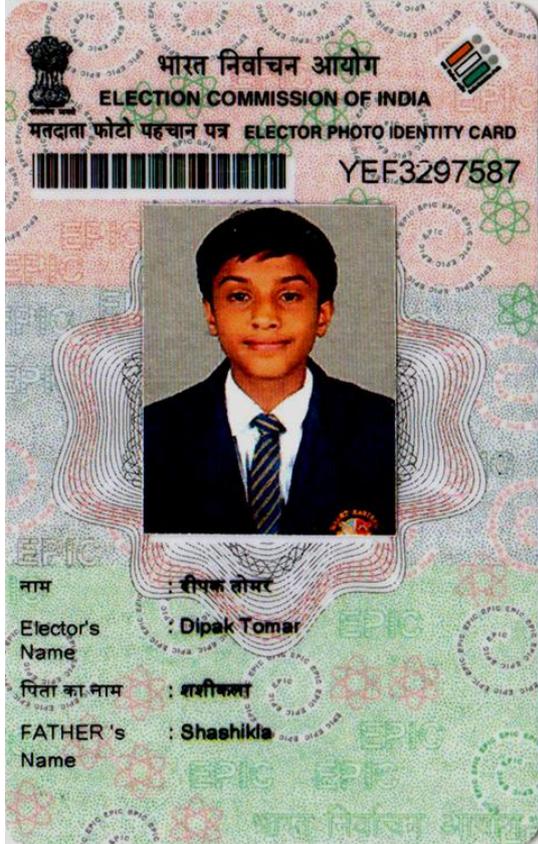
On the right side, there are three arrows pointing to the card, labeled:

- Scanned Signature
- निर्वाचन रजिस्ट्रीकरण अधिकारी
- Electoral Registration Officer

नोट / Note :

1. इस कार्ड को धारण करने मात्र से यह कोई गारंटी नहीं है कि आप वर्तमान निर्वाचक नामावली में निर्वाचक हैं। कृपया अपना नाम प्रत्येक चुनाव से पहले वर्तमान नामावली में जांच लें।
Mere possession of this card is no guarantee that you are elector of the current electoral roll. Please check your name in the current electoral roll before every election.
2. इस कार्ड में उल्लिखित जन्मतिथि को निर्वाचक नामावली में पंजीकरण के अलावा अन्य किसी भी स्थिति में आयु के प्रमाण के रूप में नहीं माना जाएगा।
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.

Printed PVC EPIC



NOTE:

PRINTING OF PERSONALISED INFORMATION OF ELECTOR ON PVC PRE-PERSONALISED EPIC, BOTH SHOULD BE CONFORMING TO THE ECI GUIDELINES STRICTLY OTHERWISE THAT PRINTED PVC CARD WOULD BE TREATED AS WRONG PRINTED CARD BY SUCCESSFUL BIDDER. ACCORDINGLY PAYMENT PROCESSING WOULD BE DONE.

ANNEXURE-18(B): ILLUSTRATIONS ON PORTRAIT QUALITY OF PHOTOS

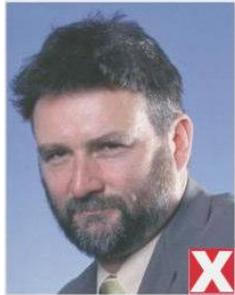




hair across eyes



eyes closed



portrait style



eyes tilted



busy background



not centred



flash reflection on skin



redundant





ANNEXURE-19: SAMPLE OF CHECKLIST OF PREPARED EPICS

Annexure - 19

मतदाता फोटो पहचान पत्र फेज - में आपूर्ति किये गये फोटो पहचान पत्रों की

094 - किशनगढ़

रख लिख

Booth No. : 90

<p>5 MWJ/2251296 नाम : मधुसुदन पिता का नाम : गिखारी लाल जन्म तारीख : xx/xx/1965 लिंग : पुरुष पता : 84, तिलक नगर, वार्ड 42 त. किशनगढ़, जिला अजमेर</p> 	<p>6 MWJ/2251304 नाम : ज्योति पति का नाम : मधुसुदन जन्म तारीख : xx/xx/1967 लिंग : स्त्री पता : 84, तिलक नगर, वार्ड 42 त. किशनगढ़, जिला अजमेर</p> 	<p>14 MWJ/2285559 Duplicate नाम : प्रेम देवी पति का नाम : पूनम चंद जन्म तारीख : xx/xx/1953 लिंग : स्त्री पता : 92, तिलक नगर, वार्ड 42 त. किशनगढ़, जिला अजमेर</p> 
<p>42 MWJ/2250173 नाम : माधुरी पति का नाम : ललित कुमार जन्म तारीख : xx/xx/1974 लिंग : स्त्री पता : 97, तिलक नगर, वार्ड 42 त. किशनगढ़, जिला अजमेर</p> 	<p>43 MWJ/2250165 नाम : ललित कुमार पिता का नाम : रमेश चंद जन्म तारीख : xx/xx/1977 लिंग : पुरुष पता : 97, तिलक नगर, वार्ड 42 त. किशनगढ़, जिला अजमेर</p> 	<p>44 MWJ/2250413 नाम : आलोक अन्य : रमेश चंद जन्म तारीख : xx/xx/1979 लिंग : स्त्री पता : 97, तिलक नगर, वार्ड 42 त. किशनगढ़, जिला अजमेर</p> 
<p>55 RJ/12/094/417051 Duplicate नाम : हनुमानदास सिंह पिता का नाम : कान मल जन्म तारीख : xx/xx/1936 लिंग : पुरुष पता : 101, तिलक नगर, वार्ड 42 त. किशनगढ़, जिला अजमेर</p> 	<p>57 RJ/12/094/415670 Duplicate नाम : कमला देवी पति का नाम : हनुमानदास सिंह जन्म तारीख : xx/xx/1940 लिंग : स्त्री पता : 101, तिलक नगर, वार्ड 42 त. किशनगढ़, जिला अजमेर</p> 	<p>58 RJ/12/094/417058 Duplicate नाम : नीरू पति का नाम : दिनेश जन्म तारीख : xx/xx/1971 लिंग : स्त्री पता : 101, तिलक नगर, वार्ड 42 त. किशनगढ़, जिला अजमेर</p> 
<p>127 RJ/12/094/044445 Duplicate नाम : संतरा पति का नाम : छीतर मल जन्म तारीख : xx/xx/1946 लिंग : स्त्री पता : 133, मेहनत नगर, वार्ड 42 त. किशनगढ़, जिला अजमेर</p> 	<p>128 RJ/12/094/044453 Duplicate नाम : कैलाश पिता का नाम : छीतर मल जन्म तारीख : xx/xx/1976 लिंग : पुरुष पता : 133, मेहनत नगर, वार्ड 42 त. किशनगढ़, जिला अजमेर</p> 	<p>130 RJ/12/094/044455 Duplicate नाम : हनुमान पिता का नाम : छीतर मल जन्म तारीख : xx/xx/1979 लिंग : पुरुष पता : 133, मेहनत नगर, वार्ड 42 त. किशनगढ़, जिला अजमेर</p> 
<p>202 MWJ/2253771 नाम : रतन लाल पिता का नाम : छोगा लाल जन्म तारीख : xx/xx/1959 लिंग : पुरुष पता : 160, मेहनत नगर, वार्ड 42 त. किशनगढ़, जिला अजमेर</p> 	<p>236 MWJ/1385566 Duplicate नाम : राम लाल पिता का नाम : जीवन राम जन्म तारीख : xx/xx/1951 लिंग : पुरुष पता : 180, मेहनत नगर, वार्ड 42 त. किशनगढ़, जिला अजमेर</p> 	<p>343 RJ/12/094/277100 Duplicate नाम : कमला पति का नाम : भोवू नाथ जन्म तारीख : xx/xx/1955 लिंग : स्त्री पता : 223, मेहनत नगर, वार्ड 42 त. किशनगढ़, जिला अजमेर</p> 
<p>346 RJ/12/094/277082 Duplicate नाम : जगदीश प्रसाद पिता का नाम : रोज मल जन्म तारीख : xx/xx/1955 लिंग : पुरुष पता : 224, मेहनत नगर, वार्ड 42 त. किशनगढ़, जिला अजमेर</p> 	<p>347 RJ/12/094/277081 Duplicate नाम : सुशीला पति का नाम : जगदीश प्रसाद जन्म तारीख : xx/xx/1957 लिंग : स्त्री पता : 224, मेहनत नगर, वार्ड 42 त. किशनगढ़, जिला अजमेर</p> 	<p>349 MWJ/2250629 नाम : रमेश पिता का नाम : मोती लाल जन्म तारीख : xx/xx/1971 लिंग : पुरुष पता : 225, मेहनत नगर, वार्ड 42 त. किशनगढ़, जिला अजमेर</p> 
<p>350 MWJ/2250645 नाम : सुप्यार पति का नाम : रमेश जन्म तारीख : xx/xx/1976 लिंग : स्त्री पता : 225, मेहनत नगर, वार्ड 42 त. किशनगढ़, जिला अजमेर</p> 	<p>351 MWJ/2252161 नाम : राम पिता का नाम : प्रताप जन्म तारीख : xx/xx/1971 लिंग : पुरुष पता : 225, मेहनत नगर, वार्ड 42 त. किशनगढ़, जिला अजमेर</p> 	<p>381 RJ/12/094/276487 Duplicate नाम : प्रभु लाल पिता का नाम : सूरज करण जन्म तारीख : xx/xx/1948 लिंग : पुरुष पता : 238, मेहनत नगर, वार्ड 42 त. किशनगढ़, जिला अजमेर</p> 
<p>383 RJ/12/094/277154 Duplicate नाम : गो पाल पति का नाम : प्रभु लाल जन्म तारीख : xx/xx/1971 लिंग : पुरुष पता : 238, मेहनत नगर, वार्ड 42 त. किशनगढ़, जिला अजमेर</p> 	<p>451 MWJ/2250025 नाम : मुलाब पति का नाम : बाबू लाल जन्म तारीख : xx/xx/1951 लिंग : स्त्री पता : 266, मेहनत नगर, वार्ड 42 त. किशनगढ़, जिला अजमेर</p> 	<p>462 MWJ/2253664 नाम : रामेश्वरी पति का नाम : गजानन्द जन्म तारीख : xx/xx/1978 लिंग : स्त्री पता : 267, मेहनत नगर, वार्ड 42 त. किशनगढ़, जिला अजमेर</p> 
<p>463 MWJ/2253383 नाम : राजेश पिता का नाम : रामचन्द्र जन्म तारीख : xx/xx/1981 लिंग : पुरुष पता : 267, मेहनत नगर, वार्ड 42 त. किशनगढ़, जिला अजमेर</p> 	<p>472 RJ/12/094/277068 Duplicate नाम : हीरा लाल पिता का नाम : पीरू राम जन्म तारीख : xx/xx/1966 लिंग : पुरुष पता : 281, मेहनत नगर, वार्ड 42 त. किशनगढ़, जिला अजमेर</p> 	<p>473 RJ/12/094/276491 Duplicate नाम : नोरसी पति का नाम : हीरा लाल जन्म तारीख : xx/xx/1968 लिंग : स्त्री पता : 281, मेहनत नगर, वार्ड 42 त. किशनगढ़, जिला अजमेर</p> 
<p>521 RJ/12/094/276484 Duplicate नाम : राजा पति का नाम : भवर दास जन्म तारीख : xx/xx/1936 लिंग : स्त्री पता : 60, बंधा का बालाजी, वार्ड 42 त. किशनगढ़, जिला अजमेर</p> 	<p>579 MWJ/1813484 Duplicate नाम : रामदासबाबा पिता का नाम : सरमन सिंह जन्म तारीख : xx/xx/1936 लिंग : पुरुष पता : 390, मैन रोड सावंतसर, वार्ड 43 त. किशनगढ़, जिला अजमेर</p> 	<p>665 MWJ/2250082 नाम : रणजीत सिंह पिता का नाम : नेम सिंह जन्म तारीख : xx/xx/1966 लिंग : पुरुष पता : 233, अम्बा कालोनी, वार्ड 43 त. किशनगढ़, जिला अजमेर</p> 

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<p>666 RJ/12/094/276474 Duplicate</p> <p>नाम : सायर पति का नाम : रणजीत सिंह जन्म तारीख : xx/xx/1969 लिंग : स्त्री पता : 233, अम्बा कालोनी, वार्ड 43 त. किशनगढ़, जिला अजमेर</p> 	<p>697 RJ/12/094/277038 Duplicate</p> <p>नाम : दशरथ सिंह पिता का नाम : सरदार सिंह जन्म तारीख : xx/xx/1969 लिंग : पुरुष पता : 244, अम्बा कालोनी, वार्ड 43 त. किशनगढ़, जिला अजमेर</p> 	<p>699 RJ/12/094/276543 Duplicate</p> <p>नाम : कमला पति का नाम : दशरथ सिंह जन्म तारीख : xx/xx/1971 लिंग : स्त्री पता : 244, अम्बा कालोनी, वार्ड 43 त. किशनगढ़, जिला अजमेर</p> 
<p>718 RJ/12/094/276535 Duplicate</p> <p>नाम : गोपाल सिंह पिता का नाम : शिवराज जन्म तारीख : xx/xx/1956 लिंग : पुरुष पता : 247, अम्बा कालोनी, वार्ड 43 त. किशनगढ़, जिला अजमेर</p> 	<p>719 RJ/12/094/276536 Duplicate</p> <p>नाम : सन्तोष देवी पति का नाम : गोपाल सिंह जन्म तारीख : xx/xx/1961 लिंग : स्त्री पता : 247, अम्बा कालोनी, वार्ड 43 त. किशनगढ़, जिला अजमेर</p> 	<p>741 MWJ/2287738</p> <p>नाम : प्रमोद पिता का नाम : कविलास जन्म तारीख : xx/xx/1983 लिंग : पुरुष पता : 253, अम्बा कालोनी, वार्ड 43 त. किशनगढ़, जिला अजमेर</p> 
<p>781 MWJ/2250405</p> <p>नाम : नीतू कंवर पति का नाम : जगदीश जन्म तारीख : xx/xx/1984 लिंग : स्त्री पता : 267, अम्बा कालोनी, वार्ड 43 त. किशनगढ़, जिला अजमेर</p> 	<p>815 RJ/12/094/276274 Duplicate</p> <p>नाम : चतुर्भुज पिता का नाम : सीता राम जन्म तारीख : xx/xx/1954 लिंग : पुरुष पता : 7, मैन रोड सांवतसर, वार्ड 44 त. किशनगढ़, जिला अजमेर</p> 	<p>820 MWJ/2289726</p> <p>नाम : मनोज कुमार पिता का नाम : घतुर्भुज जन्म तारीख : xx/xx/1987 लिंग : पुरुष पता : 7, मैन रोड सांवतसर, वार्ड 44 त. किशनगढ़, जिला अजमेर</p> 
<p>850 MWJ/2250686</p> <p>नाम : श्योजी पिता का नाम : लादू राम जन्म तारीख : xx/xx/1979 लिंग : पुरुष पता : 633, मैन रोड सांवतसर, वार्ड 44 त. किशनगढ़, जिला अजमेर</p> 	<p>872 RJ/12/094/277118 Duplicate</p> <p>नाम : सावित्री पति का नाम : पुख राज जन्म तारीख : xx/xx/1953 लिंग : स्त्री पता : 667, मैन रोड सांवतसर, वार्ड 44 त. किशनगढ़, जिला अजमेर</p> 	<p>911 MWJ/2251882</p> <p>नाम : नेपाल पति का नाम : किशन जन्म तारीख : xx/xx/1983 लिंग : स्त्री पता : 677, मैन रोड सांवतसर, वार्ड 44 त. किशनगढ़, जिला अजमेर</p> 
<p>921 MWJ/2250058</p> <p>नाम : राम लाल पिता का नाम : सरदार जन्म तारीख : xx/xx/1976 लिंग : पुरुष पता : 680, मैन रोड सांवतसर, वार्ड 44 त. किशनगढ़, जिला अजमेर</p> 	<p>922 MWJ/2251064</p> <p>नाम : गंगा पति का नाम : राम लाल जन्म तारीख : xx/xx/1981 लिंग : स्त्री पता : 680, मैन रोड सांवतसर, वार्ड 44 त. किशनगढ़, जिला अजमेर</p> 	<p>923 MWJ/2251239</p> <p>नाम : गोपाल पिता का नाम : सरदार जन्म तारीख : xx/xx/1983 लिंग : पुरुष पता : 680, मैन रोड सांवतसर, वार्ड 44 त. किशनगढ़, जिला अजमेर</p> 
<p>937 MWJ/2289627</p> <p>नाम : राम स्वरूप पिता का नाम : घौसा लाल जन्म तारीख : xx/xx/1968 लिंग : पुरुष पता : 683, मैन रोड सांवतसर, वार्ड 44 त. किशनगढ़, जिला अजमेर</p> 	<p>943 MWJ/2251056</p> <p>नाम : सरजू पति का नाम : रामकिशन जन्म तारीख : xx/xx/1982 लिंग : स्त्री पता : 683, मैन रोड सांवतसर, वार्ड 44 त. किशनगढ़, जिला अजमेर</p> 	<p>962 RJ/12/094/277059 Duplicate</p> <p>नाम : गणपत पिता का नाम : राम देव जन्म तारीख : xx/xx/1965 लिंग : पुरुष पता : 9, रतन जी का रावला, वार्ड 44 त. किशनगढ़, जिला अजमेर</p> 
<p>1042 RJ/12/094/277024 Duplicate</p> <p>नाम : ललिता पति का नाम : कन्हैया लाल जन्म तारीख : xx/xx/1946 लिंग : स्त्री पता : 637, रामलीला मैदान के पीछे, वार्ड 44 त. किशनगढ़, जिला अजमेर</p> 	<p>1065 RJ/12/094/277120 Duplicate</p> <p>नाम : राम लाल पिता का नाम : सूरज मल जन्म तारीख : xx/xx/1966 लिंग : पुरुष पता : 644, रामलीला मैदान के पीछे, वार्ड 44 त. किशनगढ़, जिला अजमेर</p> 	<p>1108 RJ/12/094/276377 Duplicate</p> <p>नाम : कै ऐस चोहान पिता का नाम : नाथू सिंह जन्म तारीख : xx/xx/1946 लिंग : पुरुष पता : 38, बालाजी की डूंगरी, वार्ड 44 त. किशनगढ़, जिला अजमेर</p> 
<p>1131 MWJ/2251593</p> <p>नाम : मांगी लाल पिता का नाम : पुन्ना लाल जन्म तारीख : xx/xx/1982 लिंग : पुरुष पता : 48, बालाजी की डूंगरी, वार्ड 44 त. किशनगढ़, जिला अजमेर</p> 	<p>1225 MWJ/2251668</p> <p>नाम : रणजीत पिता का नाम : रामदेव जन्म तारीख : xx/xx/1982 लिंग : पुरुष पता : 42, रैगर मोहल्ला, वार्ड 43 त. किशनगढ़, जिला अजमेर</p> 	<p>1247 RJ/12/094/276456 Duplicate</p> <p>नाम : गुरु चरण पिता का नाम : रतना राम जन्म तारीख : xx/xx/1971 लिंग : पुरुष पता : 47, रैगर मोहल्ला, वार्ड 43 त. किशनगढ़, जिला अजमेर</p> 
<p>1248 RJ/12/094/277105 Duplicate</p> <p>नाम : रेशमा पति का नाम : गुरु चरण जन्म तारीख : xx/xx/1973 लिंग : स्त्री पता : 47, रैगर मोहल्ला, वार्ड 43 त. किशनगढ़, जिला अजमेर</p> 	<p>1323 MWJ/2251452</p> <p>नाम : पिंकी टाक पति का नाम : मनिष कुमार जन्म तारीख : xx/xx/1984 लिंग : स्त्री पता : 73, देवनारायण मंदिर, वार्ड 43 त. किशनगढ़, जिला अजमेर</p> 	<p>1332 MWJ/1511989 Duplicate</p> <p>नाम : हेमराज पिता का नाम : श्यामसुन्दर जन्म तारीख : xx/xx/1981 लिंग : पुरुष पता : 75, देवनारायण मंदिर, वार्ड 43 त. किशनगढ़, जिला अजमेर</p> 
<p>1371 MWJ/2251338</p> <p>नाम : छगन लाल पिता का नाम : रोड मल जन्म तारीख : xx/xx/1986 लिंग : पुरुष पता : 6, मैन रोड सांवतसर, वार्ड 43 त. किशनगढ़, जिला अजमेर</p> 	<p>1372 MWJ/2251346</p> <p>नाम : विमला देवी पति का नाम : छगन लाल जन्म तारीख : xx/xx/1989 लिंग : स्त्री पता : 6, मैन रोड सांवतसर, वार्ड 43 त. किशनगढ़, जिला अजमेर</p> 	<p>1381 MWJ/2250959</p> <p>नाम : खेम चन्द पिता का नाम : सहदेव जन्म तारीख : xx/xx/1988 लिंग : पुरुष पता : 3, अम्बा कालोनी, वार्ड 43 त. किशनगढ़, जिला अजमेर</p> 

मतदाता फोटो पहचान पत्र फेज - में आपूर्ति किये गये फोटो पहचान पत्रों की

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Booth No. : 90

<p>1384 MWJ/2250652 नाम : कालू राम पिता का नाम : गोपाल जन्म तारीख : xx/xx/1987 लिंग : पुरुष पता : 5, अम्बा कालोनी, वार्ड 43 त. किशनगढ़, जिला अजमेर</p> 	<p>1385 MWJ/2250926 नाम : हनुमान प्रसाद पिता का नाम : गोपाल जन्म तारीख : xx/xx/1989 लिंग : पुरुष पता : 5, अम्बा कालोनी, वार्ड 43 त. किशनगढ़, जिला अजमेर</p> 	<p>1386 MWJ/2250850 नाम : विजेशसिंह पिता का नाम : रामस्वरूप जन्म तारीख : xx/xx/1986 लिंग : पुरुष पता : 119, अम्बा कालोनी, वार्ड 43 त. किशनगढ़, जिला अजमेर</p> 
<p>1387 MWJ/2250934 नाम : महेन्द्र सिंह पिता का नाम : रामस्वरूप जन्म तारीख : xx/xx/1989 लिंग : पुरुष पता : 119, अम्बा कालोनी, वार्ड 43 त. किशनगढ़, जिला अजमेर</p> 	<p>1436 MWJ/2251650 नाम : धर्मराज पिता का नाम : श्यामसुन्दर जन्म तारीख : xx/xx/1989 लिंग : पुरुष पता : 75, देवनारायण मंदिर, वार्ड 43 त. किशनगढ़, जिला अजमेर</p> 	

Total Card : 65

Duplicate Card : 31

ANNEXURE-21: NUMBER SYSTEM FOR EPIC AND CHECKSUM DIGIT CALCULATION

The system of number the EPICs was changed in May 2000. This system which is being followed since May 2000 is shown graphically below: -

1. AAA / 999999 C
2. One digit check-sum
3. Six digit running serial number from 000000 to 999999. Since the database is centrally maintained the numbers which have already been used for making EPIC for that constituency can be read from the database and the next available number is used. This ensures that a number once used in an EPIC is never reused.
4. Three upper case alpha character prefix of the EPIC number as an identifier assigned to the Assembly Constituency (Parliamentary Constituency in UTs where there is no Assembly). These are called the FUSN (Form Unique Serial Number) codes. For ready reference the FUSN codes for each constituency are enclosed with these guidelines. If all the numbers from 0 to 999999 have been exhausted for a constituency, the CEO should request the Commission to assign a new FUSN code for that constituency. After a new FUSN code has been assigned the numbering can restart from 000000.
5. Check Sum Digit Calculation - The single digit check sum will be generated by the standard software used to prepare the EPIC and will be appended to the six digit running serial assigned in continuation so that it appears to form part of the number itself. The calculation of the check sum digit will be done using the LUHN Formula (Mod 10). The steps required to calculate the check digit are given below.
 - a. Step 1: Add the first, third, and fifth digit.
 - b. Step 2: Double the second, fourth and sixth digits and add the individual digits comprising the products.
 - c. Step 3: Add the results of Steps 1 & 2. If the number is divisible by 10 then the check sum digit is zero. Else the check sum digit is the difference between the total obtained in this step and the next higher multiple of 10.
 - d. These steps are illustrated through a few examples. To calculate the check digit for the six digit serial number 102679, the steps are:
 - e. Step 1: Add the first, third, and fifth digit. In the above case $1+2+7=10$.
 - f. Step 2: Double the second, fourth and sixth digits and add the individual digits comprising the products. In this case $0*2=0$, $6*2=12$, and $9*2=18$. Adding the digits in the products $0 + (1+2) + (1+8) = 12$.
 - g. Step 3: Add the results of Steps 1 & 2. If the number is divisible by 10 then the check sum digit is zero. Else the check sum digit is the difference between the total obtained in this step and the next higher multiple of 10. In this case it is $10+12=22$. Thus subtracting from the next higher multiple of 10 gives $30-22=8$. The check digit is 8.
6. Again, for the serial number 102683, the check sum digit would be calculated similarly:
 - a. Step 1: Add the first, third, and fifth digit. In the above case $1+2+8=11$.

- b. Step 2: Double the second, fourth and sixth digits and add the individual digits comprising the products. In this case $0*2=0$, $6*2=12$, and $3*2=6$. Adding the digits in the products $0 + (1+2) + 6 = 9$.
- c. Step 3: Add the results of Steps 1 & 2. If the number is divisible by 10 then the check sum digit is zero. Else the check sum digit is the difference between the total obtained in this step and the next higher multiple of 10. In this case the $11+9=20$ which is divisible by 10. Hence the check sum digit is 0.

CHECKSUM DIGIT CALCULATION

LUHN Formula (Mod 10)

	1	0	2	6	7	9	C
Step 1:	1	↓	2	↓	7	↓	= 10
Step 2:		0		12		18	= 12
Step 3:							= 22
Finally:							30-22=8

ANNEXURE-22: FORMAT OF INTIMATION SLIP

कार्यालय निर्वाचनरजिस्ट्रीकरणअधिकारी,

क्रमांक: निर्वा / पहचान पत्र / वीडियोग्राफी

निर्वाचन नामावली का विवरण:—

विधानसभा का नाम व संख्या भाग संख्या क्रम संख्या

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विडियोग्राफी का स्थान तारीख

कार्ड वितरण का स्थान तारीख

1. आपको जिनके निर्वाचन नामावली विवरण ऊपर दिये गये हैं, एतद् द्वारा सूचना दी जाती है कि काफी प्रचार-प्रसार किए जाने के बाद तथा आपको अपना फोटो खिचवाने के लिए पर्याप्त अवसर दिये जाने के बावजूद तथा आप निर्वाचक रजिस्ट्रीकरण नियम 1960 के नियम 28 के अधीन भारत निर्वाचन आयोग के फोटो पहचान पत्र की तैयारी के लिए फोटो खिचवाने नहीं आये।

2. अतः इस नोटिस के जरिये आपको एतद् द्वारा सूचित किया जाता है कि आप उपर्युक्त अंकित स्थान, तारीख पर आपके स्वयं के यात्रा व्यय पर मुफ्त फोटो खिचवाने हेतु उपस्थित होवे अन्यथा यह माना जावेगा कि आप निर्वाचक नामावली में अंकित प्रविष्टि के स्थान के साधारणतः निवासी नहीं हैं और नामावली में रजिस्ट्रीकृत रहने के हकदार नहीं हैं। अतः लोक प्रतिनिधित्व अधिनियम, 1950 के नियम 22 के अधीन निर्वाचन नामावली से आपका नाम हटाने की कार्यावाही की जावेगी।

निर्वाचक रजिस्ट्रीकरण अधिकारी

नोट:—उक्त सूचना पत्र लाये बिना आपकी विडियोग्राफी नहीं की जायेगी।

कार्यालय निर्वाचनरजिस्ट्रीकरणअधिकारी,

क्रमांक: निर्वा / पहचान पत्र / वीडियोग्राफी

निर्वाचन नामावली का विवरण:—

विधानसभा का नाम व संख्या भाग संख्या क्रम संख्या

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विडियोग्राफी का स्थान तारीख

कार्ड वितरण का स्थान तारीख

1. आपको जिनके निर्वाचन नामावली विवरण ऊपर दिये गये हैं, एतद् द्वारा सूचना दी जाती है कि काफी प्रचार-प्रसार किए जाने के बाद तथा आपको अपना फोटो खिचवाने के लिए पर्याप्त अवसर दिये जाने के बावजूद तथा आप निर्वाचक रजिस्ट्रीकरण नियम 1960 के नियम 28 के अधीन भारत निर्वाचन आयोग के फोटो पहचान पत्र की तैयारी के लिए फोटो खिचवाने नहीं आये।

2. अतः इस नोटिस के जरिये आपको एतद् द्वारा सूचित किया जाता है कि आप उपर्युक्त अंकित स्थान, तारीख पर आपके स्वयं के यात्रा व्यय पर मुफ्त फोटो खिचवाने हेतु उपस्थित होवे अन्यथा यह माना जावेगा कि आप निर्वाचक नामावली में अंकित प्रविष्टि के स्थान के साधारणतः निवासी नहीं हैं और नामावली में रजिस्ट्रीकृत रहने के हकदार नहीं हैं। अतः लोक प्रतिनिधित्व अधिनियम, 1950 के नियम 22 के अधीन निर्वाचन नामावली से आपका नाम हटाने की कार्यावाही की जावेगी।

निर्वाचक रजिस्ट्रीकरण अधिकारी

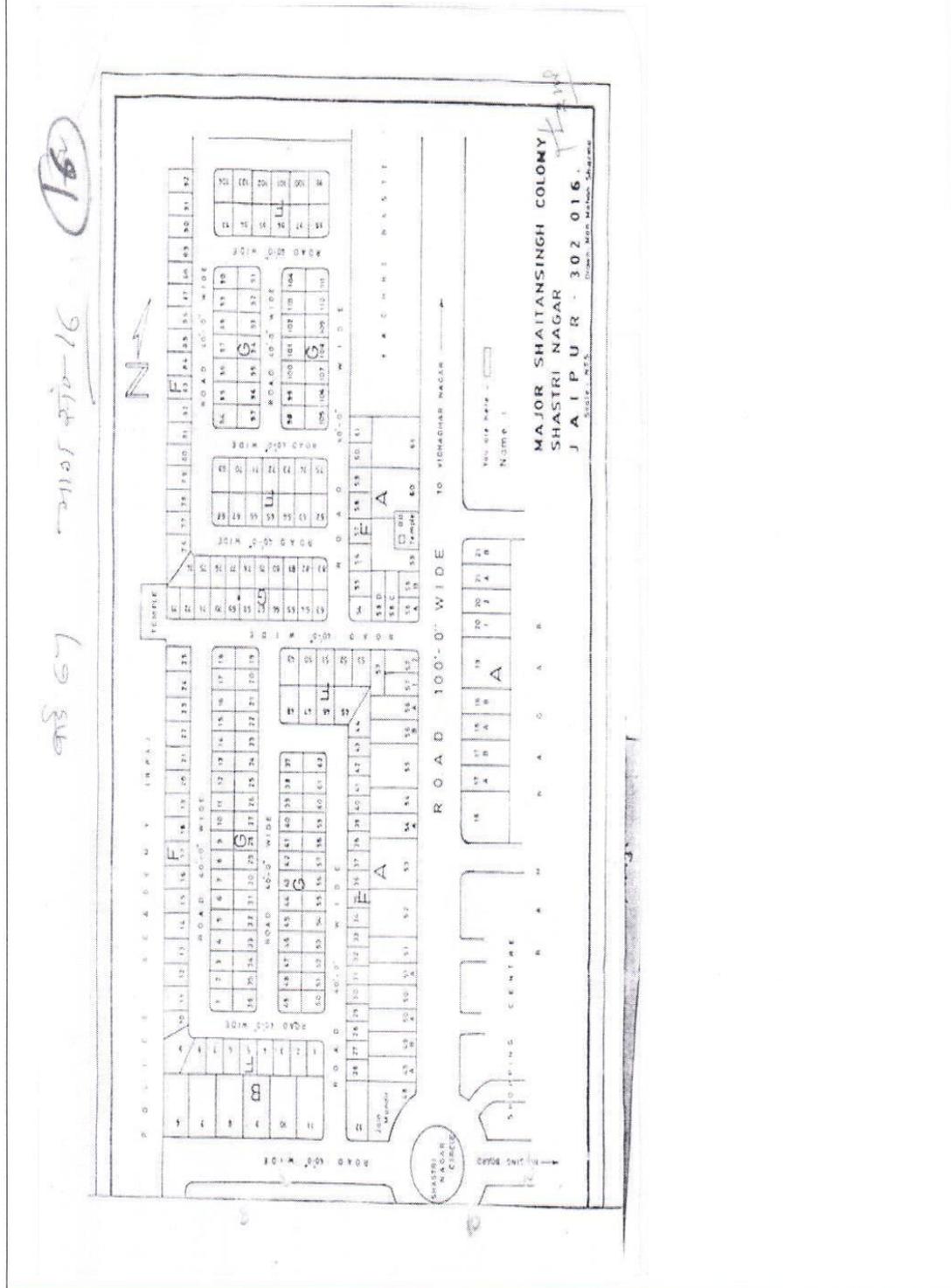
नोट:—उक्त सूचना पत्र लाये बिना आपकी विडियोग्राफी नहीं की जायेगी।

ANNEXURE-23: PHOTO ELECTORAL ROLLS AND ITS SUPPLEMENT'S FORMAT

Annexure-23
2

निर्वाचक नामावली- 2014, (S20) राजस्थान

विधान सभा क्षेत्र की संख्या, नाम एवं आरक्षण की स्थिति : 051, सिविल लाइंस		भाग संख्या - 16										
लोक सभा क्षेत्र की संख्या, नाम एवं आरक्षण की स्थिति : 7, जयपुर (सामान्य)												
1. पुनरीक्षण का विवरण :												
पुनरीक्षण का वर्ष : 2014	अर्हता दिनांक : 1-1-2014	नामावली की पहचान : समस्त पूरकों को समेकित करते हुए पुनरीक्षण 2013 की एकीकृत नामावली।										
पुनरीक्षण का प्रकार : विशेष संक्षिप्त पुनरीक्षण	अन्तिम प्रकाशन की दिनांक : 10-02-2014											
2. भाग एवं मतदाता क्षेत्र का विवरण												
मतदान क्षेत्र का विस्तार वार्ड नं. 15 : 1 मेजर शैतान सिंह कॉलोनी सैक्टर, एक 2 मेजर शैतान सिंह कॉलोनी सैक्टर, जी												
<table border="1"> <tr> <td>मुख्य गांव :</td> <td>जयपुर</td> </tr> <tr> <td>पटवार सर्किल :</td> <td></td> </tr> <tr> <td>कानूनगो सर्किल :</td> <td></td> </tr> <tr> <td>तहसील :</td> <td>जयपुर</td> </tr> <tr> <td>जिला :</td> <td>जयपुर</td> </tr> </table>			मुख्य गांव :	जयपुर	पटवार सर्किल :		कानूनगो सर्किल :		तहसील :	जयपुर	जिला :	जयपुर
मुख्य गांव :	जयपुर											
पटवार सर्किल :												
कानूनगो सर्किल :												
तहसील :	जयपुर											
जिला :	जयपुर											
3. मतदान केन्द्र का विवरण												
मतदान केन्द्र की संख्या एवं नाम : 16 शास्त्री नगर सर्किल के पास	मतदान केन्द्र की आरक्षण स्थिति (पुरुष / स्त्री / सामान्य)	(सामान्य)										
मतदान केन्द्र का भवन एवं पता : टेगोर पब्लिक स्कूल, मेजर शैतानसिंह कोलोनी शास्त्रीनगर क.न. 1	इस मतदान क्षेत्र के सहायक (ऑक्जिलियरी) मतदान केन्द्रों की संख्या	0										
4. मतदाताओं की संख्या												
आरम्भिक क्रम संख्या	अंतिम क्रम संख्या	मतदाताओं की संख्या										
		पुरुष	स्त्री	योग								
1	1304	659	638	1297								



063, बानसुर
अनुभाग संख्या : 14 कन्हैया ढागा के पास

राजस्थान की निर्वाचक नामावली 2014
ग्राम - ह्मीरपुर

तहसील - बानसुर

परिशिष्ट 2.2
भाग संख्या - 58
जिला - अलवर 301001

<p>1139 RJ/08/057/276716 नाम : गीतादेवी पति का नाम : आजादयशवन्त मकान संख्या : 183 आयु : 33 लिंग : स्त्री</p> 	<p>1140 RJ/08/057/276717 नाम : आजादयशवन्त पिता का नाम : प्रेमचन्द मकान संख्या : 183 आयु : 33 लिंग : पुरुष</p> 	<p>1141 GLF/1300094 नाम : हितेन्द्रकुमार पिता का नाम : जगदीशप्रसाद मकान संख्या : 183 आयु : 33 लिंग : पुरुष</p> 
<p>1142 GLF/1499680 नाम : कुसुमदेवी पति का नाम : राजकुमार मकान संख्या : 183 आयु : 31 लिंग : स्त्री</p> 	<p>1143 RJ/08/057/276468 नाम : प्रेमकुमार पिता का नाम : भोलाराम मकान संख्या : 183 आयु : 62 लिंग : पुरुष</p> 	<p>1144 नाम : लक्ष्मी देवी पति का नाम : विष्णु मकान संख्या : 183 आयु : 40 लिंग : स्त्री</p> 
<p>1145 RJ/08/057/276325 नाम : सुशीला पति का नाम : ओमप्रकाश मकान संख्या : 184 आयु : 65 लिंग : स्त्री</p> 	<p>1146 GLF/1641158 नाम : विजेन्द्रसिंह पिता का नाम : ओमप्रकाशसिंह मकान संख्या : 184 आयु : 30 लिंग : पुरुष</p> 	<p>1147 GLF/1300102 नाम : सत्येन्द्रसिंह पिता का नाम : ओमप्रकाशसिंह मकान संख्या : 184 आयु : 31 लिंग : पुरुष</p> 
<p>1148 GLF/1641166 नाम : सुरेन्द्रकृष्ण पिता का नाम : ओमप्रकाश मकान संख्या : 184 आयु : 33 लिंग : पुरुष</p> 	<p>1150 RHJ/0722546 नाम : ललिता कंवर पति का नाम : सुरेन्द्र सिंह मकान संख्या : 184 आयु : 33 लिंग : स्त्री</p> 	<p>1151 GLF/1641174 नाम : बबिता कंवर पति का नाम : विजेन्द्र सिंह मकान संख्या : 184 आयु : 30 लिंग : स्त्री</p> 
<p>1152 RJ/08/057/276438 नाम : नन्दाराम पिता का नाम : मन्मथलाल मकान संख्या : 185 आयु : 73 लिंग : पुरुष</p> 	<p>1153 RJ/08/057/276371 नाम : कन्हैयालाल पिता का नाम : मनोहरप्रसाद मकान संख्या : 185 आयु : 74 लिंग : पुरुष</p> 	<p>1154 RHJ/0765115 नाम : भवानी शंकर पिता का नाम : जयदेव प्रसाद मकान संख्या : 185 आयु : 67 लिंग : पुरुष</p> 
<p>1155 RHJ/0765123 नाम : महेशचन्द पिता का नाम : भवानीशंकर मकान संख्या : 185 आयु : 40 लिंग : पुरुष</p> 	<p>1156 RHJ/0765131 नाम : लक्ष्मीदेवी पति का नाम : महेशचन्द मकान संख्या : 185 आयु : 38 लिंग : स्त्री</p> 	<p>1157 RJ/08/057/276345 नाम : किरनदेवी पति का नाम : कन्हैयालाल मकान संख्या : 185 आयु : 66 लिंग : स्त्री</p> 
<p>1158 RJ/08/057/276003 नाम : विनयकुमार पिता का नाम : कन्हैयालाल मकान संख्या : 185 आयु : 47 लिंग : पुरुष</p> 	<p>1159 RJ/08/057/276315 नाम : सुभाष पिता का नाम : कन्हैयालाल मकान संख्या : 185 आयु : 41 लिंग : पुरुष</p> 	<p>1160 RJ/08/057/276125 नाम : गिर्राज पिता का नाम : कन्हैयालाल मकान संख्या : 185 आयु : 39 लिंग : पुरुष</p> 
<p>1161 नाम : ज्ञानवती पति का नाम : मन्मथरायण मकान संख्या : 185 आयु : 86 लिंग : स्त्री</p> 	<p>1164 RJ/08/057/276490 नाम : अजय पिता का नाम : कन्हैयालाल मकान संख्या : 185 आयु : 32 लिंग : पुरुष</p> 	<p>1165 RHJ/0887539 नाम : राजकुमारी पति का नाम : अजय कुमार मकान संख्या : 185 आयु : 30 लिंग : स्त्री</p> 
<p>1166 RHJ/0567362 नाम : मृदुला पिता का नाम : विनय मकान संख्या : 185 आयु : 22 लिंग : स्त्री</p> 	<p>1167 RHJ/0567354 नाम : ममता पति का नाम : गिर्राज मकान संख्या : 185 आयु : 33 लिंग : स्त्री</p> 	<p>1168 RJ/08/057/276367 नाम : मदनलाल पिता का नाम : चन्द्रराम मकान संख्या : 186 आयु : 46 लिंग : पुरुष</p> 
<p>1169 RJ/08/057/276718 नाम : मन्जूदेवी पति का नाम : सुभाषचन्द मकान संख्या : 186 आयु : 32 लिंग : स्त्री</p> 	<p>1170 RJ/08/057/276327 नाम : कानाराम पिता का नाम : बन्शीधर मकान संख्या : 186 आयु : 65 लिंग : पुरुष</p> 	<p>1171 RHJ/0722538 नाम : सावत्री पति का नाम : कानाराम मकान संख्या : 186 आयु : 60 लिंग : स्त्री</p> 

आयु 1 जनवरी 2014 के अनुसार

निर्वाचक पंजीकरण अधिकारी, बानसुर द्वारा जारी

पृष्ठ संख्या : 44 / 56

050, विद्याधर नगर

परिशिष्ट 2.5

भाग संख्या - 132

834 RDR/2774503 नाम : दुर्ग सिंह शेखावत पिता का नाम : खेत सिंह शेखावत मकान संख्या : झी -7 आयु : 66 लिंग : पुरुष Photo is Available	835 RDR/2774511 नाम : कमल शेखावत पति का नाम : दुर्ग सिंह शेखावत मकान संख्या : झी -7 आयु : 63 लिंग : स्त्री Photo is Available	836 RDR/2774529 नाम : पूजा चौहान पिता का नाम : सुनील चौहान मकान संख्या : झी 5 आयु : 37 लिंग : स्त्री Photo is Available
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परिवर्धन की संख्या	पुरुष	स्त्री	अन्य	कुल
	14	13	0	27

आयु 1 जनवरी 2014 के अनुसार

निर्वाचक पंजीकरण अधिकारी, विद्याधर नगर द्वारा जारी

पृष्ठ संख्या : 2 / 3

063, बानसुर

परिशिष्ट 2.5

भाग संख्या - 58

1012 RHJ/0939694 नाम : रोहितारा पिता का नाम : हजारी मकान संख्या : 119 आयु : 44 लिंग : पुरुष		1031 RJ/08/057/276695 नाम : सीमानसिंह पिता का नाम : दुर्जनसिंह मकान संख्या : 126 आयु : 52 लिंग : पुरुष		1033 RHJ/0939702 नाम : नौरंघ पिता का नाम : दुर्जनसिंह मकान संख्या : 126 आयु : 48 लिंग : पुरुष	
1103 RJ/08/057/276838 नाम : विनोदी पिता का नाम : रामेश्वर मकान संख्या : 178 आयु : 56 लिंग : पुरुष		1109 RJ/08/057/276697 नाम : बीना पति का नाम : विजेन्द्र मकान संख्या : 178 आयु : 34 लिंग : स्त्री		1149 RHJ/0939744 नाम : रामसिंह पिता का नाम : अमरसिंह मकान संख्या : 184 आयु : 46 लिंग : पुरुष	
1162 RHJ/0939728 नाम : लक्ष्मीनारायण पिता का नाम : मनोहरलाल मकान संख्या : 185 आयु : 76 लिंग : पुरुष		1163 RHJ/0939751 नाम : विद्या देवी पति का नाम : लक्ष्मीनारायण मकान संख्या : 185 आयु : 70 लिंग : स्त्री			

संशोधन की संख्या	पुरुष	स्त्री	अन्य	कुल
	42	26	0	68

063, बानसुर

परिशिष्ट 2.5

भाग संख्या - 58

पूरक का विवरण	पूरक संख्या - 1
पुनरीक्षण पहचान : विशेष संक्षिप्त	मूल नामावली : 2014
पूरक की प्रक्रिया और वर्ष : विशेष संक्षिप्त पुनरीक्षण 2014	
पूरक का प्रकार : परिवर्धन, संशोधन व विलोपन सूची 7 जनवरी 2014 तक	

घटक 1 : परिवर्धन सूची

अनुभाग संख्या : 1 तुलमंडी मौहल्ला ग्राम - हमीरपुर तहसील - बानसूर जिला - अलवर 301001

1174 RHJ/0967604 नाम : दीपक कुमार पिता का नाम : मोहनलाल मकान संख्या : 10 आयु : 19 लिंग : पुरुष	1175 RHJ/0967703 नाम : मंजु देवी पति का नाम : दिलीप मकान संख्या : 12 आयु : 27 लिंग : स्त्री	1176 RHJ/0967620 नाम : मनोज कुमार पिता का नाम : मातादीन मकान संख्या : 20 आयु : 20 लिंग : पुरुष
1177 RHJ/0967612 नाम : रवि कुमार पिता का नाम : मातादीन मकान संख्या : 20 आयु : 19 लिंग : पुरुष	1178 RHJ/0967638 नाम : पूजा देवी पति का नाम : रिकू मकान संख्या : 20 आयु : 21 लिंग : स्त्री	1179 RHJ/0967646 नाम : रामसिंह पिता का नाम : बिनोदीलाल मकान संख्या : 21 आयु : 28 लिंग : पुरुष
1180 RHJ/0967653 नाम : प्रीति देवी पति का नाम : रामसिंह मकान संख्या : 21 आयु : 23 लिंग : स्त्री	1181 RHJ/0967661 नाम : राधिका पति का नाम : राजेश मकान संख्या : 21 आयु : 26 लिंग : स्त्री	1182 RHJ/0967679 नाम : संजय पिता का नाम : बिनोदीलाल मकान संख्या : 21 आयु : 25 लिंग : पुरुष
1183 RHJ/0967687 नाम : राजेश पिता का नाम : बिनोदीलाल मकान संख्या : 21 आयु : 27 लिंग : पुरुष	1184 RHJ/0967695 नाम : सरजीत पिता का नाम : रतनलाल मकान संख्या : 21 आयु : 18 लिंग : पुरुष	1185 RHJ/0967711 नाम : रिमा देवी पति का नाम : मनोज मकान संख्या : 21 आयु : 22 लिंग : स्त्री

अनुभाग संख्या : 6 प्रभुदयाल सोनी के मकान के पास ग्राम - हमीरपुर तहसील - बानसूर जिला - अलवर 301001

1186 RHJ/0967786 नाम : नवनीत पिता का नाम : सुरारीलाल मकान संख्या : 263 आयु : 27 लिंग : पुरुष	1187 RHJ/0967794 नाम : मनोनीत पिता का नाम : सुरारीलाल मकान संख्या : 263 आयु : 24 लिंग : पुरुष
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अनुभाग संख्या : 7 हरिजन बस्ती ग्राम - हमीरपुर तहसील - बानसूर जिला - अलवर 301001

1188 RHJ/0967802 नाम : कमला शर्मा पिता का नाम : योगेश कुमार मकान संख्या : 272 आयु : 18 लिंग : स्त्री
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अनुभाग संख्या : 11 जगााथ मंदिर के पास ग्राम - हमीरपुर तहसील - बानसूर जिला - अलवर 301001

राजस्थान की निर्वाचक नामावली 2014

050, विद्याधर नगर

भाग संख्या - 132

भाग एवं मतदाता क्षेत्रों में निर्वाचकों का संक्षिप्त विवरण				परिशिष्ट 2.4		
विधानसभा निर्वाचन क्षेत्र संख्या, नाम और आरक्षण स्थिति : 050, विद्याधर नगर (सामान्य)				भाग संख्या - 132		
(क) निर्वाचकों की संख्या						
	नामावली का प्रकार	नामावली की पहचान	निर्वाचकों की संख्या			
			पुरुष	स्त्री	कुल	
1	मूल	मूल नामावली	357	327	684	
2	परिवर्धन सूची	पूरक - 1	72	53	125	
	परिवर्धन सूची	पूरक - 2	14	13	27	
3	विलोपन सूची	पूरक - 1	7	6	13	
	विलोपन सूची	पूरक - 2	0	0	0	
विशेष मंथिम पुनरीक्षण 2014 के बाद कुल मतदाता (I + II - III)			436	387	823	
(ख) संशोधनों की संख्या						
नामावली का प्रकार	नामावली की पहचान		संशोधनों की संख्या			
पूरक - 1	विशेष मंथिम पुनरीक्षण		5			
पूरक - 2	विशेष मंथिम पुनरीक्षण		0			

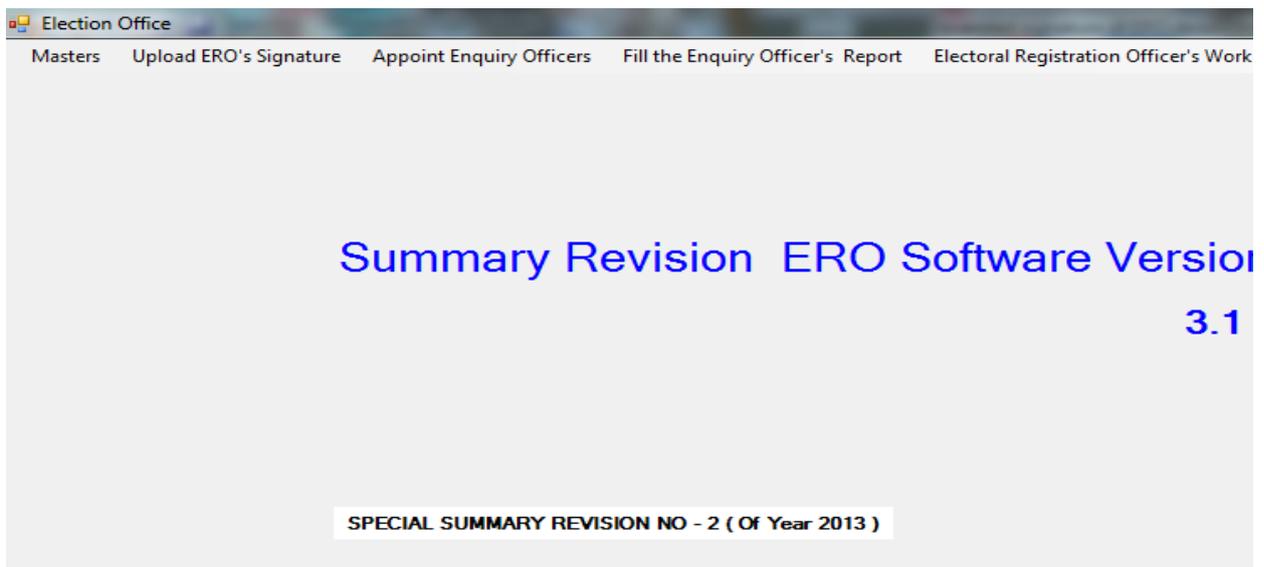
ANNEXURE-24: SOFTWARE FOR PRINTING PVC EPIC

ERO Software

Login screen



Upload ERO's Signature menu:



The screenshot shows a window titled "Upload ERO Signature". It contains the following elements:

- AC No: A dropdown menu.
- ERO Name: An empty text input field.
- Mobile No.: An empty text input field.
- Signature: A large empty rectangular box.
- Buttons: "Load Image", "Crop Image", "Delete Image", "Save", and "Clear".
- Note: "Note : Signature shouldn't be beyond the size of 2.91 c.m. height x 3.704 c.m. width."
- Checkbox: "Edit or Delete" (unchecked).

Save button clicked record saved.

The screenshot shows the same "Upload ERO Signature" window, but now with data entered:

- AC No: 090
- ERO Name: Bikash Kumar
- Mobile No.: 9873446557
- Signature: A box containing a handwritten signature.
- Buttons: "Load Image", "Crop Image", "Delete Image", "Save", and "Clear".
- Note: "Note : Signature shouldn't be beyond the size of 2.91 c.m. height x 3.704 c.m. width."
- Checkbox: "Edit or Delete" (unchecked).

A modal dialog box titled "ElectionOfficeAppl" is overlaid on the bottom right, displaying the message "Record Saved Successfully.." and an "OK" button.

Edit or delete clicked check box

Upload ERO Signature

AC No:

ERO Name:

Mobile No.:

Signature

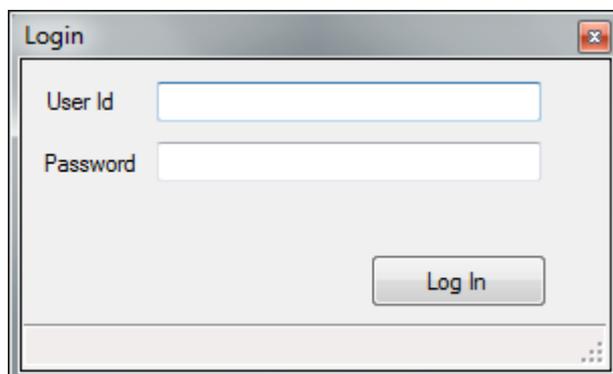
Note : Signature shouldn't be beyond the size of 2.91 c.m. height x 3.704 c.m. width.

Edit or Delete

Select	ERO's Signature	AC No	ERO Name	Mobile No
<input type="checkbox"/>		90	Bikash Kumar	9873446557

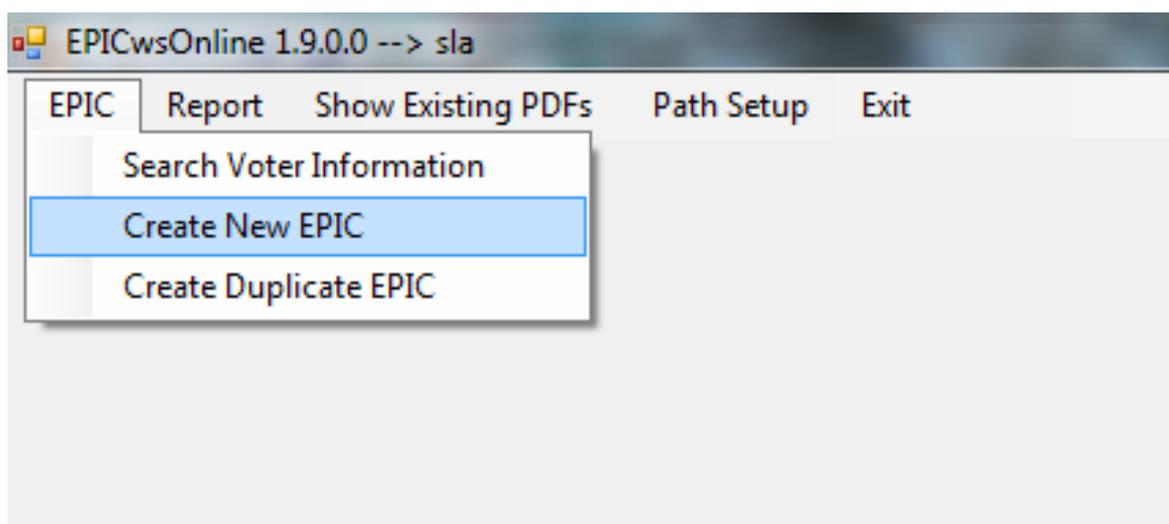
EPIC Printing Module

Login screen



A dialog box titled "Login" with a close button in the top right corner. It contains two text input fields: "User Id" and "Password". Below the fields is a "Log In" button.

Create New EPIC



Create new EPIC

Create new Epic card

Only those serial no are displayed which have been uploaded in database and Voter's information have been saved...

Select	Serial No.in Part	Voter's name	Gender	Age	Relative's Name	JPGIMAGE
<input checked="" type="checkbox"/>	8	जीवम अदिकाडी	Male	62	देवनाथ अदिकाडी	
<input type="checkbox"/>	9	सडीप्राणी अदिकाडी	Female	55	जीवम अदिकाडी	
<input type="checkbox"/>	10	सकर अदिकाडी	Male	39	जीवम अदिकाडी	
<input type="checkbox"/>	13	वगकवक वपरपु	Male	22	रतवगवहगावह बह...	
<input type="checkbox"/>	17	प्रभाद्री अदिकाडी	Female	42	सयाव अदिकाडी	
<input type="checkbox"/>	710	सयाव। ठुन अदिकाडी	Male	28	सकर अदिकाडी	

Above all
 Create New EPIC

Print EPIC card with colour photograph only.

Create New EPIC button clicked

Create new Epic card

Assembly: 89 - BANDHAVGARH
Part No.: 001
Language: V1-Hindi

Only those serial no are displayed which have been uploaded in database and Voter's information have been saved...

Select	Serial No.in Part	Voter's name	Gender	Age	Relative's Name	JPGIMAGE
<input type="checkbox"/>	8	श्रीराम शर्मा	Male	62	श्रीराम शर्मा	
<input type="checkbox"/>	9	श्रीराम शर्मा	Female	55	श्रीराम शर्मा	
<input type="checkbox"/>	10	श्रीराम शर्मा	Male	39	श्रीराम शर्मा	
<input checked="" type="checkbox"/>	13	वसुदेव शर्मा			श्रीराम शर्मा	
<input type="checkbox"/>	17	श्रीराम शर्मा			श्रीराम शर्मा	
<input type="checkbox"/>	710	श्रीराम शर्मा			श्रीराम शर्मा	

CEO CG EPIC Online

The following EPIC serial no. is prepared successful => 13

OK

Above all

Create New EPIC

Ready EPICs

Main Report

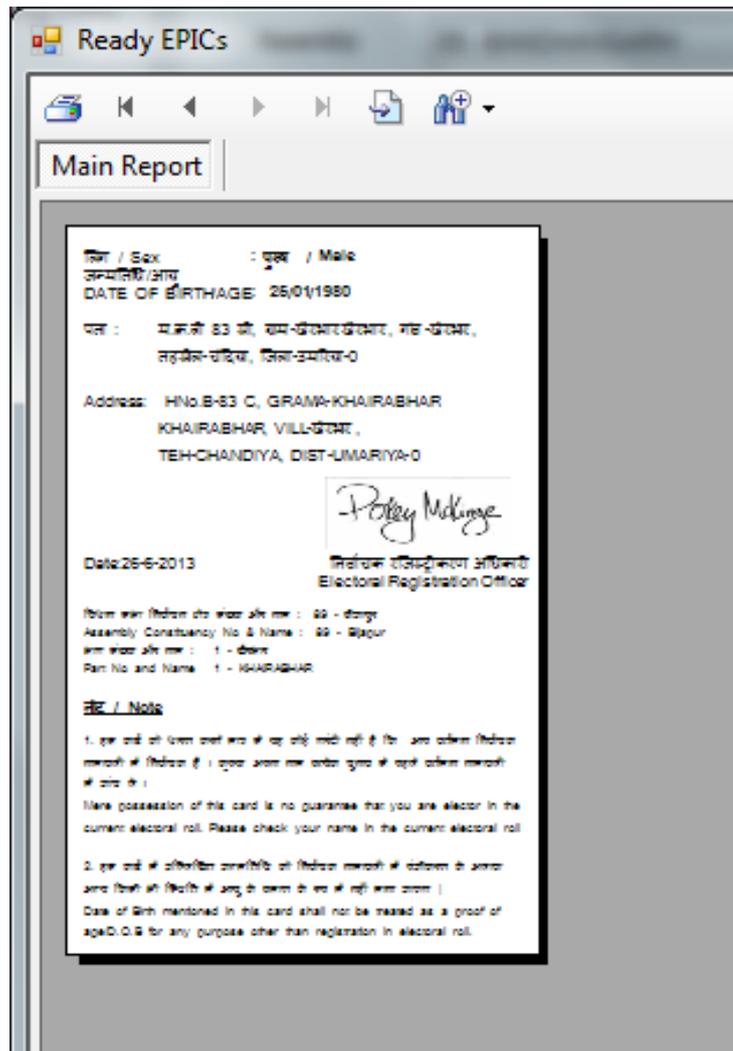
भारत निर्वाचन आयोग
ELECTION COMMISSION OF INDIA

सम्बन्धित फोटो पहचान पर Elector Photo Identity Card
ACP0004333



नाम : बिकाश कुमार बेहेरा
NAME : Bikash Kumar Behera

पिता का नाम : गजेंद्र कुमार बेहेरा
Father's Name : Gajendra Kumar Behera



Default path for the pdf is C:\EPIC2013\

