

2023

**ELECTION DEPARTMENT,
RAJASTHAN, JAIPUR**

**Bid Document for [Single Stage Two
Envelopes (Two Parts)]**

**Through e-Procurement Method " For selection of
Offset Printers for printing material as forms,
compendium, booklets, leaflets etc."**

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Important Instructions

1. The Law relating to procurement "The Rajasthan Transparency in Public Procurement Act, 2012" [hereinafter called the Act] and the "Rajasthan Public Procurement Rules, 2013" [hereinafter called the Rules] under the said Act have come into force which is available on the website of State Public Procurement Portal <http://sppp.rajasthan.gov.in>. Therefore, the Bidders are advised to acquaint themselves with the provisions of the Act and the Rules along with amendments before participating in the Bidding process. If there is any discrepancy between the provisions of the Act and the Rules and this Bidding Document, the provisions of the Act and the Rules shall prevail.
2. Bidders are advised to thoroughly read the bidding document and by signing this document, they submit unconditional acceptance to all the terms & conditions of the bidding document without any deviations.
3. Each page of the Bid Document should be digitally signed as a token of acceptance of bid by the authorized signatory or bidder. Thereafter the digitally signed bid should be uploaded on the e-Proc website/portal on or before date/time. The PE/RISL is not responsible for any delay or not able to submit the bid in time by bidder due to any technical or non-technical reason whatsoever



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Handwritten signature

**Government of Rajasthan
Election Department**

NIB (Notice Inviting Bids)

S.No.F9(1)(7)IT/Elec./23-24/ 3930


Jaipur, Date: 22/8/23

Sealed Single Stage Two-envelopes unconditional online Bids are invited on e-Proc website/portal on behalf of the Governor of Rajasthan / Election Department, for the short-listing of Offset Printers for printing various paper printing items/ material **up to 04:00 PM of 11-09-2023 (last date/time).**

S. No.	Name of Article	Estimated Procurement of services (Rs.)	Price of Bidding Document (Rs.)	Amount of Bid Security (Rs.)	Validity of Bid	Place of Delivery
1.	"Printing & Supply of printing material as forms, compendium, booklets, leaflets, posters and several others etc	400 Lacs	1000/-	2% of estimated procurement cost	90 days	Store CEO Office Rajasthan and other destinations

1. Purchase preference as per Instructions to Bidders shall be admissible in evaluation and award of Contract.
2. The bid is for for selection of Offset Printers for the above mentioned items.
3. The Bidders may enclose the specifications, catalogue and other characteristics of the product offered. They shall also include details on their backup services offered, warranties, etc.
4. The complete Bidding Document including the Conditions of Contract, evaluation and qualification criteria and procedure, Bidding forms, designs, specifications, delivery schedule, etc. can be seen and downloaded from the website <http://sppp.rajasthan.gov.in>, www.ceorajasthan.nic.in and <http://eproc.rajasthan.gov.in>. The price of Bidding Document may be paid along with user charges/ processing fee at the time of online submission of the Bid.
5. Bids, duly signed on all pages (as mentioned in the bid document) and serially numbered, should be submitted electronically on <http://eproc.rajasthan.gov.in> by following the electronic Bid submission procedure as specified on the portal.
6. **The Bid Document Fee, Bid Security & RISL Processing Fee in the form of Demand Draft or Banker's cheque shall be submitted personally or by post in sealed envelopes up to 11.09.2023 at 3 PM.** the Addl.CEO Election Department, Rajasthan, Government Secretariat, Jaipur bearing "Bid for Short-listing Offset Printers for paper Printing of various material.
7. RISL Processing Fee: Rs. 1000/- (Rupees one thousand only) in form of Demand Draft in favour of "Managing Director, RISL" payable at "Jaipur" and bid document fee, Bid Security fee in form of DD/Banker's cheque in favour of "CEO, Rajasthan" payable at "Jaipur".
8. Bids received after the specified time and date shall not be accepted. Off-line bids shall not be entertained.
9. Bids have been invited electronically, the procedure for submission of Bids including payment of price of Bidding Document, user charges/ processing fee, Bid Security, etc. shall be as provided on the State e-Procurement Portal <http://eproc.rajasthan.gov.in>

10. The **Technical Bids shall be opened on 12-09-2023 at 12:00 PM** in the office of additional CEO.
11. The procuring Entity is not bound to accept the lowest Bid and may reject any or all Bids without assigning any reason thereof.
12. The Bidders shall have to submit/upload a valid 'GST' registration and 'GST' return of last year and the 'PAN' issued by Income Tax Department.
13. To participate in online bidding process, Bidders must procure a Digital Signature Certificate (Type III) as per Information Technology Act-2000 using which they can digitally sign their electronic bids. Bidders can procure the same from any CCA approved certifying agency, i.e. TCS, Safecrypt, Ncode etc. Bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC. Also, bidders must register on <http://eproc.rajasthan.gov.in> (bidders already registered on <http://eproc.rajasthan.gov.in> before 30-09-2011 must register again).


Additional Chief Electoral Officer
Election Department, Food Building, Secretariat
Jaipur (Rajasthan) - 302005 India

**Government of Rajasthan
Election Department**

NIB (Notice Inviting Bids)

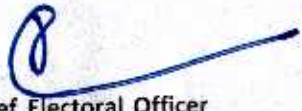
S.No.F9(1)(7)IT/Elec./PPPVC/EPIC/22-23/ 3930

Jaipur, Date: 22/8/23

Sealed Single Stage Two-envelopes unconditional online Bids are invited on e-Proc website/portal on behalf of the Governor of Rajasthan / Election Department, for the short-listing of Offset Printers for printing various paper printing items/ material **up to 04:00 PM of 11-09-2023 (last date/time)**

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1.	"Printing & Supply of printing material as forms, compendium, booklets, leaflets, posters and serveral others etc	400 Lacs	1000/-	2% of estimated procurement cost	90 days	Store CEO Office Rajasthan and other destinations

Details may be seen in the Bidding Document available on the websites of <http://sppp.rajasthan.gov.in> and our website www.ceorajasthan.nic.in, <http://eproc.rajasthan.gov.in> and may be downloaded from these websites. While bidders submitting their Bids electronically shall follow the electronic Bid submission procedure as specified on the State e-Procurement Portal <http://eproc.rajasthan.gov.in>. RISL Processing fee Rs. 1000/- shall also required to be paid.


Additional Chief Electoral Officer
Election Department, Food Building, Secretariat
Jaipur (Rajasthan) - 302005 India.

Bid Data Sheet (BDS)

1.	Reference of Invitation of Bids	S. No. F.9(1)(7)IT/Elec./PPPVC/EPIC/2022-23/dated: .02.2023
2.	Name & Address of officer as the Procuring Entity (PE)** and for clarification purposes	Election Department (ED), Secretariat, Rajasthan, Jaipur-302005
		Name: Krishna Kunal
		Designation Additional Chief Election Officer
		Address Election Department, Food Building, Secretariat, Jaipur (Rajasthan), Jaipur – 302005
		Phone No. 0141-2227194
		Fax 0141-2227794
	E-Mail ceojpr-rj@nic.in	
3.	Placing Work Order/Payment Authority	CEO office Rajasthan
4.	Subject Matter of Procurement	“Selection of Offset Printers for printing various paper printing items/ material for” Specifications mentioned in the bid document
5.	For Destination	Stores of CEO, Rajasthan office Jaipur/ DEOs
6.	Joint Venture/Consortium/Association of Bidders	Shall not be allowed
7.	Contract of Period	1 year from the date of executing agreement (can be extended for next one year with mutual consent if required).
8.	Bid Procedure	Single stage two envelopes bidding (two parts) open competitive bid procedure given at http://eproc.rajasthan.gov.in
9.	Bid Evaluation Criteria	Short listing up to 1 minimum/2 maximum bidders whose are financially L1 after technical qualified.
10.	Website for downloading bidding document, Corrigendum's, Addendum etc.	http://sppp.rajasthan.gov.in http://ceorajasthan.nic.in http://eProc.rajasthan.gov.in
11.	Bid Document Fee	Rs. 1000/- (Rupees One Thousand only) in Demand Draft in favour of “Chief Electoral Officer, Rajasthan” payable at “Jaipur”
12.	RISL Processing Fees	Rs. 1000/- (Rupees One Thousand only) in Demand Draft in favour of “Managing Director, RISL, Rajasthan” payable at “Jaipur”
13.	Estimated Procurement Cost	Rs. 400 Lacs (Rupees Four Hundred Lacs only)
14.	Bid Security	2% of the estimated procurement cost/bid value (0.5% of the above procurement of bid in case of Small Scale Industries of Rajasthan, 1% of the value of bid in case of Sick Industries of Rajasthan) (refer details given in this bid) Mode of Payment: Bid security deposit in favour of “Chief Electoral Officer, Rajasthan” payable at

		“Jaipur” of Scheduled Bank
15.	Period of Sale of Bidding Document (Start/End Date)	Start Date: 22-08-2023 16:00 Hrs. End Date: 11-09-2023 12:00 Hrs.
16.	Date/Time/Place of Pre-Bid Meeting	Pre-Bid Meeting Date: 01-09-2023 13:00 Hrs. Pre-Bid Queries Submission till 31-08-2023 (Office time) after which no query would be accepted & also PBQ's should be sent to the prescribed E-Mail only and not to be uploaded on E-Proc website (signed hardcopy & softcopy both should be sent through E-Mail address ccojpr-rj@nic.in). In case of repeat queries uploaded on Eproc website, these queries will not be treated responsive and will not be entertained. Pre-Bid Meeting Place: Chamber of Additional CFO, Food Building, Secretariat, Jaipur
17.	Submission of Banker's Cheque/DD for Tender Fee, Bid Security and RISL Processing Fee	Start Date: 23-08-2023 End Date: 11-09-2023
18.	Date for the Submission of Bids	Manner: Online at e-Proc website: http://eProc.rajasthan.gov.in up to till 11-09-2023 16:00Hrs.
19.	Date/Time/Place of Technical Bid Opening	Date: 12-09-2023 Time: 12:00 Hrs. Place: Chamber of Additional CEO, Food Building, Secretariat, Jaipur
20.	Date/Time/Place of Financial Bid Opening	Will be intimated later to the Technically qualified bidders only
21.	Bid Validity	90 days from the bid submission last date of bid submission
22.	Language of Bid	English/Hindi
23.	Alternate Bids	Not Permitted
24.	Bid Submitted	Original Bid: Unconditional and with no deviation
25.	Bidder's Detail	
	Name of Bidder	
	Address of Correspondence	
	Name of Authorized Signatory	
	Mobile Number 1	
	Mobile Number 2 (if any)	
	Telephone Number	
	Fax Number	
	Name of Website	
	E-Mail 1	
	E-Mail 2	

Note:

- 1) Bidder (authorised signatory) shall submit their offer of Technical and Financial Bid (Single Stage Two Envelops Bid - Two Parts) through e-Proc website/portal. However, DD for Bid Document Fees, Bid Security and RISL Processing Fee should be submitted physically at the office of Procurement Entity as prescribed in NIB on or before date/time
- 2) The Procurement entity reserves the complete right to cancel the bid process and reject any or all of the Bids without giving reasons thereof.
- 3) No contractual obligation whatsoever shall arise from the bidding document/ bidding process unless and until a formal contract is signed and executed between the procuring entity and the successful short-listed bidders.
- 4) Bidder (authorised signatory) shall submit their offer on-line in electronic formats both for technical and financial proposal. However, DD for Tender Fees, RISL Processing Fees and Bid Security should be submitted physically at the office of Procuring Entity as prescribed in NIB and scanned copy of same should also be uploaded along with the technical Bid/ cover.
- 5) * In case, any of the bidders fails to physically submit the Banker's Cheque/ Demand Draft for Tender Fee and RISL Processing Fee, Bid Security on or before the prescribed last date/time in the BDS, its bid shall not be accepted. The Banker's Cheque/ Demand Draft for Bidding document fee should be drawn in favour of "Chief Electoral Officer" and the RISL Processing Fee in favour of "Managing Director, RajCOMP Info Services Ltd." payable at "Jaipur" from any Scheduled Commercial Bank.
can procure the same from any CCA approved certifying agency, i.e. TCS, Safecrypt, Ncode etc. Bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC. Also, bidders must register on <http://eproc.rajasthan.gov.in> (bidders already registered on <http://eproc.rajasthan.gov.in> before 30-09-2011 must register again).
- 6) RISL/Election Department will not be responsible for delay in online submission due to any reason. For this, bidders are requested to upload the complete bid well in advance so as to avoid 11th hour issues like slow internet speed, choking of web site due to heavy load or any other unforeseen problems.
- 7) Bidders are also advised to refer "Bidders Manual Kit" available at e-Proc website for further details about the e-Tendering process.
- 8) Training for the bidders on the usage of e-Tendering System (e-Procurement) is also being arranged by DOIT&C on a regular basis. Bidders interested for training may contact as per details given below:
Contact No: 0141-4022688 (helpdesk 10AM to 6 PM on all working days),
24 x 7 Toll Free Telephonic Help Desk Number 1800-3070-2232
Email: eproc@rajasthan.gov.in
Address : e-Procurement Cell, RISI, Yojana Bhavan, Tilak Marg, C-Scheme
- 9) The procuring entity reserves the complete right to cancel the bid process and reject any or all of the Bids.
- 10) Procurement entity disclaims any factual/ or other errors in the bidding document (the onus is purely on the individual bidders to verify such information) and the information provided therein are intended only to help the bidders to prepare a logical bid-proposal.
- 11) The provisions of RTPP Act, 2012 and Rules, 2013 thereto including amendment(s) shall be applicable for this procurement. Furthermore, in case of any inconsistency in any of the provisions of this bidding document with the RTPP Act, 2012 and Rules thereto including amendment(s), the later shall prevail and ECI guidelines/directions/circulars issued in time to time.
- 12) It will be as per section 36 of RTPP act, 2012 and as per Rule no. 29 of RTPP Rule 2013.

Introduction

Election Department Rajasthan conducts elections for Assembly and Parliament constituencies. For forthcoming elections 2023 and as per the directions of ECI, CEO office Rajasthan intends to get print material ready for elections. The material to be printed in the form of various forms, registers, booklets, compendiums, envelopes, and IEC material as posters, leaflets, pamphlets etc.

For this good offset printers will be selected for of rates related to various items required in printing. The quantity and estimated value may be increased or decreased.

1. SCOPE OF THE WORK & ITEMS

The successful bidder shall supply the following various types of printing materials:

- (i) Book-Booklet A-4 Size & other sizes:-
- (ii) Different types of forms format / Pamplet :- Size —
- (iii) (iii) Posters :- Size — (a) 18x23" (b) 20x30" (c) 23x36" (d) 27"x27" (e) 27"x36"
Black/white, Bi colour and multicoloured. 70, 80, 100 G.S.M. Maplitho,
100, 130, 170 G.S.M. poster on art paper
- (iv) Various types and sizes of Envelopes :- Special Tag

Special Tag (with Eyeleting)

(Vii) Voter Slips

(Viii) Placard & Badges
 - Forms – Around 80 variety of forms with GSM ranging from 65 to 75 GSM. The form may be converted into booklet.
 - Compendium and Booklets – Around types of booklets, compendiums. Compilations of different sizes and specifications.
 - Different types of registers (quantity 7,000 of each type approx)

2. Directions related to Supply

The method is as follows:

- (a) The Successful short-listed bidders have to coordinate with the CEO office. during execution of the work.

CEO will place Work/Supply Order for "the selection of Offset Printers for printing various paper printing items/ material" within the duration of the contract period as per their need with the short-listed successful bidders called "vendors" along with relevant inputs and content for printing.

Supply of printing material will be as per work order /purchase order and failing to supply within stipulated time will result in penalty as per rule and as per agreement.

- (b) Estimated Quantity - No guaranty of the figures of Printing material, However approximate quantity is mentioned in the BOQ, it can be increased or decreased.

- (c) SPOC (single point of contact) of short-listed bidders shall be intimated to CEO office along with email, fax and landline number etc.

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Section II:

Evaluation and Qualification Criteria

A. Qualification Criteria

- I. The Bidder must be a registered entity in India as a proprietorship/ partnership firm or a private limited or a public limited company under the Indian Companies Act. The bidder should have Printing Press or Printing Enterprise owned by Indian Nationals only, and should have Printing Press/Printing Establishment in Rajasthan.
- II. The Bidder must not have been debarred or blacklisted by any procuring entity. An affidavit to this effect duly attested by Notary/Magistrate is required.
- III. The Bidder must be in the field of the work of Offset Paper Printing for at least last three years. The Bidder have a single order of 50 Lakhs or two orders of 25-25 lacs in any of the last three years for the State Government Departments/ State Public Sector Enterprises/ Government Societies/ Government Cooperative Societies /Private Institutions of Rajasthan.
- IV. The Bidder must have an average annual turnover of at least Rupees 7 Crore in last three financial years, Copies of audited accounts and a certificate of the statutory auditors of the organization to this effect will have to be attached with the Bid.
- V. The Bidder must have a dedicated team of technical experienced personnel required for providing the Services as follows:

S. No	DESCRIPTION	Numbers Required
1	Graphic Designer	
2	Computer Operator	
3	Staff on Offset Machines	
4	Proof Readers (Having knowledge of both Hindi and English Language)	
5	Staff for Binding of material	
6	Technical staff for Pasting, Planning and Plate Making	
7	Institutional Foreman	

(Submit Declaration on letter Head of the Firm for the above staff)

VI. The Bidder must have following machinery and equipment owned by him:-

1. Four colour offset printing machine- minimum 1 having sizes 18"x23" OR above.
2. Single colour offset machine – minimum 1 having size of 18"x23" OR above.
(This is in addition to serial no. 1).
3. Automatic Plate Processor- minimum 1
Digital Coloured Laser Printer – minimum 1
4. D.T.P. Computer with coloured monitors connected with high speed internet facility–minimum 3
5. Scanner – minimum 1
6. Stitching Machine – minimum 1
7. Folding Machine – minimum 1
8. Perfect Glue Binding machine – minimum 1
9. Lamination Machine – minimum 1.

VII. Hard copies of printed publication (At least 5 Samples) bearing press line of the bidder should be submitted in Office of CEO Rajasthan on the date and time of opening of Technical Bids between 10AM to 12 Noon along with physical submission of instruments of price of Bidding Document, Processing Fee for e-procurement and Bid Security.

VIII. A committee of officers of CEO office may visit the premises of office of the Bidder to confirm the availability of the stated machinery and equipment, personnel and other facilities with the Bidder and printing capacity, efficiency and quality of the material and printing work done by him. The Bidder must provide in his Bid the complete address of the premises of his office and workshop where inspection will be done. The name and contact numbers of a responsible person be also given who may be contacted for the visit along with address of the factory where the machines are installed.

IX. If benefits of being an MSME are claimed by the Bidder then copy of certificate issued by authorized officer of the Department of Industries of Rajasthan valid for claiming such benefit must be attached with the Bid.

X. The Bidder must be registered for Goods and Service Tax.

XI. The Bidder must have PAN number issued by Income Tax Department.

- X. The Bidder must be registered for Goods and Service Tax.
- XI. The Bidder must have PAN number issued by Income Tax Department.
- XII. Firm Should Attached P.F. Registraion copy must

B. Evaluation Criteria

The Financial Bids of only those Bidders will be opened who qualify in evaluation of their Technical Bids. The successful Bidder will be one who fully agrees to comply with all the terms and conditions of this Bidding Document without any omission, deviation and reservation and who fulfils all qualification criteria in evaluation of Technical Bids including capacity and efficiency of printing and other machinery owned by him.

- A maximum of 03 bidders would be empanelled. However number can be decreased by procuring entity.
- Financial Bid of only technically qualified bidders will be opened.
- The Firm whose Rate will be lowest and will be (L-1) firm and if required negotiation will be conducted on L1 rate.

If rates of different items are lowest of different firms the contract will be entered with the firm whose maximum rates are lowest (L1) and lowest rate of other firms will be included in brief lowest rate of all the items will be considered from different bids if required.

2. SELECTION PROCESS

i) EVALUATION OF PROPOSALS: The evaluation of the proposal will be done in following parts:

- A. **Preliminary Scrutiny:** Each proposal will be scrutinized by a Screening Committee/DPC of Election department to determine whether the documents have been properly signed, all relevant papers submitted and the proposal is in order. Proposals not conforming to such requirements will be prima facie rejected.
- B. **Qualification:** The minimum qualifying criteria mentioned in bid document will need to be met to be considered for technical evaluation.

c. SELECTION OF FIRMS:

- A. The financial bids of only the "Technically Qualified Bidders" will be opened to prepare first list of L1, L2 etc.
- B. The lowest rate L1, received from a qualified bidder will be treated as the "discovered rate".
- C. Once the L1 bidder is identified, the bidder at L2 and then L3 will

be given first rights to match the L1 rate in order to receive an order for carrying out the services.

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Section-III

INSTRUCTION TO BIDDERS (ITB)

1. Sale of Bidding/ Tender Documents:

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 on the <http://eproc.rajasthan.gov.in>. The complete bidding document shall also be placed on the State Public Procurement Portal. The prospective bidders shall be permitted to download the bidding document from the websites and pay the bidding document price while submitting the Bid to the procuring entity through e-Proc method.

2. Bid Prices:

- a. The prices quoted by the Bidder in the Bid Submission Sheet and in the Price Schedules shall conform to the requirements specified in bid document.
- b. Prices quoted by the Bidder shall be fixed during the Bidder's Performance of the Contract and not subject to variation on any account. A Bid submitted with an adjustable price quotation shall be treated as non-responsive and shall be rejected.
- c. All rates quoted must be FOR destination (as mentioned in the bid) and should include all incidental charges except Central/ Rajasthan Sales Tax/ VAT, Entry Tax, or applicable prevalent tax, charges etc. which should be shown separately. No cartage or transportation charges will be paid.

3. Pre-bid Meeting/ Clarifications:

- a. Pre-Bid query submission, redressal etc management shall not be done through e-Proc website. Only date of Pre-Bid meeting and the responses to the queries would be available on e-Proc website.
- b. Any prospective bidders may, in writing, seek clarifications from the procuring entity in respect of the bidding documents shall also be emailed to ceojpr-rj@nic.in and not to be uploaded on e- Proc website. In case the soft copy of the dully filled in Pre- Bid query format, is uploaded on e- Proc website then it would not be entertained and processed.
- c. 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.

- d. Prospective bidders may attend Pre-bid meeting. The procuring entity may clarify doubts of only to potential bidders in respect of the project which are given in written in the prescribed format received within the time frame given in the bid document and a softcopy to the email address given herein. Beyond prescribed time, no PBQ shall be entertained and rejected.
- e. The period within which the bidders may seek clarifications under (a) above and the period within which the procuring entity shall respond to such requests for clarifications shall be as under:
 - o Last date of submitting clarifications requests by the bidder: as per bid document.
 - o Response to clarifications by procuring entity: as per bid document.
- f. The finalised minutes and responses, if any, shall be provided through departmental website/email promptly to all bidders to which the procuring entity provided the bidding documents, so as to enable those bidders to take minutes into account in preparing their bids, and shall also be published on the other websites as mentioned in NIB.

4. Changes in the Bidding Document:

- a. At any time, prior to the deadline for submission of Bids, the procuring entity may for any reason, whether on its own initiative or as a result of a request for clarification by a bidder, modify the bidding documents by issuing an addendum in accordance with the provisions below.
- 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.

5. 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.

6. Submission of Bid:

The bid is for " For selection of Offset Printers for printing material as forms, compendium, booklets, leaflets etc ".

- a. All prospective bidders advised to carefully go through the bid document provided on the various websites as mentioned in the bid-document so that they will come to know what exactly is demanded. While bidders submitting their Bids electronically shall follow the electronic bid submission procedure as specified on the State e-Procurement Portal, <http://eproc.rajasthan.gov.in>
- b. The bidders required to digitally sign each page of the bid as a token of acceptance of bid by the authorised signatory failing which the bid may liable to be nonresponsive and rejected. The signed bid shall be uploaded using DSC to e-Proc website the <http://eproc.rajasthan.gov.in>
- c. All the columns viz. compliance (in Yes or No) of Eligibility Criteria, BOM, Financial Bid and their associated necessary documents properly signed etc. should be duly filled in and uploaded.
- d. Technical bid containing Eligibility Criteria and technical aspects/information/documents should be separately uploaded and Financial bid shall also be uploaded separately along with respective associated documents as mentioned in the bid document.
- e. While submitting the complete Bid Document as mentioned above instruments for tender fee amount and bid security fee amount should be physically sent to the PE on or before mentioned date and time failing which the bid may liable to be nonresponsive and rejected.
- f. Financial bids shall be opened of only bidders qualified technically and fulfilling

eligibility criteria. The date of opening for which shall be intimated later on.

- g. The bidder will submit the sample of papers, envelopes and other printing material mentioned for checking the quality of paper and printing.
- h. Bidders may submit their Bids through electronic method i.e. through <http://eproc.rajasthan.gov.in> on or before bid submission date/time.
- i. The Procuring Entity is not responsible about non submission of bid electronically in time due to any technical or non-technical reason(s) whatsoever, therefore, prospective bidders are suggested to avoid last minute submission of bid.

7. Opening of Bids:

- a. The Bids shall be opened by the BEC/DPC on the date and time mentioned in the NIB in the presence of the Bidders or their authorised representatives who choose to be present.
- b. Only Technical bids will be opened first and as per Pre-qualification criteria technical bids of firms meeting Pre-qualification criteria will be evaluated and marks will be allotted as per the Technical evaluation criteria given. Maximum 5 technical bids and minimum 3 technical bids will qualify for financial bid opening stage in order of merit. PE will evaluate Technical Bid(s) as per criteria set-forth in this Bid Document or RTPP Rules.
- c. The Financial Bids will remain unopened until the technical bid evaluation is done. The date/time of the opening of Financial Bids will be intimated by the Procuring Entity.
- d. In financial evaluation technical bids qualified will be evaluated and final selection will be done on the basis of lowest rate received, irrespective of the marks obtained in the technical evaluation.
- e. The committee may co-opt experienced persons in the committee to conduct the process of Bid opening.
- f. If electronic Bidding is adopted, specific electronic Bids opening procedure as specified on the State e-Procurement Portal shall be followed. The Bidders may witness the electronic Bid opening procedure online.

- g. The committee shall conduct a preliminary scrutiny of the opened technical Bids to assess the prima-facie responsiveness and ensure that the:-
- bid is as per pre-qualification criteria
 - bid is accompanied by bidding document fee, bid security, relevant duly filled in documents as per annexure(s) given in the Bid Document;
 - bid is valid for the period, specified in the bidding document;
 - bid is unconditional and the bidder has agreed to give the required performance security or performance security declaration; and other conditions, as specified in the bidding document are fulfilled.
 - any other information which the committee may consider appropriate through e-Proc method
- h. The Financial Bid 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 bid.
8. Documents comprising the Bid, Bid submission, Formats, Price Schedules and Signing of Bids:
- a. The PE shall not consider any bid or its related documents, material, original instrument(s) etc. that arrives after the deadline for submission of bid, such bid shall be declared late, rejected, and returned unopened to the bidder. Offline bid shall not be entertained.
 - b. All the documents should be digitally signed by the authorized signatory of bidder, as defined in the bid as the case may be.
 - c. The Bid shall be prepared according to the procedure mentioned <http://eproc.rajasthan.gov.in>.
 - d. The Technical Bid shall contain the following:
 - o Technical Bid Submission Sheet and Technical Bid containing the duly filled in Bidding Forms
,pre qualification criteria documents, documents required for technical evaluation and other Declarations related to Technical Bid and Code of Integrity given as specified in annexure/appendix/bid forms in the Bid Document (Note: If the prescribed formats provided in the Bid Document only, are not duly filled in as per the requirement of Bid Document, the bid

- shall be treated as non-responsive bid and lead to rejection);
 - proof of payment of price of Bidding Document, Bid Security, in accordance with Bid Document;
 - written confirmation authorizing the signatory of the Bid to commit the Bidder, in accordance with Bid Document;
 - documentary evidence in accordance with Bid Document establishing the Bidder's eligibility to bid;
 - any other document required in the BDS; and
 - others considered necessary otherwise to strengthen the Bid submitted.
- e. The Financial Bid shall contain the following:
- Financial Bid Submission Sheet and the applicable Price Schedule(s) with supporting relevant documents in accordance with bid document;
 - Any other document required in the BDS.

9. Cost & Language of Bidding:

- a. The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the procuring entity shall not be responsible or liable for those costs, regardless of the conductor 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 also be in English / Hindi.

10. Alternative/ Multiple Bids:

Alternative/ Multiple Bids shall not be considered at all.

11. 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. In case of open competitive bidding, bid security shall be 2% or as specified by the State Government of the estimated value of subject matter of procurement put to bid. In case of:
- i. Small Scale Industries (SSI) of Rajasthan it shall be 0.5% of the value of quantity offered for supply or the estimated value of subject matter of procurement mentioned in bid, and
 - ii. In case of sick industries, other than Small Scale Industries, whose cases are pending with Board of Industrial and Financial Reconstruction (BIFR), it shall be 1% of the estimated value of bid.
 - iii. Every bidder, if not exempted participating in the procurement process shall be required to furnish the bid security as specified in the NIB.
- c. Bid security instrument or cash receipt of bid security shall necessarily accompany the technical bid.
- d. Bid Security instrument or cash receipt of Bid Security shall necessarily accompany the sealed Bid. Any Bid not accompanied by Bid Security, if not exempted, shall be liable to be rejected.
- e. 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.
- f. The bid security may be given in the form of a banker's cheque or demand draft. The bid security must remain valid 90 days beyond the original or extended validity period of the bid.
- g. 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.
- h. 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.
- i. The bid security of unsuccessful bidders shall be refunded soon after final acceptance of short-listed successful bid and signing of Agreement and submitting performance security.
- j. The Bid security taken from a bidder shall be forfeited in the following cases,

namely:

- when the bidder withdraws or modifies its bid after opening of bids;
- when the bidder does not execute the agreement, if any, after placement of supply/ workorder within the specified period;
- when the bidder fails to commence the supply of the goods or service or execute work as persupply/ work order within the time specified;
- when the bidder does not deposit the performance security within specified period after the supply/ work order is placed; and
- if the bidder breaches any provision of code of integrity, prescribed for bidders, specified in the bidding document/in the Act, chapter VI of the RTPP Rules.
- if the Bidder does not accept the correction of its Bid Price pursuant to the relevant bidding document. [Correction of Arithmetical Errors].
- Notice will be given to the bidder with reasonable time before bid security deposited is forfeited.
- No interest shall be payable on the bid security.
- In case of the successful short-listed bidders, the amount of bid security may be adjusted in arriving at the amount of the Performance Security, or refunded if the successful short-listed bidders furnish the full amount of performance security.
- The procuring entity shall 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 short-listed bidders ;
 - c. the cancellation of the procurement process; or

12. Deadline for the submission of Bids:

- a. Bids shall be submitted on e-Proc website up to the time and date specified in the NIB or an extension issued thereof, if any
- b. Normally, the date of submission and opening of Bids would not be extended. In exceptional circumstances or when the bidding document are required to be substantially modified as a result of discussions in pre-bid meeting/ conference or otherwise and the time with the prospective bidders for preparation of Bids appears insufficient, the date may be extended by the procuring entity.
- c. If, in the office of the Bids receiving and opening authority, the last date of submission or opening of Bids is a non-working day, the Bids shall be received or opened on the next working day.

Late Bids: The Procuring Entity shall not consider any Bid that arrives after the deadline for submission of Bids, in accordance with bid document. Such Bids shall be declared late, rejected, and returned unopened to the Bidder.

13. Lack of Competition: In case of situation of lack of competition arises the provision given in RTPP Act, 2012 and RTPP Rules, 2013 will be followed.

14. Clarification of Bids:

- a. To assist in the examination, evaluation, comparison and qualification of the Bids, the BEC/DPC 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 through the website/email.
- b. No substantive change to qualification information or to a submission, including changes aimed at making an unqualified bidder, qualified or an unresponsive submission, responsive shall besought, offered or permitted.

15. Evaluation & Tabulation of Technical Bids:

Determination of Responsiveness

- a. The BEC/DPC 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 (as per RTPP Act, 2012 and RTPP Rules, 2013):-

16. Tabulation of Technical Bids:

If Technical Bids have been invited, they shall be tabulated by a Committee (DPC/BEC) constituted on behalf of PE in the form of a comparative statement to evaluate the qualification of the bidders against the criteria for qualification set out in the bidding document.

17. 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:-

The financial Bids of the bidders who qualified in bid examination shall be opened at the notified time, date and place by the BEC/DPC in the presence of the bidders or

their representatives who choose to be present; the process of opening of the financial Bids shall be similar to that of technical Bids. conditional Bids are liable to be rejected; the examination shall include all costs and all taxes and duties applicable to the bidder as per law of the Central/ State Government/ Local Authorities.

18. Correction of Arithmetic Errors in Financial Bids:

The BEC/DPC shall correct arithmetical errors in substantially responsive Bids, on the following basis, namely: -

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 BEC/DPC 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;

19. 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.

20. 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.

21. Procuring Entity's Right to accept any bid and to reject any or all bids:

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

22. Information and publication of award: Information of award of contract shall be

published on the Raj. State Public Procurement Portal i.e. <http://sppp.rajasthan.gov.in> as well as e-Proc website.

23. Execution of agreement:

In the written intimation of acceptance of its Bid sent to the successful short-listed bidders, it shall also be asked to execute an agreement in the format given in the Bidding Document on a non judicial stamp of requisite value at his cost and deposit the amount of Performance Security or a Performance Security Declaration, as applicable, within a period of 7 days from the date on which the LOA or LOI is dispatched to the Bidder. Until a formal contract is executed, LOA or LOI shall constitute a binding contract.

24. 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.

25. 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.

26. Procuring Entity's Right to accept any bid and to reject any or all bids:

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

27. Performance Security:

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- a. All the successful short-listed bidders, have to execute agreement and furnish performance security.
- b. Prior to execution of agreement, Performance Security shall be solicited from the successful short - listed bidders except Department of the State Government and undertakings, corporations, autonomous bodies, registered societies, co-operative societies which are owned, controlled or managed by the State Government and undertakings of Central Government. However, a Performance Security Declaration shall be taken from them. The State Government may relax the provision of Performance Security in particular procurement.
- c. The amount of performance security shall be as per rules .
- d. Performance security shall be furnished in any one of the following forms:-
- i) Bank Draft or Banker's Cheque of a scheduled bank;
 - ii) National Savings Certificates and any other script/ instrument under National Savings Schemes for promotion of small savings issued by a Post Office in 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;
 - iii) Fixed Deposit Receipt (FDR) of a scheduled bank. It shall be in the name of Chief Electoral Officer 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.
- e. Performance security furnished in the form specified in clause [c.] of c) mentioned just 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.

- f. Failure of the successful short-listed bidders to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security.
- g. Forfeiture of Performance Security: The amount of Performance Security in full or part may be forfeited, including interest, if any, in the following cases:-
- i) when the Bidder short-listed does not execute the agreement in accordance with the bid within the specified time period; after issue of letter of acceptance/ placement of supply order; or
 - ii) when the Bidder short-listed fails to commence the supply of the Goods or Related Services as per supply order within the time specified; or
 - iii) when Bidder short-listed fails to commence or make complete supply of the Goods or Related Services satisfactorily within the time specified; or
 - iv) When any terms and conditions of the contract is breached; or
 - v) Failure by the Bidder short-listed to pay the Procuring Entity any established dues under any other contract; or
 - vi) if the Bidder short-listed breaches any provision of the Code of Integrity prescribed for Bidders in the Act and Chapter VI of the Rules and this Bidding Document.
- h. Notice will be given to the bidders short-listed with reasonable time before Performance Security deposited is forfeited. The decision of PE in this regard shall be final and abided by the bidder.
- i. No interest shall be payable on the Performance Security deposited by the bidders short-listed.

29. Execution of agreement:

In the written intimation of acceptance of its Bid sent to the successful short-listed bidders, it shall also be asked to execute an agreement in the format given in the Bidding



Document on a non judicial stamp of requisite value at his cost and deposit the amount of Performance Security or a Performance Security Declaration, as applicable, within a period of 7 days from the date on which the LOA or LOI is dispatched to the Bidder. Until a formal contract is executed, LOA or LOI shall constitute a binding contract.

30. Confidentiality:

- a. Information relating to the examination, evaluation, comparison, and post-qualification of Bids, and recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process until information on Contract award is communicated to all Bidders.
- b. Any attempt by a Bidder to influence the Procuring Entity in the examination, evaluation, comparison, and post qualification of the Bids or Contract award decisions may result in the rejection of its Bid, in addition to the legal action which may be taken by the Procuring Entity under the Act and the Rules.

31. 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 -

32. 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. Any person participating in the procurement process shall -
- c. not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process;
- d. not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
- e. not indulge in any collusion, Bid rigging or anti- competitive behavior to impair

- the transparency, fairness and progress of the procurement process;
- f. not misuse any information shared between the procuring Entity and the Bidders with an intent to gain unfair advantage in the procurement process;
 - g. not indulge in 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;
 - h. not obstruct any investigation or audit of a procurement process;
 - i. disclose conflict of interest, if any; and
 - j. disclose any previous transgressions with any Entity in India or any other country during the last three years or any debarment by any other procuring entity.
 - k. 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: -
 - l. exclusion of the bidder from the procurement process;
 - m. calling-off of pre-contract negotiations and forfeiture or encashment of bid security;
 - n. forfeiture or encashment of any other security or bond relating to the procurement;
 - o. recovery of payments made by the procuring entity along with interest thereon at bank rate;
 - p. cancellation of the relevant contract and recovery of compensation for loss incurred by the procuring entity;
 - q. debarment of the bidder from participation in future procurements of the procuring entity for a period not exceeding three years.

33. Conflict of interest:

A conflict of interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.

A Bidder may be considered to be in conflict of interest with one or more parties in this bidding process if, including but not limited to:

- a. have controlling partners/shareholders in common; or
- b. receive or have received any direct or indirect subsidy from any of them; or
- c. have the same legal representative for purposes of this Bid; or
- d. have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence

- on the Bid of another Bidder, or influence the decisions of the Procuring Entity regarding this bidding process; or
- e. the Bidder participates in more than one Bid in this bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the Bidder is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one Bid; or
 - f. the Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the Goods and Services that are the subject of the Bid; or
 - g. Bidder or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity as engineer-in-charge/ consultant for the contract.
 - h. The Bidder shall have to give a declaration regarding compliance of the Code of Integrity prescribed in the Act, the Rules and as stated above in this Clause along with its Bid, in the format specified in Section IV, Bidding Forms.

Breach of Code of Integrity by the Bidder:

Without prejudice to the provisions of Chapter IV of the Rajasthan Transparency in Public Procurement Act, 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 action in accordance with the provisions of sub-section (3) of section 11 and section 46 of the Act.

34. 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 short-listed bidders;
- c. fails to enter into procurement contract after being declared the successful short-listed bidders;
- d. fails to provide performance security or any other document or security required in terms of the bidding documents after being declared the successful short-listed bidders, without valid grounds, shall, in addition to the recourse available in the bidding document or the contract, be punished with fine which may extend to 50 lacs rupees or 10% of the assessed value of procurement, whichever is less.

35. Grievance handling procedures during procurement process (Appeals):

Any grievance of a Bidder pertaining to the procurement process shall be by way of filing an appeal to the First or Second Appellate Authority, as the case may be, as

specified in the bid, in accordance with the provisions of RTPP Act & thereto, Rules and as given in Appendix to this bid.

36. 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 -
 - i. "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
 - ii. "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.

37. Debarment from Bidding:

- a) A bidder shall be debarred by the State Government if he has been convicted of an offence
 - i) under the Prevention of Corruption Act, 1988 (Central Act No. 49 of 1988); or
 - ii) under the Indian Penal Code, 1860 (Central Act No. 45 of 1860) or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of 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.

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Section-IV

GENERAL TERMS AND CONDITIONS OF TENDER & CONTRACT

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

Definitions:

For the purpose of clarity, the following words and expressions shall have the meanings hereby assigned to them: -

- a. "Contract" means the Agreement entered into between the Purchaser and the successful/ selected bidder, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.
- b. "Contract Documents" means the documents listed in the Agreement, including any amendments thereto.
- c. "Contract Price" means the price payable to the successful/ selected bidder as specified in the Agreement, subject to such additions and adjustments thereto or deductions 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. 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.

3. Service of Notice, Documents & Orders:

a. A notice, document or order shall be deemed to be served on any individual by -

- i) delivering it to the person personally; or
- ii) leaving it at, or sending it by post to, the address of the place of residence or business of the person last known;
- iii) 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.

4. Delivery :

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.

5. 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.

6. Purchaser's Responsibilities:

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.

7. 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

8. Recoveries from Supplier/ Selected Bidder:

a. The prevailing taxes, charges etc., if applicable, shall be deducted at source by PE as per prevailing rates.

b. 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.

c. 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.

d. 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. However, it is clarified that for the purpose concessional Sales Tax, no "C-Form/ D-Form", or any other form by whatever name it may be called, shall be released by Purchaser to the selected bidder under

anycircumstances for any of activities under the SoW of this bidding document.

9. Taxes & Duties:

- a. The prevailing taxes, charges etc., if applicable, shall be deducted at source by PE as per prevailing rates.
- b. 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.
- c. 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.
- d. 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. However, it is clarified that for the purpose concessional Sales Tax, no "C-Form/ D-Form", or any other form by whatever name it may be called, shall be released by Purchaser to the selected bidder under any circumstances for any of activities under the SoW of this bidding document.

10. Copyright:

The copyright in all drawings, design documents, source code and other materials containing data and information furnished to the Purchaser by the Supplier/ Selected Bidder herein shall remain vested in the Supplier/ Selected Bidder, or, if they are furnished to the Purchaser directly or through the Supplier/ Selected Bidder by any third party, including suppliers of materials, the copyright in such materials shall remain vested in such third party.

11. Confidential Information:

- a. The Purchaser and the Supplier/ Selected Bidder shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any drawings, documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract.

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12. Specifications and Standards:

- a. All articles supplied shall strictly conform to the specifications as laid in the bidding document. The supply shall be of the best quality and description. The decision of the concerned CEO 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.

16. 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. Approval of Department:

- a. All printing material should be approved by officials of the department before delivery. Proof reading and approval of content is required from department, before final printing. GSM report is required after supply.

19. 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 short-listed bidders shall arrange supplies within the period on receipt of the firm order from the CEO office concerned.
- b. The selected bidder shall arrange supplies within the stipulated time period.

22. If the orders are placed in excess of the quantities, the bidder shall be bound to meet the required supply. Supply orders may be placed during the contract period on the approved rate and conditions given in the bidding document. If the short-listed bidder fails to do so, the CEO office shall be free to arrange for the balance supply by other short-listed bidders.

23. Transportation:

The supplier/ selected bidder shall be responsible for transport and delivery of the material in the good condition to the consignee at destination as mentioned in work order.

24. Penalties:

i) Risk and Cost:

In case, the contractor doesn't commence the work as required by CEO within the stipulated period, the work can be allotted to other short-listed bidder at the risk and cost (in case of difference in the cost of supply) of the contractor firm and LD clause

shall be attracted to the short-listed bidder who was placed the order & could not commence the work.

ii) **Liquidated Damages (LD):**

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/ install/ complete:-

- o delay up to one fourth period of the prescribed delivery period: 2.5%
- o delay exceeding one fourth but not exceeding half of the prescribed period: 5.0%
- o delay exceeding half but not exceeding three fourth of the prescribed period: 7.5%
- o delay exceeding three fourth of the prescribed period: 10%

- a. Fraction of a day in reckoning period of delay in supplies shall be eliminated if it is less than half a day.
- b. The maximum amount of liquidated damages shall be 10% of the contract value.
- c. If the supplier requires an extension of time in completion of contractual supply on account of 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.
- d. Delivery period may be extended with or without liquidated damages if the delay in the supply of goods is on account of hindrances beyond the control of the bidder.

25. **Settlement of Disputes/Dispute Resolution Mechanism:** If any dispute arises out of the contract with regard to the interpretation, meaning and breach of the terms of the contract, the matter shall be referred to "Chief Electoral Officer and Ex-Officio Secretary to the Government of Rajasthan" & whose decision shall be final and abided by all stakeholders.

26. **Legal Proceedings:** 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 Jaipur and not elsewhere.

29. Force Majeure:

- a. The supplier/ selected bidder shall not be liable for forfeiture of its Performance Security deposited, LD, or termination for default if and to the extent that it's delay in performance or other 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 purchaser in writing of such conditions and cause thereof within 15 days of occurrence of such event. Unless otherwise directed by purchaser, the supplier/ selected bidder shall continue to perform its obligations under the contract as far as reasonably practical.
- d. If the performance in whole or part or any obligation under the contract is prevented or delayed by any reason of Force Majeure for a period exceeding 60 days, either party at its option may terminate the contract without any financial repercussion on either side.
- e. In case a Force Majeure situation occurs with the purchaser, the purchaser may take the case with the supplier/ selected bidder on similar lines.

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**GRIEVANCE HANDLING PROCEDURE DURING PROCUREMENT
PROCESS(APPEALS)****1. Filing an appeal:**

- (a) 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 the Guidelines issued there under, he may file an appeal to the First Appellate Authority as specified in the Bid Data Sheet, within a period of ten days from the date of such decision, action, or omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved: Provided that after the declaration of a Bidder as successful in terms of section 27 of the Act, the appeal may be filed only by a Bidder who has participated in procurement proceedings: 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) After hearing the parties, the First Appellate Authority shall dispose of the appeal and pass an order within a period of 30 days of the date filing of the appeal.
- (c) If the First Appellate Authority fails to dispose of the appeal within the period 30 days of the date of filing the appeal or if the bidder or prospective bidder or the procuring entity is aggrieved by the order passed by the First Appellate Authority, the bidder or prospective bidder or the procuring entity, as the case may be, may file a second appeal to the Second Appellate Authority as specified in the Bid Data Sheet, within fifteen days. The Second Appellate Authority, after hearing the parties, shall dispose of the appeal and pass an order within a period of 30 days which shall be final and binding on the parties.

2. Appeal not to lie in certain cases:

No appeal shall lie against any decision of the Procuring Entity relating to the following matters, namely:-

- a. determination of need of procurement;
- b. provisions limiting participation of Bidders in the bidding process;
- c. the decision of whether or not to enter into negotiations;
- d. cancellation of a procurement process;
- e. applicability of the provisions of confidentiality.

3. Form and procedure of filing an appeal:

- (a) An appeal shall be in the annexed Form 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.

4. Fee for filing appeal:

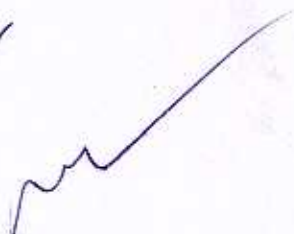
- (a) Fee for first appeal shall be rupees two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non-refundable.
- (b) The fee shall be paid in the form of bank demand draft or banker's Cheque of a Scheduled Bank in India payable in the name of Appellate Authority concerned.

5. Procedure for disposal of appeals:

- (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 sub-clause (c) above shall be placed on the State Public Procurement Portal.

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FORM No. 1
[See rule 83]

Memorandum of Appeal under the Rajasthan Transparency in Public Procurement
Act, 2012

Appeal No of
.....

Before the
.....

(First / Second Appellate Authority)

First Appellate Authority: Princ. Secretary, Election

Department, GoR

Second Appellate Authority: ACS
Finance Department, GoR

1. Particulars of appellant:
 - i. Name of the appellant :
.....
 - ii. Official address, if any :
.....
 - iii. Residential address :
.....
2. Name and address of the respondent(s):
 - i.
 - ii.
 - iii.
3. Number and date of the order appealed against and name and designation of the officer/authority who passed the order (enclose copy), or a 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:
4. If the Appellant proposes to be represented by a representative, the name and postal address of the representative:
5. Number of affidavits and documents enclosed with the appeal:
6. Grounds of appeal:
.....

.....(Supported by an affidavit)

7. Prayer:

.....
.....

Place

Date

Appellant's Signature

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SECTION- VI-(A)

Technical Sheet Submission Sheet

DATE:-

{Procuring Entity}

Additional Chief Electoral Officer to the Government Office
of the Chief Electoral Officer, Election Department,
Secretariat, Jaipur (Rajasthan) -302005.

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Document.
- (b) We declare that we fulfil eligibility criteria as per technical evaluation and qualification criteria in conformity with The Bidding Document and offer to supply in accordance with the specifications, the delivery schedule and other requirements as specified in bidding document for printing various paper printing items/ material.
- (c) Our Bid shall be valid for a period as mentioned in the BDS from the date fixed for the bid submission deadline in accordance with the Bidding Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (d) If our Bid is accepted, we commit to obtain a Performance Security in the amount of percent of the Contract Price or shall submit the Performance Security, as the case may be, for the due performance of the Contract;
- (e) We are not participating, as Bidder in more than one Bid for supply of the subject Goods/Matter in this bidding process in the Bidding Document;
- (f) Our firm for any part of the Contract have not been debarred by the State Government or the Procuring Entity or a regulatory authority under any applicable law;
- (g) We understand that this Bid, together with your written acceptance thereof included

in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed;

- (h) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive;
- (i) We agree to permit the Procuring Entity or their representatives to inspect our accounts and records and other documents relating to the bid submission and to have them audited by auditors appointed by them;
- (j) We declare that we have complied with and shall continue to comply with the provisions of the Code of Integrity including Conflict of Interest as specified for Bidders in the Rajasthan Transparency in Public Procurement Act, 2012, the Rajasthan Transparency in Public Procurement Rules, 2013 and this Bidding Document during the procurement process and execution of the Contract till completion of all our obligations under the Contract;

Name:

In the capacity of:

Signed:

Date:

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

Complete Address:

Tel: _____ Fax: _____ E-mail: _____

(Handwritten signature)

Form TECH-2

BIDDER'S ORGANIZATION AND EXPERIENCE

A brief description of the Bidder's organization and an outline of the experience of the Bidder.

A - Bidder's Organization

1. Bidder's Details

Fill in the required details in following Table:-

Name of Firm					
Name of Contact Person with Designation					
Registered Office Address	Address of the Firm in Jaipur				
Address of the Firm in Jaipur					
Type of Firm Put Tick (") mark	Public Limited	Private Limited	Partnership	Proprietary	Others
Telephone Number(s)					
Email Address					
Web Site:					
Fax No.					
Mobile Number					
Goods and Service Tax Registration No.					
PAN number					

2. The Bidder will provide sample of each kind of paper mentioned in the bid.

Handwritten marks and signatures at the bottom of the page, including a circled '2', a signature, and a checkmark.

3. Provide here a brief description of the background and organization of your company/ firm
4. Provide dates of registration of the company/ firm/ organization and commencement of business. The Bidder should be in the field of PRINTING for atleast last three years.

(Enclose self attested copies of certificates of registration/ incorporation of the company/ organization, commencement of business, Memorandum of Association etc.)

5. Provide figures of financial turnover of the Firm for preceding three financial years. The average annual turnover of the Firm should not be less than Rupees 7 Crore.

(Enclose copies of audited statements of accounts for the last financial year and a certificate of the statutory auditor of the firm certifying the turnover of the Firm.

6. The firm should be registered for Goods and Service Tax (GST).

(Enclose copy of GST registration Certificate issued by competent authority.)

7. The firm should have Permanent Account Number (PAN) for income tax.

(Enclose copy of PAN card issued by Income Tax Department.)

8. Enclose declaration that the Firm is not debarred or black listed by any procuring entity on firm letterhead.

B - Bidder's Experience

1. List previous assignments of PAPER PRINTING WORK performed by the Bidder in the last 03 years for Government Departments/ State Public Sector or Enterprises/ Government Societies/ Government Cooperative Societies/ Private institutions of Rajasthan.
2. List in the following format only those assignments for which the Bidder was legally contracted by the Client as a Bidder. The Bidder should substantiate the claimed experience by attaching copies of relevant work orders/ documents.

Summary sheet for the most relevant assignments in the following format:

(Use separate sheet for more data.)

Name of the assignment	Client (address and Contact Number)	Time Period (From..... to)	Amount of Work Order in Rupees	Copy of Work Order/ Other document

(Form TECH-3)

(TO BE SUBMITTED ON Rs. 100/- NON-JUDICIAL STAMP PAPER
DULY NOTARISED BY NOTARY PUBLIC)

MACHINERY AND EQUIPMENT OWNED BY THE BIDDER

Provide details of the Machinery and Equipment owned by the Bidder in following format:-

S. No.	Name of the Machine	Make	Model	Size	Capacity Per Day/Hour
1.					
2.					
3.					
4.					
5.					
6.					

7.					
8.					
9.					
10.					
11.					

DECLARATION

The above information given is true and we understand that any false declaration may lead to disqualification of the tender.

Authorized Signature

NOTARIZED

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Form TECH-4

(To be submitted on Letter Head of the Firm)

TECHNICAL PERSONNEL WORKING ON PAY ROLL OF THE BIDDER

Provide details of the Technical Personnel working of the Bidder in following format:-

S. No.	DESCRIPTIN	Number of Persons actually working
1.	Graphic Designer	
2.	Computer Operator	
3.	Staff on Offset Machines	
4.	Proof Readers (Having knowledge of both Hindi and English Language)	
5.	Staff for Binding	
6.	Technical staff for Pasting, Planning and Plate Making	
7.	Institutional Foreman	

AUTHORIZED SIGNATURE







ANNEXURE:2

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

Name of the Company/Firm:

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

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

Company/Firm Contacts:

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

Query(ies) / Clarification(s) Sought:

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

Note:-

1. Queries must be strictly submitted only in the above prescribed format (.XLS/ .XLSX/ .DOC/ .DOCX) in virus free file. Queries not submitted in the prescribed format will not be considered/ responded at all by the Procurement Entity.
2. Prospective bidder may, in writing, seek clarifications from the procuring entity in respect of the bidding document shall be emailed to ceoipr-rj@nic.in and not to be uploaded on e-Proc website. **In case the soft copy of the dully filled in Pre-Bid query format, is uploaded on e-Proc website then it would not be entertained and processed.**
3. The Bidders can submit their queries on or before the scheduled last date after Pre-Bid Meeting to be held along with softcopy, which can be emailed to ceoipr-rj@nic.in with a subject line of "selection of Offset Printers for printing various paper printing items/ material"

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BIDDER'S AUTHORIZATION CERTIFICATE {to be filled by the bidder}
(To be given on the letter head of the Manufacturer)

To,

{Procuring Entity}

Additional Chief Electoral Officer

Office of the Chief Electoral Officer, Election

Department, Secretariat, Jaipur (Rajasthan) - 302005.

Ref: NIB No. date:

WHEREAS

We, who are "manufacturers and security printer" of

having factory(ies) atdo hereby authorise (Name)

..... (Contact Numbers) Mobile.....

Fax Email to submit a Bid in relation to the

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

" selection of Offset Printers for printing various paper printing Items/ material" We hereby
extend our full guarantee / warranty in accordance with Clauses given in bid
document/conditions of contract, with respect to the Goods offered by the above firm in reply
to this Invitation for Bids.

Thanking you,

Name of the Bidder:

Verified Signature :

Authorised Signatory:

Name :

Seal of the Organization:

Position :

(Includes complete address)

Date: -----

Place:

SELF-DECLARATION (Declaration by Bidder regarding Qualifications) (to be filled by the bidder)

To,

{Procuring Entity}

Additional Chief Electoral Officer to the Government Office of the
Chief Electoral Officer, Election Department, Secretariat, Jaipur
(Rajasthan) - 302005.

Declaration by Successful Bidder

In relation to my/our bid submitted for " **selection of Offset Printers for printing various paper printing items/ material**" conforming to specifications in Bid in response to the NIB Ref. No. dated as an Owner/ Partner/ Director/ Auth. Signatory of

, I/ We hereby declare that: -

- a) We are eligible and possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
- b) We have fulfilled my/ our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
- c) We are not insolvent in receivership, bankrupt or being wound up, not have my/our affairs administered by a court or a judicial officer, not have its business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;
- d) We do not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
- e) We do not have a conflict of interest as specified in RTPP Act, RTP Rules and this bidding document which materially affects the fair competition.
- f) We are 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.
- g) We do not have any previous transgressions with any entity in India or any other country during the last three years.
- h) We do not have any debarment or black-listed by any other procuring entity.
- i) We do not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;

- j) We have complied and shall continue to comply with the Code of Integrity as specified in the Rajasthan Transparency In Public Procurement Act, the Rajasthan Transparency in Public Procurement Rules and this Bidding Document, till completion of all our obligations under the Contract will not sublet the contract if awarded to us.
- k) We agree to extend the validity of bid submitted on the communication of the PE.
- l) We have not modified, changed etc. any word/line/para/text mentioned in the bid downloaded from website(s) as mentioned in the bid otherwise we know that our bid shall be cancelled and rejected if submitted bid has deviation of word/line/ para/text from the original bid.
- m) We agree to submit appropriate Performance Security within time period specified in the bidding document otherwise we know that Procuring Entity have full rights to reject our bid and also agree to extend bid validity period, if any, and extend contract period unconditionally.
- n) We have submitted only one bid.
- o) We give our in principle consent to be short-listed subject to mutually agree. We also agree that there would be up to 3 short-listed successful bidders.

Thanking you,

Name of the Bidder: -

Authorised Signatory: -

Seal of the Bidding Organization:-

Date:

Place:

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ANNEXURE:6

BILL OF MATERIAL (BOM)

S. No.	Description of Item		Bidders Acceptance of Supply as per T&C Mentioned in the Bid Document (Yes/No)
1.	Shortlisting for Printing & Supply of printing material as forms, compendium, booklets, leaflets, posters and several others etc	It a, estimated value of contract is mentioned in the bid. Quantity of each item to be printed will be mentioned in the work order.	

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[Handwritten signature]

Section-VI-(B)
(Part-B: Financial Bid)

BIDDING FORM NO. 2:

Financial Bid Submission Sheet

Date:

NIB No.:

To,

{Procuring Entity}

Additional Chief Electoral Officer to the Government Office of the
Chief Electoral Officer, Election Department, Secretariat, Jaipur
(Rajasthan) - 302005.

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Document
- (b) We offer to supply in conformity with the Bidding Document and in accordance with the specifications, the delivery schedule and other requirements as specified in the bid, Schedule of Supply, the following Goods and Related Services:
.....
- (c) The total Price for our Bid is: _____
- (d) We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed.
- (e) We give our in principle consent to be short-listed subject to mutually agree. We also agree that there would be up to 3 short-listed successful bidders.
- (f) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Name: _____

In the capacity of: _____

Signed: _____

Date: _____

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

Complete Address _____

Tel: _____ Fax: _____ E-mail: _____







ANNEXURE:7

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

To,

{Procuring Entity}

Additional Chief Electoral Officer to the Government Office of the Chief
Electoral Officer, Election Department,

Secretariat, Jaipur (Rajasthan) - 302005.

Reference: NIB No. : _____ Dated: _____

Dear Sir,

We, the undersigned bidder, Having read & examined in detail, the Bidding Document, the receipt of which is hereby duly acknowledged, I/ we, the undersigned, offer to supply/ work as mentioned in the Scope of the work, Bill of Material, Technical specifications, Service Level Standards & in conformity with the said bidding document for the same.

1. I / We undertake that the prices are in conformity with the specifications prescribed. The quote/ price are inclusive of all cost likely to be incurred for executing this work. The prices are inclusive of all type of govt. taxes/duties as mentioned in the financial bid (BoQ).
2. I / We undertake, if our bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the schedule of Requirements.
3. I/ We hereby declare that in case the contract is awarded to us, we shall submit the contract performance security as prescribed in the bidding document.
4. I / We agree to abide by this bid for a period of 90 days after the last date fixed for bid submission and it shall remain binding upon us and may be accepted at any time before the expiry of that period.
5. Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us.
6. I/ We hereby declare that our bid is made in good faith, without collusion or fraud and the information contained in the bid is true and correct to the best of our knowledge and belief.
7. We understand that you are not bound to accept the lowest or any bid you may receive.
8. We give our in principle consent to be short-listed subject to mutually agree. We also agree that there would be up to 2-3 short-listed successful bidders. The rate quoted is applicable for all the districts of the State of Rajasthan.
9. I/ We will not sublet the contract if awarded to us.
10. I/ We have not modified, changed etc. any word/line/para/text mentioned in the bid downloaded from website(s) as mentioned in the bid otherwise we know that our bid shall be cancelled and rejected if submitted bid has deviation of word/line/para/text from the original bid.

② We agree to all the terms & conditions as mentioned in the bidding document and submit that we have not submitted any deviations in this regard. We have submitted only solution/goods based proposal and understand that in case of multiple bids proposed, may lead to reject our bid for which we only are the responsible.

Date:

Signature of Authorized Signatory:

Name:

Designation

"Selection of Offset Printers for printing various paper printing items/ material" ECI guidelines/standards and specification in bid document.)

5. Financial Bid

(Envelope-B)

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6. Financial Bid Format (BoQ)

Price to be quoted (Excluding all taxes) in the below prescribed format only. Other formats will be disqualified
The Bidder will provide sample of each kind of paper mentioned in the bid.

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Statutory Booklet 1 (Voter Register)		Rates to be quoted
S.No.	Detail	140,000 COPIES
1	<p>प्रारूप 17क मतदाता रजिस्टर (नियम 49ठ)कुल अनुमानित पृष्ठ 100 Voter register 100 pages(Both Side printing) Size 12.5"L x8" W . Single colour printing Inner pages सफेद / White 65 GSM, Coverpage Yellow Cardsheet 130 GSM</p>	

02

Statutory Booklet 2 (Forms)	
Details & Specifications	
1	<p>Cover page A4 Single colour printing White/offwhite colour 250 GSM Glossy art paper</p>
2	<p>प्रारूप-17 ख, निविदत्त मतों की सूची FORM-17 B LIST OF TENDERED VOTES. Single Page one side printing(In Hindi) A4 (single colour printing) सफेद White 70 GSM</p>

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3	<p>अनुलग्नक-11, प्रारूप 17ग, भाग 1-अभिलिखित मतों का लेखा Annexure-11, FORM-17C Part-1 ACCOUNT OF THE VOTES RECORDED, Single Page both side printing (In Hindi) Total pages 10 A4 (single colour printing) सफेद White 65 GSM Maplitho</p>
4	<p>प्रारूप-14,अभ्याक्षेपित मतों की सूची FORM-14, LIST OF CHALLENGED VOTES. Single Page one side printing (In Hindi) A4 (single colour printing) सफेद White 70 GSM Maplitho</p>
5	<p>प्रारूप-14क, निरक्षर, अन्धे और शिथिलांग मतदातओं की सूची FORM-14 A, LIST OF ILLITERATE, BLIND AND INFIRM VOTERS Single Page one side printing (In Hindi) A4 (single colour printing) सफेद White 70 GSM Maplitho</p>
6	<p>Binding & Pasting of Booklet Pages 13 excluding cover page.</p>
Rates to be Quoted	
	140,000 COPIES
	<p>Statutory Booklet 02 (Forms)</p>

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Statutory Booklet 3 (Voter Slips)			
			140,000 COPIES
1	Cover Page	50 Pages	
	A4	100 Pages	
	Single colour printing	120 Pages	
	White/offwhite colour 250 GSM Glossy art paper	150 Pages	
	मलदाता पर्ची (Voter Slip)		
	Voters Slips 10 Slips on single page, single side printing Paper- Maplitho GSM - 70 GSM		
	A4		
	Single colour printing		
	White colour		
	70 GSM		
	Maplitho		
	Binding & Pasting of Booklet		
	Four categories in booklet 03 according to pages, as Pages 50,100,120,150 excluding cover page		

Non Statutory Booklet Part A (Forms)	
1	Cover page A4 White/offwhite colour 250 GSM Glossy art paper
2	अनुलग्नक—VII पीठासीन अधिकारी द्वारा घोषणा। Annexure-VII DECLARATION BY THE PRESIDING OFFICER Four Pages both side printing (In Hindi) A4 (single colour printing) पीला Yellow 65 GSM Maplitho
3	अनुलग्नक—12 पीठासीन अधिकारी की डायरी ANNEXURE 12, PRESIDING OFFICER'S DIARY. (Two Pages both side printing In Hindi) A4 (single colour printing) पीला Yellow 65 GSM Maplitho
4	विजिटर शीट, VISITOR SHEET Single Page one side printing (In Hindi) A4 (single colour printing) पीला Yellow 65 GSM Maplitho
5	अनुलग्नक—14 पीठासीन अधिकारी की रिपोर्ट (I,II,III,IV,V) ANNEXURE-14 Presiding Officers report (I,II,III,IV,V) four pages both side printing (In Hindi) A4 (single colour printing) पीला Yellow

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	65 GSM Maplitho
6	रिसिप्ट प्ररूप (प्रारूप एम 21) Receipts of return of election records & materials after poll. Single page both side printing (in Hindi/English) A4 (single colour printing) Yellow Color 65 GSM Maplitho
7	पीठासीन अधिकारी के लिए चैक मीमो CHECK MEMO FOR PRESIDING OFFICER Single Page both side printing in Hindi A4 (single colour printing) पीला Yellow 65 GSM Maplitho
8	Binding & Pasting of Booklet Pages 13 excluding cover page
Rates to be Quoted	
	140,000 COPIES
	Non Statutory Booklet Part A (Forms)

05

Non Statutory Booklet Part B (Forms)	
1	Cover page A4

	White/offwhite colour 250 GSM Glossy art paper
2	Appointment of Polling agents मतदान अभिकर्ता की नियुक्ति single page in Hindi, both side printing A4 (single colour printing) पीला Yellow 65 GSM Maplitho
3	मतदान अभिकर्ता / प्रतिस्थानी अभिकर्ता की संचलन शीट, POLLING AGENTS/RELIVING AGENTS MOVEMENT SHEET Single Page one side printing (In Hindi) A4 (single colour printing) पीला Yellow 65 GSM Maplitho
4	मतदान अभिकर्ताओं के प्रवेश-पत्र ENTRY PASS OF POLLING AGENTS/RELIEVING AGENTS (Four postcard size Pass in single page one side printing, Hindi+English) Total 03 Page A4 (single colour printing) (04 Passes per page) पीला कार्ड शीट पर Yellow Cardsheet 130 GSM
5	संलग्नक 10, अन्धे या शिथिलांग निर्वाचक के साथी द्वारा घोषणा Annexure-10 DECLARATION BY THE COMPANION OF BLIND AND INFIRM ELECTOR FIVE Page single page single side printing (In Hindi) A4 (single colour printing) पीला Yellow 70 GSM

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6	<p>अनुलग्नक-VIII चुनौती शुल्क के लिए पावती Annexure - VIII RECEIPT FOR CHALLENGE FEE (Two receipt in Single Page one side printing) (In Hindi)(खाकी कवर पेज मय सीरियल न.) Total 03 Page 06 पेज की रसीद 06 Pages A4 (single colour printing) पीला Yellow 65 GSM Maplitho</p>
7	<p>अनुलग्नक-15 निर्वाचनो का संचालन नियम, 1961 के नियम 49MA के तहत मतदाता द्वारा घोषणा का प्रारूप ANNEXURE-15 Form of Declaration by Elector under rule 49MA of Conduct of Elections Rules, 1961 Single Page one side printing in Hindi Total 05 Pages A4 (single colour printing) पीला Yellow 65 GSM Maplitho</p>
8	<p>अनुलग्नक-16 मतदाता का घोषणा पत्र, जिनका नाम अनुपस्थित/ स्थानान्तरित/ मृत सूची में है (ए.एस.डी. लिस्ट में) ANNEXURE-16 Form of Declaration by Elector whose name is in Absentee/Shifted/Dead List (ASD List)Single Page one side printing in Hindi Total 05 Pages A4 (single colour printing) पीला Yellow 65 GSM Maplitho</p>
9	<p>संलग्नक-8, पुलिस थाना अधिकारी को शिकायती पत्र Annexure-6, LETTER OF COMPLAINT TO THE S.H.O. POLICE, Single Page one side printing (In Hindi) Total 04 Page A4 (single colour printing) पीला Yellow 65 GSM Maplitho</p>
10	<p>अनुलग्नक-X निर्वाचक द्वारा उसकी आयु के संबंध में घोषणा का प्रारूप Annexure-10 FORM OF DECLARATION BY ELECTOR ABOUT AGE, Single Page one side printing (In Hindi)</p>

	<p>Total 05 Page A4 (single colour printing) पीला Yellow 70 GSM Maplitho</p>
11	<p>संलग्नक-9, मतदाताओं की सूची जिनसे उनकी आयु के संबंध में घोषणायें प्राप्त कर ली गयी हैं या जिन्होंने अपनी आयु के संबंध में घोषणायें करने से इन्कार कर दिया है। Annexure-9, LIST OF VOTERS FROM WHOM DECLARATION AS TO THEIR AGE HAVE BEEN OBTAINED or LIST OF ELECTORS WHO HAVE REFUSED TO MAKE DECLARATIONS AS TO THEIR AGE. Single Page both side printing (in Hindi) A4 (single colour printing) पीला Yellow 70 GSM Maplitho</p>
12	<p>Entry प्रवेश Single Page one side printing (In Hindi And English) A4 (single colour printing) पीला Yellow 130 GSM Cardsheet</p>
13	<p>Exit निकास Single Page one side printing (In Hindi And English) A4 (single colour printing) पीला Yellow 130 GSM Cardsheet</p>

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14	Presiding Officer and Polling Officer Badge (Four Postcard Size Badge in Single page)one side printing in Hindi A4 (single colour printing) गुलाबी Pink 130 GSM Cardsheet
15	Binding & Pasting of Booklet Pages 35 excluding cover page
Rates to be Quoted	
	140,000 COPIES
	Non Statutory Booklet Part B (Forms)

06

Booklet for envelopes

Different color of Envelopes for Covering Statutory, Non-Statutory and other election related documents

	Cover Page 18"x 14" White colour glossy artsheet 130 GSM
1	1/1 Master envelope for EVM Papers Size 16"x 12" Single colour printing White colour 80 GSM Cardsheet Inner lamination

2	अभिलिखित मतों का लेखा एवं पेपर सील का लेखा फार्म 17 ग Envelope No. 1/2 for Account of votes recorded (Form-17C) 14"x 10" White colour 80 GSM Cardsheet Inner lamination
3	पीठासीन अधिकारी की रिपोर्ट-1(दिखावटी प्रमाण-पत्र, काला) Envelope No. 1/3 for Presiding Officer's Report-1 (Mock Poll Certificate), II & III Size 14"x 10" White colour 80 GSM Cardsheet Inner lamination
4.	(i)- मतदान दिवस पर ईवीएम एवं वीवीपैट के संबंध में पीठासीन अधिकारीकी रिपोर्ट Part IV to V हेतु लिफाफा (सैक्टर मजिस्ट्रेट को उपलब्ध कराने हेतु) Cover Containing Poll Day Report from Presiding Officers on EVM and VVPATs in Part IV to V (to be handed over to Sectors Officers) 14"X 10" White colour 100 GSM Maplitho
5	दिखावटी मतदान की वीवीपैट पर्चिया- काला Envelope No. 1/5 for VVPAT Paper slips of Mock Poll (Black Color), Size A4 A4 Black Craft Paper 80 GSM
6	2/1 Master Envelope for Scrutiny Documents Size 16"x 12" White colour 80 GSM Maplitho Inner lamination
7	पी.ओ. डायरी Envelope No. 2/2 for Presiding Officer's Diary, 10"x 4.5" White colour 100 GSM Maplitho
8	मतदाता रजिस्टर Envelope No. 2/3 for register of voters (17A), 14"x 10" White colour 80 GSM Maplitho Inner lamination
9	अन्धे-अपाहिज मतदाताओं के साथी द्वारा घोषणा व सूची Envelope No. 2/4 for the list of blind and infirm electors in Form 14-A and the declarations of the companies

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	10"x 4.5" White colour 100 GSM Maplitho
10	निरीक्षण प्रपत्र Envelope No. 2/5 for Visit Sheet 10"x 4.5" White colour 100 GSM Maplitho
11	3/1 Master envelope for Statutory Cover (White Colour)01 Nos 16"x 12" White colour 80 GSM Maplitho Inner lamination
12	चिन्हित निर्वाचक नामावली प्रति Envelope No. 3/2 for marked copy of the electoral roll and list of CSVs (If any) 14"x 10" White colour 80 GSM Maplitho Inner lamination
13	मतदाता पर्ची Envelope No. 3/3 for voter's slips 14"x 10" White colour 80 GSM Maplitho Inner lamination
14	निविदत्त मतपत्र एवं निविदत्त मतों की सूची (फार्म 17 ख) Envelope No. 3/4 for used tendered ballot papers and the list in Form 17B 14"x 10" White colour 80 GSM Maplitho Inner lamination
15	अप्रयुक्त निविदत्त मतपत्र Envelope No. 3/5 for unused tendered ballot papers Size (14"X10") 14"x 10" White colour 80 GSM Maplitho Inner lamination
16	चैलेन्ज वोट लिस्ट (फार्म 14) Envelope No. 3/6 for the list of challenged votes in Form 14 10"x 4.5" White colour

	80 GSM Maplitho Inner lamination
17	4/1 Master envelope for Non- Statutory Cover 16"x 12" Yellow colour 80 GSM Maplitho Inner lamination
18	निर्वाचक नामावलियों की अन्य प्रति (चिन्हित प्रतियों के अतिरिक्त) Envelope No. 4/2 for copy or copies of electoral roll (other than the marked copy) 14"x 10" Yellow colour 80 GSM Maplitho Inner lamination
19	Envelope No. 4/3 for appointment letters of polling agents in Form 10 14"x 10" Yellow colour 80 GSM Maplitho Inner lamination
20	इलेक्शन ड्यूटी सर्टिफिकेट (फार्म 12 ख) Envelope No. 4/4 for election duty certificate in form 12-B 10"x 4.5" Yellow colour 100 GSM Maplitho
21	पी. ओ घोषणा Envelope No. 4/5 for declarations by the Presiding Officer 10"x 4.5" Yellow colour 100 GSM Maplitho
22	चैलेन्ज्ड फीस की रसीद बुक Envelope No. 4/6 for the reveipt book and cash, if any, in respect of challenged votes 10"x 4.5" Yellow colour 100 GSM Maplitho
23	अप्रयुक्त व क्षतिग्रस्त स्पेशल टैग Envelope No. 4/7 for unused and damaged paper seals and special tages 10"x 4.5" Yellow colour 100 GSM Maplitho
24	अप्रयुक्त मतदाता पर्ची

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	Envelope No. 4/8 for Unused Voter's Slip, Size (10"X4.5") 10"x 4.5" Yellow colour 100 GSM Maplitho
25	मतदाताओं की सूची जिनसे उनकी आयु के सम्बंध में घोषणा प्राप्त कर ली गई है, या जिन्होंने अपनी आयु के सम्बंध में घोषणा करने से इनकार कर दिया है। Envelope No. 4/9 for the declarations obtained from electors as to their age and the list of electors who have refused to make declarations as to their age and the list of electors who have refused to make declarations as to their age 10"x 4.5" Yellow colour 100 GSM Maplitho
26	निर्वाचक द्वारा नियम 49 एम.ए के तहत घोषणा Envelope 4/10 for Form of Declaration by elector under 49MA (Test Vote) 10"x 4.5" Yellow colour 100 GSM Maplitho
27	मतदाता का घोषणा पत्र, जिनका नाम अनपस्थित/ स्थानान्तरित / मृत सूची में है। Envelope No. 4/11 for Form of Declaration by elector whose name is in ASD list 10"x 4.5" Yellow colour 100 GSM Maplitho
28	पुलिस थानाधिकारी को शिकायत पत्र Envelope No. 4/12 for letter of complaint to SHO 10"x 4.5" Yellow colour 100 GSM Maplitho
29	अ/ A. हैंडबुक एवं निर्देशों इत्यादि के लिए मास्टर लिफाफा Envelope No. 5/1 Master Envelope for Handbooks, Instructions, etc. (Brown color) ब./ B अप्रयुक्त एवं शेष बची अमिट स्याही Envelope No. 5/2 for (i) Used and remaining Indelible Ink Phials and 16"x 12" 10"X4.5" Brown/ khaki colour

	80 GSM Maplitho Inner lamination Brown/Khaki colour 100 GSM Maplitho
30	Envelope No. 6/1 for other polling materials: 16"x 12" Blue colour 80 GSM Maplitho Inner lamination
Rates to be Quoted	
Booklet for Envelopes Containing 29 Booklets	140,000 COPIES

07

Forms for RO's

1. साविधिक प्रारूप / Statutory Forms		Rates to be Quoted
5	विवरण / Details & Specification of Form	
1.	प्रारूप / Forms 2क / A नाम निर्देशनपत्र / Nomination paper (नियम 4) Rule 04 हिन्दी एवं अंग्रेजी Hindi & Eng Two Pages both side 13.7" X 8.8" White Color 65 GSM Maplitho No. of copies to be printed 7,500	

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2.	<p>प्ररूप / Forms 2ख / B नाम निर्देशनपत्र / Nomination paper (नियम 4) Rule 04 हिन्दी एवं अंग्रेजी Hindi & Eng Two Pages both side 13.7" X 8.8" White Color 65 GSM Maplitho No. of copies to be printed 33,000</p>	
3.	<p>प्ररूप Forms 8 निर्वाचन अभिकर्ता की नियुक्ति Appointment of election agent (नियम 12(1) Rule 12 (1)- हिन्दीHindi 8.11" X 6.13" White Color 65 GSM Maplitho No. of copies to be printed 7000</p>	
4.	<p>प्ररूप Forms 12 व 12क / 12&12A (बैक टू बैक) रिटर्निंग आफिसर को- निर्वाचन कर्तव्य प्रमाण पत्र के लिए आवेदन Application for election duty certificate (नियम 19 एवं 20) Rule 19 & 20 - हिन्दीHindi Single page both side 8.5" X 6.11" White Color 65 GSM Maplitho No. of copies to be printed 1300000</p>	

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5.	<p>प्ररूप Forms 12ख/B निर्वाचन कर्तव्य प्रमाण पत्र election duty certificate (नियम 20(2) एवं 49 (झ) Rule 20 (2) & 49(I) हिन्दीHindi Single page single side 8.5" X 6.11" White Color 65 GSM Maplitho No. of copies to be printed 660000</p>	
6	<p>प्ररूप Forms 12घ/D अनुपस्थित मतदाताओं के लिए For absentee voters (नियम 27 ग) Rule 27 (C) हिन्दीHindi 13.7" X 8.8" White Color 65 GSM Maplitho No. of copies to be printed 10,00,000</p>	
7	<p>प्ररूप Forms 13क/A निर्वाचक द्वारा घोषणा Declaration by elector (नियम 23 (1) (क) Rule 23 (1) A) हिन्दीHindi Single page both side 13.7" X 8.8" White Color 65 GSM Maplitho No. of copies to be printed 20,00,000</p>	

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8.	<p>प्ररूप Forms 13घ/D निर्वाचकों के मार्ग दर्शन के लिए अनुदेश Instruction for guidance of electors (नियम 23 (1) (घ) Rule 23 (1) (D) Two page both side 13.7" X 8.8" White Color 65 GSM Maplitho No. of copies to be printed 20,00,000</p>	
9.	<p>प्ररूप Forms 18 गणना अभिकर्ताओं की नियुक्ति Appointment of counting agents (नियम 52 (2) Rule 52 (2) Single page both side 13.7" X 8.8" White Color 65 GSM Maplitho No. of copies to be printed 25,000</p>	
10.	<p>प्ररूप Forms 21ड/E निर्वाचन की विवरणी Statement of election (नियम 64)Rule 64 Single page single side 13.7" X 8.8" White Color 65 GSM Maplitho No. of copies to be printed 1200</p>	

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11.	<p>प्ररूप Forms 22 निर्वाचन का प्रमाण पत्र Certificate of election (नियम 66)Rule 66 Single page single side 11.12" X 8.6" Multi colour printing Art Cardsheet 300 GSM No. of copies to be printed 1200</p>	
12	<p>प्ररूप Forms 26 शपथ पत्र Affiidayit – हिन्दीHindi Six page both side 13.7" X 8.8" White Color 65 GSM Maplitho No. of copies to be printed 16000</p>	
13.	<p>प्ररूप Forms 26 शपथ पत्र Affiidayit – अंग्रेजीEnglish Six page both side 13.7" X 8.8" White Color 65 GSM Maplitho No. of copies to be printed 8000</p>	

असाविधिक प्ररूप – Non Statutory Forms		Rates to be Quoted
	विवरण / Details of Form	
1.	शपथ पत्र का प्रतिज्ञान हिन्दी एवं अंग्रेजी / Form of oath or affirmation Single page single side 11.12" X 8.6" White colour 65 GSM Maplitho No. of copies to be printed 24000	
2.	वाहन अधिग्रहण / Vehicle requisition Single page both side 13.6" X 8.7" White colour 65 GSM Maplitho No. of copies to be printed 1,60,000	
3	व्हीकल लॉग शीट कम हायर बिल / Vehicle long sheet cum hire bill Single page both side 15" X 10" White colour 65 GSM Maplitho No. of copies to be printed 2,00,000	
4	टी0ए0 बिल प्ररूप / TA bill Single page single side 13.4" X 8.5" White colour 65 GSM Maplitho No. of copies to be printed 8,20,000	
5	निजी वाहन पंजिका / Private vehicle register 25 Page book with Khaki brown colour Single page both side 19" X 14.7" White colour 65 GSM Maplitho No. of copies to be printed	

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6	सेक्टर ऑफिसर फॉरमेट / Sector officer format Single page single side 8.7" X 13.7" White colour 65 GSM Maplitho No. of copies to be printed 20,000	
7	माइक्रोपर्यवेक्षक की मतदान पश्चात् फीडबैक रिपोर्ट / Feedback report of microobserver Single page both side 8.7" X 13.7" White colour 65 GSM Maplitho No. of copies to be printed 30,000	
8	निरीक्षण प्रपत्र / Inspection format Single page single side 9" X 11.10" White colour 65 GSM Maplitho No. of copies to be printed 2,60,000	
9	मतपत्रों को अधिकृत करने हेतु / For authorisation of ballot paper Single page single side 8.8" X 6.12" White colour 65 GSM Maplitho No. of copies to be printed 5,00,000	
10	ईवीएम पहचान स्लिप / EVM identity slip Single page single side 3.9" X 5.7" White colour 65 GSM Maplitho No. of copies to be printed 13,00,000	
11	नाम निर्देशन के साथ दस्तावेज़ संबंधी चैकलिस्ट हिन्दी एवं अंग्रेजी / Checklist for documents of nomination Single page single side A4 White colour 65 GSM	

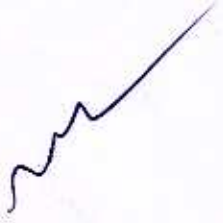
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	Maplitho No. of copies to be printed 40,500	
12	निर्वाचन व्यय रजिस्टर- 157 पेज दोनों तरफ कवर सहित (हिन्दी) / Election Expenditure register with 157 pages with cover 13.5" X 8.7" Cover page Yellow colour- 130 GSM Cardsheet Inside Papers White, Pink and Yellow colour 65 GSM Maplitho and numbering on main page of each register starting from 0001. No. of copies to be printed 8,500	

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2/21

Envelopes for ROs

Sr. No	Details	Rates to be Quoted
1	मान्य फॉर्म 13 क (निर्वाचक द्वारा घोषणा) – मतगणना लिफाफा 18"X12" Khaki Brown Color 130 GSM Maplitho No. of copies to be printed 4000	
2	संगणना के बाद खारिज फॉर्म 13 क, सीलबंद कवर 13ख व खोला हुआ कवर 13ग – मतगणना लिफाफा 18"X12" Khaki Brown Color 130 GSM Maplitho No. of copies to be printed 4000	
3	मान्य व खारिज डाक मतपत्र– मतगणना लिफाफा 18"X12" Khaki Brown Color 130 GSM Maplitho No. of copies to be printed 4000	
4	निर्धारित समय के बाद आए डाक मतपत्र (बंद कवर 13ग) – मतगणना लिफाफा Khaki Brown Color 130 GSM Maplitho No. of copies to be printed 4000	
5	दिखावटी मतदान की मुद्रित पेपर स्लिपस 11"X5" Black Color 130 GSM Maplitho No. of copies to be printed 1,30,000	
6	प्ररूप– 13 ख लिफाफा "क" निर्वाचन मतपत्र (गुलाबी रंग) 9"X4" Pink Color	

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	<p>130 GSM Maplitho No. of copies to be printed 10,00,000</p>	
7	<p>प्ररूप-13ग फिलाफा "ख" निर्वाचन मतपत्र (गुलाबी रंग) 11"X5" Pink Color 130 GSM Maplitho No. of copies to be printed 8,00,000</p>	
8	<p>प्ररूप-13ग लिफाफा "ख" निर्वाचन मतपत्र (पीला रंग) सर्विस वोटर 11"X5" Yellow Color 130 GSM Maplitho No. of copies to be printed 2,00,000</p>	
9	<p>प्ररूप- 13 ख लिफाफा "क" निर्वाचन मतपत्र (हरा रंग) 9"X4" Green Color 130 GSM Maplitho No. of copies to be printed 10,00,000</p>	
10	<p>प्ररूप-13ग फिलाफा "ख" निर्वाचन मतपत्र (हरा रंग) 11"X5" Green Color 130 GSM Maplitho No. of copies to be printed 8,00,000</p>	
11	<p>प्ररूप-13ग लिफाफा "ख" निर्वाचन मतपत्र (पीला रंग) सर्विस वोटर 11"X5" Yellow Color 130 GSM Maplitho No. of copies to be printed 2,00,000</p>	

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| Placard & Badges |                                                                                                                                             | Rates to be Quoted |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| S.No.            | Details & Specifications                                                                                                                    |                    |
| 1.               | प्लेकार्ड - नोटिस - 31(1)(क)/ Placard notice<br>14"x 11"<br>170 GSM Blue Cardsheet<br>No. of copies to be printed<br>1,30,000               |                    |
| 2.               | प्लेकार्ड - नोटिस 31(1)(ख) / Placard notice<br>22"x 14"<br>170 GSM Yellow Cardsheet<br>No. of copies to be printed<br>1,30,000              |                    |
| 3.               | प्लेकार्ड - मतदान का बाडा / Placard<br>11.2"x 13.4"<br>170 GSM Sea Green Cardsheet<br>No. of copies to be printed<br>1,30,000               |                    |
| 4.               | अभ्यर्थी का पहचान पत्र / Identity Card<br>3"x 4.5"<br>170 GSM White Cardsheet<br>No. of copies to be printed<br>7500                        |                    |
| 5                | काउन्टिंग एजेन्ट बैजेज / Counting agent<br>badges<br>3.10"x 3.7"<br>170 GSM Yellow Cardsheet<br>No. of copies to be printed<br>70,000       |                    |
| 6.               | काउन्टिंग सुपरवाइजर बैजेज / Counting<br>supervisor badge<br><br>3"x 4.5"<br>170 GSM Pink Cardsheet<br>No. of copies to be printed<br>20,000 |                    |
| 7.               | काउन्टिंग असिस्टेन्ट/ Counting assistant badge<br><br>3"x 4.5"<br>170 GSM Sea Green Cardsheet<br>No. of copies to be printed                |                    |

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|     | 30,000                                                                                                                                          |  |
| 8.  | सेक्टर मजिस्ट्रेट बैजेज/ Sector magistrate badge<br><br>3.10"x 3.7"<br>170 GSM Green Cardsheet<br>No. of copies to be printed<br>20,000         |  |
| 9.  | निर्वाचन अभिकर्ता का पहचान पत्र / Identity Card<br>3"x 4.5"<br>170 GSM White Cardsheet<br>No. of copies to be printed<br>7500                   |  |
| 10. | माईक्रो पर्यवेक्षक बैज/ Micro observer badge<br>3"x 4.11"<br>170 GSM Pink Cardsheet<br>No. of copies to be printed<br>30,000                    |  |
| 11. | माईक्रो पर्यवेक्षक मतगणना बैज / Micro observer counting badge<br>3"x 4.11"<br>170 GSM Yellow Cardsheet<br>No. of copies to be printed<br>20,000 |  |
| 12. | मतदाता सहायता केन्द्र/ Voter help center<br>9.5"x 11.2"<br>170 GSM Pink Cardsheet<br>No. of copies to be printed<br>20,000                      |  |

11

**Posters**

| S.No | Details & Specification | Rates to be Quoted |          |
|------|-------------------------|--------------------|----------|
|      |                         | Art paper          | Maplitho |
|      |                         |                    |          |

|   |                                                                                                                                                                                            |  |  |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| 1 | मतदान केंद्र विवरण सम्बंधी पोस्टर<br>size:-27" (Height) X 27"(Width)<br>Multicolour Printing<br>100 GSM<br>Total quantity to be printed<br>1,30,000                                        |  |  |
| 2 | निर्वाचन लड़ने वाले अभ्यर्थियों की सूची (प्ररूप-7क)<br>पोस्टर<br>size:-27" (Height) X 27"(Width)<br>Multicolour Printing<br>100 GSM<br>Total quantity to be printed<br>1,30,000            |  |  |
| 3 | DOs and DONTs poster and other posters<br>size:-27" (Height) X 36"(Width)<br>Multicolour Printing<br>100 GSM<br>Total quantity to be printed<br>1,30,000                                   |  |  |
| 4 | अधिकृत पहचान दस्तावेज सम्बंधी पोस्टर<br>size:-27" (Height) X 36"(Width)<br>Multicolour Printing<br>100 GSM<br>Total quantity to be printed<br>1,30,000                                     |  |  |
| 5 | ईवीएम-वीवीपेट द्वारा मतदान प्रक्रिया बहुरंगी पोस्टर and<br>other posters<br>size:-20" (Height) X 30"(Width)<br>Multicolour Printing<br>100 GSM<br>Total quantity to be printed<br>5,80,000 |  |  |
| 6 | Posters for various Apps<br>size:-16" (Height) X 12"(Width)<br>Multicolour Printing<br>100 GSM<br>Total quantity to be printed<br>1,25,000                                                 |  |  |
| 7 | Posters for various Apps & others<br>size:-36" (Height) X 27"(Width)<br>Multicolour Printing<br>100 GSM<br>Total quantity to be printed<br>1,00,000                                        |  |  |

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Dummy ballot sheet & Special tag

| S.No | Details & Specification                                                                                                                                      | Rates to be Quoted |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
|      |                                                                                                                                                              | 130,000<br>COPIES  |
| 1    | डमी बैलेट शीट<br>Dummy ballot sheet (with two eyeleting<br>on the top)<br>Size 20.7" L x9.4"W<br>Multi colour printing<br>White Cardsheet<br>300GSM          |                    |
|      |                                                                                                                                                              | 4,60,000<br>COPIES |
| 2    | SPECIAL TAG (with One eyeleting and One Square<br>Die Cut and Numbering )<br>200 GSM<br>Special Tag 5 CMS X 5 CMS or 2"X2"<br>Cardsheet<br>Cardsheet<br>Pink |                    |

**Note: Detailed specifications of Special Tag.**

1. Thickness of SpecialTag: Post-cardthickness.
2. There shall be a hole with metal ring to pass thread for sealing on the rightcorner of front side. Further, on the right-hand side, a groove will be cut in the tag to fit with the door knob of Result compartment.
3. There shall be an opening in the middle so that when this Tag is fixed in the "CLOSE" button compartment of the Result Section, the "CLOSE" button should be visible so that button can be reached to operate it without disturbing the Tag.

13



Different Manuals, Handbooks and Compendium

| S.N | Name of Books & Specifications                                                                                                                                                                                                                                                                                                                                                                                             | Rates to be Quoted |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 1   | <p>Checklist for DEO<br/>                     Size (W" X L")-<br/>                     8.5" X 11"<br/>                     No. of Pages:- 190<br/>                     Cover Pages: 250 GSM Matt Laminated<br/>                     Inner Pages:- 70gsm<br/>                     Binding:- Perfect binding<br/>                     no. of copies to be printed<br/>                     100 copies</p>                    |                    |
| 3   | <p>Handbook for Polling Agent<br/>                     Size- A4<br/>                     No. of Pages:- 130<br/>                     Cover Pages: 250 GSM Matt Laminated<br/>                     Inner Pages:- 70gsm<br/>                     Binding:- Perfect binding<br/>                     No. of copies to be printed<br/>                     1000</p>                                                            |                    |
| 4   | <p>Handbook for Candidate<br/>                     Size (W" X L")-<br/>                     8.5" X 11"<br/>                     No. of Pages:- 400<br/>                     Cover Pages: 250 GSM Matt Laminated<br/>                     Inner Pages:- 70gsm<br/>                     Binding:- Perfect binding with section sewing<br/>                     No. of copies to be printed<br/>                     1000</p> |                    |
| 5   | <p>Do's &amp; Don't for DEO<br/>                     Size (W" X L")-<br/>                     7" X 9.5"<br/>                     No. of Pages:- 40<br/>                     Cover Pages: 250 GSM Matt Laminated<br/>                     Inner Pages:- 70gsm<br/>                     Binding:- Centre staple binding<br/>                     No. of copies to be printed<br/>                     100</p>                |                    |
| 6   | <p>Do's &amp; Don't for Returning Officer<br/>                     Size (W" X L")-<br/>                     7" X 9.5"<br/>                     No. of Pages:- 50<br/>                     Cover Pages: 250 GSM Matt Laminated<br/>                     Inner Pages:- 70gsm<br/>                     Binding:- Centre staple binding<br/>                     No. of copies to be printed<br/>                     250</p>  |                    |
| 7   | <p>Do's &amp; Don't for Presiding Officer</p>                                                                                                                                                                                                                                                                                                                                                                              |                    |

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|    | <p>Size (W" X L")-<br/>7" X 9.5"</p> <p>No. of Pages:- 20</p> <p>Cover Pages: 250 GSM Matt Laminated</p> <p>Inner Pages:- 70gsm</p> <p>Binding:- Centre staple binding</p> <p>No. of copies to be printed<br/>60,000</p>                                          |  |
| 8  | <p>Do's &amp; Don't for Sector Officer</p> <p>Size (W" X L")-<br/>7" X 9.5"</p> <p>No. of Pages:- 10</p> <p>Cover Pages: 250 GSM Matt Laminated</p> <p>Inner Pages:- 70gsm</p> <p>Binding:- Centre staple binding</p> <p>No. of copies to be printed<br/>1000</p> |  |
| 9  | <p>Handbook for Counting Agent</p> <p>Size- A4s</p> <p>No. of Pages:-50</p> <p>Cover Pages: 250 GSM Matt Laminated</p> <p>Inner Pages:- 70gsm</p> <p>Binding:- Centre staple binding</p> <p>No. of copies to be printed<br/>1000</p>                              |  |
| 10 | <p>Manual on DEMP</p> <p>Size (W" X L")-<br/>9.5" X 7"</p> <p>No. of Pages:- 50</p> <p>Cover Pages: 250 GSM Matt Laminated</p> <p>Inner Pages:- 70gsm</p> <p>Binding:- Centre staple binding</p> <p>No. of copies to be printed<br/>100</p>                       |  |
| 11 | <p>Election Planning Manual</p> <p>Size (W" X L")-<br/>7.25" X 9.5"</p> <p>No. of Pages:- 100</p> <p>Cover Pages: 250 GSM Matt Laminated</p> <p>Inner Pages:- 70gsm</p> <p>Binding:- Perfect binding</p> <p>No. of copies to be printed<br/>300</p>               |  |
| 12 | <p>Handbook for Sector Officer</p> <p>Size (L" X W")-<br/>11" X 8.5"</p> <p>No. of Pages:- 60</p> <p>Cover Pages: 250 GSM Matt Laminated</p> <p>Inner Pages:- 70gsm</p> <p>Binding:- Centre staple binding</p>                                                    |  |

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|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|    | No. of copies to be printed<br>1000                                                                                                                                                                                          |  |
| 13 | Checklist for Sector Officer<br>Size (L" X W")-<br>11" X 8.5"<br>No. of Pages:- 10<br>Cover Pages: 250 GSM Matt Laminated<br>Inner Pages:- 70gsm<br>Binding:- Centre staple binding<br>No. of copies to be printed<br>1000   |  |
| 14 | Manual on Vulnerability Mapping<br>Size (W" X L")-<br>7" X 9.5"<br>No. of Pages:- 60<br>Cover Pages: 250 GSM Matt Laminated<br>Inner Pages:- 70gsm<br>Binding:- Centre staple binding<br>No. of copies to be printed<br>3500 |  |
| 15 | Manual on Electoral Risk Management<br>Size (W" X L")-<br>7" X 9.5"<br>No. of Pages:- 100<br>Cover Pages: 250 GSM Matt Laminated<br>Inner Pages:- 70gsm<br>Binding:- Perfect binding<br>No. of copies to be printed<br>2000  |  |
| 16 | Manual on Force Deployment<br>Size (W" X L")-<br>7" X 9.5"<br>No. of Pages:- 280<br>Cover Pages: 250 GSM Matt Laminated<br>Inner Pages:- 70gsm<br>Binding:- Perfect binding<br>No. of copies to be printed<br>2000           |  |
| 17 | Sop for last 72 Hrs. till counting<br>Size (W" X L")-<br>7" X 9.5"<br>No. of Pages:- 90<br>Cover Pages: 250 GSM Matt Laminated<br>Inner Pages:- 70gsm Binding:- Perfect binding<br>No. of copies to be printed<br>500        |  |
| 18 | Manual on Force Multipliers and Civil Measures<br>Size (W" X L")-<br>7" X 9.5"                                                                                                                                               |  |


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|    | <p>No. of Pages:- 120<br/> Cover Pages: 250 GSM Matt Laminated<br/> Inner Pages:- 70gsm<br/> Binding:- Perfect binding<br/> No. of copies to be printed<br/> 1000</p>                                                                                                        |  |
| 19 | <p>Handbook for Presiding Officer- 2023 English<br/> Size- A4<br/> No. of Pages:- 160<br/> Cover Pages: 250 GSM Matt Laminated<br/> Inner Pages:- 70gsm<br/> Binding:- Perfect binding<br/> No. of copies to be printed<br/> 1000</p>                                        |  |
| 20 | <p>Handbook for Presiding Officer- 2023 Hindi<br/> Size- A4<br/> No. of Pages:- 160 Approx<br/> Cover Pages: 250 GSM Matt Laminated<br/> Inner Pages:- 70gsm<br/> Binding:- Perfect binding<br/> No. of copies to be printed<br/> 70000</p>                                  |  |
| 21 | <p>Handbook for Returning Officer-2022 English<br/> Size- A4<br/> No. of Pages:- 486<br/> Cover Pages: 250 GSM Matt Laminated<br/> Inner Pages:- 70gsm<br/> Binding:- Perfect binding<br/> No. of copies to be printed<br/> 300</p>                                          |  |
| 22 | <p>Handbook for Returning Officer-2022 Hindi<br/> Size- A4<br/> No. of Pages:- 486 Approx<br/> Cover Pages: 250 GSM Matt Laminated<br/> Inner Pages:- 70gsm<br/> Binding:- Perfect binding<br/> No. of copies to be printed<br/> 300</p>                                     |  |
| 23 | <p>Compendium of Instruction on Election<br/> Expenditure Monitoring-Aug, 2023 English<br/> Size- A4<br/> No. of Pages:- 378<br/> Cover Pages: 250 GSM Matt Laminated<br/> Inner Pages:- 70gsm<br/> Binding:- Perfect binding<br/> No. of copies to be printed<br/> 1000</p> |  |
| 24 | <p>Compendium of Instruction on Election<br/> Expenditure Monitoring- Hindi<br/> Size- A4</p>                                                                                                                                                                                |  |

|    |                                                                                                                                                                                                                                                                |  |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|    | <p>No. of Pages:- 378 Approx<br/> Cover Pages: 250 GSM Matt Laminated<br/> Inner Pages:- 70gsm<br/> Binding:- Perfect binding<br/> No. of copies to be printed<br/> 2000</p>                                                                                   |  |
| 25 | <p>Compendium of Instruction on Model Code of Conduct-English<br/> Size- A4<br/> No. of Pages:- 280<br/> Cover Pages: 250 GSM Matt Laminated<br/> Inner Pages:- 70gsm<br/> Binding:- Perfect binding<br/> No. of copies to be printed<br/> 500</p>             |  |
| 26 | <p>Compendium of Instruction on Model Code of Conduct- Hindi<br/> Size- A4<br/> No. of Pages:-253<br/> Cover Pages: 250 GSM Matt Laminated<br/> Inner Pages:- 70gsm<br/> Binding:- Perfect binding<br/> No. of copies to be printed<br/> 500</p>               |  |
| 27 | <p>Manual on Model Code of Conduct-English<br/> Size (L" X W")-<br/> 9.5" X 7"<br/> No. of Pages:-312<br/> Cover Pages: 250 GSM Matt Laminated<br/> Inner Pages:- 70gsm<br/> Binding:- Perfect binding<br/> No. of copies to be printed<br/> 500</p>           |  |
| 28 | <p>Manual on Model Code of Conduct- Hindi<br/> Size (L" X W")-<br/> 9.5" X 7"<br/> No. of Pages:-292<br/> Cover Pages: 250 GSM Matt Laminated<br/> Inner Pages:- 70gsm<br/> Binding:- Perfect binding<br/> No. of copies to be printed<br/> 500</p>            |  |
| 29 | <p>Model Code of Conduct for the Guidance of Political Parties and Candidates- English<br/> Size (L" X W")-<br/> 8.5" X 5.5"<br/> No. of Pages:- 12<br/> Cover Pages: 250 GSM Matt Laminated<br/> Inner Pages:- 70gsm<br/> Binding:- Centre staple binding</p> |  |

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|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|    | No. of copies to be printed<br>2000                                                                                                                                                                                                                                           |  |
| 30 | Model Code of Conduct for the Guidance of Political Parties and Candidates- Hindi<br>Size (L" X W")- 8.5" X 5.5"<br>No. of Pages:- 12<br>Cover Pages: 250 GSM Matt Laminated<br>Inner Pages:- 70gsm<br>Binding:- Centre staple binding<br>No. of copies to be printed<br>6000 |  |
| 31 | Manual On EVM and VVPAT<br>Edition-7 Dec,2022<br>English<br>Size-A4<br>No. of Pages:- 168<br>Cover Pages: 250 GSM Matt Laminated<br>Inner Pages:- 70gsm<br>Binding:- Perfect binding<br>No. of copies to be printed<br>2000                                                   |  |
| 32 | Compendium of Instruction on Media Related Matter- Jan,2020 English<br>Size (L" X W")- 9.5" X 7"<br>No. of Pages:- 236<br>Cover Pages: 250 GSM Matt Laminated<br>Inner Pages:- 70gsm<br>Binding:- Perfect binding<br>No. of copies to be printed<br>1000                      |  |
| 33 | State SVEEP Plan, 2023<br>Size-A4<br>No. of Pages:- 230<br>Cover Pages: 250 GSM Matt Laminated<br>Inner Pages:- 70gsm<br>Binding:- Perfect binding<br>No. of copies to be printed<br>300                                                                                      |  |
| 34 | State Election Management Plan<br>Size-A4<br>No. of Pages:- 204<br>Cover Pages: 250 GSM Matt Laminated<br>Inner Pages:- 70gsm<br>Binding:- Perfect binding<br>No. of copies to be printed<br>200                                                                              |  |

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| Pamphlets |                                                                                                                                                           |                    |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| S.No.     | Details & Specifications                                                                                                                                  | Rates to be Quoted |
| 1.        | Pamphlets<br>Size 6 " x 3"<br>GSM 60<br>Paper Glossy Art Sheet<br>Multi Colour<br>Single side printing<br>Single Page<br>Quantity to be printed<br>4 Lacs |                    |

15

| Short Book |                                                                                                                                                                                   |                    |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| S.No.      | Details & Specifications                                                                                                                                                          | Rates to be Quoted |
| 1.         | Short Book (Comic Book)<br>Size 7" x 10"<br>GSM 70<br>Paper Maplitho<br>Multi Colour<br>Double side printing<br>Eight Pages including cover page<br>Quantity to be printed<br>500 |                    |

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| Brouchure |                                                                                                                                                                        |                    |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| S.No.     | Details & Specifications                                                                                                                                               | Rates to be Quoted |
| 1.        | Brouchure (Four fold)<br>Size 8.5" x 14"<br>GSM 60<br>Paper Glossy Art Sheet<br>Multi Colour<br>Double side printing<br>Single Page<br>Quantity to be printed<br>1 Lac |                    |

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| Stickers |                                                                                                                                                                                                       |                                  |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| S.No.    | Details & Specifications                                                                                                                                                                              | Rates to be Quoted               |
| 1.       | Stickers<br>Size A 4" x 6"<br>Size B 6" x 8"<br>GSM 100<br>Paper Maplitho<br>Multi Colour<br>Single side printing<br>Single page<br>Including gum for pasting<br>Quantity to be printed<br>5 + 5 Lacs | Size A 4" x 6"<br>Size B 6" x 8" |

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| Coffee Table Book |                                                                                                                                                                                                                                                                                        |                    |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| S.No.             | Details & Specifications                                                                                                                                                                                                                                                               | Rates to be Quoted |
| 1.                | Coffee Table Book<br>Size 9 " x 11"<br>Inside pages GSM 80<br>Paper Glossy Art Sheet<br>Multi Colour<br>Double side printing<br>Pages 36 excluding cover page<br>Cover page GSM 200<br>Paper Glossy Art Sheet<br>Multi Colour<br>Single side printing<br>Quantity to be printed<br>200 |                    |

| Social Media Document Booklet |                                                                                                                                                                                                                                                                                |                    |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| S.No.                         | Details & Specifications                                                                                                                                                                                                                                                       | Rates to be Quoted |
| 1.                            | Social Media Document Booklet<br>Size A 4" x 6"<br><br>GSM 100<br>Paper Art Sheet<br>Multi Colour<br>Double side printing<br>Pages 10 exluding cover page<br>Cover Page 200 GSM, Multi colour<br>printing, single side<br>With Spiral binding<br>Quantity to be printed<br>100 |                    |

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2. Our prices include all our expenses and taxes except Goods and Service Tax which shall be paid extra by procuring entity.
3. Our prices include expenses on remuneration for all the Personnel in the field, office etc., labour, equipment, surveys, publicity, printing, overhead charges, travelling, boarding and lodging and out of pocket expenses, documentation and communication during the period of the Contract.
4. The offer prices quoted shall remain firm during the period of Contract.
5. The financial proposal is inclusive of all activities not specifically mentioned in the Bidding Document, but which are essential for successful completion of the assigned tasks as per the work orders.
6. Our Financial Proposal shall be binding upon us subject to reduction, if any, resulting from Contract negotiations, up to expiration of the validity period of the Proposal.
7. We understand you are not bound to accept any Proposal and may reject any or all Proposals you receive.
8. We understand that this is a for paper printing work and there is no guarantee of minimum quantity and value for any selected bidder.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

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

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

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PERFORMANCE SECURITY DECLARATION FORM

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

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

To,

{Procuring Entity}

Additional Chief Electoral Officer to the Government Office of the Chief Electoral Officer, Election Department, Secretariat, Jaipur (Rajasthan) - 302005.

We, the undersigned, declare that:

We understand that, according to your conditions, the Contract must be supported by a Performance Security Declaration as a guarantee to ensure fulfilment of our all performance obligations under the Contract for " selection of Offset Printers for printing various paper printing items/ material" .

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

We understand this Performance Security Declaration shall expire after 60 days of completion of our all obligations under the Contract including Defect Liability, warranty/ Guarantee, operation, maintenance, etc. in accordance with the conditions of the Contract.

Signed ..... [insert signature of person whose name and capacity are shown]  
In the capacity of..... [insert legal capacity of person signing the Performance Security Declaration]  
Name..... [insert complete name of person signing the Declaration]

Duly authorized to sign the Contract for and on behalf of: .....

[insert complete name and address of the Bidder] Dated on ..... [insert date of signing] Corporate Seal

**Note:**

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

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**BID SECURING DECLARATION**

Form of Bid Securing Declaration

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

Bid No..... [insert number of bidding process]

To,

{Procuring Entity}

Additional Chief Electoral Officer to the Government Office of the Chief  
Electoral Officer, Election Department, Secretariat, Jaipur (Rajasthan) -  
302005.

We, the undersigned, declare that:

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

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

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

Signed ..... [insert signature of person whose name and capacity are shown]  
Name..... [insert complete name of person signing the Bid-Securing Declaration]  
In the capacity of..... [insert legal capacity of person signing the Bid-Securing Declaration]  
Duly authorized to sign the bid for and on behalf of ..... [Insert Complete name and address of the bidder] Dated on ..... day .....,20.... [insert date of signing]

Corporate Seal..... [affix corporate seal of the bidder]

**Note:**

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

**DRAFT AGREEMENT OF CONTRACT FORMAT**  
 (to be mutually signed by selected bidder and procuring entity)  
 (This agreement shall be executed on the non-judicial stamp-paper)

**Agreement**

An agreement made this ..... day of ..... between  
 .....  
 (hereinafter called "the Offset printer and Supplier" [here "the means short-listed printer and supplier"]  
 ), which expression shall, where the context so admits, be deemed to include his heirs successors,  
 executors and administrators of the one part and the Governor of Rajasthan/ .....  
 [name of the Procuring Entity if other than a department of the State Government (hereinafter called  
 "the Procuring Entity") shall be performing all jobs/grievance redressal/activities etc. for this Bid during  
 contract period), which expression shall, where the context so admits, be deemed to include his  
 successors in office and assigns) of the other part.  
 WHEREAS the Procuring Entity invited Bids for certain Services, viz., ..... and has accepted  
 a Bid by the Supplier for the supply of those Goods and Related Services for the sum of  
 ..... (amount in figures and words) (herein after "the Contract Price").

**NOW THIS AGREEMENT WITNESSES AS FOLLOWS:**

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

|    |                                                                                                                                      |       |
|----|--------------------------------------------------------------------------------------------------------------------------------------|-------|
| A. | Delay up to one fourth period of the prescribed delivery period, successful installation & completion of work                        | 2.5%  |
| B. | Delay exceeding one fourth but not exceeding half of the prescribed delivery period, successful installation & completion of work.   | 5.0%  |
| C. | Delay exceeding half but not exceeding three fourth of the prescribed delivery period, successful installation & completion of work. | 7.5%  |
| D. | Delay exceeding three fourth of the prescribed delivery period, successful installation & completion of work.                        | 10.0% |

**Note:**

- i. Fraction of a day in reckoning period of delay in supplies/ maintenance services shall be eliminated if it is less than half a day.
- ii. The maximum amount of agreed liquidated damages shall be 10%.

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Handwritten signatures and scribbles at the bottom of the page.

- 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.
7. The RTPP Act, 2012/Rules, 2013 promulgated, their amendments issued by the State Government shall also be the part of this contract agreement.
8. We, understand the IPR of the EPIC data given for personalization by us, lies with your department or ECI and will hereby undertake that the given data shall not be copied in any form, not shown/given to any entity, not retained in any form, not used for the purposed other than the purpose mentioned in the bid etc. The data shall be erased entirely once the matter of the lot of supply is materialized/settled.
9. 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.
10. The DEO concerned hereby covenants to pay the Supplier in consideration of the provision of the Goods and Related Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

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

|                     |                                                            |
|---------------------|------------------------------------------------------------|
| Signed By:          | Signed By:                                                 |
| Designation:        | ( )                                                        |
| Company:            | Designation:<br>Election Department, Govt. of<br>Rajasthan |
| In the presence of: | In the presence of:                                        |
| ( )                 | ( )                                                        |
| Designation:        | Designation:<br>Election Department, Govt. of<br>Rajasthan |
| Company:            |                                                            |
| ( )                 | ( )                                                        |
| Designation:        | Designation:<br>Election Department, Govt. of<br>Rajasthan |
| Company:            |                                                            |

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