

	<p align="center">Public (Elections) Department</p>
<p align="center"><u>Tender Document</u></p>	<p>e-Tender for Printing and distribution of personalized PVC, Mat Finishing (PVC) + Polyethene Terephthalate Glycol (PETG) Electors Photo Identity Cards (PVC +PETG EPICs) for the voters in the state of Tamil Nadu.</p>
	<p align="center">O/o Chief Electoral Officer Public (Elections) Department 1st Floor, Main Building, Secretariat, Chennai-600009 Phone: +91-44-25665327 Email: sec2.pelecd@tn.gov.in Website: www.elections.tn.gov.in</p>

Important Notice

Applicability of Tamil Nadu Transparency in Tenders Act 1998

This Tender process will be governed by the Tamil Nadu Transparency in Tenders Act, 1998 and The Tamil Nadu Transparency in Tenders Rules, 2000 (Website link https://cms.tn.gov.in/sites/default/files/acts/TNTIT_act_Rules_Amended_upto_June_2018.pdf) as amended from time to time and G.O.Ms.No.343, Finance (Salaries) Department, dated 18.09.2020. In case of any conflict between the terms and conditions in the tender document and the Tamil Nadu Transparency in Tenders Act,1998 and the Tamil Nadu Transparency in Tenders Rules, 2000, the Act and the Rules shall prevail.

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.

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Section - I

Part I (Invitation to Bid)

Chief Electoral Officer, Public (Elections) Department, Govt. of Tamil Nadu, Fort St. George, Secretariat, Chennai-600009.

NIB (Notice Inviting Bids)

NIB No: 01/567/2022

Date: 22.07.2022

Two-envelopes unconditional online Bids are invited on e-Proc website/portal on behalf of the Chief Electoral Officer, Tamil Nadu, for selecting of PVC + PETG EPICs producer and supplier for the item as listed below up to 3.00 PM of 12.08.2022.

Name of Article	Specifications	Quantity per annum	Estimated Procurement in 4 years	Validity Period of Bid	Place of Delivery
“Production & Supply of for PVC+PETG Elector’s Photo Identity Cards (EPIC)”	As mentioned in the bid/ ECI guidelines	20,00,000 units (Approx.)	80,00,000 units (approx)	180 Days	Office of Chief Electoral Officer, Tamil Nadu

1. Price and/or purchase preference as per Instructions to Bidders shall be admissible in the evaluation and award of Contract.
2. The bid is for a Rate Contract for short-listing of suppliers for the above mentioned items.
3. The Bidders may enclose the specifications, catalogue, and other product characteristics offered. They shall also include details on their backup services offered, warranties, etc.
4. The complete Bidding Document, evaluation and qualification criteria and procedure, Bidding forms, designs, specifications, delivery schedule, etc. can be seen and downloaded from the website

(www.tntenders.gov.in and www.elections.tn.gov.in) at free of cost.

5. Bids, duly signed on all pages (as mentioned in the bid document) and serially numbered, should be submitted electronically on www.tntenders.gov.in by following the electronic Bid submission procedure as specified on the portal.
6. Bids received after the specified time and date will not be accepted. Off-line bids shall not be entertained.
7. Bids have been invited electronically, the procedure for submission of Bids, etc. shall be as provided on the State e-Procurement Portal www.tntenders.gov.in.
8. The Pre-qualification Bids shall be opened on 12.08.2022 at 3.30 PM through online.
9. The Procuring Entity is not bound to accept the lowest Bid and may reject any or all Bids without assigning any reason thereof.
10. The Bidders shall have to submit/upload a valid 'GST' registration and 'GST' return of last year and the 'PAN' issued by the Income Tax Department.
11. The vendor is expected to understand the directions issued by the ECI vide its letters No.:- 23/EPIC Security/2021- ERS, dt.: 05.10.2021, 23/ID/2021-ERS, dt.:22.06.2021, 491/ECI/LET/FUNC/SVEEP-III/EPIC/ENVELOPE/2021, dt.:14.10.2021, 23/ID/2021-ERS, dt.:14.10.2021, 23/ID/2021-ERS, dt.:18.01.2022, 23/EPIC Security/2021-ERS, dated 19.05.2022 and 23/ID/2022-ERS, dt.:01.07.2022.
12. To participate in the online bidding process, bidders must procure a Digital Signature Certificate (Class III) as per Information Technology Act-2000 to 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.

Additional Chief Electoral Officer,
Public (Elections) Department,
Chennai, Tamil Nadu. 600009.

ABBREVIATIONS & DEFINITIONS

AERO	Assistant Electoral Registration Officer
Authorised Signatory	The bidder's representative/ officer vested (explicitly, implicitly, or through conduct) with the powers to commit the authorizing organization to a binding agreement. Also called signing officer/ authority having the Power of Attorney (PoA) from the competent authority of the respective Bidding firm.
BG	Bank Guarantee
Bid/Tender/RFP	A formal offer made in pursuance of an invitation by a procuring entity and includes any tender, proposal or quotation, bidding document, Request For Proposal and tender document
Bidder/Tenderer	Any person/ firm/ agency/ company/ contractor/ supplier/ vendor as per qualification laid herein, participating in the procurement/ bidding process with the procurement entity.
Bidding Document	Documents issued by the procuring entity, including any amendments thereto, that set out the terms and conditions of the given procurement and includes the invitation to bid
BoM	Bill of Material/ Volume of Business

Cards	PVC Cards
Competent Authority	An authority or officer to whom the relevant administrative or financial powers have been delegated for taking decision in a matter relating to procurement. CEO, Tamil Nadu in this bidding document.
Contract/ Procurement Contract	A contract entered into between the procuring entity and a successful short-listed bidder.
Contract/ Project Period	The Contract/ Project Period shall commence from the date of issue of Work order till the successful commissioning of the project (one-time job) as per bidding document.
Day	A calendar day as per Govt. of Tamil Nadu/GoI
DEO	District Election Officer (Collector of District, Corporation Commissioner, Greater Chennai Corporation in case of Chennai District)
ED	Public (Elections) Department, Secretariat, Chennai - 600009, Tamil Nadu headed by the Chief Electoral Officer.
EMD	Earnest Money Deposit. Security provided to the procuring entity by a bidder for securing the fulfilment of any obligation in terms of the provisions of the bidding documents.

EPIC	Elector's Photo Identity Card
ERO	Electoral Registration Officer
FOR/ FOB	Freight on Road or Freight on Board
GoI	Govt. of India
Goods	All articles, material, commodities, electricity, livestock, furniture, fixtures, raw material, spares, instruments, software, machinery, equipment, industrial plant, vehicles, aircraft, ships, railway rolling stock and any other category of goods, whether in solid, liquid or gaseous form, purchased or otherwise acquired for the use of a procuring entity as well as services or works incidental to the supply of the goods if the value of services or works or both does not exceed that of the goods themselves
ICT	Information and Communication Technology.
IFB/NIT/NIB	Invitation for Bids or Notice Inviting Tenders or Notice Inviting Bidders (A document published by the procuring entity inviting Bids relating to the subject matter of procurement and any amendment thereto and includes notice inviting Bid and request for proposal)
INR	Indian Rupee

In Writing	Communicated in writing form through letter, email etc.
ISI	Indian Standards Institution
ISO	International Organisation for Standardisation
IT	Information Technology
ITB	Instruction to Bidders
JV/Consortium/Association	Joint Venture or Consortium or Association of Bidders participating in the bid
LD	Liquidated Damages
LOA/LOI	Letter of Agreement/Letter of Intent
Lowest Bidder	The bidder who have participated in the bid and quoted / agree to supply items on the financially lowest price (technically qualified) during the contract period.
NCB	A bidding process in which qualified bidders only from within India are allowed to participate
OEM	Original Equipment Manufacturer
PAN	Permanent Account Number
Personalization	Printing of Electors' details such as Photo, Name, Relation, Relative Name, DoB, Gender, Address, AC, Part Number etc. with ERO Signature on PPPVC + PETG

	EPIC as per ECI guidelines/SoW and E-Roll Data
PBQ	Pre Bid Query(ies)
PSP	Print Service Provider/Vendor
PVC	Poly Vinyl Chloride (PVC)
PPPVC + PETG EPIC	Pre-Printed PVC + PETG EPIC card is Pre-Personalized or Non-Personalized PPPVC + PETG EPIC card
PBG/Security Money	Performance Bank Guarantee
PC	Procurement / Purchase Committee
PQ/EC	Pre-Qualification bid criteria/Eligibility criteria
PE	Procurement Entity
PETG	Polyethene Terephthalate Glycol
Procurement / Public Procurement	The acquisition by purchase, lease, license or otherwise of works, goods or services, including award of Public Private Partnership projects, by a procuring entity whether directly or through an agency with which a contract for procurement services is entered into, but does not include any acquisition without consideration, and “procure” or “procured” shall be construed accordingly
Purchaser/ Tendering Authority/ Procuring Entity	Person or entity that is a recipient of a goods or service provided by a seller

	(bidder) under a purchase order or contract of sale. Also called buyer.
RFP	Request for Proposal
GST	Goods and Services Tax
SD	Security Deposit
Services	Any subject matter of procurement other than goods or works and includes physical, maintenance, professional, intellectual, consultancy and advisory services or any service classified or declared as such by a procuring entity and does not include appointment of any person made by any procuring entity
Singular/Plural	If the context so requires singular means plural and vice versa.
SLA	Service Level Agreement is a negotiated agreement between two parties wherein one is the customer and the other is the service provider. It is a service contract where the level of service is formally defined. In practice, the term SLA is sometimes used to refer to the contracted delivery time (of the service) or performance.
State Government	Govt. of Tamil Nadu
STQC	Standardisation Testing and Quality Certification, Govt. of India

Subject Matter of Procurement	Any item of procurement whether in the form of goods, services or works
Successful Bidders	The bidder who have participated in the bid and quoted / agree to supply items on the financially lowest price (technically qualified) during the contract period.
GSTIN	Goods and Services Tax Identification Number
Tender Evaluation Committee	The Committee duly constituted by the Department for opening received bids and evaluate the bids till the agreement is executed and placing award of contract.
Vendor	Short-listing of a bidder who have participated in the bid online and quoted / agree to supply items on the financially lowest price (technically qualified) during the contract period.
Website of CEO, Tamil Nadu	www.elections.tn.gov.in
WO/ PO	Work Order/ Purchase Order

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

Tender Schedule

1.	Tender inviting Authority, Designation and Address	The Additional Chief Electoral officer and Additional Secretary to Government, Public (Elections) Department , First Floor, Main Building, Secretariat, Chennai-600009. Phone: +91-44-25674019 Email: sec2.pelecd@tn.gov.in Website: www.elections.tn.gov.in
2.	A) Name of the Work	Tender for Printing and distribution of personalized PVC, Mat Finishing (PVC) + Polyethene Terephthalate Glycol (PETG) Electors Photo Identity Cards (PVC +PETG EPICs) for the voters in the State of Tamil Nadu.
	B) Tender reference	Tender Ref. No.1/567/2022, dated 22.07.2022
	C) Place of execution	District Headquarters in all districts of Tamil Nadu.
3.	Tender documents available place	Tender documents can be downloaded free of cost from www.tntenders.gov.in and www.elections.tn.gov.in
4.	Tenure of Contract:	Initial period of four (4) years that can be extended by further 12 months with mutual consent.
5.	Earnest Money Deposit (EMD)	Earnest money deposit of Rs.5,00,000/- (Rupees Five Lakh only) shall be paid only online through the www.tntenders.gov.in .
6.	Tender submission	The bid shall be submitted online, the Signed and Scanned copy of all the required documents in a Cover 1: Prequalification sheets as per pre-qualification criteria. Cover 2: Financial Bid submission as per BOQ Format as available in the portal
7.	Last date for submission of pre-Bid queries	Up to 05.00 p.m. on 01/08/2022. Queries to be emailed to sec2.pelecd@tn.gov.in . The replies to the queries will be hosted by 05.00 p.m. on 08.08.2022 in the website www.elections.tn.gov.in .
8.	Due Date, Time and Place of submission of Tender	On 12.08.2022 @ 3.00 PM at the address mentioned in Row (1) above.
9.	Date, Time and Place of Initial scrutiny of the Bids	On 12.08.2022 @ 3.30 PM at the address mentioned in Row (1) above.

10	Tender Accepting Authority	The Chief Electoral Officer & Principal Secretary to Government, Public (Elections-II) Department, Secretariat, Chennai-600009. Tamil Nadu. Phone: +91-44-25670390 Email: sec2.pelecd@tn.gov.in Website: www.elections.tn.gov.in
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Chapter-I

1. SCOPE OF WORK (SoW):

1) Background:

In an effort to prevent electoral fraud, EPICs or Elector's Photo Identity Card were introduced by the **Election Commission of India in the year 1993**. Guidelines have been issued by ECI from time to time to incorporate various security features in EPIC.

The ECI has directed that "Colour PVC Card manufacturer and security printer"- with in-house printing on PVC sheet with security features and capacity of personalisation, and proper security management to be selected.

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

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

The Bidders are requested to examine the instructions, terms & conditions, specifications and ECI guidelines on Personalized PVC+ PETG EPICs issued time to time which are available on the ECI/CEO, Tamil Nadu website, given in the bid. Failure to furnish all required information in every respect will be at the Bidder's risk and may result in the rejection of bid.

It will be imperative for each Bidder(s) to familiarise itself/themselves with the prevailing legal situations for the executing of contract. This Department shall not entertain any request for clarification from the Bidder regarding such legal aspects of submission of the Bids.

It will be the responsibility of the Bidder that all factors have been investigated and considered while submitting the Bids, and no claim whatsoever including those of financial adjustments to the contract awarded under this tender will be entertained. Neither any time extension nor financial adjustments arising thereof shall be

permitted on account of failure by the Bidder to appraise themselves.

The Bidder shall be deemed to have satisfied itself fully before Bidding as to the correctness and sufficiency of its Bids for the contract and price quoted in the Bid to cover all obligations under this Tender.

It must be clearly understood that the Terms & Conditions and specifications are intended to be strictly enforced along with ECI guidelines in the subject matter. No escalation of cost in the Tender by the Bidder will be permitted throughout the period of contract or throughout the period of completion of the contract whichever is later.

The Bidder should be fully and completely responsible to concerning Procurement entity/DEOs for all the deliveries and deliverables within the stipulated timelines.

The Procurement entity reserves right to cancel part or complete bids without giving any reason thereof, which shall be accepted by all bidder.

State of Tamil Nadu structure is given as below:

- (1) Districts - District Election Officer (Collectors)
- (2) ERO - Electoral Registration Officer
(Sub Collector/Revenue Divisional Officer)
- (3) AERO - Assistant Electoral Registration Officer
(Tahsildar/Municipal Commissioners)

Total Colour PVC + PETG EPICs printed in the State in the last three years

Year	New Voters' Card	Form 8 and Form 8A	Total Cards
2019	26,74,531	3,35,743	30,10,274
2020	16,10,877	2,13,760	18,24,637
2021	26,86,625	4,84,657	31,71,282

This Department is willing to finalise a vendor for supplying of ECI specified personalised Electors' Photo Identity Cards (EPIC) with new security features on Standard-based PVC sheet/core for electors/voters.

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

Detailed Scope of work:-

1. Manufacture, print and supply **Coloured PVC + PETG EPIC** in given specifications, security features, base text contents, colour photograph, personalized with voters' details as given below in ANNEXURE 10.
2. Hot stamping of **Holograms** on each EPIC as specified below and in ANNEXURE 10.
3. Print and supply **Envelopes** in 4 colour (CMYK) on 70 GSM Maplitho paper - layout design and dimensions provided in ANNEXURE 10. Self-adhesive Address Sticker and self-adhesive Postal bar code to be printed by the selected agency and affixed on the envelope in the given space (Annexure - 10) (Fully automated).
4. Print and supply **Welcome Letter & Voter's Pledge** on 70 GSM Maplitho paper. Welcome letter with EPIC stuck on it on front side and Voter's Pledge on the backside. Refer ANNEXURE 10 for Welcome Letter layout design and dimensions & for Voter's Pledge layout design and dimensions.
5. Print and supply **Voter Guide** to be printed on 70 GSM Maplitho paper as per layout design and dimensions mentioned in ANNEXURE 10. Voter guide will be printed and supplied for new voters only. (i.e., The electors who applied through Form-6 only)

NOTE: Final personalized EPIC along with Welcome Letter, Voter Guide and Voters' Pledge will go inside the Envelope and closed. The

voter's name, name of voter's relative and address with Pin Code, Assembly Constituency Number and the Mobile Number of the elector if available will have to be printed in the welcome letter and should be visible in the window envelope. Postal bar code (Article id) will have to be printed on the envelope before handing the envelopes to the Department of Posts. (This process will be in fully automated manner)

(2) Specifications of Card:

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

a. Card type:

All new cards will be printed on a PVC sheet with a coloured photograph. Material Poly Vinyl Chloride, Mat finishing (PVC) + Polyethene Terephthalate Glycol (PETG) Proposed Layering is mentioned in the RFP document

b. Card size:

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

c. Thickness:

760 microns ($\pm 10\%$)

d. Lamination (Overlay)

Mat finishing

e. Design & Layout:-

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

f. ISO Standard:-

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

g. Special Feature:-

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

h. An indicative list of card features:-

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

Hologram hot stamping

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

Note: The vendor for distribution of holograms is different from the agency selected for Printing of PVC+PETG EPICs then the O/o the CEO has to select an agency. The CEO, Tamil Nadu purchase the required number of Holograms and send the same to the selected bidder for hot stamping the Holograms in all the EPICs.

OTHER FEATURES

1. Relief tint of “Election Commission of India” in bilingual, i.e., English & Tamil

2. The National Emblem is printed on the upper left-hand corner, and the Election Commission of India logo is printed in colour on the upper right-hand corner.

3. Personalisation :-

Front:-

- "இந்தியத் தேர்தல் ஆணையம்" & "ELECTION COMMISSION OF INDIA" in Tamil & English on the top.
- "வாக்காளர் புகைப்பட அடையாள அட்டை" in Tamil & "ELECTOR PHOTO IDENTITY CARD" in English below "ELECTION COMMISSION OF INDIA".
- EPIC number of the elector printed in alphabets & numbers and also in "bar code" in the specified place.
- Colour Photograph of the Elector
- வாக்காளர் பெயர் printed in Tamil and Name of the elector printed in English and its detail in Tamil and English.
- தந்தை பெயர், தாயார் பெயர், கணவரின் பெயர், மனைவியின் பெயர், குருவின் பெயர் மற்றும் மற்றவரின் பெயர் in Tamil and 'Father's Name, Mother's Name, Husband's Name, Wife's Name, Guru's Name and Other's Name, printed in English and its detail in Tamil and English
- "பாலினம்" in Tamil and "Gender" printed in English and its value/detail in Tamil and English.
- "பிறந்த தேதி/வயது" printed in Tamil and "Date of birth/Age" printed, in English and its value/detail in Tamil and English.
- **Back:-**
- "முகவரி" in Tamil and "Address" printed in English and its value/detail in Tamil and English.

- “வெளியிடப்பட்ட தேதி” in Tamil and “Issue Date” in English and its value/details.
- Scanned signature of Electoral Registration Officer.
- “தொகுதி எண் மற்றும் பெயர்”, printed in Tamil and AC No. and Name in English its value/detail.
- The following would be printed at the bottom of the EPIC in English and Tamil:-

- **குறிப்பு/Note:**

1. ஒவ்வொரு தேர்தலுக்கு முன்பும், நடப்பில் உள்ள வாக்காளர் பட்டியலில் உங்கள் பெயர் இடம்பெற்றுள்ளதா என்பதை சரிபார்த்துக் கொள்ளவும்.
 1. Before every election, please check that your name exists in current electoral roll.
 2. இந்த அட்டையை வயதிற்கான சான்றாக தேர்தல் நடைமுறைகளைத் தவிர பிற நேர்வுகளில் பயன்படுத்தக் கூடாது.
 2. This card is not a proof of Age except for the purpose of election.”
- PLEASE NOTE: All texts to be in black colour only.

Note:

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

2. SECURITY OF DATA

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

Information Security

The Information Security applicable to these PSP has been categorized as below.

- i. HUMAN Resources
- ii. Asset Management
- iii. Access Control
- iv. PASSWORD Policy
- v. Cryptography
- vi. Physical and Environmental Security
- vii. Operations Security
- viii. Communications Security
- ix. Information Security Incident Management
- x. Compliance
- xi. Change Management

SORTING OF DATA

The Service Provider is expected to have in place suitable/capable of collating and sorting the electronic data to ensure high efficiencies in printing and dispatch of PVC Card.

The Service Provider is required to sort the received data Pincode-wise. This is to ensure grouping together of all the Cards meant for delivery to one Pincode. The vendor is expected to understand the

directions issued by the ECI vide its letters The vendor is expected to understand the directions issued by the ECI vide its letters No.:- 23/EPIC Security/2021- ERS, dt.: 05.10.2021, 23/ID/2021-ERS, dt.:22.06.2021, 491/ECI/LET/ FUNC/SVEEP-III/EPIC/ ENVELOPE/2021, dt.:14.10.2021, 23/ID/2021-ERS, dt.:14.10.2021, 23/ID/2021-ERS, dt.:18.01.2022, 23/EPIC Security/2021-ERS, dated 19.05.2022 and 23/ID/2022-ERS, dt.:01.07.2022. Card printer shall have facility of auto enveloping and will deliver the EPICs in the covers as per the letters instructions so that DEO will hand over the same to the Postal Department for further distribution to the concerned electors.

3. Important Directions:

The supply chain method is as follows:

(a) Post bid evaluation and supplier selection, CEO, Tamil Nadu will issue the Purchase Order (PO), Sign the Contract with the Authorized Signatory of the selected firm(s), supply voters' data in PDF format through secure File Transfer Protocol (FTP). All invoicing by the selected agency will be submitted in triplicate to CEO Tamil Nadu for processing after obtaining due acceptance of deliveries by DEOs and approval of quality after being tested by the 3rd party Government testing laboratory. Third party testing labs with NABL accreditation will be selected by CEO Tamil Nadu. All payments to be processed and released by CEO, Tamil Nadu.

(b) The vendor is responsible for supplying the personalized PVC + PETG EPICs AC wise to the DEOs concerned, which may be sent by Speed post through the account formed between CEO, Tamil Nadu and Department of Posts. There should not be any lapses in this arrangement.

(c) CEO, Tamil Nadu will place consolidated Work/Supply Order for "Printing and Supply of personalized PVC + PETG EPIC EMD Features" within the duration of the contract period as per their need with the short-listed successful bidders called "vendors" along with relevant Data of EPIC online such as Email/Google-Drive/FTP to the vendors' server, if any, etc. The DEO will be responsible for providing only those EPIC data of electors which are required to personalize the PVC +PETG EPICs in an appropriate format (in this DEOs should be responsible and meticulously comply with the ECI guidelines/circular about data to be given on appropriate media in suitable format online to the vendor). Vendors shall also be responsible for collecting only those ERoll data of electors which are required to personalize the EPIC; otherwise, immediately for extra data/incomplete data, the vendors will bring this into the knowledge of CEO/ DEOs to rectify. The

vendor is responsible for supplying the personalized PVC +PETG EPICs AC wise to the District concerned. There should not be any lapses in this arrangement.

(d) The supply schedule is given as follows:

S.No.	Event	Date of Supply Order/Data	Supply of Personalised Colour PVC +PETG EPICs by the vendor
a	During Continuous Updation	Fortnightly 01 st to 15 th of every month	15 Days
		16 th to Last day of every month	15 Days
b	During Summary Revision	Weekly	15 Days
c	During Special Campaign	Weekly	15 Days

(e) The personalized Colour PVC +PETG EPICs should be of the best quality and last long, unlike the EPIC printed through desktop printing machines one by one. There should be an automated process to ensure 100% accuracy.

(f) The vendor will deliver the Personalized Colour PVC +PETG EPICs to the concerning DEO within the supply period mentioned in the Supply/Work Order, and a receipt will be taken. No additional payment will be given towards packing, delivery etc., of the cards to the respective districts.

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

The concerning DEO acting as Procurement Entity (PE) will take out 5 sample cards out of 10,000 Personalized PVC+PETG EPICs on a random basis from the supplied lot of Summary Revision of Electoral Rolls of concerned year and get them tested/checked from Government lab or Government Approved Lab or Private Lab accredited by the National Accreditation Board for Testing and

Calibration Laboratories (NABL). The charges towards the testing of sample cards shall be borne by the concerning DEO. In case the test report of sample card(s) failed for the supplied lot of Personalized PVC +PETG EPICs, the lot shall be entirely resupplied on the cost of the bidder to the destination. This means that the lot supplied should be 100% error-free, then only processing of payment shall be started.

FOR CONTINUOUS UPDATION:-

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

(h) The vendor will again prepare the Personalized PVC+PETG EPICs which have been used for testing, and payment for only these cards sent for testing will be paid to the Vendor as per the approved rate subject to the condition that the sample(s) has/have not failed otherwise whole lot shall be supplied again by the vendor.

(i) The vendor will submit a periodical Statement of Account of Cards (indicative list of columns which can be modified/added/deleted):

1. Sr. No.

2. Order received (no. date and quantity),

3. Data Received in an appropriate form (Intellectual Property Rights - IPR lies with this Department/ECI),

4. Personalised PVC+PETG EPICs delivered by the vendor with consignment no., date, quantity

5. Non-disclosure of information agreement on letter head that vendor has not breached IPR policy i.e. not copied in any form, not shown/given to any entity, not used for the purpose other than the purpose mentioned in the bid etc.

(j) DEO will maintain a record of every Supply Order placed in the form such as (indicative list of columns - DEO may modify/add/delete it):

1. Sr. no.,

2. Supply order no., date, and Quantity,

3. Date of handing over EPIC Data to the vendor,
 4. Mentioned period of supply with the exact date,
 5. Date of supply made by the vendor along with quantity
 6. Late supply, if yes by how many days (SLA applicable)
 7. Lot accepted or rejected If rejected, then the date and number of returning the lot to the vendor along with the quantity
 8. Remarks, if any
- (k) DEO will get randomly selected samples tested and keep a record viz. (indicative list of columns - DEO may modify/add/delete it):
1. Sr no.
 2. Order no. & date
 3. Name of Testing Lab with number of samples
 4. Keep EPIC nos. of those samples
 5. Date of receiving the testing report, report no. and date
 6. Number of failed/Passed samples
 7. Lot is rejected if even a single sample failed
 8. Intimation letter no. and date
 9. Replacement supply made (no., date and quantity)
 10. Late supply, if yes by how many days (SLA applicable)

5 Tenure:-

Contract period of the project of supply of Colour PVC-EPIC cards will be initially for the period of four years (as mentioned in the “Tender Schedule” of this bid document), which may be extended upto 12 months at the existing rate by mutual consent.

6 Deliverables:

- a. CEO/DEO shall place Supply/Work Order according to the need or urgency during the contract period with a reasonable supply period. DEO shall receive supply i.e. Personalized PVC +PETG EPICs kept inside the envelopes along with the other documents as specified in the ECI instructions No.-23/ID/2021-ERS,dated:22/06/2021, 491/ECI/LET/FUNC/SVEEP-III/EPIC/ ENVELOPE/2021 dated

14.10.2021, 23/ID/2021-ERS dated 17.01.2022, 23/EPIC Security/2021-ers, dated 19.05.2022 and 23/EPIC Security/2021-ERS dated 18.01.2022.

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

Year	
2022-2023 (From 01.04.2022 to 31.03.2023)	20,00,000 (Twenty lakhs)*

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

c Replacement of defective Personalized PVC +PETG EPICs:

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

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

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

e Role of DEO for this Bid:

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

The Election Department is inviting this bid on behalf of the District Election Officers to minimise the total cost and early supply looking at the volume. Therefore, all DEOs of Tamil Nadu in addition to CEO, Tamil Nadu will be acting as Procurement Entity for their district. Offers have been invited centrally only to get reasonable and competitive rates for the subject matter of the bid.

After executing the agreement, all the DEOs of the State have been delegated powers to perform all (post agreement) activities and duties as they are Procuring Entity, such as order placing/processing on time, foresee requirement leading to placing the order and responsible for the smooth flow of goods, from order and storage to distribution, tracking order, management, monitoring, taking action, ensure orders adhere to the agreement, auditing, testing/checking, grievance redressal, approve the ordering goods, finalize purchase details of orders and deliveries, supervising compliance with rules and procedures, etc. (but not limited to these only).

A sample taken out randomly from the supplied lot may be tested/checked from any Government lab or Government Approved Lab or Private Lab accredited by the **National Accreditation Board for Testing and Calibration Laboratories** (NABL).

All DEOs of the State of Tamil Nadu would assist CEO Tamil Nadu to handle and manage this tender end to end.

f For this bid, after executing the Agreement, all the DEOs of the State shall be discharging post-agreement jobs/activities. All the responsibilities regarding this bid shall be of all DEOs concerned.

Chapter - II

ELIGIBILITY/QUALIFICATION CRITERIA and technical evaluation

1) Pre - qualification criteria

Evaluation of pre-qualification criteria will be as per the information/ response provided by the bidders against Pre-qualification criteria along with the relevant supporting documents.

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

A. CRITERIA FOR PRE-QUALIFICATION

- 1 Name of the bidder
- 2 Mailing address
- 3 Telephone Number
- 4 E-mail address
- 5 Name and designation of the person authorized to make commitments to the Election Department (Certificate of Authority to be provided)
- 6 Year of the establishment of firm
- 7 Other financial activities of the firm/company :-

Table-1

S.No	Pre-Qualification Criteria	Supporting Documents	Compliance (Yes/No)	Detailed Remarks
1.	Company registered in India under the Companies Act 1956/Companies Act, 2013.	Certificate of Incorporation / Registration in the name of the bidder valid as on the date of bid submission		
2	Category of Bidder - Bidder should be "PVC Card	a. Visa Card or Master Card or RuPay or		

	Manufacturer and Security Printer” and should have a capacity for personalization		Aadhaar Card.		
		b.	ISO 27001 and ISO 9001		
3	Financial Turnover Annual turnover of the Bidder during the preceding 3 financial years should be at least INR 7 crores from the business of printing PVC cards with security features for Government, PSU, Banks, FIs, etc. in India and / or abroad for the Financial years 2018-2019, 2019-2020 and 2020-2021)		Audited Balance Sheet of last 3 years CA certificate with registration number and seal		
4	Should have filed Income Tax returns for the three financial years (2018-2019, 2019-2020& 2020-2021)		Certified Copies of the ITRs filed by the entity for the immediately preceding three		

		financial years i.e (2018-2019, 2019-2020& 2020-2021)		
5	The bidder should have positive net worth for two years out of three financial years. i.e (2018-2019, 2019-2020& 2020-2021)	CA certification with CA's Registration Number and seal.		
6	Experience -Bidder should have had the experience of any kind of PVC Cards with security features of work orders equal to:- 3 completed work orders of Rs 1 crore each or more or 2 completed work orders of Rs. 2 crores each or More or 1 completed work order of Rs. 3 crore during last 3 years ending 31.03.2021	certified copy of statutory audit mentioning the address of manufacturing plant)		

7.	<p>Bidder in house capacity:- Bidder should have installed capacity to manufacture personalized cards on PVC core /sheet with all security features of not less than 25,000 per day in case of continuous updation throughout the year and minimum of 1 lakh in case of annual special summary revision EPIC requirements.</p>	<p>Per day capacity of supply of personalised PVC cards</p>		
8	<p>Mandatory undertaking</p>	<p>Bidder should</p> <ul style="list-style-type: none"> • not be insolvent, bankrupt etc. • not have their directors being convicted of any criminal offence. • not have any conflict of interest in the procurement comply with the 		

		code of integrity.		
		<ul style="list-style-type: none"> • not have been blacklisted by any Government agency 		
		<ul style="list-style-type: none"> • not sublet the contract 		
		<ul style="list-style-type: none"> • Not have any political affiliation with any political party. 		
9	Bidder should have the facility and experience of printing with variable data and Hot stamping of Hologram	Self-certification duly signed by authorized signatory. However the same may be inspected by CEO's office before final selection.		
10	GST registration and clearance Bidder should have GST where his business is located. Should have TIN (income tax) / PAN number and should	Copies of GST registration, last GST return filed, TIN registration and PAN. (for last three months i.e., Jan 2022 to March		

	also submit the GSTR 3B.	2022)		
11	The bidder must have successfully completed PVC card with security features printing projects within India during the last 5 years awarded by Government / PSU / banks	copy of work orders or certificate of work completed with a date		
12	The printer should have in house facilities for: a) Printing voter guides b) Envelope making and printing c) capacity of auto enveloping.	Self-attested certificate along with model and number of machines.		
13	Sample Submission: The bidder should redesign the EPIC card identical to the sample provided and should submit 10 Sample cards along with other stationery i.e.,	Sample cards duly meeting the specifications mentioned in the Tender Document to be submitted.		

	welcome letter, Voters' Pledge and Voters' Guide (EPIC Kit).			
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Note:- Above mentioned are Minimum Pre-qualification criteria, without which the firm will be disqualified. However, for selection in the financial bid stage, Marks will be allotted, and merit will be decided as per the technical evaluation sheet given.

The above requisite documents of the bidders shall be uploaded in the portal www.tntenders.gov.in.

2) TECHNICAL EVALUATION

Table - 2
Technical evaluation sheet

S. No.	Criteria	Max. Marks		Documents submitted
1	Capability and Profile	35		
1.1	Infrastructure Quality	15		
	1. Space available, free & utilized (Minimum free space required should be commensurate to store 10 days production capacity.)	8		
	2. Space connectivity (by road, rail and air)	3		
	3. Physical security etc a. Round the clock security provision. b. CCTV surveillance Cameras at all strategic locations (both inside and outside the premise) with 30 days recording facilities. c. Entry only through biometric/Card punching system.	4		
1.2	Quality of Machines (How to meet the required output per day with a working sheet)	10		
	(i) Automation,	2		
	(ii) Computerization	2		
	(iii) Production in volumes	4		
	(iv) Integration of processes	2		
1.3	Quality/experience of Technical personnel (preferably more than three years experience)	10		
	(i) Project Manager	3		
	(ii) IT Team	4		
	(iii) Operation Team	3		
2	Past experience of the Firm (Turnover)	50		
2.1	Average Annual Turnover from the Printing Operations (including PVC cards) within India only,	10		

	during the previous three financial years (2018-2019,2019-2020 and 2020-2021):			
	(i) up to INR 10 crores	5		
	(ii) > INR 10 Crore	10		
2.2	Value of completed PVC card printing projects within India during the last Four years awarded by Government/PSUs/Banks as on 31.03.2021:	15		
	(i) More than 3 crores, less than 4 crores	10		
	(ii) More than 4 crores	15		
2.3	Experience in years (PVC Card Printing)	10		
	5 or more than 5 years, but less than 10 years	5		
	More than 10 years	10		
2.4	Installed capacity of printing Colour PVC +PETG EPICs	15		
	20,000 -1 lakh per day	10		
	More than 1lakh per day	15		
3	Presentation for Proposed Methodology	15		
3.1	Printing, Hot Stamping, Assembling and Dispatch Solution, Quality of proposed MIS	7		
3.2	Brief profile of the firm	2		
3.3	Physical and Data Security	3		
3.4	Innovation and features beyond proposed requirement	3		
		100		

- Bidder should submit 10 Sample PVC cards, Envelope and covering letter as per RFP technical specification and ISO standards. The Election department reserves the right to get it checked from Government testing labs. Any deviations from specifications may result in disqualification.

- A team of Department officials may conduct inspection on the directions of the CEO to check security arrangements, infrastructure,

machines and equipment, personnel as per the bid document. Any deviations may result in immediate disqualification

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

Important:

Method of marking and documents required

1. For infrastructure quality documents related to the area, address, security features duly signed by the authority should be annexed.

1.1 Quality of machines documents related to make, model number, year of the machine should be annexed.

1.2 Quality/experience of technical personnel.

Documents related to qualification and years of experience of staff should be annexed.

2. Turnover audit reports to be annexed. Maximum 10 marks for turnover for more than or equal to INR 10 crores.

3. Presentation Bidder must submit the presentation with photographs, videos (if required) detailing the facilities (in-line with the bid requirements) of the proposed location(s) and other criteria with the online bid. The presentation can be submitted in hard copy also.

4. All documents in support of the claims made under clause 2 (2.1, 2.2, 2.3 and 2.4) will be certified to the effect that these figures pertain to PVC card printing by statutory auditor or Company Secretary of the bidders firm.

5. If the bidders criteria under “Past experience of the firm (Turnover)” (clauses 2.2, 2.3 and 2.4) is less than the minimum, then his corresponding marks will be Zero.

3) SELECTION PROCESS

3.1. Technical Bid Opening

The Technical Bid will be opened by the Tender Evaluation Committee on the date and time as specified in the Tender schedule in the presence of those Bidders, who choose to be present against production of an authorisation letter from the Bidding authority. Only one representative for each Bidder would be allowed to attend the Tender opening.

3.2 Detailed Technical Scrutiny

All the required documents as per the eligibility criteria shall be scrutinized by the Tender Evaluation Committee.

3.2 Tender Validity

The offer submitted by the Bidders should be valid for a minimum period of 180 days from the date of opening of the Tender.

3.4. Clarifications by CEO Office

When deemed necessary, CEO Office may seek bonafide clarifications on any aspect from the Bidder. However, that would not entitle the Bidder to change or cause any change in the substance of the Bid or price quoted. During the course of Technical Bid evaluation, CEO OFFICE may seek additional information or historical documents for verification to facilitate decision making. In case the Bidder fails to comply with the requirements of CEO OFFICE as stated above, such Bids may at the discretion of CEO OFFICE, be rejected as technically non-responsive.

3.5. Tender Evaluation

3.5.1. Suppression of facts and misleading information During the Bid evaluation, if any suppression or misrepresentation is brought to the notice of CEO OFFICE, CEO OFFICE shall have the right to reject the Bid and if after selection, CEO OFFICE would terminate the contract, as the case may be, the rejection/ termination will be without any compensation to the Bidder and the EMD / SD, as the case may be, shall be forfeited.

Bidders should note that if any figures in the proof documents submitted by the Bidders for proving their eligibility⁴¹ is found suppressed or erased, CEO

OFFICE shall have the right to seek the correct facts and figures or reject such Bids.

It is up to the Bidders to submit the full copies of the proof documents to meet out the criteria. Otherwise, CEO OFFICE at its discretion may or may not consider such documents.

The Tender calls for full copies of documents to prove the bidder's experience and capacity to undertake the project.

3.5.2 Technical Bid Evaluation

A Tender Evaluation Committee will examine the Technical Bids against the Eligibility Criteria and Evaluation Criteria given in the Tender document. The evaluation will be conducted based on the support documents submitted by the Bidders. The documents which did not meet the eligibility criteria in the first stage of scrutiny will be rejected in that stage itself and further evaluation will not be carried out for such bidders. The technically qualified Bidders alone will be considered for further evaluation.

Envelope – A shall contain only the Technical Bid.

While submitting Technical Bid, the bidder should physically submit 10 nos. of sample of Personalized PVC+PETG EPICs conforming to technical specifications as mentioned in the bid document/ECI guidelines in a sealed envelope during the bid opening at 03:30 P.M on 12.08.2022..

The Unsatisfactory performance is defined as any of the following:

Non responsiveness after getting the Purchase order (or)

Delay in supply of the ordered items etc. (or)

Lack of communication about the delay in deliveries etc.,

In order to qualify as 'Technically Qualified Bidder' (TQB), the bidders should have scored a minimum of 70 marks. Only TQBs with a minimum of 70 marks will be considered for financial Evaluation.

3.5.3 Financial Bid Evaluation

The technically qualified Bidders only will be called for Financial Bid opening. The Financial Bids will be opened in the presence of the technically qualified

Bidders who choose to be present at CEO OFFICE.

The Financial Bid evaluation will be conducted by the Tender Evaluation Committee as per the procedure stipulated in the Tamil Nadu Transparency in Tenders Act, 1998 and Tamil Nadu Transparency in Tenders Rules, 2000 with latest amendments. All the cost in the Financial Bid will be added and evaluated.

In respect of GST, where the bidders are from the State of Tamil Nadu GST shall be included for evaluation. In respect of bidders, who are from outside of Tamil Nadu IGST will be applicable as the case may be.

Financial Bid of the technically qualified bidders alone will be opened and evaluated.

Partial bid is not allowed. Failure to, submit the offer or partial offer will be liable for rejection of the bid itself.

The Bidder, who will be selected after the Financial Bid evaluation will be called as Successful Bidder (L1).

The bidder shall confirm that the Financial Bid confirms to all the terms and conditions stipulated in the tender document. He shall confirm that the Financial Bid is final in all respects and contains no conditions.

Chapter -III

INSTRUCTION TO BIDDERS (ITB)

Section I

Instructions to Bidders on Procedure for Submission of online Bids on Tamil Nadu Tenders Portal (www.tntenders.gov.in)

1. Procedure for Submission of online Bids on MP Tenders Portal	<p>(a) The bidders are required to submit soft copies of their bids electronically on the www.tntenders.gov.in, using valid Digital Signature Certificate. The instructions given below are meant to assist the bidders in registering on the www.tntenders.gov.in, preparing their bids in accordance with the requirements and submitting their bids online on the www.tntenders.gov.in .</p>
	<p>(b) More information useful for submitting online bids on the e-Tender Portal may be obtained at www.tntenders.gov.in</p>
	<p>1. Registration</p> <p>i) Bidders are required to enroll on the e-Tender module of the www.tntenders.gov.in by clicking on the link “Online bidder Enrollment” which is free of charge.</p> <p>ii) As part of the enrolment process, the bidders will be required to choose a unique</p>

	<p>username and assign a password for their accounts.</p> <p>iii) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the www.tntenders.gov.in.</p> <p>iv) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by Controller of Certifying Authorities.</p> <p>v) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC to others which may lead to misuse.</p> <p>vi) Bidder then log in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token</p>
	<p>2. Searching for tender document</p>
	<p>i. There are various search options built in the www.tntenders.gov.in, to facilitate bidders to search</p>

	<p>active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the www.tntenders.gov.in Portal.</p> <ul style="list-style-type: none"> ii. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. iii. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk
<p>2. General</p>	<ul style="list-style-type: none"> i) All the provisions listed out in the Request for Proposal (RFP) issued by the O/o the CEO shall be

	<p>binding upon the participating bidders of this RFP.</p> <p>ii) O/o the CEO will select a single supplier, in accordance with the method of selection as mentioned in RFP.</p> <p>iii) The detailed scope of the assignment/job has been described in the Scope of Work, the date and time and address for submission of the bid have been given in the Tender Schedule.</p> <p>iv) The Purchaser is not bound to accept any or all the bids, and reserves the right to annul the selection process at any time prior to Contract award, Without thereby incurring any liability to the Bidders.</p>
2.1 Only one Bid	A Bidder shall upload only one Financial Bid. If a Bidder submits or participates in more than one bid, such bids shall be disqualified.
2.2 Bid Validity	Indicates the period for which the Bidder's Bid must remain valid after the submission date.
2.3 Consortium	No consortium is allowed. Bids received from Consortiums will be rejected. Subcontracting of any work resulting from the tender is not allowed, except where the RFP

	explicitly allows for the bidder to enter into a contract with a third party
<p>3. Clarification and Amendment of RFP Document</p>	<p>i) Bidders may request a clarification in the RFP document up to the number of days indicated in ‘Tender Schedule’, before the bid submission date. Any request for clarification must be sent to sec2.pelecd@tn.gov.in.</p> <p>ii) At any time, before the submission of Bids, the Purchaser may amend the RFP by issuing an addendum/corrigendum in writing or by standard electronic means.</p> <p>iii) The addendum/corrigendum issued shall be binding on all Bidders.</p>
<p>4. Preparation of Financial bid</p>	<p>i. The preparation of the Financial Bid as well as all related correspondence exchanged by the Bidders and the Purchaser shall be in English.</p> <p>ii. The Financial Bid shall be prepared using the attached Standard Form as in BOQ (MS Excel format). It shall include all costs associated with the Service/Assignment.</p>

	<p>The financial bid shall not include any conditions attached to it. Any such conditional financial bid shall be summarily rejected.</p> <p>iii. The Financial Proposal/ Financial bid format is also provided as BOQ_XXXX.xls along with this tender document at www.tntenders.gov.in</p> <p>Bidders are advised to download this BoQ_XXXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the financial bid. Bidder shall not modify downloaded price bid template in any manner. In case if the same is found to be modified in any manner, bid will be rejected and EMD would be forfeited.</p>
<p>5. Taxes</p>	<p>i. All rates quoted must be FOR destination (as mentioned in the bid) and should include all incidental charges, taxes & duties except GST which should be shown separately and would be paid as per the prevailing rates. Bidders shall mention GST in the financial bid separately as per the</p>

	<p>format provided.</p> <ul style="list-style-type: none">ii. Bidders shall provide the price of their services in Indian Rupees and up to two decimal places only (for example: Rs 00.00)iii. The Service Provider shall be entirely responsible for all taxes, duties, octroi, license fees, and demurrage charges etc., incurred of the contracted Services to the Purchaser except GST which would be payable extra as per the prevailing rates. Bidder shall provide the cost of the services and applicable GST separately as per the format provided in the RFP.iv. If any rates of Tax are increased or decreased, a new Tax is introduced, an existing Tax is abolished, or any change in interpretation or application of any Tax occurs in the course of the performance of the Contract, which was or will be assessed on the Contractor in connection with performance of the Contract, an equitable adjustment of the Contract price shall be made to fully
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	<p>take into account any such change by addition to the Contract price or deduction there from, as the case may be, in accordance with General Terms and Conditions of Tender and Contract hereof.</p>
<p>6. Earnest Money Deposit (EMD)</p>	<p>Earnest money deposit of Rs.5,00,000/- (Rupees Five Lakh only) shall be paid only online through the www.tntenders.gov.in. Pre-Qualification document not accompanied with online Earnest Money Deposit will be rejected as 'Non-responsive' tender.</p> <p>If upon acceptance of tender, the tenderer withdraws his tender or fails to pay the requisite security deposit amount within the specified period of time, the Earnest money deposit paid with the tender will be forfeited.</p> <p>EMD will be retained in the case of a successful tenderer and will not carry any interest. It will be dealt with as provided in the tender.</p> <p>EMD for the unsuccessful tenderers will be refunded automatically, after uploading the LOA in the website.</p>
<p>6.1 Forfeiture of EMD</p>	<p>The entire EMD shall be forfeited</p>

	<p>by the Purchaser in the following events:</p> <ol style="list-style-type: none"> i. If Bidder withdraws its bid during the validity period or any extension agreed by the Bidder thereof. ii. If the Bidder varies or modifies its proposal in a manner not acceptable to the Purchaser after opening of Bid during the validity period or any extension thereof. iii. If the Bidder tries to influence the evaluation process. iv. If the Bidder/s selected as ‘Suppliers’ chose to withdraw the Bid before the finalization process (failure to arrive at consensus by both the parties shall not be construed as withdrawal of Bid by the Bidder).
<p>7. Tender Fees</p>	<p>The tender documents can be downloaded from the websites www.tntenders.gov.in and www.elections.tn.gov.in at free of cost.</p>
<p>8. Performance Security</p>	<p>i) The selected Bidder shall be required to furnish a Performance</p>

Security equivalent to 1% of the assessed project value of the contract for the bidder estimated on the basis of finalized rates in the form of an unconditional and irrevocable Bank Guarantee from a scheduled commercial bank in India in favour of O/o the CEO, Chennai for the entire period of contract with additional 60 days claim period.

ii) Empaneled Service provider shall have to submit additional PBG @ 10 per cent of the cost of the additional allocated volume of work, in case such allocation is required and mutually agreed.

iii) Performance Security shall be submitted by the successful bidder within 15 days of notification of Award of contract but before the signing of the contract.

iv) The successful bidder has to renew the Bank Guarantee on same terms and conditions for the period of extension of contract including claim period.

v) Performance Security would be returned after successful completion of tasks assigned to them and only after adjusting/recovering any dues

	<p>recoverable/payable from/by the Bidder on any account under the contract.</p> <p>vi) On submission of this Performance Security and after signing of the contract, the Bank Guarantee submitted towards EMD would be returned in original</p>
<p>9. Submission, Receipt and Opening of Bids</p>	<p>i) An authorized representative of the Bidders shall digitally sign the documents of the original Financial Bid before uploading on www.tntenders.gov.in website.</p> <p>ii) For instructions on bid preparation and checklist of documents required for bid submission please refer Annexure VIII</p> <p>iii) Bids shall be submitted online only at www.tntenders.gov.in website not later than the time and the date indicated in the Tender Schedule or any extension to this date by the purchaser Any bid received by the Purchaser after the deadline for submission shall not be considered.</p>
<p>10. Right to Accept/ Reject the Bid</p>	<p>The Purchaser reserves the right to accept or reject any Bid and to annul the RFP process and reject all such bids at any time prior to</p>

	<p>award of contract, without thereby incurring any liability to the affected applicant(s) or any obligation to inform the affected applicant(s) of the grounds for such decision. The purchaser reserves the right to reject Incomplete or incorrect bids.</p>
<p>11. Opening of Financial Bids</p>	<p>i)The date & time will be intimated later to the technically qualified bidders.</p> <p>ii)The Purchaser reserves the right to correct any computational errors.</p> <p>If there is a discrepancy between the unit cost and total cost (unit cost multiplied by volume), unit cost will be considered as final number and also in case of discrepancy between words and figures, words will be considered as final figure.</p>
<p>12. Disqualification</p>	<p>Purchaser has the sole discretion to disqualify any applicant and at any time during the evaluation of application, if the applicant:</p> <p>i) Submitted the application after the response deadline:</p> <p>ii) Made misleading or false representations in the forms, statements and attachments submitted as proof of the</p>

	<p>eligibility requirements;</p> <p>iii) Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures etc. in any project in the preceding four years;</p> <p>iv) Submitted an application that is not accompanied by required documentation or is non-responsive;</p> <p>v) Failed to provide clarifications related thereto, when sought;</p> <p>vi) Submitted more than one application either as a Single Agency/ Prime Agency/ consortium member;</p>
<p>13. Award of Contract</p>	<p>i) The Purchaser shall issue work order to the selected Bidder. The Bidder will sign the contract within 7 days of notification of Award of contract.</p> <p>ii) The Bidder is expected to commence the services within 7 days of signing of Contract. In case the winning Bidder fails to start the services within 7 days of signing of contract, then the Purchaser may exercise the right to cancel the</p>

	<p>award of work to the selected bidder and award to the next lowest bidder or cancel the RFP, as the case may be.</p> <p>iii) In exceptional cases O/o the CEO may grant extension if the delay is due to reason not in control of the Service Provider.</p> <p>iv) The successful bidder have to supply the Holograms within 7 days of the indent placed by the O/o the CEO.</p> <p>v) The Holograms shall be supplied with prescribed security features and personalization details printed upon them.</p> <p>vi) However, the specification may change as and when directed by Election Commission of India (ECI) and the Successful Bidder will then have to follow the revised specifications.</p>
<p>14. Termination of Contract</p>	<p>Notwithstanding the duration of the contract/ allocation of volume of work, the termination of the Contract is subject to the conditions as stipulated in General Terms and Conditions of Tender and Contract.</p>
<p>15. Dispute Resolution during the Tender process</p>	<p>i. Settlement of Disputes/ Dispute Resolution Mechanism: If any dispute arises during the tender process related to RFP and other</p>

	<p>bid documents with regard to the interpretation, meaning and breach of the terms of the RFP, the matter shall be referred to "The O/o the CEO" & whose decision shall be final and abided by all stakeholders.</p> <p>ii. Legal Proceedings: All legal proceedings, if necessary arise to institute may by any of the parties (Government or Contractor) shall have to be lodged in courts situated in Chennai.</p>
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Section-II

1) Sale of Bidding/ Tender Documents

- a) The Tender document can be downloaded free of cost from the websites www.tntenders.gov.in and www.elections.tn.gov.in.

2) Bid Prices

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

3) Pre-bid Meeting/ Clarifications

- a) A prospective Bidder requiring any clarification in the Tender may notify CEO, Public (Elections) Department, Tamil Nadu by E-mail as per the Format prescribed in Annexure - 1 to sec2.pelecd@tn.gov.in till 05.00 p.m. 01/08/2022.
- b) The responses to the clarifications will be notified in the websites by means of Clarifications/ to the Tender Document in the www.elections.tn.gov.in. The Corrigendum if any issued in this regard will be uploaded in the website www.elections.tn.gov.in on 08/08/2022 at 05:00 P.M.
- c) The period within which the bidders may seek clarifications under (a) above and the period within which the procuring entity shall respond to such requests for clarifications shall be as under: -
- i. Last date of submitting clarifications requests by the bidder: as per bid document
 - ii. Response to clarifications by procuring entity: as per bid document.

4) Changes in the Bidding Document

- a) 'At any time, prior to 48 hours 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 Tamil Nadu Transparency in Tenders Act, 1998 Tamil Nadu Transparency in Tenders Rules, 2000.

5) Period of Validity of Bids

- a) Bids submitted by the bidders shall remain valid for a period of 180 days.
- b) Prior to the expiry of the period of validity of Bids, the procuring entity, in exceptional circumstances, may request the bidders to extend the bid validity period for an additional specified period of time. A bidder may refuse the request, and such refusal shall be treated as a withdrawal of Bid, and in such circumstances, EMD shall not be forfeited.

6) Submission of Bid

The bid is for "Short listing of print service providers for printing and personalising PVC Electors Photo Identity Cards with security features".

- a) All prospective bidders are advised to carefully go through the bid document provided on the websites www.tntenders.gov.in and www.elections.tn.gov.in as mentioned in the bid document so that they will come to know what exactly is demanded.
- b) All the columns viz. compliance (in Yes or No) of Eligibility Criteria, BOM, Financial Bid and their necessary associated documents properly signed etc. should be duly filled in.
- c) Separate covers to be used for Technical bid containing Eligibility Criteria and technical aspects/information/documents, and financial bid along with respective associated documents as mentioned in the bid document.
- d) 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.

e) While submitting Technical Bid, the bidder should physically submit 10 nos. of sample of Personalized PVC+PETG EPICs conforming to technical specifications as mentioned in the bid document/ECI guidelines in a sealed envelope. All the samples shall be suitably numbered, e.g. 1/10, 2/10 ... 5/10 so on along with marking of bidder's name (in short) & have authorised sign (bidder's name) in such a way that while they are sent for testing by PE, the bidder's annotations may not create any hurdle or problem on or before mentioned date and time failing which the bid may liable to be nonresponsive and rejected. Since bidders belong to the category as mentioned in the Eligibility Criteria at the beginning of this Bid, therefore, with the technical bid, the bidder shall submit its own declaration in favour of PE that the samples submitted with the bid as well as supply of Personalized PVC +PETG EPICs, are strictly conforming to ECI standards/norms/guidelines and as specified in the bid document, otherwise those bids would be rejected out rightly.

f) The PE shall get the samples supplied separately by the bidders tested. If the result of testing any one of the sample(s) attached does not conform to the specifications mentioned in the bid and ECI standards/Guidelines, then the corresponding bid shall be rejected. Therefore, bidders must be careful while submitting a sample of Personalized PVC +PETG EPICs with the bid.

g) The Bids received after the due date and time will not be accepted at any cost.

7) Opening of Bids

a) The Bids shall be opened by the Tender Evaluation Committee on the date and time mentioned in the Tender Schedule in the presence of the Bidders or their authorised representatives who choose to be present.

b) Only Technical bids will be opened first. As per pre-qualification criteria, technical bids of firms meeting Prequalification criteria will be evaluated, and marks will be allotted as per the Technical evaluation criteria given. Procurement Entity (PE) will evaluate Technical Bid(s) as per criteria outlined in this Bid Document or Tamil Nadu Transparency in Tenders Act, 1998 and Tamil Nadu Transparency in Tenders Rules, 2000.

c) The Financial Bids will remain unopened until the technical bid evaluation is done. The Procuring Entity will intimate the date/time of the opening of Financial Bids.

d) In financial evaluation, technical bids qualified will be evaluated, and final selection will be done **based on the lowest rate received**, irrespective of the marks obtained in the technical evaluation

e) The committee may co-opt experienced persons in the committee to conduct the process of Bid opening.

f) 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 EMD, 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 Security Deposit; and other conditions, as specified in the bidding document, are fulfilled.
- any other information which the committee may consider appropriate.

g) The Financial Bid shall be kept unopened and shall be opened later on and the date and time intimated to the bidders who qualify in the evaluation of the technical bid.

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

a) The Technical Bid shall contain the following:

i. Technical Bid Submission Sheet and Technical Bid containing the duly filled in Bidding Forms, pre-qualification criteria documents, documents required for technical evaluation and other Declarations related to Technical Bid and Code of Integrity given as specified in annexure/appendix/bid forms in the Bid Document (Note: If the prescribed formats provided in the Bid Document only, are not duly filled in as per the requirement of Bid Document,

the bid shall be treated as non-responsive bid and lead to rejection);

ii. written confirmation authorizing the signatory of the Bid to commit the Bidder, in accordance with Bid Document;

iii. documentary evidence in accordance with Bid Document establishing the Bidder's eligibility to bid;

iv. samples conforming to the ECI standards/guidelines and as required in the Bid Document;

v. others considered necessary otherwise to strengthen the Bid submitted.

b) The Financial Bid shall contain the following:

i. Financial Bid Submission Sheet and the applicable Price Schedule(s) with supporting relevant documents in accordance with bid document;

ii. Any other document required.

c) **CHECKLIST**

S. No.	Category	Detailed description	Compliance (Yes/No)
1.	Pre-Qualification Criteria	Signed copy of List and Supporting Documents as per Table-1 of Chapter – II and Earnest Money Deposit (EMD)	
2.	Technical Evaluation Criteria	Signed copy of List and Supporting Documents as per Table-2 of Chapter II + copy of the presentation	
3.	Financial Bid	Financial bid filled out in the format.	

* The bidders should upload the above Pre-Qualification, Technical Evaluation Criteria in PDF format and Financial Bid in XLS format.

9) Criteria Cost & Language of Bidding

a) The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the procuring entity shall not be responsible

or liable for those costs, regardless of the conduct or outcome of the bidding process.

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

10) Alternative/ Multiple Bids

Alternative/ Multiple Bids shall not be considered at all.

11) Earnest Money Deposit (EMD)

Every bidder, participating in the procurement process will be required to furnish the EMD as specified in the Tender Schedule.

- a) Earnest money deposit of Rs.5,00,000/- (Rupees Five Lakh only) shall be paid only online through www.tntenders.gov.in.
- b) Pre-Qualification document not accompanied with online Earnest Money Deposit will be rejected as 'Non-responsive' tender.
- c) EMD will be retained in the case of a successful tenderer and will not carry any interest. It will be dealt with as provided in the tender.
- d) EMD for the unsuccessful tenderers will be refunded automatically, after uploading the LOA in the website.
- e) The EMD taken from a bidder shall be forfeited in the following cases, namely: -
 - 1. when the bidder withdraws or modifies its bid after the opening of bids;
 - 2. when the bidder does not execute the agreement, if any, after placement of supply/ work order within the specified period;
 - 3. when the bidder fails to commence the supply of the goods or service or execute work as per supply/ work order within the time specified;
 - 4. when the bidder does not deposit the Security Deposit within the specified period after the supply/ work order is placed; and

5. If the bidder breaches any provision of code of integrity prescribed for bidders specified in the bidding document or as per the state rules, the CEO reserves the right to terminate the contract.

6. if the Bidder does not accept the correction of its Bid Price pursuant to the relevant bidding document. [Correction of Arithmetical Errors].

f) Notice will be given to the bidder with a reasonable time before the EMD deposit is forfeited.

12) Deadline for the submission of Bids

a) Bids shall be submitted in the website www.tntenders.gov.in on or before the last date and time indicated in the Tender Schedule 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.

d) No bidder can submit their bids after 3:00 P.M. on 12.08.2022, since the portal will not allow for submission of bids.

Lack of Competition:

In case a situation of lack of competition arises, the provision given in Tamil Nadu Transparency in Tenders Act, 1998 and Tamil Nadu Transparency in Tenders Rules, 2000 will be followed.

13) Clarification of Bids

a) To assist in the examination, evaluation, comparison and qualification of the Bids, the Tender Evaluation Committee may, at its discretion, ask any Bidder for clarification regarding its Bid. The committee's request for

clarification and the response of the bidder shall be through the website/email.

b) No substantive change to qualification information or to a submission, including changes aimed at making an unqualified bidder, qualified or an unresponsive submission, responsive shall be sought, offered or permitted.

14) Evaluation & Tabulation of Technical Bids

a) Determination of Responsiveness

(i) The Tender Evaluation Committee shall determine the responsiveness of a Bid on the basis of the bidding document and the provisions of pre-qualification/ eligibility criteria of the bidding document.

(ii) A responsive Bid is one that meets the requirements of the bidding document without any material deviation, reservation, or omission (as per Tamil Nadu Transparency in Tenders Act, 1998 and Tamil Nadu Transparency in Tenders Rules, 2000).

b) Tabulation of Technical Bids

Technical Bids shall be tabulated by a Tender Evaluation Committee 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.

15) Evaluation & Tabulation of Financial Bids

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

a) The financial Bids of the bidders who qualified in bid examination shall be opened at the notified time, date and place by the Tender Evaluation Committee in the presence of the bidders or their representatives who choose to be present;

b) The process of opening the financial Bids shall be similar to that of technical Bids.

c) conditional Bids are liable to be rejected;

d) The examination shall include all costs and all taxes and duties applicable to the bidder as per the law of the Central/ State Government/ Local Authorities.

16) Correction of Arithmetic Errors in Financial Bids

The Tender Evaluation Committee shall correct arithmetical errors in substantially responsive Bids, on the following basis, namely: -

- a) if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected unless in the opinion of the Tender Evaluation Committee there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
- b) In case of the discrepancy between the quoted price in numbers and the amount in words, the amount in words will prevail.

18) Price in the evaluation

Price and/ or purchase preference notified by the State Government and as mentioned in the bidding document Bidder must quote only one cost. Cost shall be provided up to two decimal places.

- 1. Bidder shall also separately mention all the statutory taxes, levies, duties etc.

19) Negotiations

Negotiations will be conducted with all the Successful L1 Bidder for improvement in the Scope of Work, Specification, further reduction in price and advancement of delivery schedule.

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

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

thereby incurring any liability to the Bidder.

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

Information of award of contract shall be informed to the selected vendor to their official e-Mail.

22) **Execution of agreement**

In the written intimation of acceptance of its Bid sent to the successful bidder, it shall also be asked to execute an agreement in the format given in the Bidding Document on a non-judicial stamp of requisite value at his cost and deposit the amount of Security Deposit, within a period of 7 days from the date on which the LOA or LOI is dispatched to the Bidder. Letter of Acceptance (LOA) or LOI shall constitute a binding contract until a formal contract is executed.

23) **Cancellation of the procurement process**

a) If any procurement process has been cancelled, it shall not be reopened, but it shall not prevent the procuring entity from initiating a new procurement process for the same subject matter of procurement if required.

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

24) **Right to vary the quantity**

As per the provisions of the Tamil Nadu Transparency in Tenders Act, 1998 and Tamil Nadu Transparency in Tenders Rules, 2000.

25) **Security Deposit**

a) All the successful short-listed bidder have to execute the agreement and furnish Security Deposit.

b) Prior to the execution of the agreement, Security Deposit shall be solicited from the successful short-listed bidder.

c) The amount of Security Deposit shall be about not exceeding 5% of total estimated procurement cost.

d) The Security Deposit shall be furnished by way of Bank Guarantee

of a scheduled bank;

e) Failure of the successful short-listed bidder to submit the above-mentioned Security Deposit or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD.

f) Forfeiture of Security Deposit: The amount of Security Deposit in full or part may be forfeited in the following cases:-

a. 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

b. 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

c. when Bidder short-listed fails to commence or make the complete supply of the Goods or Related Services satisfactorily within the time specified; or

d. When any terms and conditions of the contract are breached; or

e. Failure by the Bidder short-listed to pay the Procuring Entity any established dues under any other contract; or

f. if the Bidder short-listed breaches any provision of the Code of Integrity prescribed for Bidders in the Act and Rules and this Bidding Document.

g) Notice will be given to the bidders short-listed with reasonable time before Security Deposit deposited is forfeited. The decision of PE in this regard shall be final and abided by the bidder.

h) No interest shall be payable on the Security Deposit deposited by the bidders short-listed.

26) **Confidentiality:**

As per the provisions of the Tamil Nadu Transparency in Tenders Act, 1998 and Tamil Nadu Transparency in Tenders Rules, 2000.

27) **Code of Integrity for Bidders**

As per the provisions of Tamil Nadu Transparency in Tenders Act, 1998

and Tamil Nadu Transparency in Tenders Rules, 2000.

28) **Conflict of interest:**

As per the provisions of Tamil Nadu Transparency in Tenders Act, 1998 and Tamil Nadu Transparency in Tenders Rules, 2000.

29) **Interference with Procurement Process**

A bidder, who: -

- a) withdraws from the procurement process after the opening of financial bids;
- b) withdraws from the procurement process after being declared the successful short-listed bidder;
- c) fails to enter into procurement contract after being declared the successful short-listed bidder ;
- d) fails to provide Security Deposit or any other document or security required in terms of the bidding documents after being declared the successful short-listed bidder, without valid grounds, shall, in addition to the recourse available in the bidding document or the contract, be punished with fine which may extend to 50 lacs rupees or 10% of the assessed value of procurement, whichever is less.

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

As per the provisions of Tamil Nadu Transparency in Tenders Act, 1998 and Tamil Nadu Transparency in Tenders Rules, 2000.

31) **Offences by Firms/ Companies**

As per the provisions of Tamil Nadu Transparency in Tenders Act, 1998 and Tamil Nadu Transparency in Tenders Rules, 2000.

32) **Debarment from Bidding**

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

- i. under the Prevention of Corruption Act, 1988 (Central Act No. 49 of

1988);

or

ii. under the Indian Penal Code, 1860 (Central Act No. 45 of 1860) or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of the execution of a public procurement contract.

b. A bidder debarred under (a) above shall not be eligible to participate in a procurement process of any procuring entity for a period not exceeding three years commencing from the date on which he was debarred.

c. If a procuring entity finds that a bidder has breached the code of integrity prescribed in terms of the “Code of Integrity for bidders” above, it may debar the bidder for a period not exceeding three years.

d. Where the entire EMD or the entire Security Deposit or any substitute thereof, as the case may be, of a bidder has been forfeited by a procuring entity in respect of any procurement process or procurement contract, the bidder may be debarred from participating in any procurement process undertaken by the procuring entity for a period not exceeding three years.

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

33) Sample/ Sample Test checking (Supply):

(i) FOR SUMMARY REVISION:-

The concerning DEO acting as PE will take out 5 sample cards out of 10000 Personalized PVC+PETG EPICs on a random basis from the supplied lot of Summary Revision of Electoral Rolls of concerned year and get them tested/checked from Government lab or Government Approved Lab or Private Lab accredited by the National Accreditation Board For Testing And Calibration Laboratories (NABL). The charges towards the testing of sample cards shall be borne by the concerning DEO. In case the test report of sample card(s) failed for the supplied lot of Personalized PVC+PETG EPICs, the lot shall be entirely resupplied on the cost of the bidder to the destination. This means that the lot supplied

should be 100% error-free, then only processing of payment shall be started.

(ii) FOR CONTINUOUS UPDATION:-

DEO acting as PE will take 5 cards for random checking from each lot of 1,000 cards

(iii) The Public (Elections) Department can, at its discretion, randomly select any district of the State in each quarter to get done random testing of PVC + PETG EPIC cards. This random checking will be done at Headquarter level.

34. Sample testing:

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

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

In failure in sample testing conducted by CIPET (or other Government Authorised labs/ testing agencies), there shall be a penalty for each non-compliance. The penalty shall be assessed and levied on each instance of non-compliance of the mentioned tests on a quarterly basis at the rate of 0.1% of the cost of the card (excluding taxes) for the total number of cards in the quarter from which the sample has been picked. The PSP shall rectify the anomaly within 10 days of intimation by CIPET and get the same tested again for compliance.

35) Monitoring :

Regular monitoring will be done by the election department at the HQ level.

Chapter -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: -

1. "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.
2. "Contract Documents" means the documents listed in the Agreement, including any amendments thereto.
3. "Contract Price" means the price payable to the successful/ selected bidder as specified in the Agreement, subject to such additions and adjustments thereto or deductions therefrom, as may be made pursuant to the Contract.
4. "Day" means a calendar day.
5. "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.
6. "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.
7. "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.
8. "Purchaser" means the entity purchasing the Goods and related services, as specified in the bidding document.
9. "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.

10. "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.

11. "The Site," where applicable, means the designated project place(s) named in the bidding document. Note: The bidder shall be deemed to have carefully examined the conditions, specifications, size, make and drawings, etc., of the goods to be supplied and related services to be rendered. If the bidder has any doubts as to the meaning of any portion of these conditions or of the specification, drawing, etc., he shall, before submitting the Bid and signing the contract, refer the same to the procuring entity and get clarifications.

1. **Contract Documents**

Subject to the order of precedence set forth in the Agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory.

2. **Interpretation**

a) If the context so requires it, singular means plural and vice versa.

b) Entire Agreement: The Contract constitutes the entire agreement between the Purchaser and the Supplier/ Selected Bidder and supersedes all communications, negotiations and agreements (whether written or oral) of parties with respect thereto made prior to the date of Contract.

c) Amendment: No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party thereto.

d) Non-waiver: Subject to the condition (f) below, no relaxation, forbearance, delay, or indulgence by either party in enforcing any of the terms and conditions of the Contract or the granting of time by either party to the other shall prejudice, affect, or restrict the rights of that party under the

Contract, neither shall any waiver by either party of any breach of Contract operate as a waiver of any subsequent or continuing breach of Contract.

e) Any waiver of a party's rights, powers, or remedies under the Contract must be in writing, dated, and signed by an authorized representative of the party granting such waiver and must specify the right and the extent to which it is being waived.

f) Severability: If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.

3. **Language**

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 only.

4. **Scope of Supply or Schedule**

a) Subject to the provisions in the bidding document and contract, the goods and related services to be supplied shall be as specified in the bidding document.

b) Unless otherwise stipulated in the Contract, the scope of supply shall include all such items not specifically mentioned in the Contract, but that can be reasonably inferred from the Contract as being required for attaining delivery and completion of the goods and related services as if such items were expressly mentioned in the Contract.

c) The successful short-listed bidders have to supply goods within the period as per the directions of the ECI.

5. **Delivery & Installation (whichever is applicable)**

a) Subject to the conditions of the contract, the delivery of the goods and completion of the related services shall be in accordance with the delivery and completion schedule specified in the bidding document. The details of supply/ shipping and other documents to be furnished by the successful/ selected

bidder are specified in the bidding document and/ or contract.

b) The contract for the supply can be repudiated at any time by the Chief Electoral Officer, Tamil Nadu, if the supplies are not made to his satisfaction after giving an opportunity to the bidder of being heard and recording the reasons for repudiation.

6. **Supplier's/ Selected Bidder's Responsibilities**

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

7. **Contract Price**

a) The Contract Price shall be paid as specified in the contract subject to any additions and adjustments thereto, or deductions therefrom, as may be made pursuant to the Contract.

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**

e) Recoveries of liquidated damages, short supply, breakage, rejected articles shall ordinarily be made from bills.

f) The amount may also be withheld to the extent of short supply, breakages, and rejected articles and in case of failure in satisfactory replacement by the supplier along with the amount of liquidated damages shall be recovered from his dues and security deposit available with the department.

g) In case recovery is not possible, recourse will be taken under Tamil Nadu Revenue Recovery Act or any other law in force.

9. **Taxes & Duties**

a) If applicable, the prevailing taxes, charges etc., if applicable, shall be deducted at source by PE as per prevailing

rates

b) The successful/ selected bidder shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the country for goods supplied from outside India.

c) For goods supplied from within India, the successful/ selected bidder shall be entirely responsible for all taxes, duties, license fees, etc., incurred until the contracted goods are delivered to the Purchaser.

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

10. **Copyright**

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

11. **Confidential Information**

a) The Purchaser and the Supplier/ Selected Bidder shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any drawings, documents, data, or other information furnished directly or indirectly by the other party hereto in

connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract.

b) The Purchaser shall not use such documents, data, and other information received from the Supplier/ Selected Bidder for any purposes unrelated to the Contract. Similarly, the Supplier/ Selected Bidder shall not use such documents, data, and other information received from the Purchaser for any purpose other than the design, procurement, or other work and services required for the performance of the Contract.

c) The above provisions shall not in any way modify any undertaking of confidentiality given by either of the parties hereto prior to the date of the Contract in respect of the supply or any part thereof.

d) The provisions of this clause shall survive completion or termination, for whatever reason, of the Contract.

12. **Packing and Documents**

- c) The Supplier/ Selected Bidder shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. During transit, the packing shall be sufficient to withstand, without limitation, rough handling and exposure to extreme temperatures, salt and precipitation, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the final destination of the Goods and the absence of heavy handling facilities at all points in transit.
- d) The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including_g additional requirements, if any,

specified in the contract and in any other instructions ordered by the Purchaser.

- e) The goods will be delivered at the FOR destination, i.e. Store of the DEO of the district concerned in perfect condition.

13. **Delivery period & Extent of Quantity**

i) The time specified for delivery shall be deemed to be the essence of the contract, and the successful short-listed bidders shall arrange supplies within the period on receipt of the firm order from the DEO concerned.

ii) The selected bidder shall arrange supplies within the stipulated time period.

14) **Payment Terms and Schedule:**

a) 100% Payment shall be made as per details mentioned below by the CEO Office within a month's time after receipt of the delivery acknowledgements and positive testing report by the respective DEOs within a week after the date of delivery. If the DEO fails to acknowledge the receipt of the EPICs within the stipulated time, all the consequences shall be of the DEO concerned in person. Submission of an invoice by the successful short-listed bidder in a triplicate for payment: -

- On complete delivery of Colour Personalized PVC+PETG cards as mentioned in NIB at the stores of DEO;
- After acceptance of the positive testing report by DEO concerned for every supply order placed;
- After deducting all types of penalties, due to any reason mentioned in the bid, if any.

b) The currency or currencies in which payments shall be made to the supplier/ selected bidder under this Contract shall be Indian Rupees (INR) only.

c) All remittance charges will be borne by the supplier/ selected bidder.

d) In case of disputed items, the disputed amount shall be withheld and

will be paid only after settlement of the dispute by the concerning CEO.

e) Any penalties/ liquidated damages, as applicable, for delay and non-performance, as mentioned in this bidding document, will be deducted from the due payments by the concerning CEO.

f) Taxes, as applicable, will be deducted as per the prevalent rules and regulations by the concerning CEO.

g) Payment shall be made to the successful short-listed bidder by the CEO concerned after all necessary formality as per rules have been fulfilled.

15) **PENALTIES:**

I. Risk and Cost:

In case the contractor does not commence the work as required by DEO within the stipulated period, the work can be allotted to 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 the following percentages of the value of Stores with the bidder has failed to supply/ install/ complete:-

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

a) Fraction of a day in the reckoning period of delay in supplies shall be eliminated if it is less than half a day.

b) The maximum amount of liquidated damages shall be 10% of the contract value.

c) If the supplier requires an extension of time in completion of contractual supply on account of the occurrence of any hindrance, he shall apply in writing to the authority, which has placed the supply order, for the same immediately on the occurrence of the hindrance but not after the stipulated date of completion of supply.

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

Note: The supply of Personalized PVC + PETG EPICs to the correct DEO (ERO wise) from the incorrect DEO (in case of the Personalized PVC +PETG EPICs wrongly supplied to incorrect DEO) shall also be counted as delay in supply and added to the delayed period of supply, according to which the LD clause shall be applicable.

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

17) **Legal Proceedings:** All legal proceedings, if necessity arises shall have to be lodged in courts situated in State headquarter - Chennai, Tamil Nadu and not elsewhere by any of the parties.

18) **Force Majeure**

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

b) For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the supplier/ selected bidder that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the supplier/ selected bidder. Such events may

include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

- c) If a Force Majeure situation arises, the supplier/ selected bidder shall promptly notify the Purchaser in writing of such conditions and cause thereof within 15 days of the occurrence of such event. Unless otherwise directed by the purchaser, the supplier/ selected bidder shall continue to perform its obligations under the contract as far as reasonably practical.
- d) If the performance in whole or part or any obligation under the contract is prevented or delayed by any reason of Force Majeure for a period exceeding 60 days, either party at its option may terminate the contract without any financial repercussion on either side.
- e) In case a Force Majeure situation occurs with the purchaser, the purchaser may take the case with the supplier/ selected bidder on similar lines.

19) Termination

a) Termination for Default

- 1. The Chief Electoral Officer who is the Procuring Entity, without prejudice to any other remedy under the provisions of the Act, the Rules or the Contract for breach of Contract, by Notice of default sent to the Supplier, may terminate the Contract in whole or in part:
 - i. if the Supplier fails to deliver any or all of the Goods and/ or Related Services within the period specified in the Contract, or within any extension thereof granted by the Procuring Entity pursuant to the clause mentioned in the bid document; or
 - ii. if the Supplier fails to perform any other obligation under the Contract.
 - iii. if the Supplier, in the judgment of the Procuring Entity,

has breached any provision of the Code of Integrity, as defined in the Act (of the state), the Rules and Code of Integrity, in competing for or in executing the Contract.

2. In the event the Procuring Entity terminates the Contract in whole or in part, pursuant to clause mentioned in Bid Document, the Procuring Entity may procure, upon such terms and in such manner as it deems appropriate, the Goods and/ or the Related Services similar to those undelivered or not performed, and the Supplier shall be liable to the Procuring Entity for any additional costs for such similar Goods or Related Services and such additional cost shall be recovered from the dues of the Supplier with the Procuring Entity.

b) Termination of insolvency

The Procuring Entity may at any time terminate the Contract by giving Notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In such event, the termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Procuring Entity.

c) Termination of Convenience

The Procuring Entity, by Notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The Notice of termination shall specify that termination is for the Procuring Entity's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.

The Goods which have been shipped or dispatched at the time of Supplier's receipt of the Notice of termination may be accepted by the DEO concerned at the Contract terms and prices.

Chapter -v
BIDDING FORM NO.-1:

Technical Bid Submission Sheet

Date:

Tender Ref. No.:

To,

The Additional Chief Electoral officer and
Additional Secretary to Government,
Public (Elections) Department,
Secretariat, Chennai - 600009

We, the undersigned, declare that:

- (a) We have examined and have no reservations about the Bidding Document.
- (b) We declare that we fulfil eligibility criteria as per the technical evaluation sheet and Prequalification criteria in conformity with the Bidding Document and offer to supply in accordance with the specifications, the delivery schedule and other requirements as specified in the bidding document for Supply of Personalized PVC +PETG EPICs as per NIB.
- (c) Our Bid shall be valid for a period as mentioned in the BDS from the date fixed for the bid submission deadline in accordance with the Bidding Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (d) If our Bid is accepted, we commit to provide a Security Deposit in the amount of percent of the Contract Price or shall submit the Security Deposit Declaration, as the case may be, for the due performance of the Contract;
- (e) We are not participating, as Bidder in more than one Bid for the supply of the subject Goods/Matter in this bidding process in the Bidding Document;
- (f) Our firm for any part of the Contract has not been debarred by the State Government or the Procuring Entity or regulatory authority under any applicable law;
- (g) We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed;

- (h) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive;
- (i) We agree to permit the Chief Electoral Officer or the Procuring Entity or DEOs or their representatives to inspect our accounts and records and other documents relating to the bid submission and to have them audited by auditors appointed by them;
- (j) We declare that we have complied with and shall continue to comply with the provisions of the Code of Integrity including Conflict of Interest as specified for Bidders in the Tamil Nadu Transparency in Tenders Act, 1998 and Tamil Nadu Transparency in Tenders Rules, 2000 and this Bidding Document during the procurement process and execution of the Contract till completion of all our obligations under the Contract;
- (k) We hereby agree in principle to be short-listed after mutual agreement.

Name: _____

In the capacity of: _____

Signed: _____

Date: _____

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

Complete Address _____

Tel: _____ Fax: _____ E-mail: _____

BIDDING FORM NO.-2:

Manufacturer and Security Printer Certificate

(To be given on the letterhead of the Manufacturer)

Date: _____

NIB No.: _____

To,

The Additional Chief Electoral officer and
Additional Secretary to Government,
Public (Elections) Department,
Secretariat, Chennai - 600009

WHEREAS

We, who are "manufacturer and security printer" of PVC cards with
security features and personalization process in our in-house
factory(ies) situated at

and also hereby declare that the above PVC + PETG EPIC Cards,
including personalization to be supplied, shall be conforming to ECI
standards, specification of the bid, and other guidelines.

We also know that if our sample(s) submitted with the bid when
tested does/do not conform to ECI standards/guidelines/norms as
mentioned in the bid document (as the case may be), our bid may
be liable to be rejected.

Name: _____

In the capacity of: _____

Signed: _____

Manufacturer' seal: _____

Tel: Fax: e-mail:

Chapter VI

Financial Bid

Bid Document for "Supply of PVC +PETG EPICs"

Tender for Printing and distribution of personalized PVC, Mat Finishing (PVC) + Polyethene Terephthalate Glycol (PETG) Electors Photo Identity Cards (PVC +PETG EPICs) for the voters in the state of Tamil Nadu.

PART- B

FINANCIAL BID (Envelope-B)

(Tender Notice No.1/2022)

Public (Elections-II) Department,

Secretariat,

Fort St. George,

Chennai-600 009

Tamil Nadu

To
The Additional Chief Electoral Officer &
Additional Secretary to Government,
Public (Elections-II) Department,
Secretariat,
Fort St. George,
Chennai-600 009

Madam,

I / We hereby submit the tender for Tender for Printing and distribution of personalized PVC, Mat Finishing (PVC) + Polyethene Terephthalate Glycol (PETG) Electors Photo Identity Cards (PVC +PETG EPICs) for the voters in the state of Tamil Nadu, in accordance with the instructions and guidelines of the Election Commission of India (ECI) and the specifications given in this tender document, to Public (Elections) Department, Chennai-9 as per special Terms and Conditions as well as General Terms and Conditions. The rates are quoted in the prescribed format given below:

Signature of the Bidder

with official seal

FINANCIAL BID (BoQ)

Financial Bid Format (BoQ)

(Selection of Manufacturer and Supplier of personalized PVC, Mat Finishing (PVC) + Polyethene Terephthalate Glycol (PETG) Electors Photo Identity Cards (PVC + PETG EPICs) with security features conforming to ECI guidelines/ standards and specification in bid document.)

Sl. No.	Name and Description of Item	Unit	Amount in Figures		Total cost@ per card (with inclusive of all applicable taxes etc..)
			Unit Cost (in INR)	GST (in %)	
a	B	c	d	e	f =.Col(d)+Col(e)
1.	Printing & Supply of personalized PVC, Mat Finishing (PVC) + Polyethene Terephthalate Glycol (PETG) Electors Photo Identity Cards (PVC +PETG EPICs) with high security Hologram (hot stamped) supplied by the designated vendor; Welcome Letter and Voter's Pledge (Back to back) Voter Guide (Back to back) Envelope indicated above as "EPIC Kit" to be delivered to respective District Election Officers (DEOs) with additional security features as per ECI guidelines.	Per Card			
2	Total Amount in figures				
3	Total Amount in words				

Signature of the authorised person:

Name of the authorised person:

Designation:

Name and Address of Bidder

Stamp of bidder

ANNEXURE-I: PRE-BID QUERIES' FORMAT {to be e-Mailed to sec2.pelecd@tn.gov.in}

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. Such clarifications / queries shall be emailed to sec2.pelecd@tn.gov.in.

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

(To be given on the letterhead of the Manufacturer)

To,

**The Additional Chief Electoral officer and
Additional Secretary to Government,
Public (Elections) Department,
Secretariat, Chennai - 600009.**

Ref: NIB No. date:

WHEREAS

We, who are "manufacturers and security printer" of

having factory(ies)
at

do hereby authorise (Name)

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

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

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

Thanking you,

Name of the Bidder: -
Authorised Signatory: -
Seal of the Organization: - (Includes
complete address)

Verified Signature:
Name:
Position:

Date: -----

Place: -----

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

To,

**The Additional Chief Electoral officer and
Additional Secretary to Government,**
Public (Elections) Department,
Secretariat,
Chennai - 600009.

Declaration by Successful Bidder

In relation to my/our bid submitted for "Supply of Personalized PVC + PETG EPIC cards with security features" conforming to specifications in Bid & ECI standards in response to the NIB Ref. No. ___ dated ___ as an Owner/ Partner/ Director/ Auth. Signatory of, I/ We hereby declare that: -

- a) We are eligible and possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
- b) We have fulfilled my/ our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
- c) We are not insolvent in receivership, bankrupt or being wound up, not have my/our affairs administered by a court or a judicial officer, not have its business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;
- d) We do not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
- e) We do not have a conflict of interest as specified in the Tamil Nadu Transparency in Tenders Act, 1998 and Tamil Nadu Transparency in Tenders Rules, 2000 and this bidding document which materially affects the fair competition.
- f) We are having an unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of

time by any State/ Govt. of India / PSU/ UT.

- g) We do not have any previous transgressions with any entity in India or any other country during the last three years
- h) We do not have any debarment or black-listed by any other procuring entity
- j) We have complied and shall continue to comply with the Code of Integrity as specified in the Tamil Nadu Transparency in Tenders Act, 1998 and Tamil Nadu Transparency in Tenders Rules, 2000 and this Bidding Document, till completion of all our obligations under the Contract will not sublet the contract if awarded to us.
- k) We agree to extend the validity of the bid submitted on the communication of the PE.
- l) We have not modified, changed etc. any word/line/para/text mentioned in the bid downloaded from the website(s) as mentioned in the bid; otherwise, we know that our bid shall be cancelled and rejected if the submitted bid has a deviation of word/line/ para/text from the original bid.
- m) We agree to submit appropriate Security Deposit within the time period specified in the bidding document; otherwise, we know that Procuring Entity has full rights to reject our bid and also agree to extend the bid validity period, if any, and extend the contract period unconditionally.
- n) We have submitted only one bid.
- o) During the contract period, we will collect EPIC data of electors from (O/o. CEO/DEO and us) which are required to personalize the PVC +PETG EPICs otherwise immediately for extra data/incomplete data will bring this into the knowledge of CEO/DEOs to rectify.
- p) After personalisation at our manufacturing site, we shall return the personalized PVC + PETG EPIC as mentioned in the NIB, along with data to the concerned DEO and get a receipt.
- q) We understand the IPR of the EPIC data given for personalization by us lies with your department or ECI and will hereby undertake that the given data shall not be copied in any form, not shown/given to any entity, not retained in any form, not used for the purpose other than the purpose mentioned in the bid etc. The data shall be erased entirely once the matter of the lot of supply is materialized/settled.
- r) If this declaration is found to be incorrect then without prejudice to any other action that may be taken as per the provisions of the Tamil Nadu

Transparency in Tenders Act, 1998 and Tamil Nadu Transparency in Tenders Rules, 2000, my/ our security may be forfeited in full and our bid, to the extent accepted, may be cancelled.

Thanking you,

Name of the Bidder: -

Authorised Signatory: -

Seal of the Bidding Organization: -

Date: _____

Place: _____

ANNEXURE-IV: CERTIFICATE OF CONFORMITY/ NO DEVIATION

{to be filled by the bidder}

To,

The Additional Chief Electoral officer and
Additional Secretary to Government,
Public (Elections) Department,
Secretariat, Chennai - 600009.

CERTIFICATE

1. This is to certify that, the specifications of “Personalized PVC +PETG EPICs with security features” which I/ We have mentioned in the Technical bid, and which I/ We shall supply if I/ We am/ are awarded with the work, are in conformity with the minimum specifications of the commodity mentioned in the bidding document and that there are no deviations of any kind from the required specifications.
2. Also, I/ we have thoroughly read the bidding document Tamil Nadu Transparency in Tenders Act, 1998 and Tamil Nadu Transparency in Tenders Rules, 2000 issued and by signing this certificate, we hereby submit our token of unconditional acceptance to all the terms & conditions of the bidding document without any deviations.
3. I/ We also certify that the price I/ we have quoted is inclusive of all the cost factors involved in “Supply of Personalized PVC +PETG EPICs with security features”, as mentioned in the NIB, to meet the desired Standards set out in the bidding Document/ECI.
4. I/We are “PVC Card Manufacture and Security Printer” and declare that Personalized PVC +PETG EPICs supplied shall be conforming to the specifications mentioned in the Bid Document and to the ECI norms/guidelines/circulars.
5. I/We, understand the IPR of the EPIC data given for personalization by us, lies with your department or ECI and will hereby undertake that the given data shall not be copied in any form, not shown/given to any entity, not retained in any form, not used for the purpose other than the purpose mentioned in the bid etc. The data shall be erased entirely once the matter of the lot of supply is materialized/settled.

Thanking you,

Name of the Bidder: -

Authorised Signatory: -

Seal of the Organization: -

Date: _____

Place: _____

ANNEXURE-V: BILL OF MATERIAL (BOM)

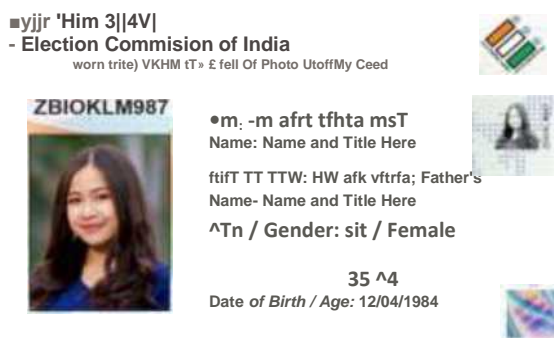
S. NO.	DESCRIPTION OF ITEM	ESTIMATED QUANTITY TO BE SUPPLIED DURING THE CONTRACT PERIOD	BIDDERS ACCEPTAN CE OF SUPPLY AS PER T&C MENTIONE D IN THE BID DOCUMENT (YES/NO)
	SHORTLISTING OF SUPPLIER FOR SUPPLY OF PERSONALIZED PVC ELECTORS' PHOTO IDENTITY CARDS (EPICS) WITH SECURITY FEATURES CONFORMING TO ECI GUIDELINES & COMPLIANCE TO THE BID.	80 LACS PERSONALIZED PVC +PETG EPICS PER YEAR (Approx)***	

*** The quantity may vary according to volume of inclusions/corrections/transpositions of electors.

ANNEXURE-VI:

Indicative Sample of PVC EPIC

Sample of Colour Personalized PVC EPIC (Indicative only):



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

ANNEXURE-VII: DRAFT AGREEMENT OF CONTRACT FORMAT

{to be mutually signed by selected bidder and procuring entity}

(This Agreement shall be executed on the non-judicial stamp-paper)

Agreement

An agreement made this _____ day of _____ between

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

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

NOW THIS AGREEMENT WITNESSES AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract referred to.
2. The bid document issued vide even no.dated _____ and work order no. _____ dated _____ shall be deemed to form and be read and construed as part of this Agreement.
- 3.1 The contract period is for 4 years, can be extended to maximum 12 months with mutual consent. (Initially contract will be made for first 4 years and renewed for 12 more months upon mutual consent with same rates).
- 3.2 The period of contract may also be reduced/modified/ contract can be terminated on the basis of instructions/directions of ECI & decision of CEO, Tamil Nadu.
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%

Note:

- i. Fraction of a day in reckoning period of delay in supplies/ maintenance services shall be eliminated if it is less than half a day.
 - ii. The maximum amount of agreed liquidated damages shall be 10%.
 - iii. If supplier requires an extension of time in completion of contractual supply on account of occurrence of any hindrances, he shall apply in writing to the authority which had placed the work order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.
 - iv. Delivery period may be extended with or without liquidated damages if the delay in the supply of goods in on account of hindrances beyond the control of supplier.
6. The (Tamil Nadu Transparency in Tenders Act, 1998 and Tamil Nadu Transparency in Tenders Rules, 2000) promulgated, their amendments issued by the State Government shall also be the part of this contract agreement.
7. We, understand the IPR of the EPIC data given for personalization by us, lies with

your department or ECI and will hereby undertake that the given data shall not be copied in any form, not shown/given to any entity, not retained in any form, not used for the purposed other than the purpose mentioned in the bid etc. The data shall be erased entirely once the matter of the lot of supply is materialized/settled.

8. All disputes arising out of this agreement and all questions relating to the interpretation of this agreement shall be decided as per the procedure mentioned in the RFP document.
9. The CEO concerned hereby covenants to pay the Supplier in consideration of the provision of the Goods and Related Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

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

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

Annexure VIII

**BANK GUARANTEE FOR SECURITY DEPOSIT
(To be Stamped in accordance with Stamp Act)
The non-judicial stamp paper should be in the name of issuing Bank**

Ref.

Bank Guarantee No.....

Date

To

The Chief Electoral Officer and
Principal Secretary to Government,
Secretariat,
Chennai - 600009
Tamil Nadu.

Dear Sir,

1. In consideration of the Public (Election) Department, Govt. of Tamil Nadu, Chief Electoral Officer, Tamil Nadu (hereinafter referred to as the „bid inviting agency and purchaser’ which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assigns) having awarded to M/s with its Registered/Head office at (hereinafter referred to as the “Supplier” which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), a Contract by issue of Notification of award No dated and the same having been acknowledged by the Supplier, resulting in a Contract, bearing No dated valued atfor (scope of Contract) and the Supplier having agreed to provide a Contract Performance Guarantee for the faithful performance of the entire Contract not exceeding Rs (in words & figures).
2. We..... (Name & Address of Bank Branch) having its Head Office at (hereinafter referred to as the „Bank’, which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns) do hereby guarantee and undertake to pay the amounts due and payable under this guarantee without any demur, reservation, context, recourse or protest and/or without any reference to the Supplier merely on a demand from the Purchaser stating that the amount claimed is

due by way of loss or damage caused to or would be caused to or suffered by the Purchaser by reason of breach by the said Supplier(s) of any of the terms or conditions contained in the said Agreement or by reason of the Supplier(s)' failure to perform the said Agreement. Any such demand made on the Bank shall be conclusive and binding notwithstanding any difference between the Purchaser and the Supplier or any dispute pending before any Court, Tribunal, Arbitrator or any other authority. We agree that the guarantee herein contained shall be irrevocable and shall continue to be enforceable till the Purchaser discharges this guarantee.

3. The Purchaser shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee, from time to time to extent the time for performance of the Contract by the Supplier. The Purchaser shall have the fullest liberty, without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the Supplier, and to exercise the same at any time in any manner, and either to enforce or to forbear to enforce any covenants, contained or implied, in the Contract between the Purchaser and the Supplier or any other course or remedy or security available to the Purchaser. The Bank shall not be released of its obligations under these presents by any exercise by the Purchaser of its liberty with reference to the matters aforesaid or any of them or by reason of any other act of omission or commission on the part of the Purchaser or any other indulgences shown by the Purchaser or by any other matter or thing whatsoever which under law would, but for this provision have the effect of relieving the Bank.
4. The Bank also agrees that the Bid Inviting Agency/Purchaser at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance without proceeding against the Supplier and notwithstanding any security or other guarantee the Purchaser may have in relation to the Supplier's liabilities.
5. This guarantee will not be discharged due to the change in the constitution of the Bank or the Supplier(s)/Service Provider(s).
6. Notwithstanding anything contained hereinabove:
 - a. Our liability under this guarantee is restricted to Rs (in words & figures).
 - b. This Bank Guarantee will be valid upto; and
 - c. We are liable to pay the guarantee amount or any part thereof under this Bank Guarantee only upon service of a written claim or demand by you on or before

In witness whereof the Bank, through its authorised officer, has set its hand and stamp on this....day of2022 at

WITNESS

(Signature)

(Signature)

(Name)

(Name)

(Official Address)

(Designation with Bank Stamp)

Attorney as per Power of Attorney No Dated

ANNEXURE IX

List of Documents Submitted

Date :

Bid No.:

To

Additional Chief Electoral Officer and
Additional Secretary to Government,
Secretariat, Chennai – 600009
Tamil Nadu.

We, the undersigned, declare that:

The following documents listed herein have been submitted –

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

(Signature)

Authorized Signatory

Name :

Designation :

Office Seal :

Place : Date:

Annexure X

By Email

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 23/EPIC Security/2021-ERS

Dated: 5th October, 2021

To,

The Chief Electoral Officers of all States/UTs.

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

Madam/Sir,

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

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

Yours faithfully








(RITESH SINGH)
UNDER SECRETARY

Improvements in security features of EPIC

The Commission has decided that :-

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

Security Features for EPIC

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

4.

Contd....

SPECIFICATION OF AADHAAR PVC CARD, ENVELOPE AND COVER LETTER

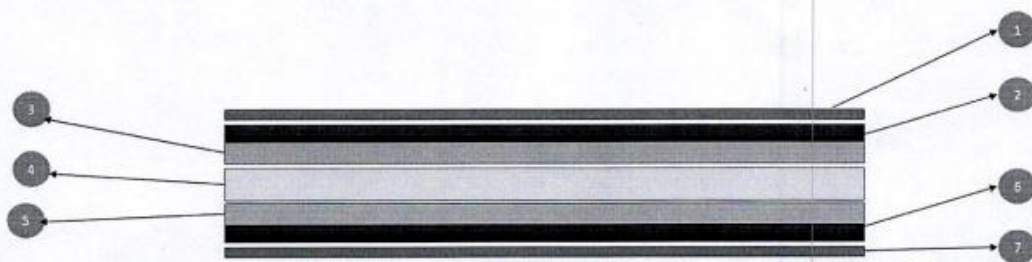
(A) AADHAAR PVC Card

1. Printing of Aadhaar PVC Card shall be as per the specifications of design and color scheme indicated by UIDAI.
2. Specifications of Aadhaar PVC Card:

	Material	Poly Vinyl Chloride(PVC) + Polyethylene Terephthalate Glycol (PETG) Proposed Layering is mentioned in RFP document
	Lamination (Overlay)	Glossy / Mat finishing
	Card Size	CR 80 (86 mm x 54 mm x 0.76mm)
	Thickness	760 microns (+/- 10%)
	Color	Card will follow existing color scheme of Aadhaar Letter: <ul style="list-style-type: none"> - White background for normal Aadhaar - Light blue for Bal Aadhaar (resident in age group 0-5 yrs)) or other color scheme as decided by UIDAI time to time.
	Design and layout	Indicative design provided in RFP. UIDAI may alter the design, color scheme and layout any time before or during the currency of the contract.
	ISO Standard	CR-80 type adhering to ISO/ IEC 7810 /10373 standards
	Special feature	QR Bar code with 3000 + text characters. However, UIDAI may alter the size, specifications and layout of the QR code any time before or during the currency of the contract.
	Personalization	Digital Laser printing of 600 dpi * 600 dpi for QR code , variable data printing (including regional language) on both sides of the card.
	Indicative list of card features	<ul style="list-style-type: none"> • Hologram: Hologram size (after stamping) : 16mm X 12mm. To be hot stamped made up of 19 -23 Micron polyester film of Gold/Silver shade. • Micro text : Text as border of the Photograph in size 19 to 25 micron • Ghost Image Printing : Resident Photograph (Front side) • Guilloche pattern on the base of the card. Design shall be provided by UIDAI

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

Proposed Layering of Aadhaar (PVC+PETG) Card



- 1,7: Overlay 50 Micron Top and Bottom**
2,6: Variable Data Print layer (LASER Printing 600 DPI and Above)
3,5: PVC Layer 180 Micron Top and Bottom
4: PetG Middle Layer 340 Micron

(B) ENVELOPE

1. Printing of Envelope shall be as per the specifications of design and colour scheme indicated by UIDAI.
2. Specifications of envelope:

S No	Item	Specifications
1.	Envelope type	<ul style="list-style-type: none"> Secured, protected window type for address & tracking barcode visibility. Window Film – 25 microns with proper stiffness, high tensile strength, excellent optics and good water barrier properties.

		<ul style="list-style-type: none"> • 22.6x28.4cm open - 10.7x24cm close size • 100 GSM Maplitho paper • Die cut with Re moisture glue pasting on flap
2.	Dimensions	To accommodate one Aadhaar (PVC+PETG) Card and Cover letter. Should support automatic insertion/enveloping.
3.	Color	Pre-printing in 4 color

(C) COVER LETTER

1. Printing of cover letter shall be as per the specifications of design and colour scheme indicated by UIDAI.
2. Specifications of cover letter:

S No	Item	Specifications
1.	Cover letter type	The material/paper should be 80 GSM Maplitho paper. Variable data to be printed on the letter along with Auto Folding, card affixing and inserting
2.	Dimensions	210mm x 297mm
3.	Color	Pre-Printing in 4 color for Aadhaar logo and tag line. Variable data should be in single color (black)
<i>Note: the matter for printing shall be provided to the selected PSP.</i>		

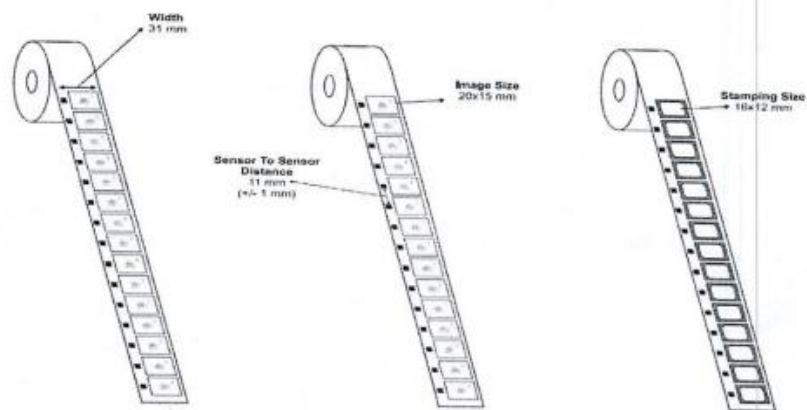
SPECIFICATIONS OF AADHAAR HOLOGRAM

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

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

Sl. No.	Area	Requirement
1.	Holographic Features	<p>Indicative list of high security anti-counterfeiting holographic features are:</p> <p>Overt:</p> <ul style="list-style-type: none"> • Motion Effects • Multi Channel Effects • True Color effects • Gradient effects <p>Covert:</p> <ul style="list-style-type: none"> • Micro Security Features • CLR based effects <p>Forensic:</p> <ul style="list-style-type: none"> • Nano Security Features <p>Note: Selected bidder will be required to provide 5 sample designs in consultation with UIDAI based on aforesaid (or other better) features for finalization by UIDAI before MASTER creation. Ownership of finalized Master will remain with UIDAI.</p>
2.	Hologram Size	Hologram size (before stamping) : 20mm X 15mm Job size or die size (after stamping) : 16mm X 12mm
3.	Hologram Type	The security hologram must be suitable for hot stamping on UIDAI card. It should be as per the design, approved and finalized by UIDAI.
4.	Film Type	Vacuum metalized, 19 to 23 micron polyester film of Silver and Gold shade to be used.
5.	Adhesive	Thermo Plastic polymer based adhesive to be used.
6.	Hologram color	Gold/Silver Foil to be used
7.	Numbering	Each hologram has to be serially numbered to ensure proper accountability of the holographic hot stamping foil (numbering must not vanish by rubbing fingers upon it). Numbering may be on the holographic hot stamping foil over the holographic design or on the foil. However, upon hot stamping it must not get transferred on to the card.

- Selected bidder will be required to make delivery for the holograms to 2 PSP(s) selected by UIDAI (through separate RFP) without any extra cost.
- Details of the PSP Including name, location of delivery (within India), SPOC etc will be shared with selected bidder only.
- Bidder should maintain delivery proofs duly signed by Bidder as well as receiving PSP indicating Date/Time/Quantity etc.
- The diagrammatic representation of the UIDAI hologram for dimensions pre hot stamping and post hot stamping are as under:



(Representational Image Only)

By Post/ Email

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

No. 23/ID/2021-ERS

Dated: 22nd June, 2021

To,
The Chief Electoral Officers of all States/UTs

Subject: - Provision regarding free of cost Replacement EPIC to the electors.

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

Sir/Madam,

I am directed to refer to the subject cited and to state as per Commission's existing instructions new EPIC is provided to the elector free of cost whereas a fee of Rs 25/- is charged for Replacement EPIC. Now, in supersession of all previous instructions, the Commission has decided that henceforth Replacement EPICs will also be provided free of cost to the electors.

Yours faithfully,



(RITESH SINGH)
UNDER SECRETARY

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

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

Dated: 14th October, 2021

To

Chief Electoral Officers of all States/UTs

Sub: Distribution of EPIC in a designed envelope - reg

Sir/Madam,

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

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

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

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

Yours faithfully


ANUJ CHANDAK
(JOINT DIRECTOR)



- 1950** வாக்காளர் உதவிகள்
- வாக்காளர் சேவைகளை செயலிய நிறுவவும்
- வாக்குறுதி மையம் செயலி செயலி நிறுவவும்
- eci.gov.in/web-radio வாக்காளர் சேவை நிறுவவும்

முன்னறிவு மையம் மூலம் வாக்காளர் உதவிகள்



வாக்காளர் உதவிகள்

வாக்காளர் உதவிகள்
 உதவிகள்
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வாக்காளர் உதவிகள்
 உதவிகள்
 உதவிகள்

வாக்காளர் உதவிகள்

1950 | <https://voterportal.eci.gov.in> | www.nvsp.in

உங்களுக்கு வேண்டிய
 அனைத்து செய்திகளும்
 தெரிந்துகொள்ளவும்

வாக்காளர் உதவிகள்
 உங்கள் வாக்கு முக்கியமானது

மனசாட்சியை
 வாக்காளர்கள்

தேர்தல் குறித்து
 விவரங்கள்
 தெரிந்துகொள்ள
 இங்கு



இணையத்தில் மட்டுமே செய்யவும்
 அல்லது உங்கள் விவரங்களை
www.nvsp.in
 இல் சேர்ந்துகொள்ளவும்

மாவட்டத் தேர்தல் அதிகாரி

உங்கள் வாக்கு, உங்கள் உரிமை.



மாவட்டம்,
தமிழ்நாடு.

அன்பார்ந்த வாக்காளர்களே,

உங்கள் முகப்படித்துடன் கூடிய வாக்காளர் அடையாள அட்டை(EPIC)-ஐ பெற்றதற்கு வாழ்த்துக்கள் ! உலகின் மிகப்பெரிய மக்களாட்சியின் ஒரு அங்கமான மற்றும் மதிப்புமிக்க உறுப்பினரான உங்களை இந்தியத் தேர்தல் ஆணையம் வரவேற்கிறது. நீங்கள் வாக்காளராகப் பதிவு செய்ததில் நாங்கள் மகிழ்ச்சியடைகிறோம் — வாக்குரிமை என்பது ஒரு சிறப்புத் தகுதி மற்றும் பொறுப்பும் ஆகும் ! இந்தியத் தேர்தல் ஆணையம் சுதந்திரமான, நியாயமான, அணுகக்கூடிய, அனைவரையும் உள்ளடக்கிய, வெளிப்படையான மற்றும் நேர்மையான தேர்தல்களை நடத்துவதில் தன்னை ஈடுபடுத்திக் கொண்டுள்ளது .

உங்கள் வாக்கு மதிப்புமிக்கது. எனவே உங்கள் சரதந்தையை அறிவுப்பூர்வமாக சிந்தித்து தேர்ந்தெடுப்பதற்காக ஒவ்வொரு தேர்தலிலும் நீங்கள் பங்கேற்க வேண்டுகொண்டு நாங்கள் உங்களை வலியுறுத்துகிறோம். தேர்தல் நாளுக்கு முன்னர், போட்டியும் வேட்பாளர்களின் விவரங்கள், வாக்காளர் பட்டியலில் உங்கள் பெயர் மற்றும் வாக்குச் சாவடி குறித்த விவரங்கள் ஆகியவற்றை சரிபார்க்கவும். தேர்தல் தொடர்மான அனைத்து விவரங்களுக்கும் விவான தகவல்களை இத்துடன் இணைக்கப்பட்டுள்ள வாக்காளர் கையேடு வழங்குகிறது.

தேர்தல் அன்று, மின்னணு வாக்குப் பதிவு சூயந்திரத்தில் உங்களுக்கு விருப்பமான வேட்பாளரின் பெயருக்கு நேராகவுள்ள பொத்தானை அழுத்திய பின்னர், வாக்காளர் தாம் அளித்த வாக்கினை சரிபார்க்கும் கருவி (VVPAT)-ல் உள்ள திரையின் மூலமாக தங்கள் வாக்கினை சரிபார்க்கவும். நாட்டின் எதிர்காலத்தை குறிக்கும் அடையாளமாக மையப்பட்டு உங்கள் வீரலை பெருமையுடன் உயர்த்திக்காட்டுங்கள் !

இந்த மகத்தான பயணத்தை தொடங்கியதற்கு இந்தியத் தேர்தல் ஆணையத்தின் வாழ்த்துக்கள்.

வாக்களிப்பதற்கு வாழ்த்துக்கள்!!

வாழ்த்துக்களுடன்,

Dear Voters,

மாவட்டத் தேர்தல் அதிகாரி

Congratulations on receiving your EPIC-Electors Photo Identity Card! The Election Commission of India welcomes you as an integral & valued member of the world largest democracy.

We are happy that you have enrolled as a voter-Right to vote bestows privilege & responsibility. Election Commission of India is committed to free, fair, accessible, inclusive, transparent & ethical elections.

Your vote is valuable & hence we urge you to participate in each election by choosing your representative wisely. Prior to poll day, check details of contesting candidates, your name in voter list & polling booth details. The attached voter guide provides detailed information on all election related queries.

On poll day, press the EVM button against the candidate of your choice & verify your selection on the screen of VVPAT. Be a proud voter & Showcase your inked finger!

Greetings from Election Commission of India for embarking on this epic journey.

Happy Voting

With Best Wishes,

DEO



இந்தியத் தேர்தல் ஆணையம்

உதவி எண் 1950 | <https://eci.gov.in/> | www.nvsp.in



வாக்காளர் செயல்களை
செயல்பாடு திறமையாக



வாக்காளர்களின் உறுதிமொழி

இந்திய குழமக்களாகிய நாங்கள், ஜனநாயகத்தின் மீது உறுதியான நம்பிக்கை கொண்டு, நம் நாட்டின் ஜனநாயக மரபுகளையும், சுதந்திரமான, நியாயமான மற்றும் அமைதியான தேர்தல்களின் கண்ணியத்தையும் நிலைநிறுத்துவோம் என்றும், ஒவ்வொரு தேர்தலிலும் எவ்வித அச்சமின்றியும் மதம், இனம், சாதி, சமூகத் தாக்கமின்றியும் அல்லது வேறு ஏதேனும் தூண்டுதல்களின்றியும் வாக்களிப்போம் என்றும் இதனால் உறுதியளிக்கிறோம்.

ELECTOR'S PLEDGE

we, the citizens of India, having abiding faith in democracy, hereby pledge to uphold the democratic traditions of our country & dignity of free, fair and peaceful elections & to vote in every elections fearlessly & without being influenced by considerations of religion, race, caste, community, language or any inducement.

உங்களின் முன்புடித்துடல் அல்லது வாக்களிப்பது
இவ்வாறு சட்டம், என்னைப் பரிபூரணமாகும்

வாக்காளர் சேவை செய்தல்

- வாக்குச்சாலைக்குச் செல்லும் வழி- உங்களின் வாக்குச் சாலைக்குச் செல்லும் வழியை வலுவாகக் கவனிப்பதற்கு
- வாக்காளர் பட்டியலில் உங்கள் பெயரைத் தேடிவந்தல்
- உங்களுக்கு வாக்குச் சாலைக்குச் சிறுவர்களைத் தெரிந்து கொள்வதற்கு
- வாக்காளர் இவ்வாறு சட்டம், என்னைப் பரிபூரணமாகும்
- என்னைப் பரிபூரணமாகும்
- 99 சட்டம், என்னைப் பரிபூரணமாகும்

வாக்காளர் இணையமுகப்பு

- உங்கள் சட்டம், என்னைப் பரிபூரணமாகும் வாக்களிப்பது
- வாக்காளர் பட்டியலில் உங்கள் பெயரைத் தேடிவந்தல்
- உங்களுக்கு வாக்குச் சாலைக்குச் சிறுவர்களைத் தெரிந்து கொள்வதற்கு (வாக்குச் சாலை/வாக்களிப்பது சிறுவர்களைத் தெரிந்து கொள்வதற்கு)
- வாக்காளர் இவ்வாறு சட்டம், என்னைப் பரிபூரணமாகும்
- என்னைப் பரிபூரணமாகும்
- 99 சட்டம், என்னைப் பரிபூரணமாகும்



எனது வாக்கு முக்கியமானது

வாக்களிப்பது என்னைப் பரிபூரணமாகும்

ஆணையர் வழி வாய் பதிவு செய்ய ஆர்வமுள்ள உங்களை விவரங்களை www.nvsp.in என்ற ஆணையரின் சேமிக்கவும்

1950 வாக்காளர் உதவி எண்

வாக்காளர் சேவைகளை செயல்படுத்தும்

தமிழகத்தின் வாக்காளர் பதிவு செயல்படுத்தும்

eci.gov.in/web-portal என்ற இணைய இடத்தில்

TNElectionsCEO
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ceotamilnadu



ஆந்திரியத் தேர்தல் ஆணையம்

தில்லை சாலை, அலகாபாத் சாலை, புதுதில்லி - 110001

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

வாக்காளர் கையேடு

ஆந்திரியத் தேர்தல் ஆணையம்

தேர்தலுக்கு வாக்காளர்கள் கிராமம், பி.கே.பட்டி



வாக்காளர்களுக்கான முக்கிய தகவல்

வாக்காளர் பட்டியல் உங்கள் கையேடு



voterportal.eci.gov.in வாக்காளர் பட்டியல்

- பட்டி அட்டைகளைத் தவிர்த்தல்
- EBD உட்பட வாக்காளர் பதிவு செய்தல்
- EBD உட்பட வாக்காளர் பதிவு செய்தல்
- வாக்காளர் சேவை தகவலைப் பற்றியும் பார்க்கவும்

வாக்காளர் சேவை தகவல்



voterportal.eci.gov.in என்ற இணைய இடத்தில் வாக்காளர் சேவை தகவலைப் பற்றியும் பார்க்கவும்

வாக்காளர் சேவை தகவல்



வாக்காளர் சேவை தகவலைப் பற்றியும் பார்க்கவும்

தேர்தல் நேரம்



1950 என்ற உதவி எண் வாக்காளர் சேவை தகவலைப் பற்றியும் பார்க்கவும்

வாக்காளர் சேவை தகவலைப் பற்றியும் பார்க்கவும்

வாக்காளர் சேவை தகவலைப் பற்றியும் பார்க்கவும்

தேர்தல் நாளில்

தேர்தலுக்கு வாக்காளர்கள் கிராமம், பி.கே.பட்டி



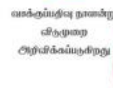
வாக்காளர் சேவை தகவலைப் பற்றியும் பார்க்கவும்



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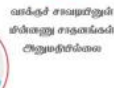
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வாக்காளர் சேவை தகவலைப் பற்றியும் பார்க்கவும்

உங்களை மதிப்பிற்குரிய வாக்காளர் ஆள்



1 வாக்காளர் சட்டம், வாக்காளர் சட்டம், வாக்காளர் சட்டம்



2 வாக்காளர் சட்டம், வாக்காளர் சட்டம்



3 வாக்காளர் சட்டம், வாக்காளர் சட்டம்



4 வாக்காளர் சட்டம், வாக்காளர் சட்டம்



5 வாக்காளர் சட்டம், வாக்காளர் சட்டம்



6 வாக்காளர் சட்டம், வாக்காளர் சட்டம்



7 வாக்காளர் சட்டம், வாக்காளர் சட்டம்



8 வாக்காளர் சட்டம், வாக்காளர் சட்டம்

வாக்காளர் சட்டம், வாக்காளர் சட்டம்

வாக்காளர் சட்டம், வாக்காளர் சட்டம்

வாக்காளர் சட்டம், வாக்காளர் சட்டம்

வாக்காளர் சட்டம், வாக்காளர் சட்டம்



இந்தியத் தேர்தல் ஆணையம்
உதவி எண் 1950 | <https://voterportal.eci.gov.in> | www.nvsp.in

வாக்காளர் எம்ப்ளம் பெறும் செயலிணை

குலைமைத் தேர்தல் அதிகாரி / மாவட்டத் தேர்தல் அதிகாரிகளுக்கான பகுதி

பெறுநர்,



அனுப்புநர்,
மாவட்டத் தேர்தல் அதிகாரி
மாவட்டம், தமிழ்நாடு.



வாக்காளர் சேவைகளை செயல்பட நிறுவவும்



வாக்களிக்க தயாராகியுங்கள்
உங்கள் வாக்கு முக்கியமானது



இலாபநோக்கற்ற மதிப்பு செய்வதில் ஆர்வத்துடன் உங்களை விவரங்களை

www.nvsp.in

ஆம் சரிபார்க்கவும்

1950 வாக்காளர் உதவி எண்

வாக்காளர் சேவைகளை செயல்பட நிறுவவும்

மாவட்டத் தேர்தல் அதிகாரிகளுக்கான செயல்பட நிறுவவும்

eci.gov.in/web-radio
வாக்காளர் தொடர்பு முகவரி

By E-mail/ Speed Post

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.23/ID/2021-ERS

Dated: 17th January, 2022

To,

The Chief Electoral Officers of
all States/ UTs.

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

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

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

Sir/Madam,

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

Yours sincerely,



(RITESH SINGH)

UNDER SECRETARY

By Email/Speed Post

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 23/ID/2021-ERS

Dated: 17th December, 2021

To,

The Chief Electoral Officers of all States/UTs.

Subject: Modification in the format of EPIC - regarding.

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

Sir/Madam,

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

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

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

Yours faithfully



(RITESH SINGH)
UNDER SECRETARY

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.23/EPIC Security/2021-ERS

Dated: 18th January, 2022

To,

The Chief Electoral Officers
of all States/UTs

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

Sir/Madam,

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

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

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

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

Yours faithfully,

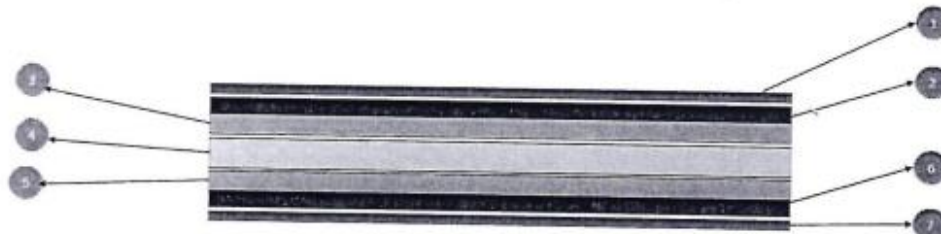


(RAKESH KUMAR)
SECRETARY

SPECIFICATIONS OF CARD:

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

Proposed layering of EPIC card



- 1,7: Overlay 50 Micron Top and Bottom
2,6: Variable Data Print layer (LASER Printing 600 DPI and Above)
3,5: PVC Layer 180 Micron Top and Bottom
4: PetG Middle Layer 340 Micron

- b. **Card size:**
CR 80 (86mm x 54mm x 0.76mm) variation permissible of plus and minus 5%
- c. **Thickness:**
760 microns (+/-10%)
- d. **Lamination (Overlay)**
Glossy/Mat finishing
- e. **Design & Layout:**
Indicative design as provided by ECI. The Election Commission may alter the design, colour scheme and layout at any time.
- f. **ISO Standard:**
CR-80 type adhering to ISO/IEC 7810 /10373 standards

Hologram hot stamping

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

OTHER FEATURES

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

Front and Back of new EPIC



The front side of the EPIC card features the Election Commission of India logo and name in Hindi and English. It includes the card number ZBIOKLM987, a photograph of the voter, and personal details: Name: अनिता कुमारी चौहान (Anita Kumari Chauhan), Father's Name: सतीश कुमार चौहान (Satish Kumar Chauhan), Gender: स्त्री / Female, and Date of Birth / Age: 12/04/1984. There is also a small portrait of the voter on the right side.

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

ZBIOKLM987

नाम: अनिता कुमारी चौहान
Name: Anita Kumari Chauhan

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

लिंग / Gender: स्त्री / Female

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

Front side



The back side of the EPIC card displays the address: पता: एच.नं. ए-32, सुंदर विहार, राम नगर, सोडला, जयपुर, राजस्थान - 302019 (Address: HNo. A-32, Sunder Vihar, Ram Nagar, Sodala, Jaipur, Rajasthan - 302019). It includes a QR code, the issue date (28/10/2021), and instructions in Hindi and English. The card number ZBIOKLM987 is repeated at the bottom. Contact information for 1950 and the website www.ceorajasthan.nic.in is also provided.

पता: एच.नं. ए-32, सुंदर विहार, राम नगर, सोडला,
जयपुर, राजस्थान - 302019

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

निर्वाचक पंजीकरण अधिकारी, मातवौच नगर, जयपुर
Issue Date: 28/10/2021

नोट / Note
प्रत्येक चुनाव से पहले कृपया वर्तमान निर्वाचक-सूची में अपने नाम की जांच करें।
Before every election, please check that your name exists in current electoral roll.

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

ZBIOKLM987

1950 www.ceorajasthan.nic.in

Back side

SECURITY OF DATA

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

SPECIFICATIONS OF HOLOGRAM

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

S.No.	Area	Requirement
1.	Holographic Features	Indicative list of high security anti-counterfeiting holographic features are: Overt: <ul style="list-style-type: none">• Motion Effects• Multi-channel Effects• True Color Effects• Gradient Effects Covert: <ul style="list-style-type: none">• Micro Security Features• CLR based Effects Forensic: <ul style="list-style-type: none">• Nano Security Features
2.	Hologram Size	Hologram size (before stamping) : 20mm x 15mm Job size or die size(after stamping) : 16mm x 12mm
3.	Hologram Type	The security hologram must be suitable for hot stamping on EPIC card.
4.	Film Type	Vacuum metalized,19 to 23 micron polyester film of Silver and Gold shade to be used.
5.	Adhesive	Thermo Plastic polymer based adhesive to be used.
6.	Hologram color	Gold/Silver Foil to be used.
7.	Numbering	Each hologram has to be serially numbered to ensure proper accountability of the holographic hot stamping foil (numbering must not vanish by rubbing fingers upon it). Numbering may be on the holographic hot stamping foil over the holographic design or on the foil. However, upon hot stamping it must not get transferred on to the card.

- The diagrammatic representation of the ECI hologram:

Sample of Hologram



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

A) Chemical:

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

B) Physical Checks:

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

By Speed Post/Email

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.23/EPIC Security/2021-ERS

Dated: 19th May, 2022

To,

The Chief Electoral Officers
of all States/UTs

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

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

Sir/Madam,

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

Front Side Specification/dimension:-

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

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

Back Side Specification/dimension:-

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

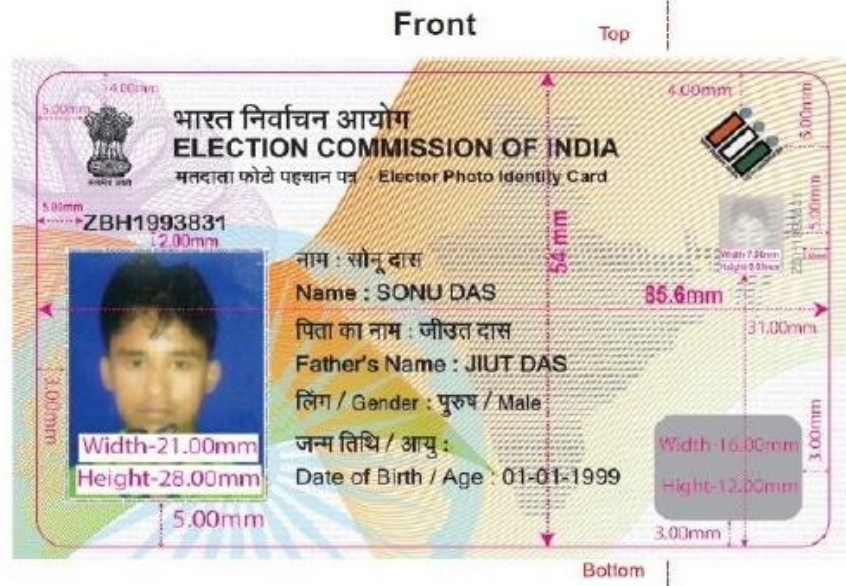
4. The personalization of card (*Name of Elector, Relative's Name, Photograph, Ghost Photograph, Gender, Date of Birth/Age, Address, No. & Name of AC/PC, Designation and Facsimile signature of ERO, Issue Date, "Note", EPIC Number (both sides), Ghost EPIC Number, Old EPIC Number (if available), QR Code*) shall be done using EPIC printing tool in ERO-Net.
5. All the specifications have to be executed adhering to the error margins specified under the Model RFP for EPIC Printers & Model RFP for Hologram and international standards, wherever not specified in the RFP.
6. All concerned may be informed accordingly.

Yours faithfully,



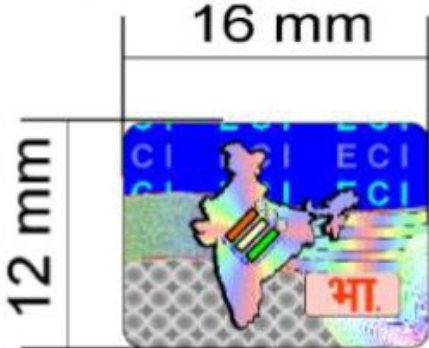
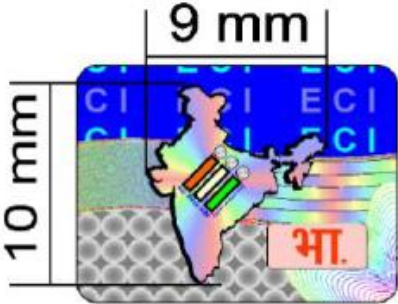
(AJOY KUMAR)
SECRETARY

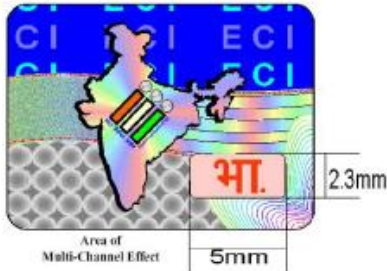



Sample Front and Back of New Secured EPIC with detailed specifications/dimensions


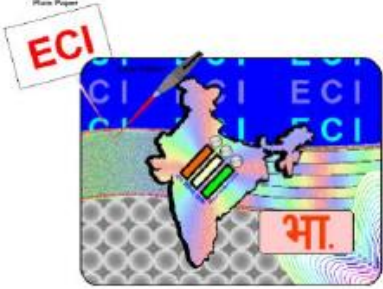
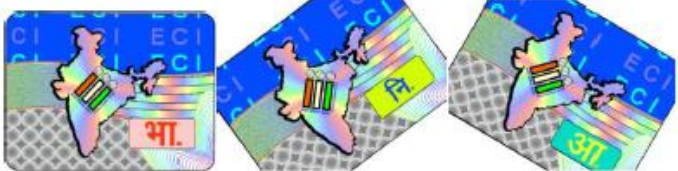


Specifications of HOLOGRAM

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

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

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

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

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

By Speed Post/e-mail

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

No. 23/ID/2022-ERS

Dated: 01st July, 2022

To,

The Chief Electoral Officer
of all States/UTs.

Subject: Printing of mobile number of elector on address tag to be pasted on the envelope containing EPIC, to be issued through Speed Post – regarding.

Reference: (1) Commission's Letter No. 22/2/2015-ERS, dated 27th August, 2015,
(2) Commission's Letter No. 23/ID/2021-ERS, dated 22nd June, 2021,
(3) Commission's Letter No. 23/ID/2021-ERS, dated 13th September, 2021, and
(4) Commission's Letter No. 23/ID/2021-ERS, dated 22nd June, 2022.

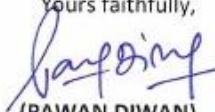
Madam/Sir,

I am directed to refer to the Commission's instructions under reference regarding delivery of EPIC /Replacement EPIC through Speed Post and to state that, the Commission, while taking stock of the delivery of EPICs to the electors in the States/UTs through Speed Post, has observed that a considerable number of EPICs have been returned as undelivered by the Postal Department, due to improper/in-complete postal address. A detailed clarification on the process to be followed in such cases of returned EPICs has already been issued vide Commission's letter dated 22nd June 2022, referred to above.

2. Now, in order to mitigate the burden on electoral machinery and to ensure smooth delivery of the EPICs by the Postal Department at first attempt itself, Commission has directed that mobile number of electors, if available in the electoral database, shall be printed in the last line of the address on the address tags to be provided in PDF format through ERO-Net to the Postal Department for pasting the same on the Envelopes containing such EPICs.

3. Necessary change to the above effect is being made in the ERO-Net.

4. All concerned shall be informed accordingly.

Yours faithfully,

(PAWAN DIWAN)
UNDER SECRETARY

Copy to: - Director (IT) for necessary action.

ANNEXURE XI

Checklist for Technical Proposal

The technical proposal should comprise of the following basic requirements as mentioned in the Chapter 2.

#	Particulars	Document Submitted (Yes/No)	Reference Page no
1	Eligibility related documents (submit the signed copy of)		
A	Company registered in India under the Companies Act 1956/Companies Act, 2013.		
B	Category of Bidder - Bidder should be "PVC Card Manufacturer and Security Printer" and should have a capacity for personalization		
C	Financial Turnover Annual turnover of the Bidder during the preceding 3 financial years should be at least INR 7 crores from the business of printing PVC cards with security features for Government, PSU, Banks, FIs, etc. in India and / or abroad for the Financial years 2018-2019, 2019-2020 and 2020-2021)		
D	Should have filed Income Tax returns for the three financial years (2018-2019, 2019-2020& 2020-2021)		
E	The bidder should have positive net worth for two years out of three financial years. i.e (2018-2019, 2019-2020& 2020-2021)		
F	Experience -Bidder should have had the experience of any kind of PVC Cards with security features of work orders equal to:- 3 completed work orders of Rs 1 crore each or more or 2 completed work orders of Rs. 2 crores each or More or 1 completed work order of Rs. 3 crore during last 4 years ending 31.03.2021		

G	Bidder in house capacity:- Bidder should have installed capacity to manufacture personalized cards on PVC core /sheet with all security features of not less than 25,000 per day in case of continuous updation throughout the year and minimum of 1 lakh in case of annual special summary revision EPIC requirements.		
H	Mandatory undertaking		
I	Bidder should have the facility and experience of printing with variable data and Hot stamping of Hologram		
J	GST registration and clearance Bidder should have GST where his business is located. Should have TIN(income tax) /PAN number and should also submit the GSTR 3B.		
K	The bidder must have successfully completed PVC card with security features printing projects within India during the last 5 years awarded by Government / PSU / banks		
L	The bidder should not be blacklisted or debarred or banned from participating or carrying out business with the ECI or the Ministry of Electronics & IT or the entire Govt. of India, Government of Tamil Nadu and its PSUs and Undertakings at the time of the submission of the bid. An undertaking from the bidder, in this regard, should be submitted. A similar ban subsequent to the submission of the bid, but before the award of the contract shall also disqualify the bidder.		

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