

	Public (Elections) Department
	<p>e-Tender for Printing and Supply of Election Materials for the ensuing General Elections to Lok Sabha, 2024 and Systematic Voters' Education and Electoral Participation (SVEEP) related printing for the Special Summary Revision (SSR) periods, National Voters' Day (NVD) celebrations Related Printing.</p> <p>Tender Ref No. 1/3060/2023.</p>
	O/o Chief Electoral Officer
	Public (Elections II) Department
	1 st Floor, Main Building, Secretariat,
	Chennai-600009
	Phone: +91-44-25665327
	Email: sec2.pelecd@tn.gov.in
	Website: www.elections.tn.gov.in https://tntenders.gov.in

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 http://cms.tn.gov.in/sites/default/files/acts/TNTIT_act_Rules_Amended_upto_120523.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 Rules shall prevail.

Acronyms used in the Document

BG	Bank Guarantee
CEO	Chief Electoral Officer
DEO	District Election Officer
ECI	Election Commission of India
EMD	Earnest Money Deposit
ERO	Electoral Registration Officer
EVM	Electronic Voting Machine
GST	Goods & Services Tax
INR	Indian Rupee
IS	Indian Standard
ISO	International Organization for Standardization
IT	Information Technology
ITES	Information Technology Enabled Services
LD	Liquidated Damage
LOA	Letter of Acceptance
LOI	Letter of Indent
PO	Purchase Order
PSU	Public Sector Undertaking
SD	Security Deposit
SSI	Small Scale Industries
SVEEP	Systematic Voters' Education and Electoral Participation
VIS	Voters Information Slip
VVPAT	Voter Verifiable Paper Audit Trial

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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: 1/3060/2023

Date:11.08.2023

Two-envelopes unconditional online Bids are invited on e-Procurement website/portal on behalf of the Chief Electoral Officer, Tamil Nadu, for selecting the vendors for printing and supply of Printing and Supply of Election Materials for the ensuing General Elections to Lok Sabha, 2024 and Systematic Voters' Education and Electoral Participation (SVEEP) related printing for the Special Summary Revision (SSR) periods, National Voters' Day (NVD) celebrations related printing as per the Election Commission of India (ECI) guidelines. For this purpose, the districts in Tamil Nadu are divided into Sixteen (16) regions and Tenders are invited for individual regions for the items as listed below up to 3:00 PM of 11.09.2023.

Name of Article	Specifications	Quantity	Validity Period of Bid	Place of Delivery
Printing and supply of Election Materials for the ensuing General Elections to Lok Sabha, 2024 and Systematic Voters' Education and Electoral Participation (SVEEP) related printing for the Special Summary Revision (SSR) periods, National Voters'	As mentioned in the bid/ ECI guidelines /Government	As per the requirements of the AROs/AER Os/ROs/A ROs/DEOs .	180 Days	Office of the AROs/AER Os/ROs/ AROs/ DEOs of the State.

Day (NVD) celebrations related printing as per the Election Commission of India (ECI) guidelines.	Letters.			
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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 <https://tntenders.gov.in> and www.elections.tn.gov.in.
5. Bids, electronically signed on all pages (as mentioned in the bid document) and serially numbered, should be submitted electronically on <https://tntenders.gov.in> by following the electronic Bid submission procedure as specified on the portal.
No bidder can submit their bids after 3:00 P.M. on 11.09.2023, since the portal will not allow for submission of bids.
6. Bids have been invited electronically, the procedure for submission of Bids, including payment of Bidding Document, user charges/ processing fee etc. shall be as provided on the State e-Procurement Portal <https://tntenders.gov.in>.
7. The bids will be opened on 11.09.2023 at 3:30 PM through online

- to ascertain Number of bids received.
8. The Procuring Entity is not bound to accept the lowest Bid and may reject any or all Bids without assigning any reason thereof.
 9. 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.
 10. The bidders are requested to select the region in the column H13 of the BOQ 1 and the BOQ 2 and proceed further.
 11. The bidders are requested to fill all the columns without fail; otherwise the bid will be summarily rejected.
 12. The bidders are requested to fill both the BOQ 1 and the BOQ 2, if they remit EMD for two regions (Rs.10.00 lakh).
 13. The bidders are requested to fill either the BOQ 1 or the BOQ 2 if they remit the EMD for one region only (Rs.5.00 lakh). The bidders who remit the EMD for one region and fill both the BOQ 1 and BOQ 2 their bids will be summarily rejected.
 14. 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 &
Additional Secretary to Government,
Public (Elections) Department,
Secretariat, Chennai - 9.

2. TENDER SCHEDULE

1)	Tender Notice Number	Tender Ref. No.1/3060/2023, Dated.11.08.2023
2)	Tender inviting Authority, Designation and Address	The Additional Chief Electoral Officer and Additional Secretary to Government, Public (Elections) Department, Secretariat, Chennai - 9. Contact Number: 044-2567 4019 e-mail: sec2.pelecd@tn.gov.in Websites: https://tntenders.gov.in & www.elections.tn.gov.in
3)	Name of the work	e-Tenders are invited for rate contract Printing and Supply of Election Materials for the ensuing General Elections to Lok Sabha, 2024 and Systematic Voters' Education and Electoral Participation (SVEEP) related printing for the Special Summary Revision (SSR) periods, National Voters' Day (NVD) celebrations related printing.
4)	Tender documents available place	Tender documents can be downloaded free of cost from https://tntenders.gov.in and www.elections.tn.gov.in

5)	Earnest Money Deposit (EMD)	Rs.5,00,000/- per region, shall be paid only online module through https://tntenders.gov.in .
6)	Last date for submission of pre-Bid queries	Up to 05:00 p.m. on 23.08.2023. Queries to be raised in the website https://tntenders.gov.in . The replies to the queries will be uploaded by 05:00 p.m. on 28.08.2023 in the website https://tntenders.gov.in .
7)	Tender submission	On 11.09.2023 @ 3.00 PM through https://tntenders.gov.in .
8)	Date Opening of Technical Bids (For initial Scrutiny).	On 11.09.2023 @ 3:30 PM.
9)	Tender Accepting Authority	The Chief Electoral Officer and Principal Secretary to Government, Public (Elections) Department, Secretariat, Fort St. George, Chennai-600 009, Tamil Nadu. Contact Number: 044-2567 0390 e-mail : sec2.pelecd@tn.gov.in Websites: https://tntenders.gov.in & www.elections.tn.gov.in

Additional Chief Electoral Officer &
Additional Secretary to Government,
Public (Elections) Department,
Secretariat, Chennai - 9.

3. Instructions to Bidders on Procedure for Submission of online Bids on Tamil Nadu Tenders Portal (<https://tntenders.gov.in>)

<p>1. Procedure for Submission of online Bids on TN Tenders Portal</p>	<p>(a) The bidders are required to submit soft copies of their bids electronically on the https://tntenders.gov.in, using valid Digital Signature Certificate (Class-III). The instructions given below are meant to assist the bidders in registering on the https://tntenders.gov.in, preparing their bids in accordance with the requirements and submitting their bids online on the https://tntenders.gov.in</p>
	<p>(b) More information useful for submitting online bids on the e-Procurement Portal may be obtained at https://tntenders.gov.in</p>
	<p>1. Registration</p> <p>i) Bidders are required to enroll on the e-Procurement module of the https://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 username and assign a</p>

	<p>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 https://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 logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken</p>
	<p style="text-align: center;">2. Searching for tender document</p>
	<p>i. There are various search options built in the https://tntenders.gov.in Portal, 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 https://tntenders.gov.in Portal.</p> <p>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.</p> <p>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 (https://tntenders.gov.in)</p>
<p>2. General</p>	<p>i) All the provisions listed out in the Request for Proposal (RFP) issued by the O/o the CEO shall</p>

	<p>be binding upon the participating bidders of this RFP.</p> <p>ii) O/o the CEO will select a single supplier per region, 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 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>
<p>2.1 Maximum Bids submitted</p>	<p>A Bidder shall upload a maximum of two Financial Bids (BOQ) according to their eligibility.</p>
<p>2.2 Bid Validity</p>	<p>Indicates the period for which the Bidder's Bid must remain valid after the submission date.</p>
<p>2.3 Consortium</p>	<p>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>

<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 through https://tntenders.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. The financial bid shall not include any conditions attached to it. Any</p>

	<p>such conditional financial bid shall be summarily rejected.</p> <p>iii. The Financial Proposal/ Commercial bid format is also provided as BOQ_XXXX.xls along with this tender document at https://tntenders.gov.in 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. <i>Bidder shall not modify downloaded price bid template in any manner.</i> In case if the same is found to be modified in any manner, bid will be rejected and EMD would be forfeited. In case of discrepancy between the BOQ and RFP, BOQ will prevail.</p>
<p>5. Taxes</p>	<p>i. All rates quoted must be FOR (Freight on Road) destination (as mentioned in the bid) and should include all incidental charges, taxes & duties excluding GST which should be shown separately and would be paid as per the prevailing rates.</p>

	<ul style="list-style-type: none">ii. Bidders shall provide the price of their services in Indian Rupees and up to three decimal places (for example: Rs.00.000)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 excluding GST which would be payable extra as per the prevailing rates.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 take into account any such change by addition to the Contract price or deduction there from, as the case may be, in
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	<p>accordance with General Conditions of Contract (GCC) hereof.</p>
<p>6. Earnest Money Deposit (EMD)</p>	<p>i. Earnest money deposit of Rs.5.00 lakh/Rs.10.00 lakh shall be paid only online module through the https://tntenders.gov.in according to their eligibility.</p> <p>The bids 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 EMD 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. After issuing the LOA to the successful bidder the EMD will be returned to them after that they have to pay the requisite Security Deposit (SD) as mentioned in the RFP.</p> <p>EMD for the unsuccessful tenderers will be refunded automatically, after uploading the Award of Contract in the website</p>

	https://tntenders.gov.in .
6.1 Forfeiture of EMD	<p>The entire EMD shall be forfeited by the Purchaser in the following events:</p> <ol style="list-style-type: none"> i. If the Bidder withdraws his 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).
7. Tender Fees	<p>The tender documents can be downloaded from the websites https://tntenders.gov.in and www.elections.tn.gov.in at free of cost.</p>

<p>8. Performance Security</p>	<p>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.</p>
<p>9. Submission, Receipt and Opening of Bids</p>	<p>i) An authorized representative of the Bidders shall digitally sign all pages of the original Financial Bid before uploading on https://tntenders.gov.in website. The authorization shall be in the form of a written power of attorney or board resolution in the name of the authorized signatory accompanying the technical bid and Financial Bid demonstrating that the representative has been duly authorized to sign.</p> <p>ii) For instructions on bid preparation and checklist of documents required for bid submission please refer Annexure II.</p>

	<p>iii) Bids shall be submitted online only at https://tntenders.gov.in not later than the time and the date and time 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>iv) The bidders are requested to select the region in the column H13 of the BOQ 1 and BOQ 2 and proceed further.</p> <p>v) If the bidder remits EMD for Rs.5.00 lakh they shall fill either the BOQ1 or the BOQ 2. The bidders who remit the EMD for one region and fill both the BOQ 1 and the BOQ 2 their bids will be summarily rejected. If the bidder remits EMD for Rs.10.00 lakh they shall fill both the BOQ 1 and the BOQ 2.</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 award of contract, without there by 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</p>

	incomplete or incorrect bids.
11. Opening of Financial Bids	<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>
12. Disqualification	<p>Purchaser (Department) 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, uploading of forged documents, statements and attachments submitted as proof of the 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 Three years;</p> <p>iv) Submitted an application that is not accompanied by</p>

	<p>required documentation 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 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 print and supply the required materials as requested by the AROs/AEROs/ROs/EROs/DEOs</p>

	depending upon the requirements.
14. Termination of Contract	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 Conditions of Contract.
15. Dispute Resolution during the Tender process	<p>i. Settlement of Disputes/ Dispute Resolution Mechanism: If any dispute arises during the tender process related to RFP and other 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>

4. Eligibility Criteria

The Bidder(s) should meet the following Eligibility Criteria to participate in the Tender and should enclose documentary proof for fulfilling the Eligibility in the Technical Bid.

No	Eligibility Conditions	Documentary Proof to be submitted
1	The bidder should be a Proprietorship/ Partnership/ Pvt. Ltd. Company registered in India under the Companies Act (or) a Partnership Firm registered in India under the Partnership Act.	Certificate of incorporation from the Ministry of Corporate Affairs /MSME/DIC should be submitted.
2	a) The bidder should have experience related to Conduct of Elections printing activities at least for the past 3 years (2019-20, 2020-21 & 2021-22) and b) The bidder should have experience of SVEEP/ EVM/VVPAT related printing at least for the past 3 years (2019-20, 2020-21 & 2021-22).	a) Copy of Work orders/ Proceedings issued by the O/o DEO/RO/ARO should be submitted. b) Copy of Work orders/ Proceedings issued by the O/o DEO/ERO/ AERO should be submitted.
3	The bidder should submit copies of the Audited balance sheet for the last 3 financial years (i.e., 2019-20, 2020-21 & 2021-22) for having aggregated turnover of Rs.3.0 Crore and above	a) Balance sheet from the Chartered accountant should be submitted for the last 3 financial years (i.e., 2019-20, 2020-21 & 2021-22).

	for one region; Rs.6.0 Crore and above for two regions.	b) Certificate from the Chartered Accountant should be enclosed with positive net worth in the two financial years of last three financial years (2019-20, 2020-21 & 2021-22).
4	The bidder should have filed Income Tax returns for the last three financial years (2019-20, 2020-21 & 2021-22).	Copy of the IT Returns for the last three financial years (2019-20, 2020-21 & 2021-22)
5	The bidder should have sound financial resources like letter of credit worthiness from Bank/Financial Institutions.	The letter of credit worthiness certificate from Bank and Bank facilities available for Rs.30 lakhs per region. If the Bidder has applied for additional region they have to submit for Rs.60 lakhs
6	The bidder should have an aggregated work for Rs.5 lakh and above for one region/ Rs.10 lakh for two regions and above in case of Printing of election materials and Rs.2 lakh and above for one region /Rs.4 lakh and above and above for two regions in case of	a) Copies of Proceedings/ work orders issued on or before 31.03.2022 by the O/o DEO/RO/ARO should be submitted. b) Copies of Proceedings/ work orders issued on or

	SVEEP, EVM/VVPAT related printing, in the last three audited financial years (2019-20, 2020-21 & 2021-22).	before 31.03.2022 by the O/o DEO/ERO/AERO should be submitted.
7	The bidder should have previous experience in printing of Dummy EVM Ballot paper for First Level Checking (FLC).	Copies of Proceedings/ work orders issued by the O/o the DEO on or before 31.03.2022 should be submitted.
8	The bidder should have experience of printing of election related documents such as Voter Slips, Photo Electoral Roll by using the ERONet printing tool by the ECI.	Copies of Proceedings/ work orders on or before 31.03.2022 issued by the O/o DEO should be submitted.
9	The Bidder should not have been blacklisted by any of the Government Departments / PSUs/Local Bodies.	Self-Declaration / undertaking should be submitted.
10	The bidder should have been registered for Goods and Services Tax and also submit GST Annual Return (Form-9) for the three financial years, and GSTR- 3b for the last six months.	The bidder should enclose the Registration Certificate for Goods and Services Tax (GST), and also submit GST Annual Return Form (Form-9) for the three financial years (2019-20, 2020-21 and 2021-22) and also submit GSTR- 3b for the last 6 months

		(January 2023 to June 2023).
11	The Bidder should have submitted the PAN Card/EB Bill as proof for registered office in Tamil Nadu with the facilities of off-set printing, Multi-color printer etc. with adequate manpower.	a) Copy of PAN Card/EB Bill. b) Self-Declaration should be submitted along with the facilities of off-set printing, Multicolor printer etc. with adequate manpower

Important Note:

- Bidders should ensure that they have uploaded all the required proof documents as specified in the Tender documents without fail. Bids received without supporting documents to prove their Eligibility are liable for rejection.
- The bidder should have an aggregated turnover of at least Rs.3 Crores (Rupees Three Crore Only) in the last three Financial Years i.e., 2019-20, 2020-21 & 2021-22 per region bid for. For an additional region, the turnover should be an additional amount of Rs.3 Crore (i.e., for two regions totally Rs.6 Crores and above).

5. Scope of Work

As per the directions of the Election Commission of India, in order to facilitate voters to know about their Polling Station, Voter Information Slip (VIS) is now provided to the voters in place of earlier existing Photo Voter Slip.

The Bidders have to print the Voter Information Slips as per the instructions and specifications of the ECI by using ER printing tool (ECI Letter No.464/INST/VIS/2023/EPS, dated 8th June, 2023).

The Design of VIS shall be as per the details below:-

- a) The Voter Information Slip contains Voter's details, Polling Station Location, Date and Time of the poll on the one side and snap shot of polling station location map, along with crucial Do's and Don'ts added to the reverse of the VIS to guide the voter. However, the photograph of the voter shall not be printed on the VIS. The word "THIS SLIP WILL NOT BE ACCEPTED FOR THE PURPOSE OF IDENTIFICATION IN THE POLLING STATION. YOU ARE REQUESTED TO CARRY EPIC OR ONE OF THE ALTERNATIVE DOCUMENTS SPECIFIED BY THE COMMISSION FOR VOTING" shall also be printed on the VIS in bold letter.
- b) There shall be a QR code on the Voter Information Slip as it helps in faster searching/matching of the elector details of respective part using Booth App. The details of QR code can also be seen through Voter Helpline App. The QR code shall contain only the approved information of VIS, which are printed on VIS.
- c) The size of VIS shall be as per details below: -
 - (i) The VIS should be printed in good quality paper. The VIS will be

printed in the size of 'Half of A-4 paper' i.e. 8 inches by 6 inches (8" X 6").

- (ii) The official VIS will be printed with proper accounting on both sides, as per the Sample enclosed herewith, showing the front and the reverse print.
- (iii) The printing quality should be of high standard so as to ensure clear, legible and unambiguous image and content.
- (iv) The printing of VIS may be done Polling Station wise by the Electoral Registration Officer concerned in ER Printing Tool of ERONET, which captures Voter's details.
- (v) The list of alternative documents for identification of voters is also to be printed on the reverse of VIS.

The ECI's instructions in complete shape may be seen in the Annexure-VI of this Tender Document.

- (vi) A pre- printed VIS acknowledgement register should be printed. The bidders have to print Pocket Size Voter Guide as per the instructions of the ECI vide it's letter No.491/ECI/LET/FUNC/SVEEP-II/Voter Guide/2022, dated:31.10.2022.

The bidders have to print the following materials and supply the same to the respective DEOs as per the requirement of the DEOs well before the cut-off date as informed by the DEOs.

As per the instructions of Election Commission of India various election related activities have conducted in order to enhance the participation of people from different sectors of society in the electoral process under Systematic Voters' Education and Electoral Participation (SVEEP) programme and the printings related to

National Voters' Day (NVD).

Sl. No.	Item Description	Size
1	2	3
1	5.1 SVEEP/SSR/NVD and BLO related printing#	
1.1	Multi-Colour Vinyl Sticker Printing: SVEEP, NVD, SSR etc.	Per Sq inch
1.2	Identity Card :(with Pouch and Rope)	3.5x2.5
1.3	Multicolour Brochure	11.5x8.5
1.4	Multi-Colour poster: 1.CCTV poster, 2.Web stream poster, 3.Micro Observer Poster, 4. 6 step poster, 5.Know your polling Officer Poster for SVEEP, EVM/VVPAT etc	18x25
1.5	Banner (Rally and Advertisement): 1. (Rally) Size (5 X 3) 2. (Advertisement for important Places) Size (6 X 4) 3. (Advertisement for important Places) Size (8 X 6) 4. (Advertisement for important Places) Size (10X 8) 5. (Advertisement for important Places) Size (15 X 10)	Per Sq Feet
2	5.2 Conduct of Election Related Materials Printing:#	
2.1	Printing of Voter Information Slips : (on both sides (a), per voter): (Good Quality Printing)	8x6
2.2	Voter Information Slips Acknowledgement : (One Side and Single Copy)	11.5x8.25
3	Label Sticker : 1.Ballot unit Machine Sticker 2.control unit Machine sticker, 3.VVPAT Machine Sticker, 4.BU, CU, VVPAT, Trunck Box Sticker 5.Index Label, etc.	11.5x8.25
4	All Type of Seal: 1.Distinction Seal (PS Seal) 2. Mock poll Seal, etc	Sq.cm

5	Multi-Colour Guide for: 1.DEMP 2.Polling Officer 3.Presiding Officer 4.Zonal Officer 5.Assistant Zonal Officer, 6.Micro Observer Guide, Multi Color 1 (one Page) etc.	11.5x8.25
6	Sheet for: 1.Wrapper Sheet 2.Marked Copy 3.Reference Copy 4.Spare Copy 5.Agent Copy 6.Abstract Statement 7.SMS 8.Counting Table, Name, etc.	11.5x8.25
7	Forms: 1.Form - 7A, 2.Zonal Officer 23 Point Report 3.Presiding Officer 4.17 Point Report 5.Tally Sheet (Male & Female Voter Polled) 6.Daily Report of Assistant 7.Expenditure Observer 8.Annexure-6 9.Shadow observation Register, etc.	11.5x16.5
8	Ribbon Badges for the Officers: One Ribbon Badge: BLO, DLO, Polling Personal and counting Personal etc.	one Round
8.1	Ribbon Badges for the Officers: Two Ribbon Badge: Zonal officer, Assistant Zonal officer etc.	Two Round
8.2	Ribbon Badges for the Officers: Three Ribbon Badge: Returning Officer, Assistant Returning Officer, etc.	Three Round
8.3	Ribbon Badges for the Officers: Four Ribbon Badge: Observer, Collector, District Revenue Officer, etc.	Four Round
9	Posters: 1.Area Poster (per poster), 2.Candidate Poster (per poster), etc.	23x34
10	Multi-Colour Pamphlet:	8.5x5.5
11	Pocket Size Voter Guide	3.5x4.1
12	Foam Board Printing	Per Sq inch

(# All the above lists are indicative only. In addition to the above, the

vendors should print any other documents as requested by the ARO/RO/AERO/ERO/DEO depending upon the requirements.)

5.4. Regions - The printing and supply of Election Materials for the ensuing General Elections to Lok Sabha, 2024 and Systematic Voters' Education and Electoral Participation (SVEEP) related printing for the Special Summary Revision (SSR) periods, National Voters' Day (NVD) celebrations related printing. The Regions and the districts comprised in each Regions are listed below:-

Sl. No	Region	Name of the District (**)
1.	Chennai	Chennai
2.	Thiruvallur	Thiruvallur
		Ranipet
		Vellore
3	Kanchipuram	Kanchipuram
		Chengalpattu
4	Villupuram	Villupuram
		Kallakurichi
		Tiruvannamalai
5	Salem	Salem
		Tirupathur
6.	Dharmapuri	Dharmapuri
		Krishnagiri
7	Coimbatore	Coimbatore
		The Nilgiris
8	Cuddalore	Cuddalore
		Mayiladuthurai
9	Thanjavur	Thanjavur
		Ariyalur
10	Pudukkottai	Pudukkottai
		Thiruvarur
		Nagappattinam
11	Tiruchirappalli	Tiruchirappalli

		Perambalur
12	Erode	Erode
		Namakkal
13	Tiruppur	Tiruppur
		Karur
14	Madurai	Madurai
		Sivagangai
		Ramanathapuram
15	Dindigul	Dindigul
		Theni
		Virudhunagar
16	Tirunelveli	Tirunelveli
		Tenkasi
		Thoothukkudi
		Kanniyakumari

(**) If any District(s) created newly it will comes under the zone, from the District(s) carved from.

5.5 Period of Contract (Tenure) - The period of rate contract will be Two years from the date of signing of contract agreement with the Chief Electoral Officer.

6. SELECTION PROCESS AND INSTRUCTIONS ON BID PREPARATION

6.1. Technical Bid Opening

The Technical Bid will be opened on the date and time as specified in the Tender schedule through online mode by the Tender Evaluation Committee.

6.2. Tender Validity

The offer submitted by the Bidders should be valid for a period of not less than 180 days from the date of opening of the Tender. In exceptional circumstances, O/o the CEO may solicit the Bidders to extend the validity. The Bidder should extend price validity and EMD validity.

6.3. 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 module through <https://tntenders.gov.in>. per region. If the bidder desires to bid for two regions the Earnest money deposit of Rs.10,00,000/- (Rupees Ten Lakh only) shall be paid only online module through <https://tntenders.gov.in>.
- b) 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.
- c) EMD for the unsuccessful tenderers will be refunded automatically, after uploading the Award of Contract in the <https://tntenders.gov.in>.
- d) 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].
- e) Notice will be given to the bidder with a reasonable time before the EMD deposit is forfeited.

6.4. Clarifications by CEO Office

When necessary, CEO office deemed 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.

If The Bidder failed to upload the documents if any with reference to Chapter 4 Eligibility Criteria such bids are liable for non-responsive.

6.5. Tender Evaluation

6.5.1. Suppression of facts and misleading information

During the Bid evaluation, suppression / uploading of bogus documents or misrepresentation if any 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. In addition to that such agencies will be blacklisted by this Department.

Bidders should note that if any figures in the proof documents submitted by the Bidders for proving their eligibility is found suppressed or erased/ tampered 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.

6.5.3 Technical Bid Evaluation

A Tender Evaluation Committee will examine the Technical Bids against the Eligibility 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 such bids will be rejected. The tender evaluation committee will scrutinise whether the documents are differently signed, all relevant paper submitted and the proposal is in order. The technically qualified Bidders alone will be considered for further evaluation (i.e.) for the financial bid opening.

6.5.4 Financial Bid Evaluation

The technically qualified Bidders only will be informed the date and time of the Financial Bid opening through their registered mobile number and the registered e-Mail ID. The Financial Bids will be opened in the presence of the technically qualified Bidders by the Tender Evaluation Committee who choose to be present at CEO OFFICE.

The Financial Bid evaluation will be conducted as per the procedure stipulated in the Tamil Nadu Transparency in Tenders Act, 1998 and Tamil Nadu Transparency in Tenders Rules, 2000 as amended from time to time. All the cost in the Financial Bid will be added and evaluated.

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.

6.5.5. Public (Elections) Department reserves the right to:

- Modify, reduce or increase the quantity requirements to an extent of the tendered quantity as per the provisions of Tamil Nadu Transparency in Tenders Act, 1998 and Tamil Nadu Transparency in Tenders Rules, 2000 as amended from time to time.
- The District Election Officer reserves the right to increase / decrease the number of Quantity depending upon the necessity arises.
- If any region is not covered/left out by the bidders after the evaluation of Commercial bids, the CEO reserves the right to invoke 31-A(f) of Chapter 7 Tamil Nadu Transparency in Tenders Act,1998 the rules thereunder to allot the region(s) from the enlisted vendors for accomplish the task.
- If the vendor's work capacity is below par to the level of expectancy, the CEO reserves the right to re-allot the work to any other agency on the request of the DEOs.
- The Public (Elections) Department reserves its right to withhold payment of amount for the deficiency/delay in the service based on the reports received from the DEOs concerned.

6.5.6 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.

7. General Terms and Conditions

The Terms and Conditions for selection of Agencies for Printing and supply of election related materials for conduct of Elections, Systematic Voters' Education and Electoral Participation (SVEEP) and EVM/VVPAT related printing for the General Elections to General Elections to Lok Sabha, 2024 are as follows:-

7.1 The tender documents can be downloaded from the websites at free of cost viz., <https://tntenders.gov.in> and www.elections.tn.gov.in

7.2 Details to be furnished

7.2.1 All particulars must be furnished as asked for in the prescribed technical and commercial bid.

7.2.2 The bidder should submit all the required documents as specified in the Tender document without fail. Bids received without supporting documents to prove their Eligibility are liable for rejection.

7.2.3 The bidder has to submit the undertaking in the prescribed format in the technical bid that he accepts all the technical and commercial tender conditions and shall abide by the same fully.

7.3 Clarification of doubts

7.3.1 Prospective Bidder requiring any queries in the Tender may raise the pre-bid queries/clarifications/ doubts to CEO through <https://tntenders.gov.in> by 05:00 P.M. on 23.08.2023. The replies to the queries will be uploaded in <https://tntenders.gov.in>

by 05:00 P.M. on 28.08.2023.

7.3.2 If necessary Corrigendum to the Tender Document shall be issued by this Department.

7.3.3 Amendments to the Tender

7.3.3.1 Before closing of the Tender, clarifications and amendments, if any, will be notified in the websites mentioned earlier. The Bidders should periodically check for the amendments or corrigendum or information in the websites till the closing date of this Tender. Public (Elections-II) Department will not make any individual communication and will in no way be responsible for any ignorance pleaded by the Bidders.

7.3.3.2 No clarifications would be offered by CEO within 48 hours prior to the due date and time for opening of the Tender.

7.3.3.3 Before the closing of the Tender, CEO may amend the Tender document as per requirements or wherever feel such amendments are absolutely necessary.

7.3.3.4 Amendments may also be given in response to the queries by the prospective Bidders.

7.3.3.5 Such amendments will be notified in the websites mentioned in the tender schedule.

7.3.3.6 CEO at his discretion may or may not extend the due date and time for the submission of bids on account of amendments.

7.3.3.7 CEO is not responsible for any misinterpretation of the provisions of this tender document on account of the Bidders' failure to update the Bid documents on changes announced through the website.

7.4 The Tender Accepting Authority Reserves the Right to:

7.4.1 Reject any or all the tenders without assigning any reason thereof.

7.4.2 Revise or amend specifications, before the last day of submission of bid.

7.4.3 Relax, waive or modify any of the conditions stipulated in the specification wherever deemed necessary.

7.4.4 If any changes in conditions are made, they shall be made at least 48 hours before the last date and time of submission of bids, and shall be posted on the websites <https://tntenders.gov.in>. In no case individual communication would be sent to the potential bidder regarding such changes and it would be the bidder's responsibility to visit the website and take note of changes, if any.

7.5 Acceptance / Withdrawal

7.5.1 The final acceptance of the tender would be entirely vested with the Tender Accepting Authority (Chief Electoral Officer, Tamil Nadu) who reserves the right to accept or reject any tender, without assigning any reason whatsoever. There is no obligation on the part of the Public (Elections-II) Department to communicate in any way with the rejected Bidders.

7.5.2 After acceptance of the tender by the Tender Accepting Authority, the Bidder shall have no right to withdraw the tender or claim a higher rate for any activity.

7.5.3 Tender with incomplete information is liable for rejection.

7.5.4 For each category of pre-qualification criteria, documentary evidence is to be produced duly attested by the Agency, serially numbered and enclosed with the technical bid.

7.5.5 The Agency should possess minimum infrastructure (equipment, skilled manpower) to take up the work for which evidence should be furnished in the Technical Bid.

7.6 Security Deposit

7.6.1 The successful Bidder will be required to remit Security Deposit equivalent to 1% of the total accepted tender value inclusive of EMD within seven days from the date of intimation, in the form of bank Guarantee. The security deposit will be remitted @ Rs.40,000/- per Assembly Constituencies comprised in the Zones, by the way of submitting Bank Guarantee for the validity period of two years.

7.6.2 If the successful bidder fails to remit the Security Deposit, then, the EMD remitted by him will be forfeited by Public (Elections-II) Department and his bid will be held void. After issue of LoA, the EMD submitted by the successful bidder will be returned to them.

7.6.3 The successful bidder should sign an agreement only on fulfillment of the above condition.

7.6.4 The Security Deposit furnished by the successful Bidder in respect of his tender will be returned to him at the end of the contract period, subject to the satisfaction of Public (Elections-II) Department.

7.6.5 The Security Deposit till it is returned will not bear any interest. The Security Deposit amount will be returned to the eligible bidders only after the receipt of the final payment received from the CEOs office.

7.7 Forfeiture of Security Deposit

If the successful bidder fails to sign the contract or after signing the contract, fails to perform any contractual obligation, his Security Deposit mentioned above will be forfeited by the Public (Elections-II) Department.

7.8 Agreement

7.8.1 The successful Bidder(s) shall execute an agreement for the fulfillment of the contract on Rs.100/- non-judicial stamp paper in the format in Annexure-III of the tender document with such modification as may be required by the Public (Elections-II) Department at the time of execution, within seven days from the date of acceptance of the tender.

7.8.2 The conditions stipulated in the agreement should be strictly adhered to and violation of any of the conditions will entail termination of the contract without prejudice to the rights of the Public (Elections-II) Department and recovery of any consequential losses from the Agency.

7.9 Assigning of tender in whole or part

The Agency should not assign or make over the contract, the benefit or burden thereof to any other person or persons or body corporate. No **under-letting or subletting** to any persons or body corporate for the execution of the contract or any other part thereof is permitted, without the prior written consent of Public (Elections-II) Department.

7.10 Penalty and Termination for Non-fulfillment of contract

7.10.1 Penalty will be levied, based on the proposal of the DEOs concerned on the delay in delivery of particular work. This may be

recovered by deduction from payments due to the Agency or otherwise. If the payments already made to the vendor the penalty will be deducted in the Security Deposit.

7.11 Force Majeure

Neither the Department nor the Agency shall be liable to the other for any delay or failure in the performance of their respective obligations due to causes, contingencies beyond their reasonable control such as:

a) Natural phenomena including but not limited to earthquakes, floods and epidemics.

b) Acts of any Government authority, domestic or foreign, including but not limited to war declared or undeclared.

c) Accidents or disruptions including but not limited to fire and explosions.

7.12 Jurisdiction for Legal Proceedings

Any suit or proceedings in this regard shall be instituted in Chennai only and no other court outside shall have jurisdiction even though any part of the cause of action might arise within the jurisdiction of such Courts.

8. Release of Payment

The following are the conditions precedent for release of any payment by the Client:

- i) Signing of Contract (as per Annexure-III).
- ii) Signing of Non-Disclosure Agreement as per Annexure –V.
- iii) Submission of an irrevocable Bank Guarantee as of specified to the Client in the format (as per Annexure-IV).

The payment will be made as per the following procedures:

The completion of the printing - The printing and supply of Election Materials for the ensuing General Elections to Lok Sabha, 2024 and Systematic Voters' Education and Electoral Participation (SVEEP) related printing for the Special Summary Revision (SSR) periods, National Voters' Day (NVD) celebrations related printing as per the Proceedings of the AROs/AEROs/ROs/ EROs/DEOs. Based on the proceedings, a working sheet should be prepared by the DRO (Elections)/ Personal Assistant to Collector (Elections)/ Tahsildhar (Elections) in this regard. The working sheet should countersigned by the District Election Officers. After the receipt of the proposal, the Public (Elections-II) Department will release the payment to the vendors concerned, after due scrutiny of the records through ECS.

No advance Payment will be made.

All taxes and other levies imposed by Governments in India will be paid at actual as applicable.

2. The time limit for finalizing the work would be given by the respective AROs/AEROs/ROs/ EROs/DEOs while allotting the work.

Financial Bid (BOQ)

(Bid Document for "For the Conduct of Election Printing")

e-Tender for Printing and Supply of Election Materials for the ensuing General Elections to Lok Sabha, 2024 and Systematic Voters' Education and Electoral Participation (SVEEP) related printing for the Special Summary Revision (SSR) periods, National Voters' Day (NVD) celebrations related printing.

Price Bid for Regions		
Sl No	Region No and Name	Districts comprised in the Region
1.		
2.		

Financial Bid for Region (To be entered in the BoQ)

Sl. No	Item Description	Size	Quantity	Weightage	Unit Cost	Weightage Amount in figures	Weightage Amount in words
1	2	3	4	5	6	7=(5x6 /100)	8
1	A. SVEEP/SSR/NVD printing						
1.1	Multi-Colour Vinyl Sticker Printing: SVEEP, NVD, SSR etc.	Per Sq inch	1Nos	2			
1.2	Identity Card: (with Pouch and Rope)	3.5x2.5	1Nos	16			
1.3	Multicolour Brochure	11.5x8.5	1Nos	2			
1.4	Multi-Colour poster: 1.CCTV poster 2.Web stream poster 3.Micro Observer Poster 4. 6 step poster 5.Know your polling Officer Poster for	18x25	1Nos	4			

	SVEEP, EVM/VVPAT etc						
1.5	Banner (Rally and Advertisement): 1. (Rally) Size (5 X 3) 2. Advertisement for important Places Size (6 X 4) 3. (Advertisement for important Places) Size (8 X 6) 4. (Advertisement for important Places) Size (10X 8) 5. (Advertisement for important Places) Size (15 X 10)	Per Sq Feet	1Nos	16			
2	B. Conduct of Elections						
2.1	Printing of Voter Information Slips : (on both sides (a), per voter): (Good Quality Printing)	8x6	1	25			
2.2	Voter Information Slips Acknowledgment : (One Side and Single Copy)	11.5x8 .25	1	7			

3	Label Sticker : 1.Ballot unit Machine Sticker 2.control unit Machine sticker, 3.VVPAT Machine Sticker, 4.BU CU, VVPAT, Trunck Box Sticker, 5.Index Label, etc	11.5x8 .25	1	1			
4	All Type of Seale: 1.Distinction Seal (Ps Seal) 2. Mockpol Seal etc.	Sq.cm	1	4			
5	Multi-Colour Guide for: 1.DEMP 2.Polling Officer 3.Presiding Officer 4.Zonal Officer 5.Assistant Zonal Officer 6.Micro Observer Guide, Multi Color 1 (one Page) etc.	11.5x8 .25	1	5			
6	Sheet for: 1 Wrapper Sheet 2.Marked Copy 3.Reference Copy 4.Spare Copy 5.Agent Copy 6.Abstract Statement 7.SMS 8.Counting Table Name, etc.	11.5x8 .25	1	1			

7	Forms: 1. Form - 7A 2. Zonal Officer 23 Point Report 3. Presiding Officer 4. 17 Point Report 5. Tally Sheet (Male & Female Voter Polled) 6. Daily Report of Assistant 7. Expenditure Observer 8. Annexure-6 9. Shadow observation Register, etc.	11.5x1 6.5	1	1			
8	Ribbon Badges for the Officers: One Ribbon Badge: BLO, DLO, Polling Personal and counting Personal etc.	one Round	1	2.5			
8.1	Ribbon Badges for the Officers: Two Ribbon Badge: Zonal officer, Assistant Zonal officer etc.	Two Round	1	0.5			
8.2	Ribbon Badges for the Officers: Three Ribbon Badge: Returning Officer, Assistant Returning Officer, etc.	Three Round	1	0.5			
8.3	Ribbon Badges for the Officers: Four Ribbon Badge: Observer, Collector,	Four Round	1	0.5			

	District Revenue Officer, etc.						
9	Posters: 1.Area Poster (per poster), 2.Candidate Poster (per poster), etc.	23x34	1	2			
10	Multi-Colour Pamphlet:	8.5x5.5	1	5			
11	Pocket Size Voter Guide	3.5"x4.1	1	3			
12	Foam Board Printing	Per Sq inch	1	2			
Total				100			

Note:

1. The bidders are requested not to include GST or any other tax levied by Central/State Governments, which would be paid additionally by the client as per applicable rates.

2. The bidders are requested to select the region in the column H13 of the BOQ 1 and the BOQ 2 and proceed further.

3. The bidders are requested to fill all the columns without fail; otherwise the bid will be summarily rejected.

4. The bidders are requested to fill both the BOQ 1 and the BOQ 2, if they remit EMD for two regions (Rs.10.00 lakh).

5. The bidders are requested to fill either the BOQ 1 or the BOQ 2 if they remit the EMD for one region only (Rs.5.00 lakh). The bidders who remit the EMD for one region and fill both the BOQ 1 and BOQ 2 their bids will be summarily rejected.

6. The above BOQ is indicative only. The BOQ uploaded in the website <https://tntenders.gov.in> is final. The values entered in BOQ 1 and BOQ 2 will be reflected in BOQ 3. The System will find the L1 value automatically through a comparative chart.

Annexure-I

Format for Clarifications/Amendments

FORMAT FOR QUERIES ON TENDER CONDITIONS AND TECHNICAL SPECIFICATIONS

FOR TECHNICAL SPECIFICATIONS:

<i>Sl. No</i>	<i>Page No.</i>	<i>Product Code</i>	<i>Item Name</i>	<i>Existing Specification as per Tender Document</i>	<i>Technical Parameter as per Tender Document</i>	<i>Amendment requested</i>	<i>Reasons for requesting the amendment</i>

FOR COMMERCIAL CONDITIONS:

<i>Sl. No.</i>	<i>Page No.</i>	<i>Clause No.</i>	<i>Title of the Clause</i>	<i>Description of the Clauses as per Tender Document</i>	<i>Amendment requested</i>	<i>Reasons for requesting the Amendment</i>

ANNEXURE-II

Checklist for Technical Proposal

The technical proposal should comprise of the following basic requirements as mentioned in the Chapter 4.

No	Particulars	Docu ment
1	Eligibility related documents	
A	Bids, electronically signed on all pages and uploaded.	
B	Region(s) opted for 1. 2.	
C	Company registered in India under the Companies Act (or) a Partnership Firm registered in India under the Ministry of Corporate Affairs/ Partnership Act/ MSME/DIC.	
D	Copy of work orders issued by O/o. DEO/RO/ARO for the experience related to Conduct of Elections printing for the last 3 financial years (i.e., 2019-20, 2020-21 & 2021-22).	
E	Copy of work orders issued by O/o. DEO/ERO/AERO for the experience related to SVEEP/EVM/VVPAT related printing for the last 3 financial years (i.e., 2019-20, 2020-21 & 2021-22).	
F	Balance sheet from the Chartered accountant for the last 3 financial years (i.e., 2019-20, 2020-21 & 2021-22) for having aggregated turnover of Rs.3.0 Crore for one region Rs.6.0 Crore and above for two regions.	

G	Positive net worth certificate from the Chartered Accountant for two years out of three financial years. i.e. (2019-20, 2020-21 & 2021-22).	
H	Copy of the Income Tax returns for the three financial years (2019-20, 2020-21 & 2021-22).	
I	The letter of credit worthiness certificate from Bank and Bank facilities available for Rs.30 lakhs per region. If the Bidder has applied for additional region they have to submit for Rs.60 lakhs.	
J	Copies of Proceedings/ work orders issued on or before 31.03.2022 by the O/o DEO/RO/ARO should be submitted for an aggregated work of Rs.5 lakh and above for one region and Rs.10 lakh and above for two regions in case of printing of Election material.	
K	Copies of Proceedings/ work orders issued on or before 31.03.2022 by the O/o DEO/ERO/AERO should be submitted for an aggregated work of Rs.2 lakh and above for one region and Rs.4 lakh and above for two regions in case of SVEEP, EVM/VVPAT related printing.	
L	Copies of Proceedings/ work orders issued on or before 31.03.2022 by the O/o DEO for the printing of Dummy EVM Ballot paper for First Level Checking (FLC).	

M	Experience of printing of election related documents such as Voter Slips, Photo Electoral Roll by using the ERONet printing tool by the ECI.	
N	Self-Declaration / undertaking for not blacklisted by any of the Government Departments/ PSUs/Local Bodies	
O	GST registration Certificate. GST Returns for the three financial years (2019-20, 2020-21 & 2021-22) (GSTR 9) and GSTR 3B for six months from January 2023 to June 2023.	
P	Bidder should have submitted the PAN Card/EB Bill as proof for registered office in Tamil Nadu.	
Q	Self-declaration along with the facilities of off-set printing, Multi color printer etc. with adequate manpower.	

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

ANNEXURE-III
FORM OF CONTRACT

(To be executed by the Bidders who have been awarded the contract)

This Contract entered into this..... day of at Chennai between the Chief Electoral Officer and the Principal Secretary, Public (Elections-II) Department, Secretariat, Chennai-9, (herein referred as the **Department** - which expression shall unless repugnant to the context or meaning thereof include its successors and assigns) of the First part and the service provider (hereinafter referred to as '**The Agency**' which expression shall unless repugnant to the context or meaning thereof include its successors and assigns) of the second part.

2. Whereas the Public (Elections-II) Department / CEO's Office invited tenders for printing and supply of Voters Slip, Printing of election materials, Systematic Voters' Education and Electoral Participation (SVEEP) related printing and EVM/VVPAT related printing for the General Elections to General elections to Lok Sabha, 2024, SVEEP related printing and NVD related printing in accordance with the guidelines and instructions of the Election Commission of India

Whereas the Department and the Agency, in pursuance thereof, have arrived at the following terms and conditions:

1. **Period of Contract** - This Contract shall remain in force during the Contract period of two years commencing from the date of the signing of this Contract. But in the event of any breach of terms and conditions of the contract at any time on the part of the Agency, the Contract shall be terminable by the Department without any compensation to the Agency and also at the risk and cost of the Agency.

2. **Conformity to Instructions / Guidelines and Schedule**

2.1. The Agency agrees to carry out the activities of printing of Printing and Supply of Election Materials for the ensuing General Elections to Lok Sabha, 2024 and Systematic Voters' Education and Electoral Participation (SVEEP) related printing for the Special Summary Revision (SSR) periods, National Voters' Day (NVD) celebrations related printing in accordance with the guidelines / instructions and the schedule laid down by the Election Commission of India (ECI) within the period communicated by the CEO / DEOs.

2.2. The period is liable to be shortened or extended by the CEO / DEOs according to the monsoon and climatic conditions or other exigencies and the Agency shall adhere to the schedule strictly.

3. **Rates, Advance Payment and Security Deposit, etc.**

3.1. The Agency shall carry out the activities of Printing and Supply of Election Materials for the ensuing General Elections to Lok Sabha, 2024 and Systematic Voters' Education and Electoral Participation (SVEEP) related printing for the Special Summary Revision (SSR) periods, National Voters' Day (NVD) celebrations related printing at the rates settled for the different activities for the Regions as set out in the annexure to this contract which will form the part of this Contract. These rates are firm and are not subject to enhancement on any ground, during the contract period. The Agency shall not claim in any manner increased payment either on account of increase in the cost of materials or labor or any other account during the said period.

3.2. The rate for the contract as detailed in this contract includes Goods

and Services Tax (GST), Freight, Insurance, Installation, Transportation and Commissioning Charges and such other levies that may be applicable from time to time.

3.3. The Agency shall organize a separate working capital for this project.

3.4. No advance payment will be made to the Agency.

3.5. The Agency shall remit a Security Deposit equivalent to 1 (One) percent of the total accepted tender value inclusive of EMD within seven days from the date of intimation, in the form of Demand Draft. The security deposit will be remitted @ Rs.40,000/- per Assembly Constituencies comprised in the Zones, by the way of submitting Bank Guarantee for the validity period of two years. The Security Deposit furnished by the Agency shall be returned on termination of contract period subject to the specification of the Client.

4. **Equipments**

4.1. The equipments and accessories deployed / used by the Agency shall comply with specifications given in the tender document. The Agency shall maintain the equipments in good condition throughout the duration of the work irrespective of the fact whether these have been manufactured by the Agency or not.

4.2. The maintenance, service, replacement, reloading of the system, minor repairs or major replacement etc. shall be the responsibility of the Agency.

4.3. The Agency shall insure at their own cost against any risk like fire, theft, etc. to the Computer Systems, peripherals and other available infrastructure of the Agency at any location for printing of conduct of elections and other related materials and shall take an All Risk Policy from Insurance Company.

5. **Manpower**

5.1. The bio-data of all the persons employed by the Agency shall be made available to the respective DEO(s) for reference.

5.2. The Agency shall furnish to the CEO and the DEOs concerned specifically the details including their qualification and experience of the senior level officers entrusted with the management of the project and for interaction with the CEO's office / DEOs for policy and operational decisions.

5.3. The manpower employed by the Agency will have no right in any manner to claim any benefits / rights with the Department.

5.4. Boarding, lodging, incidental expenses, medical expenses, etc. for the Agency's manpower shall be borne by the Agency.

5.5. The Agency shall extend Group Insurance to all the persons of the Agency working in the field. Public (Elections-II) Department will not be liable for any risks including riots, theft, damage due to law and order, floods, accidents, etc. under any circumstances.

6. **Deliverables**

6.1. The goods or materials as contained in the tender document shall be supplied by the Agency in such quantities or numbers and at the place as may be specified by the CEO / DEOs without any extra cost.

6.2. The Agency agrees that all goods or materials to be supplied under this contract shall be of the quality and sort specified in the tender document.

6.3. The guarantee will cover all the materials and goods supplied by the Agency under this contract irrespective of the fact whether these have been manufactured by the Agency or not. If there is any defect in any item, the same will be rectified or replaced free of cost by the Agency, within the time

limits framed by the CEO/DEOs.

7. Penal clauses

7.1. The Agency shall be held responsible for defective printings, etc., and payment shall not be made for such defective printings.

7.2. The Agency shall provide all materials, labour and assistance to any Government Officer or any other Officer authorized by the CEO / DEOs for inspection to test the materials for assessing the quality. The materials rejected shall be destroyed by the Agency at its expense in the presence of any officer authorized by the CEO / DEOs for this purpose. The Agency shall not be entitled to any payment of compensation or damage for such rejection.

7.3. Penalty will be levied, based on the proposal of the DEOs concerned on the delay in delivery of particular work. This may be recovered by deduction from payments due to the Agency or otherwise. If the payments already made to the vendor the penalty will be deducted in the Security Deposit.

7.4. During inspection or on review of progress by the CEO / DEO or on a report/ complaint from subordinate staff or others, if it is found that:

7.5. The Agency does not possess adequate facilities and has not provided the necessary infrastructure (equipment, manpower etc.) or there is delay in deployment to execute the work within the stipulated period or if the equipments deployed are of inferior quality and manpower inadequate or not well trained/ skilled to produce quality output as per the tender specifications,

7.6. If the work is not executed as per specifications,

7.7. If any wrong claim is preferred for payment for printing or any other activity.

7.8. If there is failure to comply with or there is a breach of any of the terms

and conditions set out in the guidelines/ specifications of the Election Commission or the CEO issued from time to time.

The Department reserves the right, without prejudice to the action for imposition of penalty set out in the previous clause, to take such measures as are considered necessary to ensure that the programme is not affected and recover the additional cost/ liability from the Agency as per the Government norms. The measures may include forfeiture of Security Deposit and termination of the entire or part of the unfinished work. In such an event, the Agency will not be entitled to any payment or compensation and damages for the work done. Besides, such performance may entail action for blacklisting of the Agency, both for election work and also for all Government works. The blacklisting would not be limited to the Agency itself but for all entities, existing or to be setup in future, by the owners or top managers of the Agency.

8. **Force Majeure** - Neither the Department nor the Agency shall be liable to the other for any delay or failure in the performance of their respective obligations due to causes, contingencies beyond their reasonable control such as:

(a) Natural phenomena including but not limited to earthquakes, floods and epidemics.

(b) Acts of any Government authority domestic or foreign including but not limited to war declared, or undeclared.

(c) Accidents or disruptions including, but not limited to fire and explosions.

9. **Mode of Communication and Service of Notice**

9.1. Unless otherwise provided in the Contract any notice, request, consent or other communication given or required to be given hereunder shall be given by mailing the same by registered mail, postage prepaid, return receipt requested in the case of the Agency to the Department at their respective addresses and set forth above or with other addresses and to the attention of such other person or persons as may hereafter be designated by like notice hereunder and any such notice sent by post shall be deemed to have been served on the date when in the ordinary course of post, it would have been delivered at the address to which it was sent shall be deemed to be sufficiently served.

9.2. Any notice to the Agency if given or left in writing at their usual or last known place of abode or business shall be deemed to be duly given.

10. **Arbitration** - In case of any dispute, claims and differences arising out of or in connection with this, the matter will be referred to an Arbitrator mutually agreeable to both parties who will be the Arbitrator and his decision will be final and binding on both the parties as per the provisions of the Arbitration and Conciliation Act, 1996. The place of Arbitration shall be at Chennai.

11. **Indemnity** - The Agency herein shall indemnify the Department and keep always indemnified to the Department for any loss, damage, expense, costs etc., which the Department may have to incur by reason of any omission/commission, in this regard by the Agency.

12. **Miscellaneous**

12.1. The Agency shall familiarize with all terms, process, conditions,

specifications and other details of the work order and shall not ignore any of those as excuse in case of complaint against rejection of images or materials.

12.2. The Contract or any part share of interest in it shall not be transferred or assigned by the Agency directly or indirectly to any person or persons whomsoever without the prior written consent of the Department.

12.3. The relevant Government Orders, guidelines / instructions of the ECI, CEO on tender notice and tender documents along with the enclosures, the detailed final offer of the Agency and the letter of acceptance of the tender will form part of this contract. Wherever the offer conditions furnished by the Agency are at variance with conditions of this contract or conditions stipulated in the tender document, the latter should prevail over the offer conditions furnished by the Agency.

12.4. The Chief Electoral Officer has power to amend or annul any conditions of this Agreement if it is against the interest of the Department or might likely to cause pecuniary loss to the Government or in case of subsequent changes made by the Election Commission in the guidelines / specifications.

12.5. This contract is subject to the jurisdiction of courts at Chennai only.

For and on behalf of

DEPARTMENT

AGENCY

Witness: 1

Witness: 2

Annexure-IV
BANK GUARANTEE FOR SECURITY DEPOSIT
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,
Public (Elections) Department,
Secretariat,
Chennai - 600009.

Dear Sir,

1. In consideration of the Public (Elections) 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 (to be filled) (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 (to be filled) dated valued at for (to be filled) (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 (to be filled) (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 not withstanding 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. (to be filled) (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 of (to be filled) 2023 at
.....(to be filled)

WITNESS

(Signature)

(Signature)

(Name)

(Name)

(Official Address)
Stamp)

(Designation with Bank

Attorney as per Power of Attorney No..Dated (to be filled)

Annexure-V

NON-DISCLOSURE AGREEMENT

And

THIS MUTUAL NON-DISCLOSURE AGREEMENT (this “Agreement”) is made
between

AGREEMENT BY AND BETWEEN

- (1) (to be filled) a registered company validly organized and existing under the laws of India and having its registered office at (Here in after “ (to be filled)”).

And

- (2) **Public (Elections) Department, Government of Tamil Nadu, Secretariat, Chennai-600 009.**

1. **Purpose:** (to be filled) and **Public (Elections) Department** wish to explore a business opportunity of mutual interest and in connection with this opportunity, one party may disclose (the “Disclosing Party”) to the other party (the “Receiving Party”) certain

confidential technical and business information, which the Disclosing Party desires the Receiving Party to treat as confidential.

2. **“Confidential Information:”** means any information disclosed to the Receiving Party by the Disclosing Party, directly or indirectly, whether in writing (written, generated/stored on magnetic digital, photographic or other media), orally or by inspection, including without limitation, the Disclosing Party’s computer software, technology, documents, prototypes, samples, manuals, drawings, diagrams, reports, research and development, techniques, methodologies, applications for particular systems or programs, vendor names, customer lists, names of suppliers or business prospects, information systems, sales and marketing plans, financial information and results, business plans, strategic or financing transactions, projections (financial or otherwise), and channels of distribution, and which is designated by the Disclosing Party as “Confidential,” “Proprietary” or with some other similar designation. Confidential Information shall not, however, include any information which the Receiving Party can establish (i) was publicly known and generally available in the public domain prior to the time of disclosure to the Receiving Party as evidenced by prior written records or other tangible documents in the Receiving Party’s possession; (ii) becomes publicly known and generally available after disclosure to the Receiving Party through no wrongful act of the Receiving Party or any other party; (iii) was already in the possession of the Receiving Party, without confidentiality restrictions, at the time of disclosure by the

Disclosing Party as evidenced by prior written records or other tangible documents in the Receiving Party's possession; or (iv) the disclosure of which is required by mandatory law.

3. **Non-Use and Non-Disclosure:** The Receiving Party agrees not to use any of the Disclosing Party's Confidential Information for any purpose except to evaluate and engage in discussions concerning a potential business relationship between **Public (Elections) Department** and (to be filled). The Receiving Party agrees not to disclose any of the Disclosing Party's confidential information to third parties or to employees of the Receiving Party, except to those employees who are required to have the information in order to evaluate or engage in discussions concerning the contemplated business relationship between (to be filled) and **Public (Elections) Department**. The Receiving Party shall not reverse engineer any prototypes or other tangible objects which embody the Disclosing Party's Confidential Information.
4. **Maintenance of Confidentiality:** The Receiving Party agrees that it shall take all reasonable measures to protect the secrecy of and avoid unauthorized disclosure and use of the Disclosing Party's Confidential Information. Without limiting the generality of the foregoing, the Receiving Party shall take at least those measures that it takes to protect its own most highly confidential information and shall have its employees who have access to the Disclosing Party's Confidential Information sign a non-use and non-disclosure agreement in content

substantially similar to the provisions hereof, prior to any disclosure of such Confidential Information to such employees. The Receiving Party shall not make any copies of the Disclosing Party's Confidential Information unless the same are previously approved in writing by the Disclosing Party. The Receiving Party shall reproduce the Disclosing Party's proprietary rights notices on any such approved copies, in the same manner in which such notices were set forth in or on the original. The Receiving Party shall immediately notify the Disclosing Party in the event of any unauthorized use or disclosure of the Disclosing Party's Confidential Information.

5. **No Obligation**: Anything herein shall obligate or **Public (Elections) Department** to precede with any transaction between them, and each party reserve the right, in its sole discretion, to terminate the discussions contemplated by this Agreement concerning the business opportunity. Upon the request of the Disclosing Party, the Receiving Party will promptly return all documents in its possession that contain the Disclosing Party's Confidential Information.
6. **No Warranty**: All confidential information is provided "AS IS". Neither party makes any warranties, express, implied or otherwise, regarding its accuracy, completeness or performance.
7. **Ownership**: All Confidential Information disclosed by the Disclosing Party is and shall remain the sole property of the Disclosing Party. Nothing in this Agreement is intended to grant any rights to the Receiving Party under any patent, trademark, mask work right or copyright of the Disclosing Party included in the Disclosing Party's

Confidential Information, nor shall this Agreement grant the Receiving Party any rights in or to the Disclosing Party's Confidential Information.

8. **Survival:** This Agreement shall survive with respect to each piece of Confidential Information disclosed by the Disclosing Party hereunder until such time as such Confidential Information loses its confidentiality pursuant to Section 2(i), 2(ii), 2(iii) or 2(iv) hereof.
9. **Remedies:** Each party agrees that any violation or threatened violation of this Agreement will cause irreparable injury to the Disclosing Party, entitling the Disclosing Party to obtain injunctive relief in addition to all other legal remedies.
10. **Miscellaneous:** This Agreement shall bind and inure to the benefit of the parties hereto and their successors and assigns. This Agreement shall be governed by the laws of the state of Tamil Nadu, INDIA, without reference to conflict of laws principles of any jurisdiction. This Agreement contains the entire agreement between the parties with respect to the subject matter hereof. Any failure to enforce any provision of this Agreement shall not constitute a waiver thereof or of any other provision hereof. This Agreement may not be amended, except by a writing signed by both parties hereto. This Agreement may be executed in counterparts, all of which together, when executed and delivered, shall constitute one and the same instrument.

Place/Date: _____ ___/___/____ Place/Date: _____ ___/___/____

Name:

Name:

Signature: _____

Signature: _____

Annexure-VI

By Speed Post/Email

भारत निर्वाचन आयोग ELECTION COMMISSION OF INDIA

EPABX 011-23717391-98
Fax 011-23713412/23739944
Website: www.eci.nic.in

निर्वाचनसदन
अशोकरोड, नई दिल्ली-110001.
Nirvachan Sadan,
Ashoka Road, New Delhi-110001.

No.464/INST/VIS/2023/EPS

Dated: 8th June, 2023

To

The Chief Electoral Officers of
all the States and Union Territories

Subject: Voter Information Slip (VIS) and Accessible Voter Information Slip (AVIS) for General Election and Bye-election to Lok Sabha and State Legislative Assemblies- reg.

References:

Sl. No.	Letter No.	Dated
1.	464/INST/2011/EPS	18.02.2011
2.	464/INST/2013/EPS	19.03.2011
3.	464/INST/2011/EPS	20.01.2012
4.	464/INST/2013/EPS	14.06.2013
5.	464/INST-VS/ 2014/EPS	21.03.2014
6.	464/WB-LA/2016(INST)	01.04.2016
7.	464/INST/2016-EPS	26.12.2016
8.	464/INST/VIS/2017-EPS	19.01.2017
9.	464/INST/2018-EPS	14.09.2018
10.	464/INST/PwD/2016-EPS	27.09.2018
11.	464/INST/2018-EPS	15.01.2018
12.	ECI/PN/22/2019	28.02.2019
13.	464/INST/2021-EPS	26.02.2021

Madam/Sir,

The Commission has been issuing instructions from time to time on Photo Voter Slips, now known as Voter Information Slip, vide instructions referred above. Now, the Commission has reviewed these instructions and issued the following consolidated instruction in supersession of all the existing instructions.

In order to facilitate voters to know about their Polling Station, Voter Information Slip (VIS) is now provided to the voters in place of earlier existing Photo Voter Slip.

1. Design of Voter Information Slip (VIS):

- a) The Voter Information Slip contains Voter's details, Polling Station Location, Date and Time of the poll on the one side and snap shot of polling station location map, along with crucial Do's and Don'ts added to the reverse of the VIS to guide the voter. However, the photograph of the voter shall not be printed on the VIS. The word "*THIS SLIP WILL NOT BE ACCEPTED FOR THE PURPOSE OF IDENTIFICATION IN THE POLLING STATION. YOU ARE REQUESTED TO CARRY EPIC OR ONE OF THE ALTERNATIVE DOCUMENTS SPECIFIED BY THE COMMISSION FOR VOTING*" shall also be printed on the VIS in bold letter.
- b) There shall be a QR code on the Voter Information Slip as it helps in faster searching/matching of the elector details of respective part using Booth App. The details of QR code can also be seen through Voter Helpline App. The QR code shall contain only the approved information of VIS, which are printed on VIS.
- c) The size of VIS shall be as per details below: -
 - (i) The VIS should be printed in good quality paper. The VIS will be printed in the size of 'Half of A-4 paper' i.e. 8 inches by 6 inches (8" X 6").
 - (ii) The official VIS will be printed with proper accounting on both sides, as per the Sample enclosed herewith, showing the front and the reverse print.
 - (iii) The printing quality should be of high standard so as to ensure clear, legible and unambiguous image and content.
 - (iv) The printing of VIS may be done Polling Station wise by the Electoral Registration Officer concerned in ER Printing Tool of ERONET, which captures Voter's details.
 - (v) The list of alternative documents for identification of voters is also to be printed on the reverse of VIS.

- d) The Electoral Registration Officer (ERO) shall ensure that only one (1) set of VIS is to be printed meeting all possible safeguard for the registered electors of each Assembly Constituency, duly authenticated by the ERO, for distribution through the BLOs. The VIS should only be in the languages in which electoral roll is published for that Assembly Constituency.

2. Distribution of Voter Information Slips: -

- a) The Returning Officer (RO) of the Constituency shall prepare a schedule for distribution of VIS by the BLOs. A copy of this schedule shall be given by the Returning Officer (RO) to the Political Parties, Booth Level Agents (BLAs) of all recognized political parties, if they have been appointed, and contesting Candidates and their Agents, under acknowledgement. The printing of VIS to be done at the Level of DEO/ERO and its distribution through BLOs. The distribution of VIS to start from Last date of Nomination, till 5 clear days before the day of Poll to all enrolled electors, by the District Election Officers. A very close and rigorous monitoring of the distribution process shall be done by the DEO and General Observer concerned.
- b) A pre-printed register of voters shall be given to each BLO along with the VIS of the electors of his/her Polling Station area. The VIS should be issued under original signatures of the BLOs. The BLO shall give the VIS either to the registered voter or to an adult member of the voter's family, who is himself/herself a voter. The BLO shall obtain the signature or thumb impression of the person to whom the voter information slips are delivered, as an acknowledgement of having received the VIS. The register shall be deposited by the BLOs to the ERO 3 days before the day of Poll.
- c) The BLAs of political parties/Candidates' Agents may accompany the BLOs during the distribution work. When the BLA/Candidates' Agent accompanies the BLO for distribution, their signatures should also be obtained on the register, as a token of having seen the distribution process to genuine voters. The District Election Officers shall ensure that BLOs maintain absolute neutrality during the distribution of VIS.

Strict action should be taken against the BLO if a complaint is received and it is proved that he/she did not allow relevant stakeholders to accompany him/her during the distribution work.

- d) Returning Officer should monitor the distribution of voter information slips with the help of Sector Officers and should ensure that all voter information slips are properly distributed and duly accounted for.
- e) Sector Officers should randomly check that distribution of VIS, is being done as per these instructions and if any discrepancy is found, it should be corrected immediately. Sector Officers should also verify from the Voter Information Slips registers that all slips have been distributed and that signatures/thumb impression of acknowledgement have been obtained on the register.
- f) Bulk distribution of the Voter Information Slips shall not be allowed by BLO or any other person.
- g) A monitoring mechanism should be set up at the level of each Sector Officer and the RO/ARO, to receive complaints about improper distribution of Voter Information Slips. All such complaints should be expeditiously inquired into, and immediate corrective action should be taken. The ROs/DEOs will also ensure appropriate legal action against person(s) who procure the Voter Information Slips distributed by BLOs, from a Voter, under intimidation or by means of an inducement.
- h) All undistributed VIS shall be returned by the BLO to the Concerned RO/ARO in each Assembly Constituency, who shall keep the same in the sealed cover under safe custody. No further distribution of VIS would be done after the same are returned to the RO. RO shall make an alphabetical list of undistributed Voter Information Slips in respect of each part/ polling station.

3. Accessible Voter Information Slips (AVIS):

In furtherance towards implementing all the parameters of the Strategy Framework for Accessible Election 2018 and to ensure wholesome constructive participation and active engagement of Persons with Disabilities

(PwDs) in the election process, it has been directed to issue Accessible Voter Information Slips (AVIS) with Braille Features to Persons with Visual Impairment or Blind, over and above normal Voter Information Slip.


However, **it shall be ensured that Voter Information Slip is not to be accepted as a stand-alone identification document for Voting.** The 'Voter Information Slip' (VIS) will continue to be prepared and issued, as a part of awareness building and facilitation exercise for voters.


The above instructions shall be brought to the notice of all concerned for strict compliance.

Yours faithfully,



(AJAY KUMAR VERMA)
SECRETARY

ELECTION COMMISSION OF INDIA - भारत निर्वाचन आयोग			
Vidhan Sabha Elections 2022 - विधान सभा निर्वाचन 2022			
Voter Information Slip			
 <p>Date of Poll: 12-11-2022 मतदान की तारीख:</p> <p>Timings: समय: Morning 08:00 AM to Evening 05:00 PM सुबह 08:00 AM-शाम 05:00 PM</p>	राज्य:	state	हिमाचल प्रदेश Himachal Pradesh
	विधान सभा निर्वाचन क्षेत्र:	Assembly Constituency:	54 - कसौली 54 - KASAULI
	नाम:	Name :	
	लिंग:	Gender :	पुरुष Male
	मतदाता पहचान पत्र संख्या:	EPIC No.:	
	पिता का नाम:	Father's Name :	
	भाग संख्या:	Part No. :	1
	भाग का नाम:	Part Name :	कोटी (रोड) KOTI (ROD)
	मतदाता क्रमांक:	Serial No. :	5
	मतदान केन्द्र:	Polling Station:	रा व मा पा कोटी (रोड) GSSS KOTI (ROD)
	CEO WEBSITE :		ceohimachal.nic.in
	CEO Call Center Toll Free No :		18003321950
	DISTRICT ELECTION OFFICE :		सोलन SOLAN
	DEO Helpline No. :		1950
This will not be accepted as an identification document for voting. इसे मतदान के लिए एक पहचान दस्तावेज के रूप में स्वीकार नहीं किया जाएगा ।			

ELECTION COMMISSION OF INDIA - भारत निर्वाचन आयोग			
Vidhan Sabha Elections 2022 - विधान सभा निर्वाचन 2022			
Voter Information Slip			
 <p>Date of Poll: 12-11-2022 मतदान की तारीख:</p> <p>Timings: समय: Morning 08:00 AM to Evening 05:00 PM सुबह 08:00 AM-शाम 05:00 PM</p>	राज्य:	state	हिमाचल प्रदेश Himachal Pradesh
	विधान सभा निर्वाचन क्षेत्र:	Assembly Constituency:	54 - कसौली 54 - KASAULI
	नाम:	Name :	
	लिंग:	Gender :	महिला Female
	मतदाता पहचान पत्र संख्या:	EPIC No.:	
	पति का नाम:	Husband's Name :	
	भाग संख्या:	Part No. :	1
	भाग का नाम:	Part Name :	कोटी (रोड) KOTI (ROD)
	मतदाता क्रमांक:	Serial No. :	6
	मतदान केन्द्र:	Polling Station:	रा व मा पा कोटी (रोड) GSSS KOTI (ROD)
	CEO WEBSITE :		ceohimachal.nic.in
	CEO Call Center Toll Free No :		18003321950
	DISTRICT ELECTION OFFICE :		सोलन SOLAN
	DEO Helpline No. :		1950
This will not be accepted as an identification document for voting. इसे मतदान के लिए एक पहचान दस्तावेज के रूप में स्वीकार नहीं किया जाएगा ।			

Map of the Polling Station	Important Information for Voters
	<p>BLO's Name BLO's Contact Number _____</p> <p>बी.एल.ओ. का नाम बी.एल.ओ. का फोन नम्बर _____</p> <ol style="list-style-type: none"> समस्त मतदाता जो मतदान के लिए निर्धारित अंतिम समय के भीतर लाईन पर हैं, उन्हें मतदान की अनुमति प्रदान की जाएगी। महिलाओं के लिए अलग से लाईन लगाई जाएगी। वरिष्ठ नागरिकों को मतदान हेतु प्राथमिकता दी जाएगी। दृष्टीहीन एवं अशक्त मतदाता को मतदान के लिए नियमानुसार मतदान कक्ष के अन्दर एक व्यस्क साथी को ले जाने की अनुमति होगी। मतदान कक्ष के भीतर मोबाइल, कैमरा आदि उपकरण ले जाना वर्जित होगा। किसी एक अर्थी के पक्ष में वोट करने के लिए नकदी एवं अन्य प्रकार का प्रलोभन देना-लेना नियमों के अन्तर्गत भ्रष्ट आचरण है। मतदान केन्द्र में पहचान के उद्देश्य से इस मतदाता पर्ची को स्वीकार नहीं किया जायेगा। आप से अनुरोध है कि मतदान करने के लिये पहचान हेतु मतदाता फोटो पहचान पत्र या आयोग द्वारा निर्धारित 12-वैकल्पिक दस्तावेजों में से कोई एक दस्तावेज ले जायें। <ol style="list-style-type: none"> All the voters who are in the queue at the closing time of the poll shall be allowed to cast their vote. There are separate queues for women, Senior citizens are given priority for voting. Blind and infirm voter can be permitted to take an adult companion into the voting compartment for recording the vote. Gadgets like mobile phones and cameras are not allowed inside the polling booth. Offering or accepting money or any other gratification to vote for a particular candidate is a corrupt practice under law. This slip will not be accepted for the purpose of identification in polling station. You are requested to carry EPIC or one of the 12-alternative documents specified by the Commission for voting.
<p>कोई भी मतदाता न छूटे; हर वोट मायने रखता है -No Voter to be left behind; Every Vote Counts</p>	

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