

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

TENDER CALL NOTICE

No.IE (A) - 64 /2016-5894/Elec. 8<sup>th</sup> November, 2016

In continuation of cancellation of Tender Call Notice No. IE (A) - 64 /2016-5467/Elec. dated 3<sup>rd</sup> October, 2016 Office of Chief Electoral Officer, Odisha proposes to procure 25,00,000 (Twenty Five Lakhs) numbers of **pre-printed non-personalized PVC Card** for preparation of Electors Photo Identity Cards (EPICs) to be delivered in Home (Elections) Department, Government of Odisha, Bhubaneswar. The intending bidders should offer their price for the above materials as per given specifications for the present requirement as well as requirement arising within the validity period of Tender given in the Tender Call Notice No. No.IE (A) - 64 /2016- 5893 /Elec. 8<sup>th</sup> November, 2016. This has been hosted in Govt. IT Portal [www.odisha.gov.in](http://www.odisha.gov.in) and CEO office website [www.ceoorissa.nic.in](http://www.ceoorissa.nic.in).

A handwritten signature in black ink, followed by the date '08/11/2016' written below it.

Joint Chief Electoral Officer-cum-  
Joint Secretary to Government, Odisha

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

**TENDER CALL NOTICE**

**No.IE (A) - 64 /2016-5893/Elec. 8<sup>th</sup> November, 2016**

Office of Chief Electoral Officer, Odisha proposes to procure **25,00,000 (Twenty Five Lakhs)** numbers of **pre-printed non-personalized PVC Card** for preparation of Electors Photo Identity Cards (EPICs) to be delivered in Home (Elections) Department, Government of Odisha, Bhubaneswar. The intending registered manufacturers / authorized dealers should offer their price for the above materials as per given specifications for the present requirement as well as requirement arising within the validity period of Tender given below:

**REQUIRED SPECIFICATIONS**

**1. Specification for Card:**

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

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

**Front side of the EPIC Card:**

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

**Back side of the EPIC Card:**

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

**GENERAL INSTRUCTIONS:**

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

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

2. These two envelopes should be placed inside another sealed envelope and should be addressed to the Office of the **Chief Electoral Officer, Unit-V, behind Secha Sadan, Bhubaneswar, Odisha, Pin-751001**. The envelope must show the name of the bidder, address and should be superscribed as "**Tender Offer for pre-printed non-personalized PVC Card**", on the top of the envelope. In addition, outer envelope should indicate tender opening date to avoid any inadvertent opening.
3. The **Technical Bid** should contain:
  - (i) **EMD** of Rs. 3.00 Lakhs (Rupees Three Lakhs) only (**Refundable**) shall be furnished in the form of a Demand Draft in favour of ACEO-cum-Under Secretary, Home (Elections) Department, Odisha drawn in any scheduled bank payable at Bhubaneswar.
  - (ii) A **Tender Processing Fee** of **Rs.10,500/- (Rupees Ten Thousand Five Hundred) only (Non-refundable)** shall be furnished in the form of a Demand Draft in favour of ACEO-cum-Under Secretary, Home (Elections) Department, Odisha drawn in any scheduled bank payable at Bhubaneswar along with the tender. The Demand Draft shall be submitted along with other tender documents in the envelope superscribed “**Technical Bid**”.
  - (iii) Each bidder has to submit 04 (four) samples (as per the specification given above) of the pre-printed non-personalized PVC cards along with the Technical Bid for its technical scrutiny by the Technical Institute.
  - (iv) The Supplier shall submit his samples as per the scanned copy of the sample of pre-printed non-personalized PVC cards (Copy enclosed at Annexure-I, II & III). In case, the Bidder has any quarry, he / she should visit the Office of the CEO, Odisha to enquire the details at his / her own cost.
  - (v) Complete mailing address, E-mail ID, telephone, fax and other contact details.
4. The firms belonging to Odisha have to submit (as per **Annexure-IV**) the valid VAT Clearance Certificate from competent authority under Odisha VAT Act in form No.VAT-612, self attested valid PAN Card (which must be in the name of the company, but not in the name of any individual), Service Tax Registration Certificate under CST Act.

The proof of License from Authorised Dealer / Manufacturer from competent authority **(submission of Acknowledgment not acceptable and License must show about the products viz. PVC Cards / Smart Cards)**, or, as Bidders who have earlier undertaken such kind of supply of PVC Cards / Smart Cards for the purpose of election in any State (self certified copy of the previous Work Order issued by the Government Departments / CEO office of any State), or, as Bidders who have been enlisted / empanelled as Card Manufactures & Security Printers by the Election Commission of India.

The list of Card Manufactures and Security Printers communicated by Election Commission of India vide letter No. 23 / ID / 2012-ERS dated 04.06.2013 is enclosed at **Annexure-V**. The list is illustrative but not exhaustive.

**Note-1:** In case there is a need for further clarification, the original copies / certified copies from competent authority are to be produced by the Bidders within three days from the date of intimation.

5. Firms belonging to outside Odisha will have to furnish an undertaking in the form of an affidavit. Bidders shall furnish an undertaking in the form of an affidavit in original in shape of Non-Judicial Stamp Paper / E-Stamp Paper duly signed with seal of the Notary / Magistrate that they do not have any place of business in Odisha and there is no liability under Odisha Vat Act. Only original affidavit must be submitted.
- 5.1 The Bidder has to submit self attested copy of the Service Tax Registration Certificate under CST Act along with self attested copy of the PAN Card (which must be in the name of the company but not in the name of any individual). The Bidder should submit proof of License from Authorized Dealer / Manufacturer from competent authority **(submission of Acknowledgment not acceptable and License must show about the products viz. PVC Cards / Smart Cards)**, or, as Bidders, who have earlier undertaken such kind of supply of PVC Cards / Smart Cards for the purpose of election in any State (self certified copy of the previous Work Order issued by the Government Departments / CEO Office of any State), or, as Bidders who have been enlisted / empanelled as Card Manufacturers and Security Printers by the Election Commission of India. The list of Card Manufactures and Security Printers communicated by Election Commission of India vide letter No. 23 / ID / 2012-ERS dated 04.06.2013 is enclosed at Annexure-V. The list is illustrative but not exhaustive.

## **6. Evaluation of Technical Bids:**

The technical bids will be evaluated by a Committee constituted for the purpose by the competent authority. The sample(s) submitted along with technical bid shall subject to technical scrutiny / laboratory testing by a Technical Institute and only such bidders shall be held qualified who have furnished all required documents / certificates as stated above and whose samples confirm to the required specifications by the Technical Institute.

7. The sealed tender documents should reach in the Office of Chief Electoral Officer, Unit-V, Behind Secha Sadan, Bhubaneswar, PIN-751001 Odisha **on or before 01.12.2016 by 3.00 P.M** by Post of Indian Postal Service or Courier or to be dropped in the Tender Box in the office of the CEO, Odisha by the Bidder. The CEO office shall not be responsible for any postal delay whatsoever. Any tender received after the scheduled date and time stipulated above shall entail outright rejection. It shall be the responsibility of the Bidder to submit the tender in time. The office shall not be responsible for any postal or any other delay whatsoever.

8. The Technical Bids will be opened in the Office of Chief Electoral Officer, Home (Elections) Department, Unit-V, Behind Secha Sadan, Bhubaneswar, PIN-751001, Odisha **on 01.12.2016 at 4.00 P.M** in the presence of the Bidders or their authorized representatives, if any, and the Financial Bids of bidders who come out successful in the technical bid will be opened on **09.12.2016 at 4.00 P.M.**

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

9. The **Financial Bid** should contain the price per piece of pre-printed non-personalized PVC Card inclusive of all taxes and levies for delivery at the Office of the Chief Electoral Officer, Home (Elections) Department, Bhubaneswar.

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

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

10. The successful Bidder will have to furnish **Performance Security @ 10% of the estimated value of goods (Refundable)** within seven days from the date of placement of Supply Order in the form of a Demand Draft in favour of ACEO-cum-Under Secretary, Home (Elections) Department, Odisha drawn in any scheduled bank payable at Bhubaneswar before award of work. **This amount will be refunded to the Supplier within a period of one year from the date of supply of the entire stock subject to quality test of the materials supplied and confirmation of the materials (PVC cards) as per the technical specifications to be certified by the Technical Institution.**

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

The successful Bidder will be required to give Letter of Acceptance within seven days from the date of communication of rate arrived in the Tender.

12. Supply of Materials (Pre-printed Non-personalized PVC Cards):- The Pre-printed Non-personalized PVC Cards should be supplied by the Supplier within a period of 30 (thirty) days from the date of issue of Supply Order.

13. The prices and conditions of the offer should be valid for not less than a period of **one year** from the date of award of tender extendable by up to **six months**, if the authority so desires.
14. Modification of specifications, corrigendum and extension of closing date / time of tender (if required) will be made by an Addendum, and shall be binding. It will be informed through website of the Government of Odisha as well as CEO Office i.e. [www.odisha.gov.in](http://www.odisha.gov.in). and [www.ceoorissa.nic.in](http://www.ceoorissa.nic.in). The Bidders are advised to visit website for any corrigendum or modification.
15. The Purchaser reserves the right to **accept or reject** any or all tenders without assigning any reason(s) whatsoever. The Purchaser may also alter the quantities of material at the time of placing orders, based on actual requirement.
16. Bidders shall carefully examine the tender documents and the technical specifications and fully satisfy themselves as to all the conditions and matters, which may in any way, affect the work or the cost thereof.  
  
Should a Bidder find discrepancies in or omissions from the specification or other documents, or should there be any doubt as to their meaning, he / she should at once notify the Purchaser and obtain clarification in writing. This however does not entitle the Bidder to ask for **time beyond the due date fixed for receipt of tenders, or any other concession / deviation**.
17. Verbal or oral clarification and / or information given by the Purchaser or its employees or representatives shall not be binding on the Purchaser.
18. Submitted tender forms with **overwritten or erased or illegible rate or rates** not shown in **figures and words in English** will be liable for rejection. **Clerical and arithmetical** mistakes may result in **rejection** of the tender.
19. Request from the Bidder in respect of additions, alterations, modifications, corrections etc. of either terms or conditions or rates after opening of the tender is not liable to be considered.
20. While tender is under consideration, bidders and their representatives or other interested parties are advised to **refrain from contacting by any means, Purchaser's personnel or representatives** on matters relating to the tenders under study. The Purchaser, if necessary, will obtain clarification on tender by requesting such information from any or all the bidders either in writing or through personal contact as may be necessary. The Bidder will not be permitted to change the substance of his / her offer after the tender has been opened. This includes any post tender price revision / major modifications. In the event of non-compliance with this provision, the tender is liable to be disqualified.
21. **TERMS OF PAYMENT:**  
  
After due receipt of materials and verification thereof by the Technical Institute engaged by the Purchaser i.e. the Chief Electoral Officer, Odisha, bills shall be duly processed for payment and released as early as possible.

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

(i) The materials have to be supplied within 30 thirty days from the date of issue of the Supply Order. The Supplier has to take the copy of the Supply Order from the CEO Office, Bhubaneswar without any delay.

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

(iii) **Non-acceptance of Supply Order shall entail forfeiture of EMD.**

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

**24.** List of Documents to be supplied with the Tender Papers is enclosed at **Annexure-IV**

**25. REPLACEMENT:**

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

**26. DISPUTE RESOLUTION AUTHORITY:**

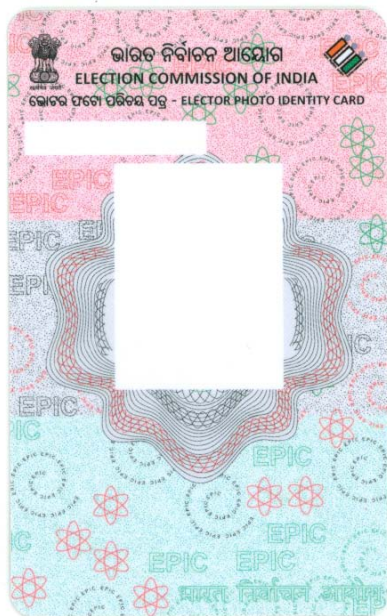
The final authority for payment will be the consignee except otherwise specifically stated. If the Vendor / Supplier desires to appeal against any matter he / she shall appeal to Chief Electoral Officer, Home (Elections) Department, Odisha whose decision on such matters shall be final, conclusive and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

**27. JURISDICTION OF HIGH COURT OF ODISHA:**

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

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

Encl:- **01. Annexure-I: Front side of EPIC;**  
**02. Annexure-II: Detailed specifications of EPIC;**  
**03. Annexure-III: Back side of EPIC;**  
**04. Annexure-IV: List of Documents to be submitted by the Bidders;**  
**05. Annexure-V: List of Card Manufactures and Security Printers communicated by Election Commission of India vide letter No.\_No. 23 / ID / 2012-ERS dated 04.06.2013;**

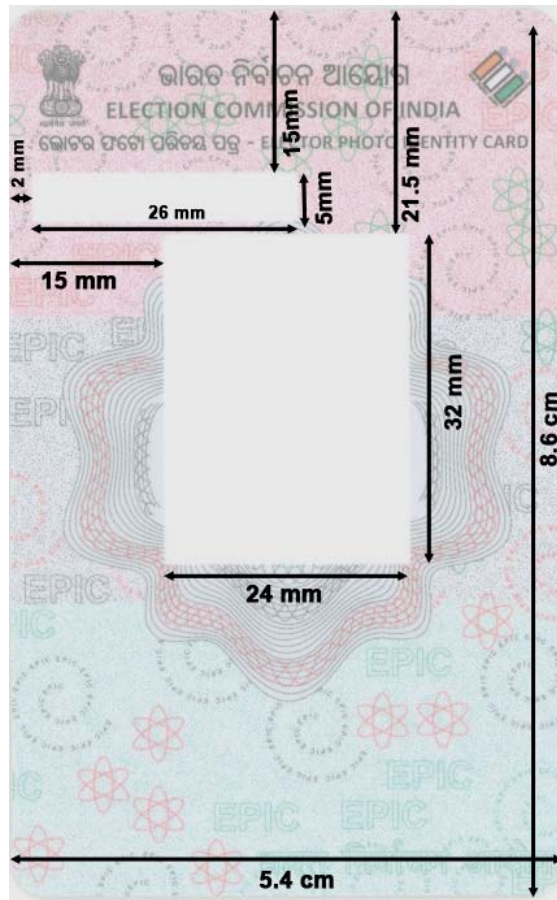


Front Side of EPIC

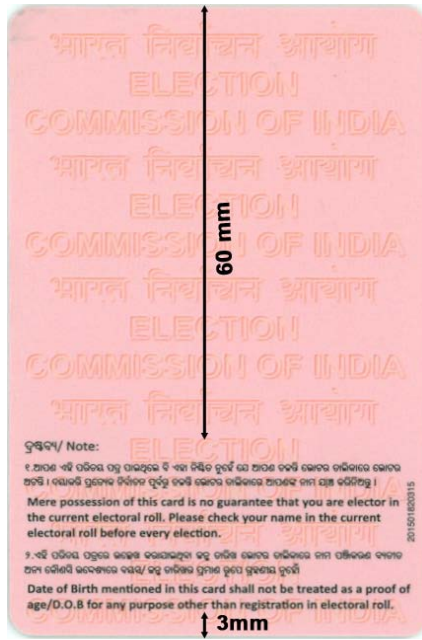
\*"ଭାରତ ନିର୍ବାଚନ ଆୟୋଗ "  
ELECTION COMMISSION OF INDIA  
ଭୋଟର ଫଟୋ ପରିଚୟ ପତ୍ର-ELECTOR PHOTO IDENTITY CARD



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



FRONT SIDE



**Back Side of EPIC**

\*\* ଦ୍ରଷ୍ଟବ୍ୟ / Note:

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

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

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

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

Lists of Documents to be submitted by the Bidders

**1. Three Envelops:**

- i. One sealed envelope addressed to the Office of the Chief Electoral Officer, Odisha, Unit-V behind Secha Sadan, Bhubaneswar, Odisha PIN-751001 containing name of Bidders with full Postal Address. The envelope should be superscribed as **“Tender Offer for pre-printed non-personalised PVC Cards”** on the top of the envelope. It should contain two envelopes inside.
- ii. One envelope inside should contain technical bid.
- iii. The other envelope should contain financial bid.
- iv. All offers should be made in English. Offers, if submitted in any other language must be accompanied by its English translation.

**2. Technical Bid:**

- i. EMD amounting to Rs.3.00 Lakhs (Three Lakhs) only (refundable) in the form of Demand Draft.
- ii. Tender Processing Fees i.e. Rs.10,500/- (Non refundable) in shape of Demand Draft.
- iii. Four samples of pre-printed non-personalized PVC Cards for technical scrutiny by the Technical Institute as per enclosed scanned copy of samples at ( Annexure-I, II & III);
- iv. The full Postal address of Bidder including e-mail-ID, fax number, Mobile Number ;

**A. In case of Supplier from Odisha:**

- i. To submit valid VAT Clearance certificate under Odisha VAT Act in form No.VAT-612 as per Odisha VAT Act, 2004;
- ii. Self Attested valid PAN Card must be in the name of the company, but not in the name of any individual. .
- iii. The proof of License from Authorised Dealer / Manufacturer from Competent Authority **(submission of Acknowledgment not acceptable and License must show about the products viz. PVC Cards / Smart Cards)**, or, as Bidders who have earlier undertaken such kind of supply of PVC Cards / Smart Cards for the purpose of election in any State (self certified copy of the previous Work Order issued by the Government. Departments / CEO office of any State), or, as Bidders who have been enlisted / empanelled as Card Manufactures & Security Printers by the Election Commission of India.

- iv. The list of Card Manufactures and Security Printers communicated by Election Commission of India vide letter No. 23 / ID / 2012-ERS dated 04.06.2013 is enclosed at **Annexure-V**. The list is illustrative but not exhaustive.
- v. Service Tax Registration Certificate under CST Act.

**B. In case of Supplier outside Odisha:**

- i. Bidders shall furnish an undertaking in the form of an affidavit in original in the shape of Non-Judicial Stamp Paper / E-Stamp Paper duly signed with seal of the Notary / Magistrate that they do not have any place of business in Odisha and there is no liability under Odisha VAT Act. Only original affidavit must be submitted.
- ii. Self attested copies of Service Tax Registration Certificate under CST Act.
- iii. Self Attested valid PAN Card must be in the name of the company, but not in the name of any individual.
- iv. The proof of License from Authorized Dealer / Manufacturer from Competent Authority (**submission of Acknowledgment not acceptable and License must show about the products viz. PVC Cards / Smart Cards**), or, as Bidders who have earlier undertaken such kind of supply of PVC Cards / Smart Cards for the purpose of election in any State (self certified copy of the previous Work Order issued by the Government. Departments / CEO office of any State), or, as Bidders who have been enlisted / empanelled as Card Manufactures & Security Printers by the Election Commission of India. The list of Card Manufactures and Security Printers communicated by Election Commission of India vide letter No. 23 / ID / 2012-ERS dated 04.06.2013 is enclosed at **Annexure-V**. The list is illustrative but not exhaustive.

- 3. Financial Bid:** Quotation price as (per piece) of Pre Printed Non Personalized PVC Card inclusive of all taxes and levies.

The list of Card Manufactures and Security Printers communicated by Election Commission of India vide letter No. 23 / ID / 2012-ERS dated 04.06.2013 . (The list is illustrative but not exhaustive).

List of Card Manufacturers/ Security Printers

1. MCT Cards and Technology Pvt. Ltd., Manipal, Karnataka  
Manipal Technologies Limited (H.O)  
Press Corner,  
Manipal-576 104,  
Karnataka, India  
Phone: +91-820-2571151 to 2571155  
Fax : +91-820-2570131 & 2571162  
Email : info@manipaltechnologies.com
  
2. Madras Security Printers, Chennai,  
72, T.H. Road,  
Chennai-600 081,  
India.  
Phone: 00 91 44 25916086, 00 91 44 25915549
  
3. MTech, Pune,  
P-1/2 Rajiv Gandhi Infotech Park,  
PHASE-1 Near Cognizant,  
Hinjewadi, Pune 411057(India)  
Phone : +91-20-020-22932020/2025/2080/4880  
Fax : +91-020-22933139  
Website: www.m-techindia.com  
Email: [info@m-techindia.com](mailto:info@m-techindia.com)
  
4. VCT, Chennai,  
Versatile Card Technology Pvt. Ltd.,  
AC-21, Fourth Main Road  
SIDCO Industrial Estate  
Thirumudivakkam  
Chennai 600 044, INDIA  
Phone: +91(44) 24781551  
Fax: +91 (44) 24781571
  
5. Colorplast, Noida  
C-8, SECTOR-65, NOIDA-201301  
UTTAR PRADESH  
TEL: +91 120 409 1000  
FAX: +91 120 409 1080  
B-6, SECTOR-65, NOIDA-201301  
UTTAR PRADESH  
TEL: +91 120 425 8769  
SKYPE: COLORPLAST.INDIA