

2022

# CHIEF ELECTORAL OFFICER, MIZORAM

## **Bid Document For Rate Contract**

[Single Stage Two Envelope (Two Parts)]  
for "Supply of Pre-printed PVC Electors  
Photo Identity Cards (EPIC)" based on  
Open Competitive Bidding Process.





**OFFICE OF THE CHIEF ELECTORAL OFFICER  
MIZORAM**

No.H.11011/9/2021-CEO

:


Dated Aizawl, the 20<sup>th</sup> April, 2022

**NOTICE INVITING BIDS**

Sealed Single Stage Two –Envelopes online bids are invited by the Chief Electoral Officer, Mizoram for selection of vendor for supply of the items listed below.

Sl No.	Name of article	Specification	Quantity per annum	Tender Fees	Amount of Bid Security/E MD	Bid validity	Place of delivery
1	Supply of pre-printed Colour PVC Elector's Photo Identity Cards (EPIC)	As mentioned in the ECI guidelines	80,000 (approx.)	Nil	Rs.40,000/-	180 days	FOR destination at Directorate of Election, Aizawl, Mizoram
2	Welcome Letter and Voter's Pledge (Back to back)		80,000 (approx.)			180 days	
3	Voter Guide(Back to back)		80,000 (approx.)			180 days	
4	Envelope described as "EPIC Kit" (Sl. No.1+2+3+4)		80,000 (approx.)			180 days	

Closing date and time for submission of bid is **27.05.2022** at **4:00 PM**. Details can be had from the Directorate of Election, 3<sup>rd</sup> Floor, Old Secretariat Building-I, Treasury Square, Near Raj Bhavan, Aizawl on all working days within Office hours or @ <https://ceo.mizoram.gov.in>

  
**(P.JAWAHAR) IAS**  
Chief Electoral Officer  
Mizoram, Aizawl

**PARTS OF THE BID DOCUMENT/RFP**

<b>Part</b>	<b>Page number</b>
Part 1: Definitions	1
Part-II : Notice Inviting Bids	2-3
Part III : Instructions to bidders	4-6
Part IV : Data Sheet	7-8
Part V :Eligibility Criteria	9-11
Part VI : Selection process	12
Part VII : Scope of Work	13-16
Part VIII : General terms & conditions	17
Part IX : Bill of Quantities	18
Part X : Annexures	19-36

## **PART I :Definitions**

- (a) “EPIC card” Electoral Photo Identity Card or voter ID card required at the time of casting vote.
- (b) “Bid” means the Financial Proposal consisting of documents as stipulated in this RFP.
- (c) “Bidder” means any entity that may provide or provides the Services to the Purchaser under the Contract.
- (d) “Instructions to Bidders” (PART-III of the RFP) means the document which provides interested Bidders with all information required to prepare their bids. This document also details out the eligibility criteria and process for the selection of the suppliers.
- (e) SPP or “State Procurement Portal” means the State Public Procurement Portal of Government of Mizoram which facilitates all the State Government Organizations to publish their Tender Enquiries, Corrigendum and Award Contract details and facilitate e-tendering.
- (f) “Service Provider” means the Bidder/s that has been selected by the Purchaser for execution of the services.
- (g) Bid inviting agency means Chief Electoral Officer (CEO), Mizoram, which is inviting bid/RFP and finalizing agency.
- (h) “Purchaser/procuring entity” means, “Chief Electoral Officer(CEO), Mizoram” (CEO) with which the selected Bidder signs the Contract for the Services and will provide services to the same.
- (i) “Scope of Work” (SoW) explains the objectives, scope of work, activities, tasks to be performed and the respective responsibilities of the Purchaser and the Service Provider. It also includes the Service Level Agreement (SLA). A complete elaboration is available in PART-VII of the RFP.
- (j) “Standard Contract” means the Annexure-III of the RFP which provides the standard contract agreement to be signed between the Purchaser and the selected Service Provider.
- (k) "Confidential Information" means any information disclosed to or by any Party to this Contract and includes any information in relation to the Parties, a third party including any such information that may come to the knowledge of the Parties hereto/Bidder's team by virtue of this Contract that is by its nature confidential or by the circumstances in which it is disclosed confidential and/or is designated by the disclosing Party as confidential or identified in terms connoting its confidentiality; but does not include information which is or becomes public knowledge other than by a breach of this Contract.
- (l) "Sub-Contractor" means any person or persons or firm/company or their legal representatives, successors, assignees to which part of contract has been sublet by the successful bidder.
- (m) “PVC” means Poly Vinyl Chloride
- (n) “PBG” means Performance Bank Guarantee
- (o) “EMD” means Earnest Money Deposit

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

## PART II: NOTICE INVITING BIDS

3<sup>rd</sup> Floor Secretariat, Annexe-I  
Treasury Square, Near Raj Bhavan  
Aizawl : Mizoram – 796001  
Website : [ceo.mizoram.gov.in](http://ceo.mizoram.gov.in)



CEO : 0389-2322252  
Jt. CEO : 0389-2300137/2322477 (O)  
0389-2328160/2325075 (F)  
Asst. CEO : 0389-2316279 (O)  
Supdt. : 0389-2320891 (O)  
E-mail : [mzelection@gmail.com](mailto:mzelection@gmail.com)

### OFFICE OF THE CHIEF ELECTORAL OFFICER MIZORAM

No.H.11011/9/2021-CEO : Dated Aizawl, the 11<sup>th</sup> April, 2022

#### NOTICE INVITING BIDS

Sealed Single Stage Two –Envelopes online bids are invited by the Chief Electoral Officer, Mizoram for selection of vendor for supply of the items listed below upto **06.05.2022** at **2:00 PM**.

Sl No.	Name of article	Specification	Quantity per annum	Tender Fees	Amount of Bid Security/EMD	Bid validity	Place of delivery
1	Supply of pre-printed Colour PVC Elector's Photo Identity Cards (EPIC)	As mentioned in the ECI guidelines	80,000 (approx.)	Rs. 1,000/-	Rs.50,000/-	180 days	FOR destination at Directorate of Election, Aizawl, Mizoram
2	Welcome Letter and Voter's Pledge (Back to back)		80,000 (approx.)			180 days	
3	Voter Guide(Back to back)		80,000 (approx.)			180 days	
4	Envelope described as "EPIC Kit" (Sl. No.1+2+3+4)		80,000 (approx.)			180 days	

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 selection of supplier 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, specification, delivery schedule, etc. can be downloaded from the website [www.ceomizoram.gov.in](http://www.ceomizoram.gov.in) and on <https://mizoramtenders.gov.in>
5. Bids duly signed on all pages and serially numbered should be submitted electronically on [www.mizoramtenders.gov.in](http://www.mizoramtenders.gov.in) by following the electronic bid submission procedure as specified on the portal.
6. The Bid Document Fee and Bid Security in the form specified in PART-III of the RFP shall be submitted personally or by post in sealed envelope up to **27.05.2022** 04:00 PM to the “*Joint Chief Electoral Officer, Mizoram, Directorate of Election, Mizoram Old Secretariat Building-I, Treasury Square, Aizawl, Mizoram Pin: 796001*” bearing “Production & Supply of PVC EPIC”.
7. Bids received after the specified time and date shall not be accepted. Offline bids shall not be accepted.
8. Bids have been invited electronically, the procedure for submission of Bids, including payment of Tender Fees, Copy of Bid Security/EMD etc. shall be provided on the State e-Procurement Portal <https://mizoramtenders.gov.in>.
9. The Technical Bids shall be opened on **31.05.2022** on the e-Procurement portal.
10. The Procuring Entity is not bound to accept the lowest Bid and may reject any or all Bids without assigning any reason thereof.
11. The vendor is expected to understand the directions issued by the Election Commission of India vide its letters No.23/EPIC Security/2021-ERS dated 05.10.2021, 23/ID/2021-ERS dated 22.06.2021, 491/ECI/LET/FUNC/SVEEP-III/EPIC/ENVELOPE/2021 dated 14.10.2021, 23/ID/2021-ERS dated 17.01.2022 and 23/EPIC Security/2021-ERS dated 18.01.2022.
12. To participate in the online bidding process, bidders must procure a Digital Signature Certificate as per Information Technology Act, 2000 using which they can sign their electronic bids. Bidders who already have a valid Digital Signature Certificate need not procure a new DSC.

Sd/-  
Chief Electoral Officer  
Mizoram, Aizawl

### **PART-III: INSTRUCTIONSTO BIDDERS**

#### **1. Bid Document/Tender Fee:**

The Bid Document Fee amounting to Rs.1000/- in the form of Demand Draft in favour of the Chief Electoral Officer, Mizoram payable at Aizawl shall be submitted alongwith EMD personally or by post in sealed envelope upto 27.05.2022 04:00 PM to the Joint Chief Electoral Officer, Mizoram, Directorate of Election, Mizoram Secretariat Old Building-I, Treasury Square, Aizawl, Mizoram Pin: 796001 bearing “Production & Supply of PVC EPIC”.

#### **2. Procedure for submission of bids:**

(a) Soft copies of bidsshould be submitted electronically through the State e-procurement Portal <https://mizoramtenders.gov.in> only using valid Digital Signature Certificate.

(b) The bid will be Two Bid system(Prequalification/Technical bid and financial bid)

(i) **Packet 1:** Pre-qualification sheets and Technical bid(As per checklist table-I of PART-V)+Supporting documents + Copy of EMD+copy of presentation

(ii) **Packet-2** : Financial bid

(iii) All pages of the bid being submitted should be signed by authorized signatory and sequentially numbered irrespective of the content of the documents and must contain the list of contents with page number.

#### **3. Clarification and amendment of bids**

(a) During the process of evaluation of the bids, Office of the Chief Electoral Officer, Mizoram may, at its discretion, ask bidders for clarifications on their bids. The bidders are required to respond within the prescribed time frame given for submission of such clarification.

(b) The bidder requiring any clarification on the bid document may submit queries by the due date and time as mentioned in the Data Sheet in the below mention format through email only to the address [mzelection@gmail.com](mailto:mzelection@gmail.com).All email must have “Pre Bid queries: Supply of EPIC” as subject.

#### **PRE-BID QUERIES FORMAT**(To be filled by the bidder)

Name of the company/firm \_\_\_\_\_

Name of the person(s) representing the Company/Firm:

Name of Person	Address for correspondence	Designation	Email	Mobile No

Queries/clarification sought:

Sl No.	RFP Clause No.	Page No.	RFP Clause detail	Clarification sought

#### **4. Earnest Money Deposit(EMD)**

(i) The bidder shall furnish EMD of Rs.40,000/- (Rupees Forty Thousand only) in the form of Demand Draft, Fixed Deposit Receipt, Banker’s Cheque or Bank Guarantee from any Commercial Bank in favour of the “Chief Electoral Officer, Mizoram” payable at Aizawl, Mizoram.

(ii) The EMD shall be submitted personally or by post in sealed envelopes bearing “**EMD for supply of pre-printed PVC Electoral Photo Identity Cards**” up to 27.05.2022 4:00 PM to the Joint Chief Electoral Officer, Mizoram, Directorate of Election, Mizoram Old Secretariat Building-I, Treasury Square, Aizawl, Mizoram Pin: 796001.

(iii) In case any bidder fails to physically submit the EMD on or before the prescribed date and time, its bid will not be accepted.

(iv) EMD submitted by the successful bidder will be released after the successful bidder signs the final agreement and furnish the Performance Bank Guarantee(PBG) as performance security.

(v) EMD of all unsuccessful bidders would be released as promptly as possible after signing of the agreement with the successful bidder.

- (vi) The EMD submitted shall be interest free and will be refundable to the bidders without any accrued interest on it.
- (vii) The EMD will be forfeited on account of one or more of the following reasons
  - (a) Bidder withdraws its bid or modifies its bid after opening of the bids.
  - (b) Bidder fails to provide required information during the evaluation process or is found to be non-responsive.
  - (c) In case of successful bidder, the said bidder fails to sign the Agreement on time or fails to furnish the Performance Bank Guarantee on time.
- (viii) The Micro, Small and Medium Enterprises (MSME) as defined in MSME Procurement Policy of Department of Micro, Small and Medium Enterprises or who are registered with the Central Purchase Organization, or with the Ministry of Electronics and Information Technology, or Startups as recognized by Department of Industrial Policy & Promotion (DIPP) are exempted from submission of EMD. Such Bidders must furnish a valid certificate in this regard along with the bid.

## 5. General

- (i) All the provisions listed out in the Request for Proposal (RFP) issued by the CEO, Mizoram shall be binding upon the participating bidders of this RFP
- (ii) The Chief Electoral Officer, Mizoram may, at its own discretion, extend the date for submission of bids.
- (iii) All information supplied by bidders shall be treated as contractually binding on the bidders on successful award of the assignment on the basis of the tender.
- (iv) The bidder shall be responsible for all costs incurred in connection with participation of the bid process
- (v) Bids received after the specified time and date shall not be accepted.
- (vi) All corrigendum/addendums/clarification regarding this RFP shall be posted on the website <https://ceo.mizoram.gov.in> and the State e-procurement portal <https://mizoramtenders.gov.in> only.

## 6. Validity of bids

- (i) Bid shall remain valid for 180 days from the last date of submission of bids.
- (ii) If required, the Chief Electoral Officer, Mizoram may solicit the bidder's consent to extend the period of validity. The request and the response thereto shall be in writing.
- (iii) The Chief Electoral Officer, Mizoram reserves the right to annul the tender process, or to accept or reject any or all the bids in whole or in part at any time without assigning any reasons and without incurring any liability to the affected bidder(s) of the grounds for such decision.

## 7. Disqualification

The Chief Electoral Officer, Mizoram may at his/her sole discretion and at any time during evaluation of bids, disqualify any bidder, if any bidder has:

- (i) Made misleading or false representation in the form, statements and attachments submitted in proof of the eligibility requirements
- (ii) Exhibit a record or poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures etc. in any project during the preceding three years.
- (iii) Fail to provide clarification related thereto, when sought
- (iv) Submitted more than one bid (directly/indirectly)
- (v) Submitted a bid with price adjustment/variation provision.
- (vi) Documents are not submitted as specified in the tender documents

## 8. Bid opening

- (i) The Chief Electoral Officer, Mizoram will constitute a committee to evaluate the bids submitted by bidders.
- (ii) The bids submitted will be opened at the date and time as specified in the RFP Schedule by the Committee or any other officer authorized by the Committee, in the presence of bidders or their representatives who may wish to be present at the time of bid opening.



**9. Notification of award of Contract and signing of contract:**

- (i) The successful bidder will be notified in writing about the acceptance of their bid. The Letter of acceptance will constitute the formation of the contract in the format given at **Annexure-VII** after receipt/deposit of the prescribed PBG to the Chief Electoral Officer, Mizoram by the successful bidder.
- (ii) The successful bidder will sign the contract with the Chief Electoral Officer, Mizoram within 21 working days of the release of Letter of Acceptance and on submission of performance of security.
- (iii) After signing of the contract, no variation in or modification of the terms of the contract shall be made except by mutual written amendment signed by both the parties.

**10. Performance Security:**

- (i) As soon as possible, but not more than 21 days following the date of issue of Letter of Acceptance, the successful bidder shall furnish PBG to the Chief Electoral Officer, Mizoram valuing Rs.50,000/- as performance security.
- (ii) The PBG will remain valid for a period of 60 days beyond the expiry of contract.
- (iii) The successful bidder has to renew the Bank Guarantee on the same terms and conditions for the period of extension of contract including claim period.
- (iv) The Performance security would be returned after successful completion of tasks assigned to them and only after adjusting/recovering any due recoverable/payable by the Bidder on any account under the contract.

**PART-IV:Data Sheet****1. Data Sheet**

Sl No	Particulars	Details
1	Bid Submission Address	Joint Chief Electoral Officer, Mizoram, Directorate of Election, Mizoram Old Secretariat Building-I, Treasury Square, Aizawl, Mizoram Pin:796001.
2	Contact details	Shri David L.Pachau, Joint Chief Electoral Officer, Mizoram Mobile: 9436197517 Email: mzelection@gmail
3	Place of delivery	Directorate of Election, Mizoram Old Secretariat Building-I, Treasury Square, Aizawl, Mizoram Pin:796001.
4	Validity period of Bid	Bids must remain valid for <u>180 days</u> after the closing date of bid
5	Tenure of Contract	The contract shall be in force for 3 years subject to adherence to time lines/time frame and as per the terms and conditions of RFP
6	Extension of contract	The contract may be extended by a period of one year or part thereof at the same rate, terms & conditions, subject to satisfactory performance by the Bidder
7	Pre-Bid queries	Clarifications may be requested not later than the date defined in the Schedule. Clarifications may be e-mailed(only) to the following address: <a href="mailto:mzelection@gmail.com">mzelection@gmail.com</a> All email must have "Pre Bid queries: Supply of EPIC" as subject.
8	EMD	Rs.40,000/- (Rupees Twenty Thousand only)
9	Tender Fee	Rs.1000/- in the form of Demand Draft
10	Performance Bank Guarantee	Rs.50,000/- (Rupees Fifty Thousand only)
11	Method of selection	Determined through bidding process
12	Award of contract	Contract will be signed and executed by CEO,Mizoram
13	Website for RFP reference	<a href="https://ceo.mizoram.gov.in">https://ceo.mizoram.gov.in</a> or <a href="https://mizoramtenders.gov.in">https://mizoramtenders.gov.in</a> .
15	Language of bid	English only

**2. RFP Schedule**

Sl No.	Particular	Details
1	Date of issue of the RFP/Bid submission start date	<b>06.05.2022</b> 10:00 AM
2	Last date and time for submission of queries	<b>13.05.2022</b> 04:00 PM
3	Pre-Bid meeting	<b>20.05.2022</b> 11:00 AM (To be held virtually details of which will be shared to bidders later on)
4	Last date and time for submission of bids	<b>27.05.2022</b> 04:00 PM
5	Date, time & Place of opening of Pre-qualification sheets/Technical Bid	<b>31.05.2022</b> 11:00 AM "Office of the Joint Chief Electoral Officer, Mizoram, Directorate of Election, Mizoram Old Secretariat Building-I, Treasury Square, Aizawl, Mizoram Pin: 796001."
6	Opening of Financial Bids	To be notified by CEO, Mizoram

**Note :**

1. In case a holiday is declared on any day, the event will be shifted to the next working day, same time.
2. All corrigendum/addendums/clarification regarding this RFP shall be posted on the above mentioned website only.
3. Office of the Chief Electoral Officer, Mizoram may at its discretion, extend the last date for receipt of bids in order to provide prospective bidders reasonable time for taking any corrigendum/addendums into account.

## **PART-V :ELIGIBILITY CRITERIA**

### **1. Pre-Qualification Criteria:**

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

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

### **CRITERIA FOR PRE-QUALIFICATION**

TABLE-I

1	Company name	
2	Name of the bidder on behalf of the company	
3	Mailing Address	
4	Telephone number	
5	E-mail address	
6	Name and address of the person authorized to make commitments to the Election Department (Certificate of Authority to be provided)	
7	Year of establishment of the firm	
8	Similar Experience: Years & No. of assignments	

The eligibility criteria are as given below:-

<b>SI No</b>	<b>Eligibility criteria</b>	<b>Supporting documents</b>
1	Bidder should be a company registered under the Indian Companies Act, 2013/Companies Act, 1956	Certificate of Incorporation/ Registration in the name of the bidder valid as on the date of bid submission
2	<u>Category of bidder:</u> The bidder should be a competent “PVC card Manufacturer”	a. Visa Card or Master Card or RuPay or Aadhar Card or PAN Card (Please attach valid certificate) b. ISO 27001 and 9001
3	<u>Experience:</u> Bidder should have had the experience of any kind of PVC Cards with security features of work orders equal to: 3 completed work orders of Rs.1crore each or more; or 2 completed orders of Rs.2 crore each or more; or 1 completed work order of Rs.3 crore during last 4 years ending 31.03.2021	Certificate of CA to be attached, confirming the same alongwith the work order/completion certificate from the client
4	<u>Bidder in house capacity:</u> Bidder should have installed capacity to manufacture personalized cards on PVC core/sheet with all security features not less than 10,000 per day	Per day capacity of supply of personalized PVC cards
5	<u>Financial turnover:</u> Annual turnover of the Bidder during the preceding 3 years(2018-2019, 2019-2020 & 2020-2021) should be at least Rs.3 crore from the business of printing PVC cards with security for Government, PSU/Banks etc. in India	Audited Balance Sheet of last 3 years CA certificate with registration number and seal
6	Financial Net Worth as on 31.03.2022 should be positive	CA certificate with registration number and seal

7	Mandatory undertakings	Bidder should: a. Not be insolvent, bankrupt etc. b. Not have their directors being convicted of any criminal offence c. Not have any conflict of interest in the procurement comply with code of integrity d. Not have been blacklisted by any Government agency e. Not sublet the contract f. Have submitted only one bid(self-certified letter as per self-declaration)
8	Bidder should have the facility and experience of printing with variable data and Hot stamping	Self-certification duly signed by authorized signatory. The same may be inspected by CEO's office before final selection.
9	<u>GST registration and clearance:</u> Bidder should have GST where his business is located. Should have TIN(Income tax)/PAN number	Copies of GST registration, last GST return filed, copies of TIN registration and PAN
10	Should have filed income tax returns for the three financial years (2018-2019, 2019-2020 & 2020-2021)	Certified copies of the ITRS filed for the immediately preceding three financial years (i.e.2018-2019, 2019-2020 & 2020-2021)
11	The bidder must have successfully completed PVC card with security features printing projects within India during the last 5 years awarded by Government/PSU/Banks	Copy of work orders or certificate of work completed with a date
12	The bidder should not be blacklisted or debarred or banned from participating or carrying out business with ECI or the Ministry of Electronics & IT or the entire Central Government at the time of submission of the bid. An undertaking from the bidder, in this regard, should be submitted. A similar ban subsequent to the submission of the bid, but before the award of the contract shall also disqualify the bidder	Certificate from an authorized signatory of the bidder
13	The bidder must have in-house facilities for: a. Printing voter guides b. Envelope making and printing	a. Self-certification duly signed an authorized signatory b. Machine list to be attached

## 2. Technical Evaluation

TABLE-II

Technical Evaluation		Maximum Marks
<b>1</b>	<b>Capability and Profile</b>	<b>50</b>
	<b>Infrastructure Quality:</b>	<b>15</b>
	1. Space available, free & Utilized(Minimum free space required should be commensurated to store 10 days production capacity)	4
	2. Space connectivity(By road, rail, air)	4
1.1	3. Physical security etc a. Round the clock security provision b. CCTV surveillance cameras at all strategic locations(Both inside and outside the premise) with 30 days recording facilities c. Entry only through biometric/Card punching system	7

1.2	<b>Quality of Machines(How to meet the required output per day with working sheet) :</b>	<b>20</b>
	(i) Automation&Computerization	6
	(ii) Production in volumes	4
	(iii) Integration of processes	4
1.3	(iv) In-House:Paper Printing & Envelope Making	6
	<b>Experience of Technical personnel more than 3 years</b>	<b>15</b>
	(i) Project Manager	5
	(ii) IT Team	5
2	(iii) Operation Team	5
	<b>Past experience of the Firm</b>	<b>50</b>
2.1	<b>Average Annual Turnover from the printing operations(including PVC cards) within India only, during the previous years(2018-2019, 2019-2020 &amp; 2020-2021)</b>	<b>10</b>
	(i) INR 5 crores to INR 10 crores	5
	(ii) Above INR 10 crores	10
2.2	<b>Value of completed PVC card with variable data printing projects within India during the last four years awarded by Government/ PSUs/Banks as on 31.03.2022</b>	<b>10</b>
	(i) INR 5 crore to INR 10 crores	5
	(ii) More than 10 crores	10
2.3	<b>Experience in years(PVC Card with variable data Printing within India during the last four years awarded by Government/PSU/Banks as on 31.03.2022)</b>	<b>10</b>
	(i) 5 or more than 5 years, but less than 10 years	5
	(ii) More than 10 years	10
2.4	<b>Installed capacity of printing colour PVC EPICs</b>	<b>10</b>
	25,000 – 50,000 per day	5
	More than 50,000 per day	10
2.5	<b>Experience of working in North East India(PVC Card printing) in the last 10 years</b>	<b>10</b>
	(i) Business value upto 2crore	5
	(ii) Business value above 2crore	10

## **PART VI:SELECTION PROCESS**

### **1. EVUALATION OF PROPOSAL:**

The evaluation of the proposal will be done in the following parts:

- (i) Preliminary Scrutiny: Each proposal will be scrutinized by a Screening Committee constituted by CEO, Mizoram to determine whether the documents have been signed, all relevant papers submitted and the proposal is in order. Proposals not conforming to such requirements will be prima facie rejected.
- (ii) Pre-qualification: Bid will have to meet the minimum qualifying criteria as per Part V in order to be qualified for Technical Evaluation.
- (iii) Technical Evaluation: Bids meeting the minimum qualifying criteria will be Technically Evaluated based on marking system given in Table-2 of Part V. A bidder will have to score a minimum of **50 marks** or above to be technically qualified for Financial Evaluation.

### **2. SELECTION OF FIRMS**

- (i) The financial Bids of only the “Technically Qualified Bidders” will be opened.
- (ii) If a bidder fails to quote price in the Commercial bid, then the bid of the concerned bidder will be rejected.
- (iii) The bidder offering lowest “Unit Price” would be termed L1 bidder or the successful bidder
- (iv) If only one bidder qualifies for financial evaluation, then the office of the CEO, Mizoram shall have the right to select the single qualified bidder or cancel the RFP.
- (v) In case the evaluated bid amount of two or more bidders are the same, then the firm having ***higher/highest score in the Technical Evaluation*** will be declared as L1 bidder or successful bidder.
- (vi) Any conditional commercial bid will lead to disqualification of the entire bid and forfeiture of EMD
- (vii) If there is any discrepancy between words and figure of the charges, the amount in words will prevail
- (viii) Quoted rates in the Financial Bids should be cost per item and shall be inclusive of Goods and Services Tax(GST).
- (ix) The rates will be F.O.R. destination **Directorate of Election, Mizoram Old Secretariat Building-I, Treasury Square, Aizawl, Mizoram Pin:796001.**
- (x) The financial bid will be submitted as per the format at Annexure-IV.

## **PART-VII: SCOPE OF WORK**

- (i) The successful bidder shall prepare approximately 80,000-1,00,000 pre-printed PVC EPIC (Electors Photo Identity Cards) with security features in a year spreading over 40 Assembly Constituencies in 11 districts of Mizoram. However, the number may vary subject to actual requirement.
- (ii) **The successful bidder will be required to supply pre-printed colour PVC EPICs with security features and base text as per the specification in Annexure-A but the printing of personalized details of voters including photograph on the EPIC is not included in the contract.**
- (iii) The work for preparation of pre-printed PVC EPICs will be executed as per the following schedule:-
- (a) **Summary Revision:** During Special Summary Revision of Photo Electoral Roll, a large number of new electors are enrolled and the pre-printed PVC EPICs are required to be prepared in a short time span as per the schedule of the Election Commission of India and the Office of the Chief Electoral Officer, Mizoram.
- (b) **Continuous Up-dation of Electoral Roll (From the date of Final Publication of Electoral Roll after Summary Revision upto the next date of draft publication of Electoral Roll):** During this period, the selected bidder will have to prepare the card on a monthly basis or as per requirement placed by the Office of the Chief Electoral Officer, Mizoram.
- The office of the Chief Electoral Officer, Mizoram will be at liberty to place order for pre-printed PVC EPICs in bulk or on a monthly basis as per requirement.
- (iv) **Detailed scope of work:**
1. Manufacture and supply of coloured PVC EPIC in given specifications, security features and base text contents as per sample at Annexure-A
  2. Hot stamping of Holograms on each EPIC as specified in the RFP.
  3. Print and supply Envelopes in 4 colour (CMYK) on 70 GSM Maplitho paper-layout design and dimensions as provided at Annexure- X
  4. Print and supply Welcome Letter & Voter's Pledge on 70 GSM Maplitho paper as per specification provided at Annexure - XI
  5. Print and supply Voter Guide to be printed on 70 GSM Maplitho paper as per layout and design and dimension mentioned in Annexure- XII
- (v) **Specifications of Card :**
- a. Card type: All new cards will be printed on a PVC sheet. Material Poly Vinyl Chloride, 15 Glossy/Mat finishing (PVC) + Polyethene Terephthalate Glycol (PETG).
  - b. Card size: CR80 (86mmx54mmx0.76mm) variation permissible of plus and minus 5%
  - c. Thickness: 760 microns ( $\pm 10\%$ )
  - d. Lamination (Overlay) Glossy/Mat finishing
  - e. Design & Layout: Indicative design provided at Annexure-A
  - f. ISO standard: CR-80 type adhering to ISO/IEC 7810/IEC 7810/10373 standards
- (vi) **Hot stamping of hologram:**
- a. Hologram of size 16mmx12mm (after stamping) made up of 19-23 Micron polyesters film of silver shade is to be hot stamped on the bottom right corner of Front side of the PVC EPIC
  - b. Reel/Sheet of holograms, mentioning numbers of Reels and hologram will be delivered to the vendor for hot stamping by the CEO, Mizoram.
  - c. The exact number of holograms received in the reel must be documented by the manufacturer as a secure document.
- (vii) **Base text contents to be printed on PVC EPICs:**
- a. The National emblem is printed on the upper left hand corner of Front side of the PVC EPIC, and the Election Commission of India logo is printed in colour on the upper right-hand corner.



- b. Relief tint of “Election Commission of India” in bilingual, i.e., English & Hindi is to be printed next to the National emblem below which should be written “Electoral Photo Identity Card” also in bilingual, i.e. English & Hindi.
- c. The voter helpline telephone number “1950” alongwith the website of the the Chief Electoral Officer, Mizoram “<https://ceo.mizoram.gov.in>” should be printed on the bottom of back side of the PVC EPIC.
- d. The remaining part of the PVC EPIC, front side and back side should be left blank except for the background colouring.

(viii) **Delivery schedule:** The selected bidder shall deliver the pre-printed PVC EPIC to the “**Directorate of Election, Mizoram Old Secretariat Building-I, Treasury Square, Near Raj Bhavan, Aizawl, Mizoram Pin:796001**” as per the below schedule

<b>Order size</b>	<b>Turn Around time (working days)</b>
Less than 30,000	21 days
Above 30,000	30 days

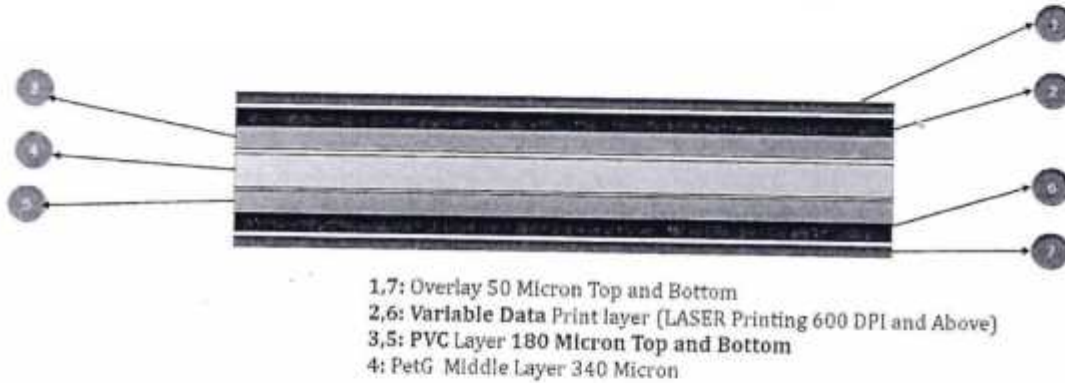
- (ix) **Delivery Plan :** The articles shall be delivered by the selected bidder as follows:
- 1. The Welcome Letter, Voter’s Pledge and Voter Guide shall be placed inside the Envelope and be delivered to the destination mentioned above without the Envelope being sealed as per requirement placed by the CEO, Mizoram.
  - 2. The colour pre-printed EPICs with security features shall be delivered separately as per requirement placed by the CEO, Mizoram.

**SPECIFICATIONS OF CARD:**

a. **Card type:**

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

**Proposed layering of EPIC card**



b. **Card size:**

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

c. **Thickness:**

760 microns (+/-10%)

d. **Lamination (Overlay)**

Glossy/Mat finishing

e. **Design & Layout:**

Indicative design as provided by ECI. The Election Commission may alter the design, colour scheme and layout at any time.

f. **ISO Standard:**

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

**Hologram hot stamping**

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

**OTHER FEATURES**

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

## Front and Back of new EPIC

The front side of the EPIC card features the Election Commission of India logo and name in Hindi and English. It includes the card number ZBIOKLM987, a photograph of the elector, and personal details in both Hindi and English. A small Indian flag icon is visible in the top right corner.

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

**ZBIOKLM987**

नाम: अनिता कुमारी चौहान  
Name: Anita Kumari Chauhan

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

लिंग / Gender: स्त्री / Female

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

Front side

The back side of the EPIC card contains the elector's address in Hindi and English, the issuing authority, issue date, and a QR code. It also includes a note in Hindi and English regarding the card's use as a proof of age. The card number ZBIOKLM987 is repeated at the bottom. A contact number 1950 and a website URL are provided at the very bottom.

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

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

निर्वाचक: पंजीकृत अधिकारी, सांगवीप नगर, जयपुर  
Issue Date: 28/10/2021

नोट / Note:  
अंतर चुनाव से पहले कृपया निर्वाचक पत्रकारी के अपने नाम की जांच करें।  
Before every election, please check that your name exist in current electoral roll.

यह कार्ड चुनाव के अलावा किसी भी उद्देश्य के लिए प्रमाण नहीं है।  
This card is not a proof of Age except for the purpose of election.

**ZBIOKLM987**

☎ 1950 [www.ceo.mizoram.nic.in](http://www.ceo.mizoram.nic.in)  
<https://ceo.mizoram.gov.in>

Back side

**PART VIII: GENERAL TERMS & CONDITIONS:**

- 1. Contract period:** The Office of the Chief Electoral Officer, Mizoram shall enter into a contract initially for 3(three) years with the successful bidder from the date of signing of the Contract which may be extended, if required, by mutual agreement.
- 2. Prices:**
  - (a) The prices shall remain fixed for the complete contractual period. No price change request will be accepted after opening of the bids and during the validity of the contract.
  - (b) Quoted rates shall be inclusive of Goods and Services Tax(GST)
  - (c) In the financial bid format, if the bidder fails to quote price, then the bid of the concerned bidder shall be rejected.
- 3. Commence of Work:** Successful bidders should be ready for manufacturing and supply of PVC EPICs within 30 days of signing of the contract. In-case of failure to start work in 30 days, the Office of the Chief Electoral Officer, Mizoram may choose to terminate the contract and Performance Security can be forfeited. In exceptional case, the Office of the Chief Electoral Officer, Mizoram may consider to extend the timeline of start of work beyond 30 days.
- 4. Subletting:** The selected bidder will carry out the work in the mentioned premises. If at any stage, it is found that the work has been subletted, the supply order will be cancelled, Performance Security will be forfeited and payment for the job done will not be made.
- 5. Payment terms:**
  - (a) All payment will be made only after successful supply of the pre-printed PVC EPICs to the **Directorate of Election, 3<sup>rd</sup> Floor, Mizoram Old Secretariat Building-I, Treasury Square, Near Raj Bhavan, Aizawl, Mizoram-796001.**
  - (b) No payment shall be made for the faulty PVC EPICs i.e. deviation from the specification of the PVC EPICs. The bidder shall be liable to replace them free of cost.
- 6. Resolution of disputes:**
  - (a) Performance of the Contract is governed by the terms and conditions of the Contract. However, if any dispute arises about any interpretation of any terms and condition of the contract including scope of work, the clauses of price etc., either party of the contract may send a written notice of dispute to the other party and seek amicable settlement on the dispute.
  - (b) All legal disputes between the parties shall be subjected to the jurisdiction of the Courts in Aizawl, Mizoram.

**PART IX: BILL OF QUANTITIES(BoQ)**

<b>SI No.</b>	<b>Name of article</b>	<b>Specification</b>	<b>Unit</b>	<b>Quantity per annum</b>	<b>Estimated procurement in 3 years</b>
1	Supply of pre-printed Colour PVC Elector's Photo Identity Cards (EPIC)	As mentioned in the ECI guidelines	Nos.	80,000 (approx.)	2,40,000
2	Welcome Letter and Voter's Pledge (Back to back)		Nos.	80,000 (approx.)	2,40,000
3	Voter Guide(Back to back)		Nos.	80,000 (approx.)	2,40,000
4	Envelope described as "EPIC Kit" (Sl. No.1+2+3+4)		Nos.	80,000 (approx.)	2,40,000

**PART X :ANNEXURES**

<b>Annexures</b>	<b>Page number</b>
Annexure – I (Technical Bid Submission Sheet)	20
Annexure –II (Document Submission Sheet)	21-24
Annexure –III (Bidder’s Authorization Certificate)	25
Annexure –IV (Financial bid submission sheet)	26
Annexure –V (Financial bid Covering letter)	27
Annexure –VI (financial Bid format)	28
Annexure –VII (Bank Guarantee for EMD)	29
Annexure –VIII (Bank Guarantee for Performance Security)	30-31
Annexure –IX (Draft Agreement of Contract)	32
Annexure-X(Sample Envelope)	33
Annexure-XI (Sample Welcome Letter & Voter Pledge)	34
Annexure-XII(Sample Voter Guide)	35-36

BIDDING FORM NO. 1:

**TECHNICAL BID SUBMISSION SHEET**

Date: \_\_\_\_\_

NIB \_\_\_\_\_

No.: \_\_\_\_\_

To,

The Joint Chief Electoral Officer, Mizoram,  
Directorate of Election,  
Mizoram Old Secretariat Building-I,  
Treasury Square,  
Aizawl, Mizoram Pin: 796001.

We, the undersigned, declare that:

1. We have examined and have no reservations about the Bidding Document.
2. We declare that we fulfill eligibility criteria as per the technical evaluation sheet and Prequalification criteria in conformity with The Bidding Document and offer to supply in accordance with the specifications, the delivery schedule and other requirements as specified in the bidding document for Supply of Colour pre-printed PVC EPICs as per NIB.
3. Our Bid shall be valid for a period as mentioned in the BDS from the date fixed for the bid submission deadline in accordance with the Bidding Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
4. If our Bid is accepted, we commit to provide a Performance Security in the amount specified in the BDS or shall submit the Performance Security Declaration, as the case may be, for the due performance of the Contract;
5. We are not participating, as Bidder in more than one Bid for the supply of the subject Goods/Matter in this bidding process in the Bidding Document;
6. Our firm for any part of the Contract has not been debarred by the State Government or the Procuring Entity or regulatory authority under any applicable law;
7. We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed;
8. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive;
9. We agree to permit the Government of Mizoram or the Procuring Entity or their representatives to inspect our accounts and records and other documents relating to the bid submission and to have them audited by auditors appointed by them;
10. We declare that we have complied with and shall continue to comply with the provisions of the Code of Integrity including Conflict of Interest as specified for Bidders in the Financial Rules and Guidelines of the state of Mizoram and this Bidding Document during the procurement process and execution of the Contract till completion of all our obligations under the Contract;
11. We hereby agree in principle to be selected after mutual agreement.

Name:

In the capacity of:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Duly authorized to sign the Bid for and on behalf of: \_\_\_\_\_

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

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

## DOCUMENT SUBMISSION SHEET

1	Company name	
2	Name of the bidder on behalf of the company	
3	Mailing Address	
4	Telephone number	
5	E-mail address	
6	Name and address of the person authorized to make commitments to the Election Department (Certificate of Authority to be provided)	
7	Year of establishment of the firm	
8	Similar Experience: Years & No. of assignments	

## PRE-QUALIFICATION SHEET

Sl No	Eligibility criteria	Supporting documents	Compliance (Yes/No)	Document submitted (Yes/No)	Document at page No.
1	Bidder should be a company registered under the Indian Companies Act, 2013/Companies Act, 1956	Certificate of Incorporation/ Registration in the name of the bidder valid as on the date of bid submission			
2	<u>Category of bidder:</u> The bidder should be a competent "PVC card Manufacturer	a. Visa Card or Master Card or RuPay or Aadhaar Card or PAN Card (Please attach valid certificate) b. ISO 27001 and 9001			
3	<u>Experience:</u> Bidder should have had the experience of any kind of PVC Cards with security features of work orders equal to: 3 completed work orders of Rs.1crore each or more; or 2 completed orders of Rs.2 crore each or more; or 1 completed work order of Rs.3 crore during last 4 years ending 31.03.2022	Certificate of CA to be attached, confirming the same alongwith the work order/completion certificate from the client			
4	Bidder in house capacity: Bidder should have installed capacity to manufacture personalized cards on PVC core/sheet with all security features not less than 10,000 per day	Per day capacity of supply of personalized PVC cards			



5	<b>Financial turnover:</b> Annual turnover of the Bidder during the preceding 3 years(2018-2019, 2019-2020 & 2020-2021) should be at least Rs.3 crore from the business of printing PVC cards with security for Government, PSU/Banks etc. in India	Audited Balance Sheet of last 3 years CA certificate with registration number and seal			
6	Financial Net Worth as on 31.03.2022 should be positive	CA certificate with registration number and seal			
7	Mandatory undertakings	Bidder should: a. Not be insolvent, bankrupt etc. b. Not have their directors being convicted of any criminal offence c. Not have any conflict of interest in the procurement comply with code of integrity d. Not have been blacklisted by any Government agency e. Not sublet the contract f. Have submitted only one bid(self-certified letter as per self-declaration)			
8	Bidder should have the facility and experience of printing with variable data and Hot stamping	Self-certification duly signed by authorized signatory. The same may be inspected by CEO office before final selection.			
9	<u>GST registration and clearance:</u> Bidder should have GST where his business is located. Should have TIN(Income tax)/PAN number	Copies of GST registration, last GST return filed, copies of TIN registration and PAN			
10	Should have filed income tax returns for the three financial years (2018-2019, 2019-2020 & 2020-2021)	Certified copies pf the ITRS filed for the immediately preceding three financial years (i.e.2018-2019, 2019-2020 & 2020-2021)			
11	The bidder must have successfully completed PVC card with security features printing projects within India during the last 5 years awarded by Government/PSU/Banks	Copy of work orders or certificate of work completed with a date			

12	The bidder should not be blacklisted or debarred or banned from participating or carrying out business with ECI or the Ministry of Electronics & IT or the entire Central Government at the time of submission of the bid. An undertaking from the bidder, in this regard, should be submitted. A similar ban subsequent to the submission of the bid, but before the award of the contract shall also disqualify the bidder	Certificate from an authorized signatory of the bidder			
13	The bidder must have in-house facilities for: a. Printing voter guides b. Envelope making and printing	a. Self-certification duly signed an authorized signatory b. Machine list to be attached			

### TECHNICAL BID

Technical Evaluation		Compliance (Yes/No)	Document Submitted (Yes/No)	Supporting Documents	Document at Page No.
<b>1</b>	<b>Capability and Profile</b>				
	<b>Infrastructure Quality:</b>				
	1. Space available, free & Utilized(Minimum free space required should be commensurate to store 10 days production capacity)				
	2. Space connectivity(By road, rail, air)				
1.1	3. Physical security etc a. Round the clock security provision b. CCTV surveillance cameras at all strategic locations(Both inside and outside the premise) with 30 days recording facilities c. Entry only through biometric/Card punching system				
	<b>Quality of Machines(How to meet the required output per day with working sheet) :</b>				
	(i) Automation&Computerization				
1.2	(ii) Production in volumes				
	(iii) Integration of processes				
	(iv) In-House:Paper Printing & Envelope Making				

1.3	<b>Experience of Technical personnel more than 3 years</b>				
	(iv) Project Manager				
	(v) IT Team				
	(vi) Operation Team				
<b>2</b>	<b>Past experience of the Firm</b>				
2.1	<b>Average Annual Turnover from the printing operations(including PVC cards) within India only, during the previous years(2018-2019, 2019-2020 &amp; 2020-2021)</b>				
	(iii) INR 5 crores to INR 10 crores				
	(iv) Above INR 20 crores				
2.2	<b>Value of completed PVC card with variable data printing projects within India during the last four years awarded by Government/ PSUs/Banks as on 31.03.2022</b>				
	(iii) INR 5 crore to INR 10 crores				
	(iv) More than 10 crores				
2.3	<b>Experience in years(PVC Card with variable data Printing within India as awarded by Government/PSU/Banks as on 31.03.2022)</b>				
	(iii) 5 or more than 5 years, but less than 10 years				
	(iv) More than 10 years				
2.4	<b>Installed capacity of printing colour PVC EPICs</b>				
	25,000 – 50,000 per day				
	More than 50,000 per day				
2.5	<b>Experience of working in North East India(PVC Card printing) in the last 10 years</b>				
	(iii) Business value upto 2crore				
	(iv) Business value above 2crore				

**BIDDER'S AUTHORIZATION CERTIFICATE**  
*(to be filled by the bidder)*

To,

The Joint Chief Electoral Officer, Mizoram,  
Directorate of Election,  
Mizoram Old Secretariat Building-I,  
Treasury Square,  
Aizawl, Mizoram  
Pin:796001.

Ref: NIB No. date:

WHEREAS We, who are "manufacturers and security printer" of \_\_\_\_\_ having factory(ies) at \_\_\_\_\_ do hereby authorize ( Name) \_\_\_\_\_(Contact Numbers) \_\_\_\_\_ Mobile Fax \_\_\_\_\_ Email \_\_\_\_\_ to submit a Bid in relation to the Invitation for Bids indicated above, the purpose of which is to provide the following Goods manufactured by us and to subsequently negotiate and sign the Contract:

"For selection of vendor for supply PVC EPICs with security features"

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

Thanking you,

Name of the Bidder: -  
Authorized Signatory: -  
Seal of the Organization: -  
(Includes complete address)  
Date: ----- Place: -----

Verified Signature:  
Name:  
Position

BIDDING FORM NO. 2:

**Financial Bid Submission Sheet**

Date: \_\_\_\_  
NIB No.: \_\_\_\_

To,

The Joint Chief Electoral Officer, Mizoram,  
Directorate of Election,  
Mizoram Old Secretariat Building-I,  
Treasury Square,  
Aizawl, Mizoram Pin: 796001.

We, the undersigned, declare that:

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

Name:

In the capacity of:

Signed:

Date:

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

Complete Address :

Tel:

E-mail:

**FINANCIAL BID COVER LETTER FORMAT**  
(To be submitted by the bidder on his letter head)

To

The Joint Chief Electoral Officer, Mizoram,  
Directorate of Election,  
Mizoram Old Secretariat Building-I,  
Treasury Square,  
Aizawl, Mizoram Pin:796001.

Reference: NIB No. \_\_\_\_\_ : Dated:

Dear Sir,

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

1. I / We undertake that the prices are in conformity with the specifications prescribed. The quote/ price are inclusive of all costs likely to be incurred for executing this work. The prices are inclusive of all types of govt. taxes/duties as mentioned in the financial bid (BoQ).
2. I / We undertake, if our bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the schedule of requirements.
3. I/ We hereby declare that in case the contract is awarded to us, we shall submit the contract performance security as prescribed in the bidding document.
4. I / We agree to abide by this bid for a period of 180 days after the last date fixed for bid submission, and it shall remain binding upon us and may be accepted at any time before the expiry of that period.
5. Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding contract between us.
6. I/ We hereby declare that our bid is made in good faith, without collusion or fraud, and the information contained in the bid is true and correct to the best of our knowledge and belief.
7. We understand that you are not bound to accept the lowest or any bid you may receive.
8. We give our in-principle consent to be selected subject to mutual agreement. The rate quoted is applicable for all the districts of the State of Mizoram.
9. I/ We will not sublet the contract if awarded to us.
10. I/ We have not modified, changed etc. any word/line/para/text mentioned in the bid downloaded from the website(s) as mentioned in the bid; otherwise, we know that our bid shall be cancelled and rejected if the submitted bid has a deviation of word/line/para/text from the original bid.
11. I/ We would be responsible to the CEO and other authorities of the concerned area, as per bid terms & condition mentioned herein.
12. We undertake the accountability of security of Holograms being provided by the department, and EPIC cards being printed

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

Date:

Signature of Authorized Signatory:

Name:

Designation:

**FINANCIAL BID**  
**Financial Bid Format (BoQ)**

*(Short-listing of Manufacturer and Supplier of PVC Personalized Electors Photo Identity Cards (EPIC) with security features conforming to ECI guidelines/ standards and specification in bid document.)*

Sr. No	Name & Description of Item	Unit	Estt. Qty. Per year.	Unit Cost in INR without Tax (this includes all levies & other incidental charges, if any)	Applicable Tax as on date (Tax Name & percentage Tax)	Applicable Tax in INR on Total Cost	Freight Charges in INR	Unit Cost in INR (inclusive all taxes, charges, levies etc.) [E+G+H]
A	B	C	D	E	F	G	H	I
1	Manufacture & Supply of pre-printed Colour PVC Elector's Photo Identity Cards (EPIC) with high security Hologram (hot stamped) with Welcome Letter and Voter's Pledge (Back to back) and Voter Guide (Back to back) and Envelope described as "EPIC Kit" to be delivered to respective District Election Officers (DEOs) with other security features as per ECI guidelines supplied by the designated vendor	One set	80,000 units (approx.)					
Total amount in figure								
Total amount in words								

Note: The grand total of (column 'E') will be considered for final evaluation.

Bidders submitting their Bids electronically shall follow the electronic Bid submission procedure as specified on the State e-Procurement Portal <https://mizoramtenders.gov.in> Bidders should not fill any information in the above format and submit physically otherwise the bid shall be treated as non-responsive. Bidder should submit their financial bid online on <https://mizoramtenders.gov.in> only.

**BANK GUARANTEE FOR EMD**

(To be stamped in accordance with Stamp Act)

The non-judicial stamp paper should be in the name of issuing Bank

Ref.....  
Bank Guarantee No.....  
Date.....

To,

The Joint Chief Electoral Officer, Mizoram,  
Directorate of Election,  
Mizoram Old Secretariat Building-I,  
Treasury Square,  
Aizawl, Mizoram Pin:796001.

Dear Sir,

1. In accordance with Invitation to Bid under your Specification No..... M/s ..... having its Registered/Head Office at (hereinafter called the 'Bidder') wish to participate in the said Bid or..... and you, as a special favour have agreed to accept an irrevocable and unconditional Bank Guarantee for an amount of..... valid upto on behalf of Bidder in lieu of the Bid deposit required to be made by the Bidder, as a condition precedent for participation in the said Bid.

2. We, the ..... Bank at ..... (local address) having our Head office at ..... guarantee and undertake to pay immediately on demand by Chief Electoral Officer (CEO), Mizoram, the amount of (in words & figures) without any reservation, protest, demur and recourse. Any such demand made by said 'Owner' shall be conclusive and binding onus irrespective of any dispute or difference raised by the Bidder.

3. This guarantee will not be discharged due to the change in the constitution of the Bank or the Supplier(s)/Service Provider(s).

4. Notwithstanding anything contained hereinabove:  
a. Our liability under this guarantee is restricted to Rs (in words & figures).  
b. This Bank Guarantee will be valid upto ..... ; and  
c. We are liable to pay the guarantee amount or any part thereof under this Bank Guarantee only upon service of a written claim or demand by you on or before ..... In witness whereof the Bank, through its authorised officer, has set its hand and stamp on this.....day of.....2022.....at.....

WITNESS

.....  
(Signature)

.....  
(Signature)

.....  
(Name)

.....  
(Name)

.....  
(Official Address)

.....  
(Designation with Bank Stamp)

Attorney as per Power of Attorney No..... Dated.....



**FORM OF PERFORMANCE SECURITY BANK GUARANTEE**

(To be Stamped in accordance with Stamp Act)

The non-judicial stamp paper should be in the name of issuing Bank

Ref.....

Bank Guarantee No..... Date.....

To

The Joint Chief Electoral Officer, Mizoram,  
Directorate of Election,  
Mizoram Old Secretariat Building-I,  
Treasury Square,  
Aizawl, Mizoram Pin:796001.

Dear Sirs,

1. In consideration of the Election Department, Govt. of Mizoram, Chief Electoral Officer Mizoram (hereinafter referred to as the bid inviting agency and purchaser“ which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assigns) having awarded to M/s..... with its Registered/Head office at ..... (hereinafter referred to as the “Supplier” which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), a Contract by issue of Notification of award No ..... dated ..... and the same having been acknowledged by the Supplier, resulting in a Contract, bearing No..... dated.....valued at.....for..... (scope of Contract) and the Supplier having agreed to provide a Contract Performance Guarantee for the faithful performance of the entire Contract not exceeding Rs ..... (in words & figures).

2. We.....(Name & Address of Bank Branch) having its Head office at ..... (hereinafter referred to as the “Bank”, which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns) do hereby guarantee and undertake to pay the amounts due and payable under this guarantee without any demur, reservation, context, recourse or protest and/or without any reference to the Supplier merely on a demand from the Purchaser stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Purchaser by reason of breach by the said Supplier(s) of any of the terms or conditions contained in the said Agreement or by reason of the Supplier(s)“ failure to perform the said Agreement. Any such demand made on the Bank shall be conclusive and binding notwithstanding any difference between the Purchaser and the Supplier or any dispute pending before any Court, Tribunal, Arbitrator or any other authority. We agree that the guarantee herein contained shall be irrevocable and shall continue to be enforceable till the Purchaser discharges this guarantee.

3. The Purchaser shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee, from time to time to extent the time for performance of the Contract by the Supplier. The Purchaser shall have the fullest liberty, without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the Supplier, and to exercise the same at any time in any manner, and either to enforce or to forbear to enforce any covenants, contained or implied, in the Contract between the Purchaser and the Supplier or any other course or remedy or security available to the Purchaser. The Bank shall not be released of its obligations under these presents by any exercise by the Purchaser of its liberty with reference to the matters aforesaid or any of them or by reason of any other act of omission or commission on the part of the Purchaser or any other indulgences shown by the Purchaser or by any other matter or thing whatsoever which under law would, but for this provision have the effect of relieving the Bank.

4. The Bank also agrees that the Bid Inviting Agency/Purchaser at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance without proceeding

against the Supplier and notwithstanding any security or other guarantee the Purchaser may have in relation to the Supplier's liabilities.

5. This guarantee will not be discharged due to the change in the constitution of the Bank or the Supplier(s)/Service Provider(s).

6. Notwithstanding anything contained hereinabove:

- a) Our liability under this guarantee is restricted to Rs ..... (in words & figures).
- b) This Bank Guarantee will be valid upto ..... ; and
- c) We are liable to pay the guarantee amount or any part thereof under this Bank Guarantee only upon service of a written claim or demand by you on or before .....

In witness whereof the Bank, through its authorised officer, has set its hand and stamp on this..... day of.....2022 at.....

WITNESS

..... (Signature)	..... (Signature)
..... (Name)	..... (Name)
..... (Official Address)	..... (Designation with Bank Stamp)

Attorney as per Power of Attorney No ..... Dated .....

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

**Agreement**

An agreement made this \_\_\_\_\_ day of \_\_\_\_\_ between \_\_\_\_\_ (hereinafter called "the Supplier") and Chief Electoral Officer, Mizoram (hereinafter called "the Procuring Entity")

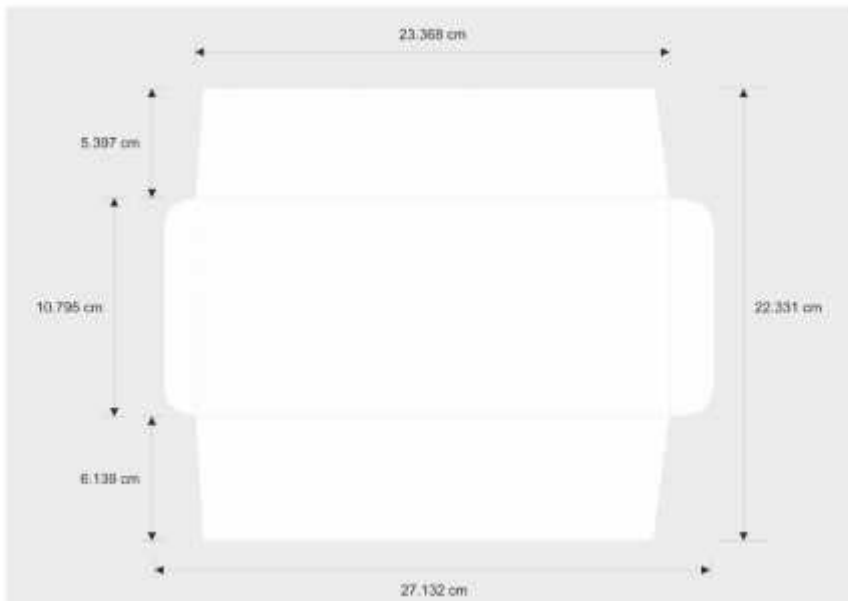
WHEREAS the Procuring Entity invited Bids for certain Goods and Related Services, viz., \_\_\_\_\_ and has accepted a Bid by the Supplier for the supply of those Goods and Related Services for the sum of \_\_\_\_\_ (amount in figures and words) (hereinafter "the Contract Price").

NOW THIS AGREEMENT WITNESSES AS FOLLOWS:

- 1) In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Contract referred to.
- 2) The bid document issued vide even no. dated \_\_\_ and work order no. \_\_\_ dated \_\_\_ shall be deemed to form and be read and construed as part of this Agreement.
- 3) i) The contract period is for 3years, can be extended to maximum 5 years with mutual consent (Initially contract will be made for first 3years and may be renewed upon mutual consent).  
 ii) The period of contract may also be reduced or contract can be terminated on the basis of decision of CEO, Mizoram.
- 4) In consideration of the payments to be made by the Procuring Entity to the Supplier as indicated in this Agreement, the Supplier hereby covenants with the Procuring Entity to provide the Goods and Related Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
- 5) The timelines for the prescribed Scope of Work, requirement of services and deployment of technical resources shall be effected from the date of work order i.e. \_\_\_\_ and completed by supplier within the period as specified in the bid document.
- 6) The (Financial Rules and Guidelines of the State of Mizoram) promulgated, their amendments issued by the State Government shall also be the part of this contract agreement.
- 7) All disputes arising out of this agreement and all questions relating to the interpretation of this agreement shall be decided as per the procedure mentioned in the RFP document.
- 8) The CEO concerned hereby covenants to pay the Supplier in consideration of the provision of the Goods and Related Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

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

Signed By (_____) Designation:, Company:	Signed By (_____) Designation: Office of the Chief Electoral Officer, Mizoram
In the presence of: (_____) Designation: Company:	In the presence of: (_____) Designation: Office of the Chief Electoral Officer, Mizoram
(_____) Designation: Company:	(_____) Designation: Office of the Chief Electoral Officer, Mizoram





Dear .....

Congratulations on receiving your EPIC – Election Photo Identity Card! The Election Commission of India welcomes you as an integral and valued member of the world's largest democracy.

We are happy that you have enrolled as a voter – Right to vote, believes in free and responsible. Election Commission of India is committed to free, fair, accessible, inclusive, transparent and ethical elections.

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

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

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

Happy Voting!

With Best Wishes,

CHIEF ELECTORAL OFFICER  
MIZORAM

Dear .....

CHIEF Electoral Photo Identity Card (EPIC) သော့ချက်ကိစ္စအတွက် အထွေထွေအချက်အလက်များကို Election Commission of India သည် အောက်ဖော်ပြပါအတိုင်း အင်္ဂလိပ်ဘာသာဖြင့် ပေးအပ်ခဲ့ပါသည်။

အောက်ဖော်ပြပါအတိုင်း အင်္ဂလိပ်ဘာသာဖြင့် ပေးအပ်ခဲ့ပါသည်။  
Voter Helpline App ကို အသုံးပြုရန် အတွက် အောက်ဖော်ပြပါအတိုင်း အင်္ဂလိပ်ဘာသာဖြင့် ပေးအပ်ခဲ့ပါသည်။

ထို့အပြင် အောက်ဖော်ပြပါအတိုင်း အင်္ဂလိပ်ဘာသာဖြင့် ပေးအပ်ခဲ့ပါသည်။  
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Vote thak nuan lei!

Duhaknang sang bar nan,

CHIEF ELECTORAL OFFICER  
MIZORAM



**ELECTOR'S PLEDGE**

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

**ELECTOR INTIAMNA**

*Koim, India khaw leh lai, mipui tlan saerkaw sima ngat thoi him, haw ramin mipui saerkaw a in hupai thin leh  
Intiamna talen, thinghlin leh rawnang  
a in neih thin chawng tur us.  
Inthlan apingin haw law saerkaw,  
chi intiamna, khawng leh thiamna dangin  
mih thanna lem vaw thak turin haw in aum e.*

**USE YOUR EPIC NUMBER**

**Voter Helpline App**

- Book Helpline: Find Helpline location in your polling booth nearby.
- Search your name in Electoral Roll
- Know your Polling Officer
- Apply for the election (Vote ID card)
- Apply for voting in the Assembly Constituency

**Voter Portal**

- Find your Voter ID Card number and Voting Booth no.
- Search your name in Electoral Roll
- Know your Polling Officer (PDC/EC/PIO)
- Apply for the election (Vote ID card)
- Apply for voting in the Assembly Constituency



#MyVoteMatters

PROUD TO BE A VOTER

Front side

Back side



Register Online or Verify your details at <https://voterportal.eci.gov.in>

1950 Voter Helpline | Install Voter Helpline App | ECI | @ECIVEEP | @ECIVEEP | ECI

Install PwD App | Download the app at [www.eci.gov.in](https://www.eci.gov.in) | ECI

# VOTER GUIDE

Election Commission of India  
 1111111 | NO VOTER TO BE LEFT BEHIND

Election Commission of India  
 Bhambhata Road, New Delhi - 110001  
<https://eci.gov.in>

**VOTE THLAK TURTE HRIAT TUR PAWIMAWH**

**Voter list ok / I have my name in**  
 • Visit Website [voterportal.eci.gov.in](https://voterportal.eci.gov.in)  
 • SMS to 1950: ECI@voterportal.eci.gov.in  
 • Use Voter Helpline App

**polling station nearest to my house**  
 • VSM - voterportal.eci.gov.in  
 • SMS to 1950: ECI@voterportal.eci.gov.in  
 • Use Voter Helpline App

**Candidate to challenge has changed / Candidate has changed**  
 • Use Voter Helpline App

**polling station / I have my name in**  
 • Helpline 1950 phone ring the

Use Helpline App ok / Use at Polling Booth a name PwD  
 Use Helpline App / Helpline 1950 phone ring the

**FACILITIES FOR PwDs & SENIOR CITIZENS**

Access & Wheel Chair  
 Transport Facility for PwDs  
 EVM with Braille  
 Voter Assistance Booth  
 Sign Language  
 Special Markers  
 Stamps  
 Priority Access for PwDs and Senior Citizens

**OTHER FACILITIES AT POLLING STATION**

Separate Queue  
 Drinking Water  
 First Aid  
 Waiting Shed  
 Toilet

We look forward to your comments/suggestions/creative:

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**INTHLAN NI CHUAN** 1111111 | NO VOTER TO BE LEFT BEHIND

Voter in line / I have my name in  
 I have my name in / I have my name in  
 I have my name in / I have my name in  
 I have my name in / I have my name in  
 I have my name in / I have my name in  
 I have my name in / I have my name in

**I VOTE HLU TAK KHA THLAK ANG CHE**

1. Voter in line / I have my name in  
 2. Polling Officer in line / I have my name in  
 3. Voter in line / I have my name in  
 4. Polling Officer in line / I have my name in

**#MyVoteMatters**  
**PROUD TO BE A VOTER**

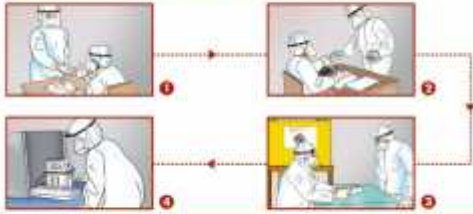
To,  
 District Election Officer/  
 Deputy Commissioner

**EVM - VVPAT HMANGA VOTE THLAK DAN**

1. EVM / I have my name in  
 2. VVPAT / I have my name in  
 3. EVM / I have my name in  
 4. VVPAT / I have my name in  
 5. Polling Officer in line / I have my name in  
 6. Polling Officer in line / I have my name in  
 7. EVM / I have my name in  
 8. VVPAT / I have my name in

None of the voters (INDIA) must be left behind

**A TAWP DARKAR-A VOTE THLAK**



PPK to change Polling Station whenever voter pollster shows signs for a/c

COVID-19 symptoms with the voter shall be lockdown daktar that change vote thlak for it as Polling Booth change means PPK Kit pak on it only

**COVID-19 LAIA HIM TAKA VOTE THLAK**

- Masks, Face shields and Gloves
- Sanitise, soap and water
- Thermal Screening of all persons
- Social distancing
- Token system to avoid queues
- Optional Postal Ballot facility

