

2022

**CHIEF ELECTORAL OFFICER,  
MIZORAM**

**Bid Document For Rate Contract**

[Single Stage Two Envelope (Two Parts)]  
for "Supply of Hologram for 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:DatedAizawl, the 20<sup>th</sup> April, 2022

**NOTICE INVITING BIDS**

Online Bids are invited through the State e-procurement portal <https://mizoramtenders.gov.in> by the Chief Electoral Officer, Mizoram for selection of hologram producer and supplier as listed below upto 4:00 PM of **27.05.2022**.

Sl No.	Name of article	Specification	Quantity per annum	Tender Fees	Amount of Bid Security/ EMD	Bid validity	Place of delivery
1	“Production and Supply of holograms for PVC Electoral Photo Identity Cards(EPIC) ”	As mentioned in the bid document	80,000 (approx.)	Rs.500/-	Rs.20,000/-	180 days	Directorate of Election, 3 <sup>rd</sup> Floor Old Secretariat Building-I, Treasury Square, Near Raj Bhavan Aizawl : Mizoram – 796001

  
**(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	9-12
Part VI : Selection process	13
Part VII : Scope of Work	14-15
Part VIII : General terms & conditions	16
Part IX : Bill of Quantities	17
Part X : Annexures	18



## **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)  
Supdf. : 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 20<sup>th</sup> April, 2022

#### NOTICE INVITING BIDS

Online Bids are invited through the State e-procurement portal <https://mizoramtenders.gov.in> by the Chief Electoral Officer, Mizoram for selection of hologram producer and supplier as listed below upto 4:00 PM of **27.05.2022**.

Sl No.	Name of article	Specification	Quantity per annum	Tender Fees	Amount of Bid Security/ EMD	Bid validity	Place of delivery
1	“Production and Supply of holograms for PVC Electoral Photo Identity Cards(EPIC)”	As mentioned in the bid document	80,000 (approx.)	Rs.500/-	Rs.20,000/-	180 days	Directorate of Election, 3 <sup>rd</sup> Floor Old Secretariat Building-I, Treasury Square, Near Raj Bhavan Aizawl : Mizoram - 796001

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 upto **27.05.2022** 04:00 PM to the Chief Electoral Officer, Mizoram, Room, No.222, 2<sup>nd</sup> Floor, Mizoram Secretariat Building-I, MINECO, Khatla, Aizawl, Mizoram – 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 Pre-qualification 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.500/- in the form of Demand Draft in favour of 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, 3<sup>rd</sup> Floor, Mizoram Secretariat Old Building-I, Treasury Square, Aizawl, Mizoram Pin: 796001 bearing “Production & Supply of Hologram for 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 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 Hologram for PVC EPIC**” up to **27.05.2022** 4:00 PM to the Joint Chief Electoral Officer, Mizoram, Directorate of Election, 3<sup>rd</sup> Floor, 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 (MSE) as defined in MSE 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 its 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:**

- (a) 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.
- (b) 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.
- (c) 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:**

- (a) 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/- (Rupees Fifty Thousand only) as performance security.
- (b) The PBG will remain valid for a period of 60 days beyond the expiry of contract.
- (c) 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.
- (d) 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, 3 <sup>rd</sup> Floor, 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 any other period as per mutual agreement 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.500/- 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(if considered necessary)	<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>Sl No.</b>	<b>Pre-qualification criteria</b>	<b>Supporting documents</b>	<b>Compliance (Yes/No)</b>	<b>Detailed remarks</b>
1	Company registered in India under the Companies Act 1956/Companies Act, 2013.	Registration in the name of the bidder valid as on the date of bid submission.		
2	The Bidder's Average Annual Turnover of at least Rs 4 Crore (Rupees Four Crore only) from Security holographic hot stamping foil for stamping on PVC card within India only, during the previous three financial years (2018- 2019,2019-2020 and 2020-2021)	Certified copies of audited financial statements & annual report for three financial years i.e. (2018-2019,2019-2020 and 2020- 2021). In case revenues from Security holographic hot stamping foil for stamping on PVC card within India only are not separately mentioned in the financial statement, a Certificate to the effect from the bidder's statutory auditor or Company Secretary of the firm is required to be furnished.		
3	Should have filed income tax returns for the three financial years (2018- 2019, 2019-2020 & 2020- 2021)	Certified copies of the ITRs filed by the entity for the immediately preceding three financial years i.e. (2018-2019, 2019-2020 & 2020-2021)		

4	The net worth of the bidder as on 31.03.2022 should be positive.	CA certificate with CA's Registration Number and seal.		
5	The bidder should not be blacklisted or debarred banned from participating or carrying out business with the ECI or the Ministry of Electronics & IT or the entire Central Government at the time of the submission of the bid. An undertaking from the bidder, in this regard, should be submitted. A similar ban subsequent to the submission of the bid, but before the award of the contract shall also disqualify the bidder.	Certificate from the wholetime Company Secretary or Statutory Auditors of the bidder.		
6	The bidder should be a member of Authentication Solution Providers Association (ASPA) at the time of bid submission.	Copy of the ASPA membership certificate valid on date of bid submission (duly signed by authorized signatory).		
7	The bidder should be a member of International Hologram Manufacturers Association(IHMA) at the time of bid submission.	Copy of the IHMA membership certificate valid on date of bid submission (duly signed by authorized signatory)		
8	The bidder must have successfully "completed" OR "completed part of the ongoing" projects of Security holographic hot stamping foil for stamping on PVC card within India only during last five years awarded by Government / PSUs/Banks/NPCI of the following values as on 21.03.2021 (a) One project of not less than Rs. 1.5 cr. or (b) Two projects costing not less than Rs 75 Lakh each. or (c) Three projects costing not less than Rs 70 Lakh each	Satisfactory Work Completion Certificate(s) with date from the client/CA /CS pertaining to the value of work done as on 31.03.2021. Also provide client reference(s) detailing Name, Designation, Phone and Email Ids.		
9	The bidder should have ISO 9001 certifications, valid at the time of bid submission	Copy of the certification valid on date of bid submission.		
10	The bidder must be certified under Security Certification – TUV-ASPA (Formerly known as HOMAI) Hologram Security Standards.	Copy of the certificate valid on date of bid submission (duly signed by authorized signatory).		

Note: Documents must be signed by the CS/authorized signatory of the Bidder. Relevant portions in the documents submitted in pursuance of eligibility criteria, should be highlighted.

## 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>
1.1	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
	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
	<b>Quality of Machines(How to meet the required output per day) :</b>	<b>20</b>
1.2	(i) Automation & Computerization	6
	(ii) Production in volumes	4
	(iii) Integration of processes	4
	(iv) Complete In-house facilities for manufacturing holograms	6
	<b>Experience of Technical personnel more than 3 years</b>	<b>15</b>
1.3	(i) Project Manager	5
	(ii) IT Team	5
	(iii) Operation Team	5
<b>2</b>	<b>Past experience of the Firm</b>	<b>50</b>
	<b>Average Annual Turnover from the printing of Holograms within India only, during the previous years(2018-2019, 2019-2020 &amp; 2020-2021)</b>	<b>10</b>
2.1	(i) INR 2crores to INR 5crores	5
	(ii) Above INR 5crores	10
	<b>Value of completed hologram printing projects within India during the last four years awarded by Government/ PSUs/Banks as on 31.03.2022</b>	<b>10</b>
2.2	(i) INR 2crore to INR 5crores	5
	(ii) More than 5crores	10
	<b>Experience in years(Hologram Printing within India during the last four years awarded by Government/PSU/Banks as on 31.03.2022)</b>	<b>10</b>
2.3	(i) 3 or more than 3 years, but less than 5 years	5
	(ii) More than 5 years	10
	<b>Installed capacity of printing Holograms</b>	<b>10</b>
2.4	25,000 – 50,000 per day	5
	More than 50,000 per day	10
	<b>Experience of working in North East India(Hologram printing) in the last 10 years</b>	<b>10</b>
2.5	(i) Business value upto 2crore	5
	(ii) Business value above 2 crore	10

The bidder should have complete manufacturing facilities, including MASTER MAKING PROCESS and intermediate processes to produce holographic hot stamping foils in-house. The bidder must provide a self-certification for the existence of the following:

SI No	Plant & Machineries
1	Master Origination Machine
2	Electroforming System (Nickel plating on Glass Master for Production of Shims)
3	Embossing Machines
4	Adhesive Coating Machine
5	Slitting Machine
6	Inspection/Numbering Machine
7	Quality Control Department

8	Control Room Equipped with facility of Monitoring through CCTV
9	CCTV Cameras (Nos.)
10	Access control system

Note: None of the processes shall be allowed to be subcontracted or sublet to any other agency.  
Important:

1. Bidder must submit the presentation and video detailing the facilities (in-line with ECI requirements) of the proposed location(s) with the online bid.
2. ECI reserves the right to visit the Bidder's premises and include the same for evaluation.
3. Discrepancy between stated capacity/capabilities and site verification shall result in immediate disqualification



## **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 of 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 “Pre-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) Any conditional commercial bid will lead to disqualification of the entire bid and forfeiture of EMD
- (vi) If there is any discrepancy between words and figure of the charges, the amount in figure will prevail
- (vii) Quoted rates in the Financial Bids should be cost per item and shall be inclusive of Goods and Services Tax(GST).
- (viii) The rates will be F.O.R. destination **Directorate of Election, Mizoram Old Secretariat Building-I, Treasury Square, Aizawl, Mizoram Pin:796001.**
- (ix) The financial bid will be submitted as per the format at Annexure-IV.

**PART-VII: SCOPE OF WORK**

1. The successful bidder shall prepare approximately 80,000 Hologram for PVC EPIC(Electors Photo Identity Cards) in a year.However, the number may vary subject to actual requirement.
2. To manufacture & supply Security Holographic Hot stamping Foil (Gold/Silver Foil) for EPIC PVC Cards as per the holographic features prescribed by Election Commission of India (ECI). The bidder shall NOT outsource hologram master work (or any other intermediate process) to any other organization, and must have complete in-house infrastructure to manufacture EPIC hologram as per the specifications as mentioned below.

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

- The diagrammatic representation of the ECI hologram:

**Sample of Hologram**



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

**A) Chemical:**

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

**B) Physical Checks:**

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

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

Order size	Turn Around time (working days)
Less than 30,000	20 days
Above 30,000	1 month

## **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, 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 arise 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>Sl 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	“Production and Supply of holograms for PVC Electoral Photo Identity Cards(EPIC)”	As mentioned in the ECI guidelines/bid document	Nos.	80,000 (approx.)	2,40,000

**PART X :ANNEXURES**

<b>Annexures</b>	<b>Page number</b>
Annexure – I(Pre-qualification Cover letter format)	19
Annexure –II (Pre-qualification Submission Sheet)	20-22
Annexure –III (Financial bid cover letter)	23-24
Annexure –IV (Financial bid submission sheet)	25
Annexure –V (Bank Guarantee for EMD)	26
Annexure –VI (Bank Guarantee for Performance Security)	27-28
Annexure –VII (Draft Agreement of Contract)	29-30

**PRE-QUALIFICATIONCOVER LETTER**

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

To,

The Chief Electoral Officer,  
Mizoram.  
Room, No.222, 2<sup>nd</sup> Floor  
Mizoram Secretariat Building-I,  
MINECO, Khatla,  
Aizawl, Mizoram – 796001

We, the undersigned, declare that:

- a) We have examined and have no reservations about the Bidding Document.
- b) We declare that we fulfill eligibility criteria as per the 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 Hologram for PVC EPICs as per NIB.
- c) Our Bid shall be valid for a period as mentioned in the BDS from the date fixed for the bid submission deadline in accordance with the Bidding Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- d) If our Bid is accepted, we commit to provide a 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;
- e) We are not participating, as Bidder in more than one Bid for the supply of the subject Goods/Matter in this bidding process in the Bidding Document;
- f) Our firm for any part of the Contract has not been debarred by the State Government or the Procuring Entity or regulatory authority under any applicable law;
- g) We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- h) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive;
- i) We agree to permit the 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;
- j) We declare that we have complied with and shall continue to comply with the provisions of the Code of Integrity including Conflict of Interest as specified for Bidders in the 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;
- k) 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: \_\_\_\_\_

## PRE-QUALIFICATION 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.	Pre-qualification criteria	Supporting documents	Compliance (Yes/No)	Detailed remarks
1	Company registered in India under the Companies Act 1956/Companies Act, 2013.	Registration in the name of the bidder valid as on the date of bid submission.		
2	The Bidder's Average Annual Turnover of at least Rs 4 Crore (Rupees Four Crore only) from Security holographic hot stamping foil for stamping on PVC card within India only, during the previous three financial years (2018- 2019,2019-2020 and 2020-2021)	Certified copies of audited financial statements & annual report for three financial years i.e. (2018-2019,2019-2020 and 2020- 2021). In case revenues from Security holographic hot stamping foil for stamping on PVC card within India only are not separately mentioned in the financial statement, a Certificate to the effect from the bidder's statutory auditor or Company Secretary of the firm is required to be furnished.		
3	Should have filed income tax returns for the three financial years (2018- 2019, 2019-2020 & 2020- 2021)	Certified copies of the ITRs filed by the entity for the immediately preceding three financial years i.e. (2018-2019, 2019-2020 & 2020-2021)		
4	The net worth of the bidder as on 31.03.21 should be positive.	CA certificate with CA's Registration Number and seal.		
5	The bidder should not be blacklisted or debarred banned from participating or carrying out business with the ECI or the Ministry of Electronics & IT or the entire Central Government at the time of the submission of the bid. An undertaking from the bidder, in this regard, should be	Certificate from the wholtime Company Secretary or Statutory Auditors of the bidder.		



	submitted. A similar ban subsequent to the submission of the bid, but before the award of the contract shall also disqualify the bidder.			
6	The bidder should be a member of Authentication Solution Providers Association (ASPA) at the time of bid submission.	Copy of the ASPA membership certificate valid on date of bid submission (duly signed by authorized signatory).		
7	The bidder should be a member of International Hologram Manufacturers Association at (IHMA) the time of bid submission.	Copy of the IHMA membership certificate valid on date of bid submission (duly signed by authorized signatory)		
8	The bidder must have successfully “completed” OR “completed part of the ongoing” projects of Security holographic hot stamping foil for stamping on PVC card within India only during last five years awarded by Government / PSUs/Banks/NPCI of the following values as on 21.03.2021 (a) One project of not less than Rs. 1.5 cr or (b) Two projects costing not less than Rs 75 Lakh each. or (c) Three projects costing not less than Rs 70 Lakh each	Satisfactory Work Completion Certificate(s) with date from the client/CA /CS pertaining to the value of work done as on 31.03.2021. Also provide client reference(s) detailing Name, Designation, Phone and Email Ids.		
9	The bidder should have ISO 9001 certifications, valid at the time of bid submission	Copy of the certification valid on date of bid submission.		
10	The bidder must be certified under Security Certification – TUV-ASPA (Formerly known as HOMAI) Hologram Security Standards.	Copy of the certificate valid on date of bid submission (duly signed by authorized signatory).		

### TECHNICAL BID

Technical Evaluation				
<b>1</b>	<b>Capability and Profile</b>			
	<b>Infrastructure Quality:</b>			
1.1	1.Space available, free & Utilized(Minimum free space required should be commensurated to store 10 days production capacity)			
	2.Space connectivity (By road, rail, air)			
	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) :</b>			
1.2	(i) Automation & Computerization			
	(ii) Production in volumes			
	(iii) Integration of processes			
	(iv) Complete In-house facilities for manufacturing holograms			
	<b>Experience of Technical personnel more than 3 years</b>			
1.3	(i) Project Manager			
	(ii) IT Team			
	(ii) Operation Team			
<b>2</b>	<b>Past experience of the Firm</b>			
2.1	<b>Average Annual Turnover from the printing of Holograms within India only, during the previous years(2018-2019, 2019-2020 &amp; 2020-2021)</b>			
	(i) INR 2 crores to INR 5 crores			
	(ii) Above INR 5 crores			
2.2	<b>Value of completed hologram printing projects within India during the last four years awarded by Government/ PSUs/Banks as on 31.03.2022</b>			
	(i) INR 2 crore to INR 5 crores			
	(ii) More than 5 crores			
2.3	<b>Experience in years(Hologram Printing within India during the last four years awarded by Government/PSU/Banks as on 31.03.2022)</b>			
	(i) 3 or more than 3 years, but less than 5 years			
	(ii) More than 5 years			
2.4	<b>Installed capacity of printing Holograms</b>			
	25,000 – 50,000 per day			
	More than 50,000 per day			
2.5	<b>Experience of working in North East India(Hologram printing) in the last 10 years</b>			
	(i) Business value upto 2 crore			
	(ii) Business value above 2 crore			

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

To  
The Joint Chief Electoral Officer,  
Directorate of Election,  
3<sup>rd</sup> Floor Old Secretariat Building-I  
Treasury Square, Near Raj Bhavan  
Aizawl : Mizoram – 796001

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

Dear Sir,

1. Having examined the RFP document, we, the undersigned, herewith submit our response to your RFP Notified vide ..... dated..... for CEO, Mizoram, in full conformity with the said RFP document.
2. We, the undersigned, offer to provide services to CEO, Mizoram in accordance with your RFP.
3. We have read the provisions of the RFP document, confirm our acceptance for the same and we are hereby submitting our Financial Bid.
4. We agree to abide by this RFP, consisting of this letter, financial bid and all requisite supporting documents, for a period of 180 days from the closing date fixed for submission of bid as stipulated in the RFP document.
5. We hereby declare that we have not been charged with any fraudulent activities by any Central/State/UT Government.
6. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.
7. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely “Prevention of Corruption Act, 1988” and its amendments.
8. We understand that CEO, Mizoram is not bound to accept any bid received in response to this RFP.
9. In case we are engaged by CEO, Mizoram for executing the services, we shall provide any assistance/cooperation required by CEO/auditing agencies appointed by it for performing auditing and inspection functions. We understand that our non-cooperation for the same shall be grounds for termination of service.
10. In case we are engaged as a Supplier, we agree to abide by all the terms & conditions of the Contract that will be issued by the CEO, Mizoram.
11. The financial bid includes the cost of Manufacturing and Supply of holograms (as per specifications mentioned in RFP) including incidental cost/ other expenses, cost of providing additional services and performing all functions as per the ‘Scope of Work’ and ‘SLAs’ defined in this RFP.
12. Our correspondence details with regard to this RFP are

SI No.	Information	Details
1	Name of the Contact Person	
2	Address of the Contact Person	
3	Name, designation and contact address of the person to whom all references shall be made regarding this RFP	
4	Telephone number of the Contact Person	
5	Mobile number of the Contact Person	
6	Email ID of the Contact Person	
7	Corporate website URL	

Yours sincerely,

Signature of Authorized Signatory (In full as well as initials):.....  
Name: .....

Title of Signatory: .....

Name of firm: .....

Address: .....

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

*{Selection of Manufacturer and Supplier of Hologram for PVC Electors Photo Identity Cards (EPIC) }*

Financial Bid for the total per unit cost for the services required by the CEO, Mizoram is given in Table below. All taxes GST, Service tax, duties, fees, levies etc. has also been quoted separately as per the format provided

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 and Supply of holograms (as per specifications mentioned in RFP) including incidental cost/ other expenses	One	80,000 units (approx.)					
Total amount in figure								
Total amount in words								

Note: The information furnished in 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.

Signature of Authorized Signatory : \_\_\_\_\_

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

Name of Firm: \_\_\_\_\_

ANNEXURE-V

**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,

Chief Electoral Officer, Mizoram,  
Room, No.222, 2nd Floor  
Mizoram Secretariat Building-I,  
MINECO, Khatla,  
Aizawl, Mizoram – 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 witnesswhereof 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.....

**ANNEXURE-VI**

**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

Chief Electoral Officer, Mizoram,  
Room, No.222, 2nd Floor  
Mizoram Secretariat Building-I,  
MINECO, Khatla,  
Aizawl, Mizoram – 796001

Dear Sir,

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 .....



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

**Agreement**

This Manufacturing and Supply of Supply of EPIC Hologram Agreement is made at Name of the state  
on this day .....2022

**BETWEEN**

Chief Electoral Officer of the state (Name) having office at (address) who is duly authorized by Election Commission of India (ECI) to sign and execute this contract as procuring entity or purchaser, the Purchaser/CEO which expression shall unless repugnant to the context thereof include his successors, heirs, representatives, administrators;

**AND**

..... having its registered office at ..... (hereinafter called “the Supplier”) which expression shall unless repugnant to the context thereof include his successors, heirs, assigns, of the OTHER PART.

Purchaser and Supplier are collectively referred to as the “Parties” or individually referred to as a “Party” as the context may require.

WHEREAS, the ECI/bid inviting agency had invited bids for certain Services, viz., “RFP for EPIC HOLOGRAM PROVIDER” vide their bid document number ..... dated .....

AND WHEREAS, various applications were received pursuant to the said bid.

AND WHEREAS, the bid inviting agency has accepted the said Bid by the Supplier for the supply of those Services as per the following rates exclusive of all statutory taxes (hereinafter “the Contract Price”).

AND WHEREAS, vide a Letter of Intent dated..... , the Purchaser agreed to place order for ‘EPIC HOLOGRAM PROVIDER’ as per the rates given below:

<b>Item</b>	<b>Unit Rate in INR (in figures)</b>	<b>Unit Rate in INR (in words)</b>
Manufacture and supply of holograms (as per specifications mentioned in RFP) including incidental cost/ other expenses		

And in pursuance of having accepted the said bid, the Parties have agreed to enter into this Agreement. The Parties understand that all the conditions of the RFP, its amendments and clarifications issued, including those on allocation of volume, will be binding on both the parties.

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

- In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the RFP.
- The following documents (collectively referred to as “Contract Documents”) shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - a) RFP for EPIC HOLOGRAM PROVIDER
  - b) Performance Security Bank Guarantee Bond
  - c) Acceptance letter of the bidder dated .....
  - d) Duly signed notification of Award dated .....
  - e) Amendments and clarifications issued
- The following Appendices: [Note: If any of these Appendices are not used, the words “Not Used” should be inserted below next to the title of the Appendix,]:
  - a) Form of Performance Bank Guarantee Bond
  - b) Form of Bank Guarantee for EMD
- The mutual rights and obligations of the Purchaser and the Supplier shall be as set forth in the Contract, in particular:

a) the Supplier shall carry out the Services in accordance with the provisions of the Contract; and

b) the supplier shall receive payment in accordance with the provisions of the Contract

- The total estimated quantity of Volume Allocation of EPIC HOLOGRAM PROVIDER as per the RFP is Rs..... (Rupees in words). However the supplier understands that the quantity for supplier may differ from the estimated quality.
- The Supplier has already submitted a Contract Performance Guarantee amounting to Rs. ....../- (Rupees in words) which would be valid for 90 days beyond the one year of period of contract.
- The services shall be carried out at the site/premises at..... India as agreed by the Parties.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

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