

**2022**

**ELECTION DEPARTMENT  
(KERALA)**

**BID DOCUMENT FOR RATE CONTRACT**

**[SINGLE STAGE TWO ENVELOPE (TWO PARTS)]  
THROUGH E-PROCUREMENT METHOD “PRINT SERVICE  
PROVIDERS FOR PRINTING & PERSONALIZING PVC  
ELECTORS PHOTO IDENTITY CARDS (EPIC)” BASED ON  
OPEN COMPETATIVE BIDDING PROCESS**

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## **Important Instructions**

1. The Bidders are advised to acquaint themselves with the provisions of the procurement act and procurement rules (KERALA) along with amendments before participating in the Bidding process. If there is any discrepancy between the provisions of the Act and the Rules and this Bidding Document, the provisions of the Act and the Rules shall prevail.
2. Bidders are advised to thoroughly read the bidding document, and by signing this document, they submit unconditional acceptance to all the terms & conditions of the bidding document without any deviations.
3. Each page of the Bid Document should be digitally signed as a token of acceptance of the bid by the authorized signatory or bidder. Thereafter the digitally signed bid should be uploaded on the e-Proc website/portal on or before the date/time. The PE is not responsible for any delay or not able to submit the bid in time by the bidder due to any technical or non-technical reason whatsoever.

## **Sections of the Bid Document/RFP**

- NIB
  - Bid data sheet
  - Section 1: Scope of work, directions, specifications, security of data, contract period, Role of DEO, flow chart.
  - Section 2: Pre-qualification criteria, Technical bid evaluation sheet, selection process
  - Section 3: Instructions to bidders.
  - Section 4: General terms and conditions of contract.
  - Section 5 a: Technical bid submission sheet, security printer certificate, other certificates and formats, sample card
  - Section 5. b: Financial bid, agreement format
- Sample

## ABBREVIATIONS & DEFINITIONS

<b>AERO</b>	Assistant Electoral Registration Officer
<b>Authorised Signatory</b>	The bidder's representative/ officer vested (explicitly, implicitly, or through conduct) with the powers to commit the authorizing organization to a binding agreement. Also called signing officer/ authority having the Power of Attorney (PoA) from the competent authority of the respective Bidding firm.
<b>AV</b>	Audio-Video
<b>BG</b>	Bank Guarantee
<b>BDS</b>	Bid Data Sheet
<b>Bid/Tender/RFP</b>	A formal offer made in pursuance of an invitation by a procuring entity and includes any tender, proposal or quotation, bidding document, Request For Proposal and tender document
<b>Bidder/Tenderer</b>	Any person/ firm/ agency/ company/ contractor/ supplier/ vendor as per qualification laid herein, participating in the procurement/ bidding process with the procurement entity.
<b>Bidding Document</b>	Documents issued by the procuring entity, including any amendments thereto, that set out the terms and conditions of the given procurement and includes the invitation to bid
<b>BoM</b>	Bill of Material/ Volume of Business <sup>7</sup>
<b>Cards</b>	PVC Cards
<b>Competent Authority</b>	An authority or officer to whom the relevant administrative or financial powers have been delegated for taking decision in a matter relating to procurement. CEO, Kerala in this bidding document.
<b>Contract/ Procurement Contract</b>	A contract entered into between the procuring entity and a successful shortlisted bidder.
<b>Contract/ Project Period</b>	The Contract/ Project Period shall commence from the date of issue of Work order till the successful commissioning of the project (one-time job) as per bidding document.
<b>Day</b>	A calendar day as per Govt. of Kerala/GoI
<b>DEO</b>	District Election Officer (Collector of District,
<b>ED</b>	Election Department , Legislature Complex, Vikas BhavanThiruvananthapuram-695033, Kerala headed by the Chief Electoral Officer
<b>EMD</b>	Earnest Money Deposit. Security provided to the procuring entity by a bidder for securing the fulfilment of any obligation in terms of the provisions of the bidding documents
<b>EPIC</b>	Elector's Photo Identity Card
<b>ERO</b>	Electoral Registration Officer
<b>FOR/ FOB</b>	Freight on Road or Freight on Board
<b>GoI</b>	Govt. of India
<b>Goods</b>	All articles, material, commodities, electricity, livestock, furniture, fixtures, raw material, spares, instruments, software, machinery, equipment, industrial plant, vehicles, aircraft, ships, railway rolling stock and any other category of goods, whether in solid, liquid or gaseous form, purchased or otherwise acquired for the use of a procuring entity as well as services or works incidental to the supply of the goods if the value of services or works or both does not exceed that of the goods themselves
<b>ICT</b>	Information and Communication Technology
<b>IFB/NIT/NIB</b>	Invitation for Bids or Notice Inviting Tenders or Notice Inviting Bidders (A document published by the procuring entity inviting Bids relating to the subject matter of procurement and any amendment thereto and includes notice inviting Bid and request for proposal)
<b>INR</b>	Indian Rupee
<b>In Writing</b>	Communicated in writing form through letter, email etc.
<b>ISI</b>	Indian Standards Institution
<b>ISO</b>	International Organisation for Standardisation
<b>IT</b>	Information Technology
<b>ITB</b>	Instruction to Bidders
<b>JV/Consortium/Association</b>	Joint Venture or Consortium or Association of Bidders participating in the bid
<b>LD</b>	Liquidated Damages
<b>LOA/LOI</b>	Letter of Agreement/Letter of Intent
<b>Lowest Bidder</b>	The bidder who have participated in the bid and quoted / agree to supply items on the financially lowest price (technically qualified)

	during the contract period
<b>NCB</b>	A bidding process in which qualified bidders only from within India are allowed to participate
<b>OEM</b>	Original Equipment Manufacturer
<b>PAN</b>	Permanent Account Number
<b>Personalization</b>	Printing of Electors' details such as Photo, Name, Relation, Relative Name, DoB, Gender, Address, AC, Part Number etc. with ERO Signature on PPPVC + PETG 10 EPIC as per ECI guidelines/SoW and ERoll Data
<b>PBQ</b>	Pre Bid Query(ies)
<b>PSP</b>	Print Service Provider/Vendor
<b>PVC</b>	Poly Vinyl Chloride (PVC)
<b>PPPVC + PETG EPIC</b>	Pre-Printed PVC + PETG EPIC card is PrePersonalized or Non-Personalized PPPVC + PETG EPIC card
<b>PBG/Security Money</b>	Performance Bank Guarantee
<b>PC</b>	Procurement / Purchase Committee
<b>PQ/EC</b>	Pre-Qualification bid criteria/Eligibility criteria
<b>PE</b>	Procurement Entity
<b>PETG</b>	Polyethene Terephthalate Glycol
<b>Procurement / Public Procurement</b>	The acquisition by purchase, lease, license or otherwise of works, goods or services, including award of Public Private Partnership projects, by a procuring entity whether directly or through an agency with which a contract for procurement services is entered into, but does not include any acquisition without consideration, and "procure" or "procured" shall be construed accordingly
<b>Purchaser/ Tendering Authority/ Procuring Entity</b>	Person or entity that is a recipient of a goods or service provided by a seller (bidder) under a purchase order or contract of sale. Also called buyer.
<b>RFP</b>	Request for Proposal
<b>GST</b>	Goods and Services Tax
<b>SD</b>	Security Deposit
<b>Services</b>	Any subject matter of procurement other than goods or works and includes physical, maintenance, professional, intellectual, consultancy and advisory services or any service classified or declared as such by a procuring entity and does not include appointment of any person made by any procuring entity
<b>Singular/Plural</b>	If the context so requires singular means plural and vice versa
<b>SLA</b>	Service Level Agreement is a negotiated agreement between two parties wherein one is the customer and the other is the service provider. It is a service contract where the level of service is formally defined. In practice, the term SLA is sometimes used to refer to the contracted delivery time (of the service) or performance
<b>State Government</b>	Govt. of Kerala
<b>State Procurement Portal</b>	<a href="https://etenders.kerala.gov.in">https://etenders.kerala.gov.in</a>
<b>STQC</b>	Standardisation Testing and Quality Certification, Govt. of India
<b>Subject Matter of Procurement</b>	Any item of procurement whether in the form of goods, services or works
<b>Successful Bidders</b>	The bidder who have participated in the bid and quoted / agree to supply items on the financially lowest price (technically qualified) during the contract period.
<b>GSTIN</b>	Goods and Services Tax Identification Number
<b>Tender Evaluation Committee</b>	The Committee duly constituted by the Department for opening received bids and evaluate the bids till the agreement is executed and placing award of contract.
<b>Vendor</b>	Short-listing of a bidder who have participated in the bid online and quoted / agree to supply items on the financially lowest price (technically qualified) during the contract period
<b>Website of CEO, Kerala</b>	<a href="http://www.ceo.kerala.gov.in">http://www.ceo.kerala.gov.in</a>
<b>WO/ PO</b>	Work Order/ Purchase Order

**GOVERNMENT OF KERALA**  
**Election Department**  
**NIB (NOTICE INVITING Bids)**

**NIB No :29/EL2/2022/ELEC/EPIC/N**

**Date: 17-09-2022**

Sealed Single Stage Two- envelopes unconditional online Bids are invited on e-Procurement website /Portal on behalf of the Government of Kerala, Election Department, for the short-listing of “PRINT SERVICE PROVIDERS for Printing & personalizing PVC – Electors Photo Identity Cards (EPIC)” for the items as listed below up to 05.00PM of 03.10.2022 (last date /time).

SL No	Name of Article	Specifications	Quantity per annum	Estimated Procurement in 5 years	Tender Fees	Amount of Bid Security/EM D	Bid Validity	Place of Delivery
1	Printing & Supply of personalized Colour PVC Elector’s Photo Identity card (EPIC) with high security Hologram (hot stamped) supplied by the designated vendor	As mentioned in the Bid/ECI guideline	15,00,000 (approx)	75,00,000 (approx)	Rs.7500/	Rs 100000./-	180 days	FOR Destination at the stores of concerned DEO’s Office
2	Welcome Letter and Voter’s pledge (Back to back)		15,00,000 (approx)	75,00,000 (approx)			180 days	
3	Voter Guide (Back to back) Voter Guide (Back to back)		15,00,000 (approx)	75,00,000 (approx)			180 days	
4	Envelop described as “EPIC Kit” (Sl No. 1+2+3+4) to be delivered to respective District Election officers (DEO’s) with other Security features as per ECI guideline		15,00,000 (approx)	75,00,000 (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 short -listing of Suppliers for the above mentioned items.
3. The Bidders may be enclosing 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 including the Conditions of Contract, evaluation and qualification criteria and procedure, Bidding forms, designs, specifications, delivery schedule etc. can be seen and download from the website <https://www.etenders.kerala.gov.in> and [www.ceokerala.gov.in](http://www.ceokerala.gov.in) . The price of Bidding document may be paid along with user charges/processing fee at the time of online submission of the Bid.
5. Bid, duly signed an all pages ( as mentioned in the Bid document) and serially numbered should be submitted electronically on <https://www.etenders.kerala.gov.in> by following the electronic Bid submission procedure as specified on the Portal.
6. The Bid document Fee, EMD Fee can be paid in the following manner through e-Payment facility provided by the e-Procurement system.
7. Bids received after the specified time and date shall not be accepted. Off-line bids shall not be entertained.
8. Bids have been invited electronically, the procedure for submission of Bids , including payment of Bidding Document, user charges/Processing fee, Bid Security, etc. shall be provided on the State e-procurement Portal <https://www.etenders.kerala.gov.in> .
9. The technical Bids shall be opened on **06.10.2022 at 11.00 AM** in the Office of CEO.
10. The procuring Entity is not bound to accept the lowest Bid and may be reject any or all Bids without assigning any reason thereof.
11. The Bidders shall have to submit /upload a valid ‘GST’ registration and GST’ return of last year and the ‘PAN’ issued by the Income Tax Department. **Since e-tender is a service provided by Government Department the recipient of the service is liable to pay the GST at 18 percent under Reverse Charge Mechanism. The recipient of the service has to issue Reverse Charge Invoice to**



**the government department. It may be mentioned in the Tender Notice that the bidder has to pay to GST at 18 under Reverse Charge Mechanism. The government department has to collect e-tender fee only and the GST amount the bidder will pay to GST department directly.**

12. To participate in the online Bidding process bidders must procure a Digital Signature Certificate (Type III) as per information Technology Act-2000 to digitally sign their electronic bids. Bidders can procure the same from any CCA approved certifying agency ie. TCS, Safescrypt, Ncode Etc. Bidders who already have a valid Digital signature Certificate (DSC) needs not procure a new DSC.

Sd/-

Chief Electoral Officer, Kerala & Secretary to Government  
Election Department, Legislature Complex, Vikas Bhavan  
Thiruvananthapuram-695033, Kerala

<b>BID DATA SHEET (BDS)</b>		
1	Ref. Of invitation of Bids	NIB No. 29/EL2/2022/ELEC/EPIC/N      Date: 17-09-2022
2	Name & Address of Officer as the Procuring Entity (PE)** And for clarification purposes	Chief Electoral Officer , Kerala & Secretary to Government Election Department, Legislature Complex, Vikas Bhavan Thiruvananthapuram -695033 on behalf of the District Election Officers (Collectors) All Districts, Kerala
	Name	Sanjay Kaul
	Designation	Chief Electoral Officer & Secretary to Government
	Address	Chief Electoral Officer Election Department, Legislature Complex, Vikas Bhavan, Thiruvananthapuram - 695033
	Phone No	0471 2300121
	Fax	
	Email	ceo_kerala@eci.gov.in
3	Placing Work Order/Payment authority	District Election Officers (Collectors) All Districts, Kerala
4	Subjet Matter of Procurement	<b>“Short -listing of Print Service Provider for Printing , personalizing &amp; Supplying Colour PVC – Electors Photo Identity Cards (EPIC)” as per scope of work (SoW) &amp; Specifications as mentioned in the Bid document/By ECI</b>
5	FOR Destination	Stores of the District Election Officer (Collector) All Districts, Kerala
6	Joint Venture/Consortium/Association of Bidders	Shall Not Be Allowed
7	Contract Period	3 years from the date of executing agreement. Can be extended to maximum 5 years with mutual consent if required (contract will be renewed every year on the completion of one year period from the date of commencement)
8	Bid Procedure	Single Stage Two Envelops Bidding (Two Parts) rate contract <a href="https://www.etenders.kerala.gov.in">https://www.etenders.kerala.gov.in</a> Open Competitive Bid Procedure given at <a href="http://www.ceokerala.gov.in">www.ceokerala.gov.in</a>
9	Bid Evaluation Criteria (Selection Method)	Short-listing up to 3 to 4 (max) bidders whose rates are financially L1 after technically qualified
10	Website for downloading Bidding Document, Corrigendum, Addendum etc.	<a href="https://www.etenders.kerala.gov.in">https://www.etenders.kerala.gov.in</a> <a href="http://www.ceo.kerala.gov.in">www.ceo.kerala.gov.in</a>
11	Bid Document Fee	Rs 7500/- (Rupees Seven Thousand Five Hundred only)

12	Estimated Procurement Cost	Rs. 45000000 (Rupees Four Corers and Fifty lakh only)
13	Bid Security and Mod of Payment	Rs 100000 (Rupees One Lakh only) Mode of payment; Online
14	Period of Sale of Bidding Document (Start/End Date)	Start Date : 17.09.2022 05:00 PM End Date: 03.10.2022 by 05.00PM
15	Pre Bid queries submission	
		Pre Bid queries submission: on or before <b>22.09.2022 5.00 PM</b> after which no query would be accepted & also PBQs should be sent to the prescribed email ( <a href="mailto:ceo_kerala@eci.gov.in">ceo_kerala@eci.gov.in</a> ) only and not to be upload on e-Proc website (signed Scan copy & soft copy both should be sent to e-mail address). In case of repeat queries uploaded on e-Proc Website these queries will not be treated responsive and will not be entertained.
16	Date for the submission of Bids	Online at e-Proc Website <a href="https://www.etenders.kerala.gov.in">https://www.etenders.kerala.gov.in</a> up to <b>03.10.2022 at 05.00PM</b>
17	Date/Time/Place of Technical Bid Opening	Date : 06.10.2022 at 11.00 AM Place : Office of CEO ,Election Department, Legislature Complex, Vikas Bhavan, Thiruvananthapuram - 695033, Kerala
18	Date/Time/Place of Financial Bid Opening	Will be intimated later to the Technically qualified bidders only
19	Bid Validity	180 days from the Bid submission last date of bid submission
20	Language of Bid	English
21	Alternate Bids	Not permitted
22	Bid submitted	Original Bid; Unconditional and with no deviation
23	Bidders Detail	
24	a. Name of Bidder	
	b. Address of Correspondence	
	c. Name of Authorized Signatory	
	d. Mobile Number 1	
	e. Telephone No.	STD Code
	f. Fax Number	STD Code -
	h. Name of Website	
	I. E-Mail 1	

## Note

1. Bidder (authorized signatory) shall submit their offer of Technical and financial Bid (Single Stage Two Envelops Bid- Two Parts) through e-Proc website/Portal. However Bid Document Fees, Bid Security and Processing Fee should be submitted Online through the e-Proc website/Portal.
2. The Procurement entity reserves the complete right to cancel the Bid process and rejects any or all of the Bids without giving reasons thereof.
3. No contractual obligation whatsoever shall arise from the bidding document/bidding process unless and until a formal contract is signed and executed between the procuring entity and successful short-listed bidders.
4. To participate in the online bidding process Bidders must procure a Digital Signature Certificate (type III) as per information Technology Act-2000 to digitally sign their electronic bids. Bidders can procure the same from any CCA approved certifying agency ie. TCS, Safecrypt, Ncode Etc. Bidders who already have a valid Digital Signature Certificate (DSC) needs not procure a new DSC.
5. The Election Department will not be responsible for delay in online submission for any reason. For this bidders are requested to upload the complete bid well in advance so as to avoid 11<sup>th</sup> hour issues like slow internet speed, choking of the website due to heavy load or any other unforeseen problems.
6. Bidders are also advised to refer “Bidders Manual Kit” available at e-Proc website for further details about the e-Tendering process.
7. The procuring entity reserves the complete right to cancel the bid process and reject any or all Bids.
8. Procurement Entity disclaims any factual/ or other errors in the bidding document (the onus is purely on the individual bidders to verify such information) and the information provided therein are intended only to help the bidders to prepare a logical bid proposal.
9. The provisions of Stores Purchases Rules Kerala. thereto including amendments(s) shall be applicable for this procurement. Furthermore in case of any inconsistency in any of the provision of this bidding document with the provisions Act and Rules thereto including amendments(s) the later shall prevails and ECI guideline/directions/circulars issued in time to time.

## **Section-I**

### **1. SCOPE OF WORK (SoW):**

#### **1) Background:**

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

**The ECI has directed** that “ Colour PVC Card manufacturer and security printer”- with in-house printing on PVC sheet with security features and capacity of Personalization, and proper security management to be selected. EPIC to be supplied with prescribed security features and Personalization details printed upon them.

**The ECI has also directed** that EPIC cards will be procured by CEOs. The Bidders are requested to examine the instructions, terms & conditions, specifications and ECI guidelines on Personalized PVC EPICs issued in time to time which are available on ECI website, given in the bid. Failure to furnish all required information in every respect will be at the Bidder's risk and may result in the rejection of bid. It will be imperative for each Bidder(s) to familiarize itself/ themselves with the prevailing legal situations for the execution of contract. This Department shall not entertain any request for clarification from the Bidder regarding such legal aspects of submission of the Bids.

It will be the responsibility of the Bidder that all factors have been investigated and considered while submitting the Bids and no claim whatsoever including those of financial adjustments to the contract awarded under this tender will

be entertained. Neither any time extension nor financial adjustments arising thereof shall be permitted on account of failure by the Bidder to appraise themselves.

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

It must be clearly understood that the Terms & Conditions and specifications are intended to be strictly enforced along with ECI guidelines in the subject matter. No escalation of cost in the Tender by the Bidder will be permitted throughout the period of contract or throughout the period of completion of contract whichever is later on account of any reasons whatsoever but benefit of price fall due to any reason shall be passed on.

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

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

## **2. Organization Structure**

1. State (Chief Electoral Officer)
2. Districts ( District Election Officer – District Collectors)
3. AC (Electoral Registration Officer -ERO)
4. Total Colour EPICs printed in the State/UT in the last three years (2018-19, 2019-20, 2020-21)

Year	EPIC Printed
2018-19	14 Lakhs
2019-20	6.5 Lakhs
2020-21	16 Lakhs

Election Department is willing to short list up to 3 suppliers only (maximum) for supplying of ECI specified personalisation electors photo identity card (EPIC) with new security fractures on Standard based PVC sheet/core for electors/voters.

The personalized PVC EPICs shall be supplied with prescribed security fractures and personalization details printed upon them and hot stamping of Hologram.

### **Specification of Card**

#### **a) Card Type**

all new Cards will be printed on a PVC sheet with coloured photograph

Material Poly Vinyl Chloride, Glossy/Mat finishing

(PVC)+Polyethene Terephthalate Glycol (PETG)

Proposed layering is mentioned in the RFP document

#### **b) Card Size**

CR 80 (86mmx54mmx0.76mm) variation permissible of plus and minus 5%

#### **c) Thickness**

760 microns (=-/10%)

#### **d) Lamination (Overlay)**

Glossy/Mat finishing

#### **e) Design & Lay Out**

Indicative design provided with bid document

Election Department may alter the design, colour scheme and lay out any time

#### **f) ISO Standard**

CR-80 type adhering to ISO/IEC7810/10373 standards

#### **g) Special Fractures**

QR Bar Code with 3000+ text characters. However, Election Department, may alter the size

specifications and layout of the QR code any time before or during the currency of the contract

h) **Indicative list of Cards features**

- **Hologram** ;- Hologram size (after stamping); 16mmx12mm. To be hot stamped made up of 19-23 Micron polyesters film of Gold/Silver shade. Hologram will be supplied to the Card Printer by PE
- **Micro text**: Text as border of the Photograph in size 19 to 25 micron
- Ghost Image Printing: Resident Photograph (Front side)
- **Guilloche Pattern** on the base of the Card. Design shall be provided by Election Department (Three Colour guilloche design)
- The National Emblem printed on the upper left hand corner and Election Commission of India logo printed on the upper right hand corner in colour.

**Hologram hot Stamping**

1. Reel/Sheet of hologram , mentioning number of Reels and hologram/will be delivered by  
PE to vendor for hot stamping.
2. The exact number of hologram contained as the reel must be documented by card printer  
as a source document.
3. The related tests of hologram before stamping will also be provided by P.E to card printers.

i) OTHER FEATURES

BACK:-

1. Relief tint of “ Election Commission of India “ in bilingual, ie. English & Malayalam
2. Personalization:-

FRONT:-

- “ ELECTION COMMISSION OF INDIA” in English & "ഇന്ത്യൻ തിരഞ്ഞെടുപ്പ് കമ്മീഷൻ " in Malayalam on the top.
- “ELECTOR PHOTO IDENTITY CARD” in English & "സമ്മതിദായക ഫോട്ടോ തിരിച്ചറിയൽ കാർഡ് " in Malayalam below “ ELECTION COMMISSION OF INDIA”
- EPIC number of the Elector printed in alphabets & numbers and also in “bar code” in the specified place.
- Colour Photo of the Elector.
- Name of the Elector, printed in English and Malayalam and its details in English & Malayalam

- “Relation Name”, printed in English & Malayalam and its details in English & Malayalam

**BACK**

- “Sex” printed in English and “ലിംഗം” in Malayalam and its value/detail in English & Malayalam
- “Date of Birth/Age” printed, in and “ജനന തീയതി/വയസ്സ് ” in Malayalam and its value/detail in English & Malayalam
- “Address”, printed in English and “മേൽവിലാസം” in Malayalam and its value/detail in English & Malayalam
- “Assembly Constituency Number and Name “ printed in English and “നിയമസഭാ നിയോജക മണ്ഡലം നമ്പരും പേരും ” in Malayalam and its value/detail in English & Malayalam
- “Part Number and Name” printed in English and “പാർട്ട് നമ്പരും, പേരും ” in Malayalam and its value/detail in English & Malayalam
- “തീയതി/Date” and its value/details.
- Scanned Signature of Electoral Registration Officer
- “Electoral Registration Officer” in English and “ഇലക്ടറൽ രജിസ്ട്രേഷൻ ഓഫീസർ” in Malayalam and its value/detail in English & Malayalam
- The following would be printed at the bottom of the EPIC in English & Malayalam

**“നോട്ട് /Note”**

1. ഈ കാർഡ് കൈവശമുള്ളതു കൊണ്ട് മാത്രം നിങ്ങൾ നിലവിലുള്ള വോട്ടർ പട്ടികയിൽ ഒരു സമ്മതിദായകൻ ആകണമെന്നില്ല . ഓരോ തിരഞ്ഞെടുപ്പിനും മുൻപായി നിലവിലുള്ള വോട്ടർ പട്ടികയിൽ നിങ്ങളുടെ പേര് ഉണ്ടോയെന്ന് പരിശോധിക്കേണ്ടതാണ്. .

Mere possession of Elector Photo Identity Card is no guarantee of name being present in Electoral Rolls. Please check your name in the current Electoral Rolls before every election.

2. ഈ കാർഡിൽ സൂചിപ്പിച്ചിട്ടുള്ള ജനന തീയതി വോട്ടർ പട്ടികയിൽ രജിസ്റ്റർ ചെയ്യുന്നതിനല്ലാതെ ജനന തീയതി / വയസ്സ് തെളിയിക്കുന്നതിനുള്ള ഒരു രേഖയായി പരിഗണിക്കുവാൻ പാടില്ല. .

Date of birth mentioned in this card shall not be treated as proof of age or date of birth for any purpose other than registration in electoral rolls.”



**Note:**

1. The above specifications may be changed as per the guidelines of ECI. The vendor has to supply the PVC cards as per the guidelines of ECI in force from time to time.

**3. SECURITY OF DATA**

- Standard guidelines of the GoI and Information Security (Categorized) in Bid, to be followed.
- The Digital Certificate/HSM required for data encryption will be procured by the Service Provider and public key to be shared with Election Department.
- Sorting of data - “Collating and sorting software, card tracking number etc.”

**Information Security**

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

- I. Human Resources
- II. Asset Management
- III. Access Control
- IV. Password Policy
- V. Cryptography
- VI. Physical and Environmental Security
- VII. Operations Security
- VIII. Communications Security
- IX. Information Security Incident Management
- X. Compliance
- XI. Change Management

**SORTING OF DATA**

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

The Service Provider is required to sort the received data Pincode-wise. This is to ensure grouping together of all the Cards meant for delivery to one Pincode. Vendor is expected to understand the directions issued by the ECI vide its letters No.-23/EPIC Security/2021-ERS dated 02/10/2021 and 23/ID/2021-ERS dated 22/06/2021 and deliver the EPICs in the covers as per the letters instructions so that DEO will hand over the same to the Postal Department for further distribution to the concerned electors.

**3. Important Directions:**

The supply chain method is as follows:

(a) All jobs related post agreement such as processing, management, monitoring, taking action against vendor, grievance redressal, payment, testing/checking etc. (but not limited to these only), shall be done at the level of all DEOs. This bid is being invited on behalf of all DEOs of the State, therefore, after executing agreement, all the DEOs would be acting as Procurement Entities (PEs) for this bid;

(b) The Successful short-listed bidders have to coordinate with the Government Department, DEO, CEO etc. during execution of the work.

(c) DEO will place Work/Supply Order for “Printing and Supply of personalized PVC EPIC Bid security Features ” within the duration of the contract period as per their need with the short-listed successful bidders called “vendors” along with relevant Data of EPIC online such as Email/Google-Drive/FTP to the vendors’ server, if any, etc. The DEO will be responsible to provide only those EPIC data of electors which are required to personalize the PVC EPICs in appropriate format (in this DEOs should be responsible and meticulously comply with the ECI guidelines/circular about data to be given on appropriate media in suitable format online to the vendor). Vendors shall also be responsible to collect only those E-Roll data of electors

which are required to personalize the EPIC otherwise immediately for extra data/incomplete data, the vendors will bring this into the knowledge of DEOs to rectify. The vendor is responsible to supply the personalized PVC EPICs Assembly Constituency wise to the District concerned. There should not be any lapses in this arrangement.

(d) Supply schedule is given as follows:

No	Event	Date of Supply Order/Data	Supply of Personalized Colour PVC EPICs by vendor
a.	During Continuous Updation	Fortnightly 01-10th of every month 11-20th of every month 21-Last Day of every month	15 days
b.	During Summary Revision	Weekly	15 Days
c.	During Special Campaign	Weekly	15 Days

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

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

(g) The DEO will take out few EPICs out of the supplied lot (one out of 10000 cards but minimum of 4 cards) and get them tested by approved lab by the CEO.

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

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

1. Sr. No.
2. Order received (no. date and quantity),
3. Data Received in appropriate form (Intellectual Property Rights - IPR lies with this Department/ECI),
4. Personalised PVC EPICs delivered by the vendor with consignment no., date, quantity
5. Non disclosure of information agreement on letter head that vendor has not breached IPR policy i.e. not copied in any form, not shown/given to any entity, not used for the purposed other than the purpose mentioned in the bid etc.

(K) DEO will maintain a record of every Supply Order placed in the form such as (indicative list of columns -

DEO may modify/add/delete it):

1. Sr. no.,
2. Supply order no., date, and Quantity,
3. Date of handing over EPIC Data to vendor,
4. Mentioned period of supply with exact date,
5. Date of supply made by the vendor along with quantity
6. Late supply, if yes by how many days (SLA applicable)
7. Lot accepted or rejected
8. If rejected then date and number of returning the lot to the vendor along with quantity
9. Remarks, if any

(L) DEO will get randomly selected samples tested and keep a record viz. (indicative list of columns - DEO may modify/add/delete it):

1. Sr no.
2. Order no. & date
3. Name of Testing Lab with number of samples
4. Keep EPIC nos. of those samples

5. Date of receiving testing report, report no. and date
6. Number of failed/Passed samples
7. Lot is rejected if even single sample failed
8. Intimation letter no. and date
9. Replacement supply made (no., date and quantity)
10. Late supply, if yes by how many days (SLA applicable)

**5.Contract Period:-**

Contract period of the project of supply of Colour PVC-EPIC cards initially kept for the duration as mentioned in the “Bid Data Sheet – BDS” of this bid document.

**B. Deliverables:**

DEOs (performing as PE) shall place Supply/Work Order according to their need or urgency during the contract period with a reasonable supply period. DEO shall receive supply i.e. Personalized PVC EPICs.

**C. Supply Plan: Estimated Quantity of personalisation of PVC EPIC (No guaranty of these figures of Personalization of PVC EPICs which can be increased or decreased):**

No.	Year	Expected quantity
a.	2022-2023	150000
	<b>Grand Total</b>	150000

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**Note:** \* Quantity may change any time. No claim from vendor in this regard shall be accepted.

**D. Replacement of defective Personalized PVC EPICs:**

All the expenses towards replacing defective Personalized PVC EPICs to DEOs shall be borne by successful short-listed bidders only. The vendor has to provide Personalized PVC EPICs within a stipulated time as mentioned by the DEO concerned. The concerned DEOs shall safely dispose of all the defective cards and rejected lot(s) of cards.

E. The bidders will be responsible for auto enveloping and handling of cards.

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

All the successful short-listed bidders have to appropriately establish a setup in the State of Kerala to coordinate, track, manage, and control supplies. SPOC (single point of contact) of short-listed bidders shall be intimated to all districts of their area and CEO office along with email, fax and landline number etc. The successful short listed bidder for the district will supply Personalized Colour PVC EPICs ERO wise to the concerned District only who placed the supply order not to other DEOs. There should not be any lapses in this regard otherwise the period for supply of Personalized Colour PVC EPICs to the correct destination shall be counted in the delay in supply on which LD clause will be applicable.

**G. \*\*Role of DEO for this Bid:**

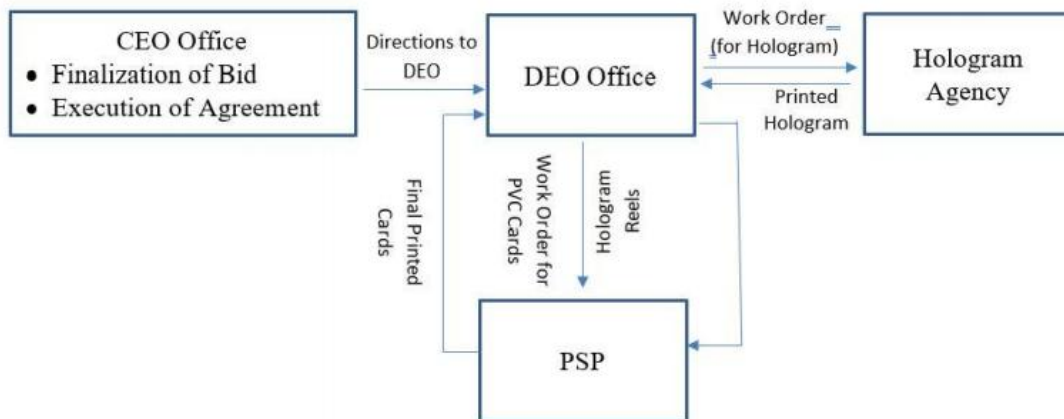
The roles and responsibilities of the DEOs (Collector), all districts shall comprise of the following:

- I. The Election Department Election Department is inviting this bid is inviting this bid on behalf of the District Election Officers due to minimizing the total cost and early supply looking to the volume. All DEOs of (Name of the State), therefore, will be acting as Procurement Entity for their district. Offers have been invited centrally only to get reasonable and competitive rates for the subject matter of the bid.
- II. After executing the agreement, all the DEOs of the State have been delegated powers to perform all (post-agreement) activities and duties as they are Procuring Entity, such as order placing/processing on time, foresee requirement leading to placing order and responsible for the smooth flow of goods, from order and storage to distribution, tracking order, management, monitoring, taking action, ensures orders adhere to agreement, payment on their own as per supply without any need of approval/information of this Department, auditing, testing/checking, grievance redressal, approve the ordering goods, terminate due to shortlisted bidders become

defaulter, finalize purchase details of orders and deliveries, supervising compliance with rules and procedures, etc. (but not limited to these only).

- III. Testing of sample taken out randomly from the supplied lot may be tested/checked from any Government lab or Government Approved Lab or Private Lab accredited by the NABI (Nation Accreditation Board for Testing & Calibration Laboratories).
- IV. All DEOs of the State of Kerala are to handle and manage this tender end to end as they have been doing in other tenders/bids.
- V. For this bid, after executing of the Agreement, all the DEOs of the State shall be discharging post agreement
- VI. jobs/activities. All the responsibilities regarding this bid shall be of all DEOs concerned.

### FLOWCHART



## Section-II

### ELIGIBILITY/QUALIFICATION CRITERIA AND TECHNICAL EVALUATION

#### 1).Pre – qualification criteria

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

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

#### A. CRITERIA FOR PRE-QUALIFICATION

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

S. No	Pre-Qualification Criteria	Supporting Documents	Compliance (Yes/No)	Detailed Remarks
1	Company registered in India under the companies Act 1956/Companies act, 2013	Certificate of Incorporation / Registration in the name of the bidder valid as on the date of bid submission		
2	Category of Bidder Bidder should be “PVC Card Manufacturer and Security Printer” and should have capacity of personalization	a. Visa Card or Master Card or RuPay or RBI or IBA or Aadhaar Card or PAN Card (Please attach valid certificate) or b. ISO 27001 and ISO 9001		
3	Experience -Bidder should have have past experience of any kind of PVC Cards with security features of work orders equal to:- 3 completed work orders of Rs 1 crore each or more certified copy of statutory audit mentioning address of manufacturing plant) or 2 completed work of Rs. 2 crore each or More or 1 completed work of Rs. 3 crore each or more during last 3 years ending 31.03.2021			
4	Bidder in house capacity Bidder should have installed capacity to manufacture personalized cards on PVC core /sheet with all security features of not less than 10,000 per	per day capacity of supply of personalised PVC cards		

	day for every 1 crore electors in the Electoral Roll of the cumulative States/UTs for which the bidder takes orders			
5	Financial Turnover annual turnover of the Bidder during the preceding 3 financial years should be at least 3 crores from the business of printing PVC cards	Audited Balance Sheet of last 3 years CA certificate with registration number and seal		
6	Financial Net Worth as on 31.03.21 should be positive	CA certificate with registration number/ seal		
7	Mandatory undertaking	Bidder should		
		<ul style="list-style-type: none"> <li>● not be insolvent, bankrupt etc.</li> </ul>		
		<ul style="list-style-type: none"> <li>● not have their directors, being convicted</li> <li>● of any criminal offence</li> </ul>		
		<ul style="list-style-type: none"> <li>● not have any conflict of interest in the procurement comply with the code of integrity</li> </ul>		
		<ul style="list-style-type: none"> <li>● not have been blacklisted by any Government agency</li> </ul>		
		<ul style="list-style-type: none"> <li>● Not have any affiliation with any Political Party</li> </ul>		
		<ul style="list-style-type: none"> <li>● not sublet the contract</li> </ul>		
		<ul style="list-style-type: none"> <li>● have submitted only one bid (a self certified letter as per Self Declaration)</li> </ul>		
8	Bidder should have facility and experience of printing with variable data and Hologram Hot stamping	self certification duly signed by authorized signatory. However the same shall be inspected by CEO's office before final selection		
9	GST registration and clearance Bidder should have GST where his business is located. Should have TIN(income tax) /PAN number	copies of GST registration last GST returned filed, TIN registration and PAN		
10	The bidder must have successfully completed PVC card printing projects within India during last 5 years awarded by Government / PSU / banks	copy of work orders or certificate of work completion with date		

**Note :-** Above mentioned are Minimum Pre- qualification criteria, without which the firm will be disqualified However for selection in financial bid stage, Marks will be allotted and merit will be decided as per the technical evaluation sheet given

## 2) TECHNICAL EVALUATION

### Technical evaluation sheet

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

S.No.	Criteria	Max. Marks	Marks Obtained	Documents submitted
	during the previous <b>three</b> financial years <b>(2018-2019, 2019-2020 and 2020-2021)</b>	<b>15</b>		
	(i) 3 crores / more than 3 crores and less than 4 Crore	<b>10</b>		
	(ii) More than 4 Crore	<b>15</b>		
2.2	Value of <b>completed PVC card printing projects</b> within India during last <b>Three</b> years awarded by Government/PSUs/Banks <b>as on 31.03.2021:</b>	<b>15</b>		
	(i) More than 3 crores, less than 4 crores	<b>10</b>		
	(ii) More than 4 crores	<b>15</b>		
2.3	<b>Experience in years</b>	<b>15</b>		
	5 or more than 5 years, but less than 10 years	<b>10</b>		
	More than 10 years	<b>15</b>		
2.4	<b>Installed capacity of printing Colour PVC EPICs</b>	<b>15</b>		
	<b>Up to 20,000 per day</b>	<b>10</b>		
	<b>More than 20,000 per day</b>	<b>15</b>		
<b>3</b>	<b>Presentation for Proposed Methodology</b>			
3.1	Printing, Hot Stamping, Assembling and Dispatch Solution, Quality of proposed MIS	<b>2</b>		
3.2	Brief profile of the firm	<b>1</b>		
3.3	Physical and Data Security	<b>1</b>		
3.4	Innovation and features beyond proposed requirements	<b>1</b>		
		<b>100</b>		

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- Bidder should submit 10 Sample PVC cards, Envelope and cover letter as per RFP technical specification and ISO standards. Election department reserves the right to get it checked from Government testing labs. Any deviations from specifications may result in disqualification.
- Inspection will be conducted by a team of department officials on the directions of CEO, to check security arrangements, infrastructure , machines and equipments, personnels as per the bid document Any deviations may result in immediate disqualification
- Election department reserves the right to visit the proposed locations for physical verification of site, stated capacity and capability.

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

**Important:**

**Method of marking and documents required**

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

**1.2 Quality of machines** documents related to make, model number year of machine should be annexed

**1.3 Quality / experience of technical personnel**

documents related to qualification and years of experience of staff should be annexed

**2. Presentation** Bidder must submit the presentation with photographs, videos (if required) detailing the

facilities (in-line with the bid requirements) of the proposed location(s) and other criteria with the online bid. The presentation can be submitted in hard copy also.

## SELECTION PROCESS

### **1. EVALUATION OF PROPOSALS: The evaluation of the proposal will be done in following parts:**

1. **Preliminary Scrutiny:** Each proposal will be scrutinized by a Screening Committee/DPC of Election department to determine whether the documents have been properly signed, all relevant papers submitted and the proposal is in order. Proposals not conforming to such requirements will be prima facie rejected.

2. **Pre-Qualification:** The minimum qualifying criteria mentioned in Table-1 of Section-2 will need to be met to be considered for technical evaluation.

### **3. Technical Evaluation:**

a. The bid will be evaluated based on the weightings and parameters detailed in Table-2. at - Section-2 Based on the "Evaluation Parameters" point shall be awarded and Total Technical Score (TS) computed for each bid.

b. In order to qualify as "Technically qualified Bidder (TQB) , the bidders should have scored a minimum of 60 marks. Only TQBs with minimum of 60 marks will be considered for financial Evaluation.

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

1. The Financial Bids of Only the Technically qualified Bidder will be opened to prepare first list of L1, L2 etc.

2. The lowest rate L1, received from a qualified bidder will be treated as the "**Discovered Rate**"

3. Once the L1 bidder is identified, the bidder at L2, L3 will be given first rights to match the L1 rate in order to receive an order for carrying out the services.

4. In the interest of time, the bidders from L2 to the highest will be asked to match the Discovered Rate simultaneously

5. In case of a tie:

A. In case of a tie between 2 bidders at L1 level (Discovered Rate) after the opening of the financial bid, no further bid will be considered for L2. Bidder with Higher Technical Score will be treated as L1 (Discovered Rate) and other as L2 (Matching L1). Remaining qualifying bidders will be treated as L3 and so forth.

6. If only one bidder qualifies after the technical evaluation, the Election department will have the right to select the single qualified bidder or cancel the RFP. In case Election department decides to continue with single qualified bidder, the entire volume may be allocated to the single qualified bidder for the contract period.

7. The Election department reserves the right to call for a second bid process to select a total of two firms for execution of the project.

8. Bidder need to provide their financial bid as per the format provided in the RFP. Financial evaluation shall be conducted on the basis of the unit rate quoted by the respective bidders.

## Section-III

### INSTRUCTION TO BIDDERS (ITB)

#### 1) Sale of Bidding/ Tender Documents

a) The sale of bidding documents shall commence from the date of publication of Notice Inviting Bids (NIB) and shall be stopped one day prior to Bid's opening on the <https://etenders.kerala.gov.in/>. The complete bidding document shall also be placed on the State Public Procurement Portal. The prospective bidders shall be permitted to download the bidding document from the websites and pay the bidding document price while submitting the Bid to the procuring entity through e-Proc method.

#### 2) Bid Prices

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

#### 3) Pre-bid Meeting/ Clarifications

- a) Pre-Bid query submission, redressal etc management shall not be done through e-Proc website. Only date of Pre-Bid meeting and the responses to the queries would be available on e-Proc website.
- b) Any prospective bidders may, in writing, seek clarifications from the procuring entity in respect of the bidding documents shall also be emailed to [ceo\\_kerala@eci.gov.in](mailto:ceo_kerala@eci.gov.in) and not to be uploaded on e-Proc website. In case the soft copy of the dully filled in Pre- Bid query format, is uploaded on e-Proc website then it would not be entertained and processed.
- c) A pre-bid conference is also scheduled by the procuring entity as per the details mentioned in the NIB and to clarify doubts of potential bidders in respect of the procurement and the records of such conference shall be intimated to all bidders and where applicable, shall be published on the respective websites.
- d) Prospective bidders may attend Pre-bid meeting. The procuring entity may clarify doubts of only to
- e) potential bidders in respect of the project which are given in written in the prescribed format received
- f) within the time frame given in the bid document and a softcopy to the email address given herein. Beyond prescribed time, no PBQ shall be entertained.
- g) The period within which the bidders may seek clarifications under (a) above and the period within which the procuring entity shall respond to such requests for clarifications shall be as under: -
  - a. Last date of submitting clarifications requests by the bidder: as per bid document
  - b. Response to clarifications by procuring entity: as per bid document
- f) The finalized minutes and responses, if any, shall be provided through departmental website/email promptly to all bidders to which the procuring entity provided the bidding documents, so as to enable those bidders to take minutes into account in preparing their bids, and shall also be published on the other websites as mentioned in NIB.

#### 4) Changes in the Bidding Document.

- a. At any time, prior to the deadline for submission of Bids, the procuring entity may for any reason, whether on its own initiative or as a result of a request for clarification by a bidder, modify the bidding documents by issuing an addendum in accordance with the provisions below.
- b. In case, any modification is made to the bidding document or any clarification is issued which materially affects the terms contained in the bidding document, the procuring entity shall publish such modification or clarification in the same manner as the publication of the initial bidding document.
- c. In case, a clarification or modification is issued to the bidding document, the procuring entity may, prior to the last date for submission of Bids, extend such time limit in order to allow the bidders

sufficient time to take into account the clarification or modification, as the case may be, while submitting their Bids.

**5) Period of Validity of Bids**

- a. Bids submitted by the bidders shall remain valid during the NIB/ bidding document specified. The procuring entity shall reject a Bid valid for a shorter period as non- responsive Bid.
- b. Prior to the expiry of the period of validity of Bids, the procuring entity, in exceptional circumstances, may request the bidders to extend the bid validity period for an additional specified period of time. A bidder may refuse the request and such refusal shall be treated as withdrawal of Bid and in such circumstances bid security shall not be forfeited.

**6) Submission of Bid**

The bid is for "Short listing of print service providers for printing and personalising PVC electors photo identity cards".

- a. All prospective bidders advised to carefully go through the bid document provided on the various websites as mentioned in the bid-document so that they will come to know what exactly is demanded. While bidders submitting their Bids electronically shall follow the electronic bid submission procedure as specified on the State e-Procurement Portal, <https://etenders.kerala.gov.in>
- b. The bidders required to digitally sign each page of the bid as a token of acceptance of bid by the authorised signatory failing which the bid may liable to be nonresponsive and rejected. The signed bid shall be uploaded using DSC to e-Proc website the <https://etenders.kerala.gov.in>
- c. All the columns viz. compliance (in Yes or No) of Eligibility Criteria, BOM, Financial Bid and their associated necessary documents properly signed etc. should be duly filled in and uploaded.
- d. Technical bid containing Eligibility Criteria and technical aspects/information/documents should be
- e. separately uploaded and Financial bid shall also be uploaded separately along with respective associated documents as mentioned in the bid document..
- f. While submitting the complete Bid Document as mentioned above instruments for tender fee amount and bid security fee amount should be physically sent to the PE on or before mentioned date and time failing which the bid may liable to be non-responsive and rejected.
- g. Financial bids shall be opened of only bidders qualified technically and fulfilling eligibility criteria. The date of opening for which shall be intimated later on.
- h. While uploading Technical Bid/submitting bid, the bidder should physically submit 10 nos. of sample of Personalized PVC EPICs conforming to technical specifications as mentioned in the bid
- i. document/ECI guidelines. All the samples shall be suitably numbered e.g. 1/5, 2/5 ... 5/5 so on along with marking of bidder's name (in short) & have authorised sign (bidder's name) in such a way that while they are sent for testing by PE, the bidder's annotations may not create any hurdle or problem on or before mentioned date and time failing which the bid may liable to be nonresponsive and rejected. Since bidders are belonging to the category as mentioned in the Eligibility Criteria in the beginning of this Bid, therefore, with the technical bid the bidder shall submit its its own declaration in favour of PE for submitting samples with the bid as well as supply of Personalized PVC EPICs, are strictly conforming to ECI standards/norms/guidelines and as specified in bid document, otherwise those bids would be rejected out rightly.
- j. The PE shall get the samples supplied separately by the bidders, tested. If the result of testing any one of the sample(s) attached does not conform to the specifications mentioned in the bid and ECI standards/Guidelines, then the corresponding bid shall be rejected. Therefore, bidders must be careful while submitting sample of Personalized PVC EPICs with bid.
- k. Bidders may submit their Bids through electronic method i.e. through <https://etenders.kerala.gov.in> on or before bid submission date/time.
- l. The Procuring Entity is not responsible about non submission of bid electronically in time due to any technical or non-technical reason(s) whatsoever, therefore, prospective bidders are suggested to avoid last minute submission of bid.

**7) Opening of Bids**

- a) The Bids shall be opened by the BEC/DPC on the date and time mentioned in the NIB in the presence of the Bidders or their authorised representatives who choose to be present.
- b) Only Technical bids will be opened first and as per Pre- qualification criteria technical bids of firms meeting Pre-qualification criteria will be evaluated and marks will be allotted as per the

Technical evaluation criteria given. PE will evaluate Technical Bid(s) as per criteria set-forth in this Bid Document or state procurement Rules.

- c) The Financial Bids will remain unopened until the technical bid evaluation is done. The Procuring Entity will intimate the date/time of the opening of Financial Bids.
- d) In financial evaluation technical bids qualified will be evaluated and final selection will be done on the basis of lowest rate received, irrespective of the marks obtained in the technical evaluation
- e) The committee may co-opt experienced persons in the committee to conduct the process of Bid opening.
- f) If electronic Bidding is adopted, specific electronic Bids opening procedure as specified on the State e- Procurement Portal shall be followed. The Bidders may witness the electronic Bid opening procedure online.
- g) The committee shall conduct a preliminary scrutiny of the opened technical Bids to assess the prima-facie responsiveness and ensure that the: -
  - bid is as per pre-qualification criteria
  - bid is accompanied by bidding document fee, bid security or bid securing declaration, relevant duly filled in documents as per annexure(s) given in the Bid Document;
  - bid is valid for the period, specified in the bidding document;
  - bid is unconditional and the bidder has agreed to give the required performance security or performance security declaration; and other conditions, as specified in the bidding document are fulfilled.
  - any other information which the committee may consider appropriate through e-Proc method.
- h) The Financial Bid shall be kept unopened and shall be opened later on the date and time intimated to the bidders who qualify in the evaluation of technical bid.

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

- a) The PE shall not consider any bid or its related documents, material, original instrument(s) etc. that arrives after the deadline for submission of bid, such bid shall be declared late, rejected, and returned unopened to the bidder. Offline bid shall not be entertained.
- b) All the documents should be digitally signed by the authorized signatory of bidder, as defined in the bid as the case may be.
- c) The Bid shall be prepared according to the procedure mentioned <https://etenders.kerala.gov.in>
- d) The Technical Bid shall contain the following:
  - i. Technical Bid Submission Sheet and Technical Bid containing the duly filled in Bidding Forms ,pre qualification criteria documents, documents required for technical evaluation and other Declarations related to Technical Bid and Code of Integrity given as specified in annexure/appendix/bid forms in the Bid Document (Note: If the prescribed formats provided in the Bid Document only, are not duly filled in as per the requirement of Bid Document, the bid shall be treated as non-responsive bid and lead to rejection);
  - ii. proof of payment of price of Bidding Document, Bid Security, in accordance with Bid Document;

- iii. written confirmation authorizing the signatory of the Bid to commit the Bidder, in accordance with Bid Document;
  - iv. documentary evidence in accordance with Bid Document establishing the Bidder's eligibility to bid;
  - v. v. samples conforming to the ECI standards/guidelines and as required in the Bid Document;
  - vi. any other document required in the BDS; and
  - vii. others considered necessary otherwise to strengthen the Bid submitted.
- e) The Financial Bid shall contain the following:
- i. Financial Bid Submission Sheet and the applicable Price Schedule(s) with supporting relevant documents 32 in accordance with bid document;
  - ii. Any other document required in the BDS.

F) CHECK LIST

S no	Category	Detailed Description	Compliance (Yes/No)
1	Pre-qualification Criteria	Signed and scanned copy of List and Supporting Documents as per Table-1 of Section 2. Earnest Money Deposit	
2	Technical Evaluation Criteria	Signed and scanned copy of List and Supporting Documents as per Table-2 of Section 2+ copy of presentation	
3	Financial Bid	Financial bid filled out in the formats as specified	

9) **Cost & Language of Bidding**

- a) The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the procuring entity shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- b) The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the procuring entity, shall be written only in English Language. Supporting documents and printed literature that are part of the Bid may also be in English / Malayalam.

10) **Alternative/ Multiple Bids**

Alternative/ Multiple Bids shall not be considered at all.

11) **Bid Security**

Every bidder, if not exempted, participating in the procurement process will be required to furnish the bid security as specified in the NIB.

- a) In lieu of bid security, a bid securing declaration shall be taken from Departments of the State Government, Undertakings, Corporations, Autonomous bodies, Registered Societies and Cooperative Societies which are owned or controlled or managed by the State Government and Government Undertakings of the Central Government.
- b) In case of open competitive bidding, bid security shall be 5% or as specified by the State Government of the estimated value of subject matter of procurement put to bid.
- c) Bid security instrument or cash receipt of bid security or a bid securing declaration shall necessarily accompany the technical bid.
- d) Bid Security instrument or cash receipt of Bid Security or a Bid securing declaration shall necessarily accompany the sealed Bid. Any Bid not accompanied by Bid Security or Bid Securing Declaration, if not exempted, shall be liable to be rejected.
- e) Bid security of a bidder lying with the procuring entity in respect of other bids awaiting decision shall not be adjusted towards bid security for the fresh bids. However, the bid security originally deposited may be taken into consideration in case bids are re-invited.

- f) The bid security may be given in the form of a banker's cheque or demand draft. The bid security must remain valid 180 days beyond the original or extended validity period of the bid.
- g) The issuer of the bid security and the confirmer, if any, of the bid security, as well as the form and terms of the bid security, must be acceptable to the procuring entity.
- h) Prior to presenting a submission, a bidder may request the procuring entity to confirm the acceptability of proposed issuer of a bid security or of a proposed confirmer, if required. The procuring entity shall respond promptly to such a request.
- i) The bid security of unsuccessful bidders shall be refunded soon after final acceptance of short-listed successful bid and signing of Agreement and submitting performance security.
- j) The Bid security taken from a bidder shall be forfeited in the following cases, namely: -
  - a. when the bidder withdraws or modifies its bid after opening of bids;
  - b. when the bidder does not execute the agreement, if any, after placement of supply/ work order within the specified period;
  - c. when the bidder fails to commence the supply of the goods or service or execute work as per supply/ work order within the time specified;
  - d. when the bidder does not deposit the performance security within specified period after the supply/ work order is placed; and
  - e. if the bidder breaches any provision of code of integrity, prescribed for bidders, specified in the bidding document/As per the state rules.
  - f. if the Bidder does not accept the correction of its Bid Price pursuant to the relevant bidding document.[Correction of Arithmetical Errors].
- k) Notice will be given to the bidder with reasonable time before bid security deposited is forfeited.
- l) No interest shall be payable on the bid security.
- m) In case of the successful short-listed bidders, the amount of bid security may be adjusted in arriving at the amount of the Performance Security, or refunded if the successful short-listed bidders furnish the full amount of performance security.
- n) The procuring entity shall return the bid security after the earliest of the following events, namely:-
  - a. the expiry of validity of bid security;
  - b. the execution of agreement for procurement and performance security is furnished by the successful short-listed bidders;
  - c. the cancellation of the procurement process; or

**12) Deadline for the submission of Bids**

- a. Bids shall be submitted on e-Proc website up to the time and date specified in the NIB or an extension issued thereof, if any.
- b. Normally, the date of submission and opening of Bids would not be extended. In exceptional circumstances or when the bidding document are required to be substantially modified as a result of discussions in pre-bid meeting/ conference or otherwise and the time with the prospective bidders for preparation of Bids appears insufficient, the date may be extended by the procuring entity.
- c. If, in the office of the Bids receiving and opening authority, the last date of submission or opening of Bids is a non-working day, the Bids shall be received or opened on the next working day. Late Bids: The Procuring Entity shall not consider any Bid that arrives after the deadline for submission of Bids, in accordance with bid document. Such Bids shall be declared late, rejected, and returned unopened to the Bidder.

**13) Lack of Competition :**

In case of situation of lack of competition arises the provision given in state procurement rules and act and state procurement rules and act will be followed.

**14) Clarification of Bids**

- a) To assist in the examination, evaluation, comparison and qualification of the Bids, the BEC/DPC may, at its discretion, ask any bidder for a clarification regarding its Bid. The committee's request for clarification and the response of the bidder shall be through the website/email.
- b) No substantive change to qualification information or to a submission, including changes aimed at making an unqualified bidder, qualified or an unresponsive submission, responsive shall be sought, offered or permitted.

**15) Evaluation & Tabulation of Technical Bids**

**a) Determination of Responsiveness**

- a. The BEC/DPC shall determine the responsiveness of a Bid on the basis of bidding document and the provisions of pre-qualification/ eligibility criteria of the bidding document.
- b. A responsive Bid is one that meets the requirements of the bidding document without any material deviation, reservation, or omission (as per state procurement rules and act).

## **16. Tabulation of Technical Bids**

If Technical Bids have been invited, they shall be tabulated by a Committee (DPC/BEC) constituted on behalf of PE in the form of a comparative statement to evaluate the qualification of the bidders against the criteria for qualification set out in the bidding document.

## **17) Evaluation & Tabulation of Financial Bids**

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

- a) The financial Bids of the bidders who qualified in bid examination shall be opened at the notified time, date and place by the BEC/DPC in the presence of the bidders or their representatives who choose to be present;
- b) the process of opening of the financial Bids shall be similar to that of technical Bids.
- c) conditional Bids are liable to be rejected;
- d) the examination shall include all costs and all taxes and duties applicable to the bidder as per law of the Central/ State Government/ Local Authorities

## **18. Correction of Arithmetic Errors in Financial Bids**

The BEC/DPC shall correct arithmetical errors in substantially responsive Bids, on the following basis, namely: -

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

## **19) Price/ purchase preference in evaluation**

Price and/ or purchase preference notified by the State Government and as mentioned in the bidding document shall be considered in the evaluation of Bids and award of contract.

## **20) Negotiations**

- a) Except in case of procurement by method of single source procurement or procurement by competitive negotiations, to the extent possible, no negotiations shall be conducted after the pre-bid stage. All clarifications needed to be sought shall be sought in the pre-bid stage itself.
- b) Negotiations may, however, be undertaken only with the lowest or most advantageous bidder when the rates are considered to be much higher than the prevailing market rates.

## **19) Procuring Entity's Right to accept any bid and to reject any or all bids**

The Procuring Entity reserves the right to accept or reject any Bid, and to annul the Bidding process and reject all Bids at any time prior to Contract award without assigning any reasons thereof and without thereby incurring any liability to the Bidders.

## **20) Information and publication of award**

Information of award of contract shall be published on the State Public Procurement Portal i.e. <https://etenders.kerala.gov.in/> well as e-Proc website.

## **21) Execution of agreement**

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

## **22) Cancellation of procurement process**

- a) If any procurement process has been cancelled, it shall not be reopened but it shall not prevent the procuring entity from initiating a new procurement process for the same subject matter of procurement, if required.
- b) For reasons to be recorded in writing, a procuring entity may cancel the process of procurement initiated by it .

## **23) Right to vary quantity**

As per the provisions of procurement Act and Rules of the respective states.

## **24) Performance Security**

- a) All the successful short-listed bidders, have to execute agreement and furnish performance security.
- b) Prior to execution of agreement, Performance Security shall be solicited from the successful short-



listed bidders except Department of the State Government and undertakings, corporations, autonomous bodies, registered societies, co-operative societies which are owned, controlled or managed by the State Government and undertakings of Central Government. However, a Performance Security Declaration shall be taken from them. The State Government may relax the provision of Performance Security in particular procurement.

c) The amount of performance security shall be as per rules.

d) Performance security shall be furnished in any one of the following forms: -

a. Bank Draft or Banker's Cheque of a scheduled bank;

b. National Savings Certificates and any other script/ instrument under National Savings Schemes for promotion of small savings issued by a Post Office in (Name of the state), if the same can be pledged under the relevant rules. They shall be accepted at their surrender value at the time of bid and formally transferred in the name of procuring entity with the approval of Head Post Master; Fixed Deposit Receipt (FDR) of a scheduled bank. It shall be in the name of Chief Electoral Officer on account of bidder and discharged by the bidder in advance. The procuring entity shall ensure before accepting the FDR that the bidder furnishes an undertaking from the bank to make payment/premature payment of the FDR on demand to the procuring entity without requirement of consent of the bidder concerned. In the event of forfeiture of the performance security, the Fixed Deposit shall be forfeited along with interest earned on such Fixed Deposit.

g) Performance security furnished in the form specified in clause [c.] mentioned just above shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the bidder.

h) Failure of the successful short-listed bidders to submit the above-mentioned Performance Security or sign the

Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security.

i) Forfeiture of Performance Security: The amount of Performance Security in full or part may be forfeited, including interest, if any, in the following cases:-

a. when the Bidder short-listed does not execute the agreement in accordance with the bid within the specified time period; after issue of letter of acceptance/ placement of supply order; or

b. when the Bidder short-listed fails to commence the supply of the Goods or Related Services as per supply order within the time specified; or

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

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

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

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

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

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

## **25) Confidentiality:**

As per the provisions of procurement Act and Rules of the respective states.

## **26) Code of Integrity for Bidders**

As per the provisions of procurement Act and Rules of the respective states.

## **27) Conflict of interest:**

As per the provisions of procurement Act and Rules of the respective states.

## **28) Interference with Procurement Process**

A bidder, who: -

a) withdraws from the procurement process after opening of financial bids;

b) withdraws from the procurement process after being declared the successful short-listed bidders ;

c) fails to enter into procurement contract after being declared the successful short-listed bidders ;

d) fails to provide performance security or any other document or security required in terms of the bidding

documents after being declared the successful short-listed bidders , without valid grounds, shall, in addition to the recourse available in the bidding document or the contract, be punished with fine which may extend to 50 lacs rupees or 10% of the assessed value of procurement, whichever is less.

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

As per the provisions of procurement Act and Rules of Kerala state.

**30) Offenses by Firms/ Companies**

As per the provisions of procurement Act and Rules of the respective states.

**31) Debarment from Bidding**

- a) A bidder shall be debarred by the State Government if he has been convicted of an offence
  - a. under the Prevention of Corruption Act, 1988 (Central Act No. 49 of 1988); or
  - b. under the Indian Penal Code, 1860 (Central Act No. 45 of 1860) or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
- b) A bidder debarred under (a) above shall not be eligible to participate in a procurement process of any procuring entity for a period not exceeding three years commencing from the date on which he was debarred.
- c) If a procuring entity finds that a bidder has breached the code of integrity prescribed in terms of “Code of Integrity for bidders” above, it may debar the bidder for a period not exceeding three years.
- d) Where the entire bid security or the entire performance security or any substitute thereof, as the case may be, of a bidder has been forfeited by a procuring entity in respect of any procurement process or procurement contract, the bidder may be debarred from participating in any procurement process undertaken by the procuring entity for a period not exceeding three years.
- e) The State Government or a procuring entity, as the case may be, shall not debar a bidder under this section unless such bidder has been given a reasonable opportunity of being heard.

**Special instructions**

**32) Sample/ Sample Test checking (Supply):**

(i) FOR SUMMERY REVISION :-

The concerning DEO acting as PE will take out minimum 1 sample card out of 10000 Personalized PVC EPICs but minimum of 4 such cards on random basis from the supplied lot of Summery Revision of Electoral Rolls of concerned year and get them tested/checked from Government lab or Government Approved Lab or Private Lab accredited by the NABI. The charges towards testing of sample cards shall be borne by the concerning DEO. In case test report of sample card(s) failed for the supplied lot of Personalized PVC EPICs, the lot shall be entirely resupplied on the cost of bidder to the destination. This means that the lot supplied should be 100% error free then only processing of payment shall be started.

(ii) For other lots DEO acting as PE will take 4-5 cards for random checking from each lot of 1000 cards

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

**1. Sample testing:**

- a. The PSP may have an in-house CQM (card Quality Manufacturing) testing labs as per ISO standards or may go for government lab testing. PSP shall undertake testing of 1 sample per 10,000 PVC cards printed for the following parameters/test as per ISO standards and keep the testing reports for inspection of Election department: Election Department reserves the right to get the random sample of the cards tested on its own by CIPET or ask PSP to get the samples selected by Election Department, tested by CIPET. No extra cost shall be provided to PSP for such testing. The PSP shall submit the test report to Election Department on the quarterly basis:

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

**Monitoring :**

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

## Section-IV

### **GENERAL TERMS AND CONDITIONS OF TENDER & CONTRACT**

Bidders should read these conditions carefully and comply strictly while sending their bids.

#### **Definitions**

For the purpose of clarity, the following words and expressions shall have the meanings hereby assigned to them: -

- a) "Contract" means the Agreement entered into between the Purchaser and the successful/ selected bidder, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.
- b) "Contract Documents" means the documents listed in the Agreement, including any amendments thereto.
- c) "Contract Price" means the price payable to the successful/ selected bidder as specified in the Agreement, subject to such additions and adjustments thereto or deductions there from, as may be made pursuant to the Contract.
- d) "Day" means a calendar day.
- e) "Delivery" means the transfer of the Goods from the successful/ selected bidder to the Purchaser in accordance with the terms and conditions set forth in the Contract.
- f) "Completion" means the fulfillment of the related services by the successful/ selected bidder in accordance with the terms and conditions set forth in the Contract.
- g) "Goods" means all of the commodities, raw material, machinery and equipment, and/or other materials that the successful/ selected bidder is required to supply to the Purchaser under the Contract.
- h) "Purchaser" means the entity purchasing the Goods and related services, as specified in the bidding document.
- i) "Related Services" means the services incidental to the supply of the goods, such as insurance, installation, training and initial maintenance and other similar obligations of the successful/ selected bidder under the Contract.
- j) "Subcontractor" means any natural person, private or government entity, or a combination of the above, including its legal successors or permitted assigns, to whom any part of the Goods to be supplied or execution of any part of the related services is subcontracted by the successful/ selected bidder.
- k) "Supplier/ Successful or Selected bidder" means the person, private or government entity, or a combination of the above, whose Bid to perform the Contract has been accepted by the Purchaser and is named as such in the Agreement, and includes the legal successors or permitted assigns of the successful/ selected bidder.
- l) "The Site," where applicable, means the designated project place(s) named in the bidding document

Note: The bidder shall be deemed to have carefully examined the conditions, specifications, size, make and drawings, etc., of the goods to be supplied and related services to be rendered. If the bidder has any doubts as to the meaning of any portion of these conditions or of the specification, drawing, etc., he shall, before submitting the Bid and signing the contract refer the same to the procuring entity and get clarifications..

#### **1) Contract Documents**

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

#### **2) Interpretation**

- a) If the context so requires it, singular means plural and vice versa.
- b) Entire Agreement: The Contract constitutes the entire agreement between the Purchaser and the Supplier/ Selected Bidder and supersedes all communications, negotiations and agreements (whether written or oral) of parties with respect thereto made prior to the date of Contract.
- c) Amendment: No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party thereto.
- d) Non-waiver: Subject to the condition (f) below, no relaxation, forbearance, delay, or indulgence by either party in enforcing any of the terms and conditions of the Contract or the granting of time by either party to the other shall prejudice, affect, or restrict the rights of that party under the Contract, neither shall any waiver by either party of any breach of Contract operate as waiver of any subsequent or continuing breach of Contract.

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

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

### **3) Language**

a) The Contract as well as all correspondence and documents relating to the Contract exchanged by the successful/ selected bidder and the Purchaser, shall be written in English language only. 6)

### **Scope of Supply or Schedule**

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

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

c) The successful short-listed bidders has to supply goods within the period as mentioned in the BDS.

### **7) Delivery & Installation (whichever is applicable)**

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

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

### **8) Supplier's/ Selected Bidder's Responsibilities**

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

### **9) Contract Price**

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

b) Prices charged by the Supplier/ Selected Bidder for the Goods delivered and the Related Services performed under the Contract shall not vary from the prices quoted by the Supplier/ Selected Bidder in its bid.

### **10) Recoveries from Supplier/ Selected Bidder**

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

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

c) In case, recovery is not possible recourse will be taken under (Name of the state) PDR Act or any other law in force.

### **12) Taxes & Duties**

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

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

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

### **13) Copyright**

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

### **14) Confidential Information**

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

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

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

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

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

#### **16) Packing and Documents**

a) The Supplier/ Selected Bidder shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. During transit, the packing shall be sufficient to withstand, without limitation, rough handling and exposure to extreme temperatures, salt and precipitation, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the final destination of the Goods and the absence of heavy handling facilities at all points in transit.

b) The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in the contract, and in any other instructions ordered by the Purchaser.

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

#### **17) Delivery period & Extent of Quantity**

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

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

#### **23) Payment Terms and Schedule:**

a) 100% Payment shall be made as per details mentioned below by the concerning PE within a month's time after submission of an invoice by the successful short-listed bidder in a triplicate for payment:

-

- On complete delivery of Colour Personalized PVC cards at the stores of DEO;
  - After acceptance of positive testing report by DEO concerned for every supply order placed;
  - After deducting penalties, due to any reasons mentioned in the bid, if any.
- b) The currency or currencies in which payments shall be made to the supplier/ selected bidder under this Contract shall be Indian Rupees (INR) only.
- c) All remittance charges will be borne by the supplier/ selected bidder.
- d) In case of disputed items, the disputed amount shall be withheld and will be paid only after settlement of the dispute by the concerning DEO.
- e) Any penalties/ liquidated damages, as applicable, for delay and non-performance, as mentioned in this bidding document, will be deducted from the due payments by the concerning DEO.
- f) Taxes, as applicable, will be deducted, as per the prevalent rules and regulations by the concerning DEO.
- g) Payment shall be made to the successful short-listed bidders by the DEO concerned after all necessary formality as per rules have been fulfilled.

#### **24) PENALTIES:**

##### **I. Risk and Cost:**

In case, the contractor doesn't commence the work as required by DEO within the stipulated period, the work can be allotted to other short-listed bidder at the risk and cost (in case of difference in the cost of supply) of the contractor firm and LD clause shall be attracted to the short- listed bidder who was placed the order & could not commence the work.

##### **II. Liquidated Damages (LD):**

In case of extension in the delivery period with liquidated damages the recovery shall be made on the basis of following percentages of value of Stores with the bidder has failed to supply/ install/ complete:-

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

- a) Fraction of a day in reckoning period of delay in supplies shall be eliminated if it is less than half a day.
- b) The maximum amount of liquidated damages shall be 10% of the contract value.
- c) If the supplier requires an extension of time in completion of contractual supply on account of occurrence of any hindrance, he shall apply in writing to the authority, which has placed the supply order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.
- d) Delivery period may be extended with or without liquidated damages if the delay in the supply of goods is on account of hindrances beyond the control of the bidder.

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

**25) Settlement of Disputes/Dispute Resolution Mechanism:** If any dispute arises out of the contract with

regard to the interpretation, meaning and breach of the terms of the contract, the matter shall be referred to "Chief Electoral Officer and Ex-Officio Secretary to the Government of (Name of the state)" & whose decision shall be final and abided by all stakeholders.

**26) Legal Proceedings:** All legal proceedings, if necessary arise to institute may by any of the parties (Government of Contractor) shall have to be lodged in courts situated in State/UT headquarter or as specified in the Bid document and not elsewhere.

**29) Force Majeure**

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

b) For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the supplier/ selected bidder that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the supplier/ selected bidder. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

c) If a Force Majeure situation arises, the supplier/ selected bidder shall promptly notify the purchaser in writing of such conditions and cause thereof within 15 days of occurrence of such event. Unless otherwise directed by purchaser, the supplier/ selected bidder shall continue to perform its obligations under the contract as far as reasonably practical.

d) If the performance in whole or part or any obligation under the contract is prevented or delayed by any reason of Force Majeure for a period exceeding 60 days, either party at its option may terminate the contract without any financial repercussion on either side.

e) In case a Force Majeure situation occurs with the purchaser, the purchaser may take the case with the supplier/ selected bidder on similar lines.

**30) Termination**

**a) Termination for Default**

1. The Procuring Entity, without prejudice to any other remedy under the provisions of the Act, the Rules or the Contract for breach of Contract, by Notice of default sent to the Supplier, may terminate the Contract in whole or in part:

i. if the Supplier fails to deliver any or all of the Goods and/ or Related Services within the period specified in the Contract, or within any extension thereof granted by the Procuring Entity pursuant to the clause mentioned in the bid document; or

ii. if the Supplier fails to perform any other obligation under the Contract.

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

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

**b) Termination of insolvency**

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

**c) Termination of Convenience**

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

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



## Section-V-(A)

**BIDDING FORM NO.-1:**

### Technical Bid Submission Sheet

Date:  
NIB No.:  
Alternative No., if permitted:

To,

Chief Electoral Officer, Kerala & Secretary to Government  
Election Department, Legislature Complex, Vikas Bhavan  
Thiruvananthapuram-695033, Kerala

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Document.
- (B) We declare that we fulfil eligibility criteria as per technical evaluation sheet and Pre-qualification 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 bidding document for Supply of Personalized PVC EPICs.
- (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 obtain a Performance Security in the amount of percent of the Contract Price 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 supply of the subject Goods/Matter in this bidding process in the Bidding Document;
- (f) Our firm for any part of the Contract have not been debarred by the State Government or the Procuring Entity or a 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 Government of Kerala or the Procuring Entity or DEOs or their representatives to inspect our accounts and records and other documents relating to the bid submission and to have them audited by auditors appointed by them;
- (j) We declare that we have complied with and shall continue to comply with the provisions of the Code of Integrity including Conflict of Interest as specified for Bidders in the Kerala in Public Procurement Act the (of the state) in Public Procurement Rules of the state and this Bidding Document during the procurement process and execution of the Contract till completion of all our obligations under the Contract;
- (k) We hereby agree in principle to be short-listed after mutual agreement.

Name: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

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

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

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

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

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

**Manufacturer and Security Printer Certificate**

(To be given on the letter head of the Manufacturer)

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

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

To,  
Chief Electoral Officer, Kerala & Secretary to Government  
Election Department, Legislature Complex, Vikas Bhavan  
Thiruvananthapuram-695033, Kerala

**WHEREAS**

We, who are "manufacturer and security printer" of PVC cards with security features and personalization process in our in-house factory(ies) situated at -----  
-----and also hereby declare that above PVC EPIC Cards including personalization to be supplied shall be conforming to ECI standards,specification of the bid , and other guidelines.

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

Name: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

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

Manufacturer' seal: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

**ANNEXURE-1: PRE-BID QUERIES FORMAT{to be filled by the bidder}**

Name of the Company/Firm: .....

Name of Person(s) Representing the Company/ Firm:

Name of Person	Designation	Email-ID(s)	Tel. Nos. (Mo.)& Fax Nos.

**Company/Firm Contacts:**

Contact Person(s)	Correspondence Address	Email-ID(s)	Tel. Nos. (Mo.)& Fax Nos.

**Query(ies) / Clarification(s) Sought:**

S.No	Bid Page	Bid Clause	Existing Clause Details	Query/ Suggestion/ Clarification sought
1				
2				
3				
4				

.....

**Note:-**

1. Queries must be strictly submitted only in the above prescribed format (.XLS/ .XLSX/ .DOC/ .DOCX) in virus free file. Queries not submitted in the prescribed format will not be considered/ responded at all by the Procurement Entity.

2. Prospective bidder may, in writing, seek clarifications from the procuring entity in respect of the bidding document shall be emailed to [ceo\\_kerala@eci.gov.in](mailto:ceo_kerala@eci.gov.in) and not to be uploaded on e-Proc website. **In case the soft copy of the dully filled in Pre-Bid query format, is uploded on e-Proc website then it would not be entertained and processed.**

3. The Bidders can submit their queries on or before the scheduled last date after Pre-Bid Meeting to be held along with softcopy, which can be emailed to [ceo\\_kerala@eci.gov.in](mailto:ceo_kerala@eci.gov.in).with a subject line of “**PBQ for Short- listing for Personalized PVC EPICs**”.

**ANNEXURE-2: BIDDER'S AUTHORIZATION CERTIFICATE {to be filled by the bidder}**  
(To be given on the letter head of the Manufacturer)

To,  
Chief Electoral Officer, Kerala & Secretary to Government  
Election Department, Legislature Complex, Vikas Bhavan  
Thiruvananthapuram-695033, Kerala

**Ref:** \_\_\_\_\_ **NIB No.** \_\_\_\_\_ **date:** \_\_\_\_\_

WHEREAS

We, who are "manufacturers and security printer" of \_\_\_\_\_

having factory(ies) at \_\_\_\_\_

\_\_\_\_\_ do hereby authorise (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:

**"Short-listing of Print Service Provider for supply of Personalized 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: -

Verified Signature:

Authorised Signatory: -

Name:

Seal of the Organization: -

Position:

(Includes complete address)

Date: -----

Place: -----

**ANNEXURE-3: SELF-DECLARATION (Declaration by Bidder regarding Qualifications){to be filled by the bidder}**

To,

Chief Electoral Officer, Kerala & Secretary to Government  
Election Department, Legislature Complex, Vikas Bhavan  
Thiruvananthapuram-695033, Kerala

**Declaration by Successful Bidder**

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

- a) We are eligible and possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
- b) We have fulfilled my/ our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
- c) We are not insolvent in receivership, bankrupt or being wound up, not have my/our affairs administered by a court or a judicial officer, not have its business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;
- d) We do not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
- e) We do not have a conflict of interest as specified in State procurement Act and Rules and this bidding document which materially affects the fair competition.
- f) We are having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU/ UT.
- g) We do not have any previous transgressions with any entity in India or any other country during the last three years
- h) We do not have any debarment or black-listed by any other procuring entity
- j) We have complied and shall continue to comply with the Code of Integrity as specified in the (Name of the state) in Public Procurement Act, the (Name of the state rules and act) in Public Procurement and this Bidding Document, till completion of all our obligations under the Contract will not sublet the contract if awarded to us.
- k) We agree to extend the validity of bid submitted on the communication of the PE.
- l) We have not modified, changed etc. any word/line/para/text mentioned in the bid downloaded from website(s) as mentioned in the bid otherwise we know that our bid shall be cancelled and rejected if submitted bid has deviation of word/line/ para/text from the original bid.

m) We agree to submit appropriate Performance Security within time period specified in the bidding document otherwise we know that Procuring Entity have full rights to reject our bid and also agree to extend bid validity period, if any, and extend contract period unconditionally.

n) We have submitted only one bid.

o) We give our in principle consent to be short-listed subject to mutually agree. We also agree that there would be up to 3-4 short-listed successful bidders.

p) We, during the contract period, will collect only those EPIC data of electors by some mutually agreed mechanism (DEO and us) which are required to personalize the PVC EPICs otherwise immediately for extra data/incomplete data, we will bring this into the knowledge of DEOs to rectify.

q) We, after personalisation at our manufacturing site, shall return the personalized EPIC on PVC cards along with data to the concerned DEO and get receipt.

r) We, understand the IPR of the EPIC data given for personalization by us, lies with your department or

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

s) If this declaration is found to be incorrect then without prejudice to any other action that may be taken as per the provisions of the applicable Act and Rules thereto prescribed by Govt. of Kerala, my/ our security may be forfeited in full and our bid, to the extent accepted, may be cancelled.

Thanking you,

Name of the Bidder: -

Authorised Signatory: -

Seal of the Bidding Organization: -

Date:

Place:

**ANNEXURE-4: CERTIFICATE OF CONFORMITY/ NO DEVIATION** {to be filled by the bidder}

To,

Chief Electoral Officer, Kerala & Secretary to Government  
Election Department, Legislature Complex, Vikas Bhavan  
Thiruvananthapuram-695033, Kerala

**CERTIFICATE**

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

Thanking you,

Name of the Bidder: -

Authorised Signatory: -

Seal of the Organization: -

Date:

Place:

**ANNEXURE-5: BILL OF MATERIAL (BOM)**

S. NO	DESCRIPTION OF ITEM	ESTIMATED QUANTITY TO BE SUPPLIED DURING THE CONTRACT PERIOD	BIDDERS ACCEPTANCE OF SUPPLY AS PER T&C MENTIONED IN THE BID DOCUMENT (YES/NO)
<b>1</b>	Rate for Printing and Supply of Personalized PVC Electors' Photo Identity Cards (EPIC) with new security features in Kerala including Printing and hot stamping of hologram and printing of Voter manual kit including envelop, Welcome Letter and Voter's Guide( as per specification given in Bid Document)	45 lacs Personalised PVC EPICs (Approx)	



**ANNEXURE-6: BID SECURING DECLARATION**

**Form of Bid Securing Declaration**

Date: ..... [insert date (as day, month and year)]

Bid No.: .....[insert number of bidding process]

To,

Chief Electoral Officer, Kerala & Secretary to Government  
Election Department, Legislature Complex, Vikas Bhavan  
Thiruvananthapuram-695033, Kerala

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any contract with you,

for the duration of contract starting on [insert date], if we are in breach of our obligation(s) under the bid

conditions, more specifically, if we:

- a. withdraw or modify our Bid after deadline for submission of bids, during the period of bid validity specified in the Bid Data Sheet (hereinafter “the BDS”); or
- b. having been notified during the period of bid validity specified in the BDS, about the acceptance of our

Bid by you,

- i. fail or refuse to execute the Contract Agreement within the time period specified in the BDS,
- ii. fail or refuse to furnish the performance security, in accordance with the Instructions to Bidders (hereinafter “the ITB”) within the time period specified in the BDS,
- c. not accept the correction of arithmetical errors in accordance with the ITB; or
- d. breach a provision of the Code of Integrity specified in the Store Purchase Rules and the ITB.

We understand this Bid-Securing Declaration shall expire if we are not the successful short-listed bidders , upon the earlier of (i) our receipt of your notification to us of the name of the successful short-listed bidders ; or (ii) thirty days after the expiration of our Bid.

Signed: \_\_\_\_\_ [insert signature of person whose name and capacity are shown]

Name: \_\_\_\_\_ [insert complete name of person signing the Bid-Securing Declaration]

In the capacity of: \_\_\_\_\_ [insert legal capacity of person signing the Bid-Securing Declaration]

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

[insert complete name and address of the Bidder] Dated on day of ,22\_\_\_\_ [insert date of signing]

Corporate Seal \_\_\_\_\_ [affix corporate seal of the bidder]

**Note:**

Bid Securing Declaration shall only be dully filled in by the Departments of the State Government, Undertakings, Corporations, Autonomous bodies, Registered Societies and Cooperative Societies which are owned or controlled or managed by the State Government and Government Undertakings of the Central Government.

**Section-V-(B)**  
**(Part-B: Financial Bid)**

**BIDDING FORM NO. 2:**  
**Financial Bid Submission Sheet**

Date:  
NIB No.:

To,

Chief Electoral Officer, Kerala & Secretary to Government  
Election Department, Legislature Complex, Vikas Bhavan  
Thiruvananthapuram-695033, Kerala

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 following Goods and Related Services:  
\_\_\_\_\_
- 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 short-listed subject to mutually agree. We also agree that there would be up to 3-4 short-listed successful bidders.
- 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: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_ 63

**ANNEXURE-8: FINANCIAL BID COVER LETTER FORMAT** {to be submitted by the bidder on his Letter head}

To,

Chief Electoral Officer, Kerala & Secretary to Government  
Election Department, Legislature Complex, Vikas Bhavan  
Thiruvananthapuram-695033, Kerala

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 cost likely to be incurred for executing this work. The prices are inclusive of all type 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 short-listed subject to mutually agree. We also agree that there would be up to 3 short-listed successful bidders. The rate quoted is applicable for all the districts of the State of Kerala.
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 website(s) as mentioned in the bid otherwise we know that our bid shall be cancelled and rejected if submitted bid has deviation of word/line/para/text from the original bid.
11. I/ We, during the contract period, will collect only those EPIC data of electors by some mutually agreed mechanism which are required to personalize the PVC EPICs otherwise immediately we will bring this into the knowledge of DEOs for extra data/incomplete data, to rectify.
12. I/ We, understand the IPR of the EPIC data given for personalization, lies with your department or ECI.
13. I/ We, after personalisation at our manufacturing site, shall return the personalized EPIC on PVC cards along with data to the concerned DEO and get receipt.
14. I/ We would be responsible to all the DEOs and other authorities of concerned area, as per bid terms & condition mentioned herein.
15. We, understand the IPR of the EPIC data given for personalization by us, lies with your department or ECI and will hereby undertake that the given data shall not be copied in any form, not shown/given to any entity, not retained in any form, not used for the purposed other than the purpose mentioned in the bid etc. The data shall be erased entirely once the matter of the sot of supply is materialized/settled.64
16. We undertake the accountability of security of data , Holograms being provided by the department and of 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 proposal 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:

**Bid Document for "Supply of PVC EPICs"**

## Financial Bid Format (BoQ)

**(Short-listing of Manufacture and Supplier of PVC Personalised Electors Photo Identity Cards (EPIC) with security features confirming to ECI guidelines /Standards and specification in Bid Document)**

Sl No	Name & Description	Unit	Est. Qty	Unit Cost in INR	Total Cost in INR Before Tax (this includes all levies & other incidental charges, if any)	Application tax as on date (Tax name & Percent age Tax)	Application Tax in INR on Total cost	Total cost in INR (Inclusive all taxes charges, levies etc)
1	2	3	4	5	6=4 x 5	7	8	9=6+8
	Printing and Dispatch of PVC Personalized EPIC Card with security features and Hot stamping of Hologram ,as per the guidelines of ECI and specification of bid document FOR Destination Store of the office of all DEOs of the State as per their requirement)	Per card						
	Total							
	Total Amount in figures							
	Total Amount in words							

**Note:**

Bidders submitting their Bids electronically shall follow the electronic Bid submission procedure as specified on the State e-Procurement Portal [http://eproc.\(Name of the state\).gov.in](http://eproc.(Name of the state).gov.in). Bidders should not fill any information in the above format & submit physically; otherwise the bid shall be treated as nonresponsive. Bidder should submit their financial bid online on e-Proc website/Portal only. Up to 3 bidders will be short-listed on the lowest rate.

**Annexure-10: PERFORMANCE SECURITY DECLARATION**

**Form of Performance Security Declaration**

Date: \_\_\_\_\_ [insert date (as day, month and year)]  
Contract Name and No.: \_\_\_\_\_ [insert name and number of Contract]

To,  
Chief Electoral Officer, Kerala & Secretary to Government  
Election Department, Legislature Complex, Vikas Bhavan  
Thiruvananthapuram-695033, Kerala

We, the undersigned, declare that:

We understand that, according to your conditions, the Contract must be supported by a Performance Security Declaration as a guarantee to ensure fulfillment of our all performance obligations under the Contract for "**Short-listing of Supplier for Supply of Personalized PVC Electoral Photo Identity Cards (PVC EPICs)**".

We accept that we will automatically be suspended from being eligible for bidding in any contract with you for the period of time of ..... **[Procuring Entity to indicate here the period of time for which the Procuring Entity will declare a Bidder ineligible to be awarded a Contract if the performance Security Declaration is to be executed]** starting on the date that we receive a notification from you, the **[Designation of the Procuring Entity]** that our Performance Security Declaration is executed, if we are in breach of any of our performance obligation under the conditions of the Contract.

We understand this Performance Security Declaration shall expire after 60 days of completion of our all obligations under the Contract including Defect Liability, warranty/ Guarantee, operation, maintenance, etc. in accordance with the conditions of the Contract.

Signed: \_\_\_\_\_ [insert signature of person whose name and capacity are shown]  
In the capacity of: \_\_\_\_\_ [insert legal capacity of person signing the Performance Security Declaration]

Name: \_\_\_\_\_ [insert complete name of person signing the Declaration]  
Duly authorized to sign the Contract for and on behalf of: \_\_\_\_\_ [insert complete name and address of the Bidder] Dated on----- [insert date of signing] Corporate Seal

**Note:**

Performance Security Declaration shall only be dully filled in by the Departments of the State Government, Undertakings, Corporations, Autonomous bodies, Registered Societies and Cooperative Societies which are owned or controlled or managed by the State Government and Government Undertakings of the Central Government.

ANNEXURE-11: DRAFT AGREEMENT OF CONTRACT FORMAT

(to be mutually signed by selected bidder and procuring entity)

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

**Agreement**

An agreement made this \_\_\_\_\_ day of \_\_\_\_\_ between \_\_\_\_\_

(hereinafter called "the Security printer and Supplier" [here "the means short-listed printer and supplier" ]), which expression shall, where the context so admits, be deemed to include his heirs successors, executors and administrators of the one part and the Government of Kerala

[name of the Procuring Entity if other than a department of the State Government (hereinafter called "the Procuring Entity") on behalf of the all DEOs

(Collectors), All Districts of (Name of the state) (after execution of this agreement all the DEOs of the State shall be performing all jobs/grievance redressal/activities etc. for this Bid during contract period), which expression shall, where the context so admits, be deemed to include his successors in office and assigns) of the other part.

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

after "the Contract Price").

NOW THIS AGREEMENT WITNESSES AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract referred to.
2. The bid document issued vide even no. dated and work order no. dated shall be deemed to form and be read and construed as part of this Agreement.
- 3.1 Period of contract will be ..... to .....(the contract will be renewed after one year and can be extended further as mentioned in the Bid)
- 3.2 The period of contract may also be reduced or contract can be terminated on the basis of decision of CEO, Kerala.
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.
5. In case of extension in the delivery and/ or installation period/ completion period with liquidated damages, the recovery shall be made on the basis of following percentages of value of stores/ works which supplier has failed to supply/ install/ complete: -

a)Delay up to one fourth period of the prescribed delivery period, successful installation & completion of work	2.5%
b)Delay exceeding one fourth but not exceeding half of the prescribed delivery period, successful installation & completion of work	5.0%
c) Delay exceeding half but not exceeding three fourth of the prescribed delivery period successful installation & completion of work	7.5%
d)Delay exceeding three fourth of the prescribed delivery period, successful installation & completion of work.	10.0%

Note:

- i. Fraction of a day in reckoning period of delay in supplies/ maintenance services shall be eliminated if it is less than half a day.
  - ii. The maximum amount of agreed liquidated damages shall be 10%.
  - iii. If supplier requires an extension of time in completion of contractual supply on account of occurrence of any hindrances, he shall apply in writing to the authority which had placed the work order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.
  - iv. Delivery period may be extended with or without liquidated damages if the delay in the supply of goods in on account of hindrances beyond the control of supplier.
6. The (state procurement act and rules) promulgated, their amendments issued by the State Government shall also be the part of this contract agreement.
7. We, understand the IPR of the EPIC data given for personalization by us, lies with your department or ECI and will hereby undertake that the given data shall not be copied in any form, not shown/given to any entity, not retained in any form, not used for the purposed other than the purpose mentioned in the bid etc. The data shall be erased entirely once the matter of the lot of supply is materialized/settled.
8. All disputes arising out of this agreement and all questions relating to the interpretation of this agreement shall be decided as per the procedure mentioned in the RFP document.
9. The DEO concerned hereby covenants to pay the Supplier in consideration of the provision of the Goods and Related Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

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

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

## New-PVC-EPIC Sample-1



### Front Side



### Back Side



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

No.23/EPIC Security/2021-ERS

Dated: 18<sup>th</sup> January, 2022

To,

The Chief Electoral Officers  
of all States/UTs

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

Sir/Madam,

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

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

1. The new PVC EPIC will be horizontal in shape with following size: -

a. Card size:

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

b. Thickness:

760 microns (plus and minus 10%)

2. **Hologram:** Hologram size (after stamping): 16mm x 12mm. To be hot stamped made up of 19-23 Micron polyesters film of Gold/ Silver shade.

3. **Micro text:** Text as the border of the Photograph in size 19 to 25 micron.

4. **Ghost image printing:** Elector Photograph (Front side).

5. **Guilloche pattern** on the base of the card (Three colour guilloche design).

6. **QR Bar code** with 3000+ text characters.

3. The specifications of the PVC EPIC with new security features and specifications of the Hologram which needs to be hot pressed on PVC EPIC are enclosed herewith **Annexure – A** and **Annexure - B**.

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

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

Yours faithfully,



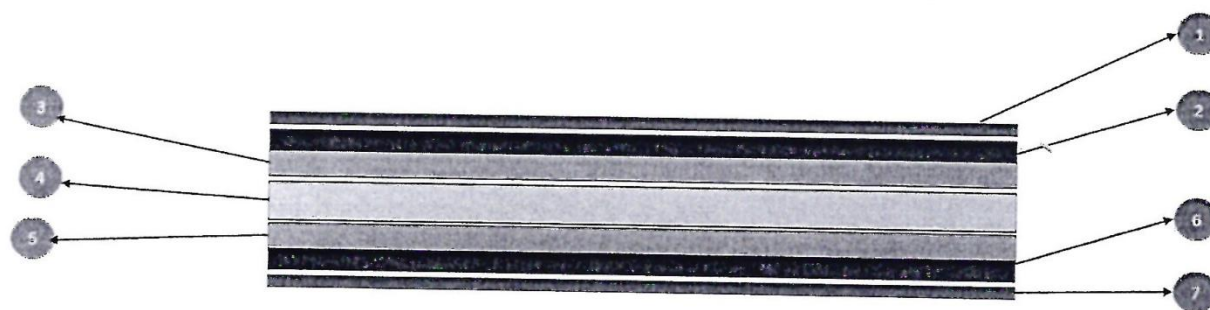
**(RAKESH KUMAR)**  
**SECRETARY**

**SPECIFICATIONS OF CARD:**

a. Card type:

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

**Proposed layering of EPIC card**



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

b. Card size:

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

c. Thickness:

760 microns (+/-10%)

d. Lamination (Overlay)

Glossy/Mat finishing

e. Design & Layout:

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

f. ISO Standard:

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

**Hologram hot stamping**

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

**OTHER FEATURES**

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

## Front and Back of new EPIC



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

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

ZBIOKLM987

नाम: अनिता कुमारी चौहान  
Name: Anita Kumari Chauhan

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

लिंग / Gender: स्त्री / Female

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

Front side



The back side of the EPIC card contains the address: HNo. A-32, Sunder Vihar, Ram Nagar, Sodala, Jaipur, Rajasthan - 302019. It also includes the issue date: 28/10/2021 and a QR code. A note at the bottom states: 'This card is not a proof of Age except for the purpose of election.' The card number ZBIOKLM987 is printed at the bottom left.

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

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

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

नोट / Note:  
प्रत्येक चुनाव से पहले कृपया वर्तमान निर्वाचक नामावली में अपने नाम की जांच कर लें।  
Before every election, please check that your name exist in current electoral roll.

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

ZBIOKLM987

1950 [www.ceorajasthan.nic.in](http://www.ceorajasthan.nic.in)

Back side

## **SECURITY OF DATA**

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

**SPECIFICATIONS OF HOLOGRAM**

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

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

- The diagrammatic representation of the ECI hologram:

**Sample of Hologram**



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

**A) Chemical:**

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

**B) Physical Checks:**

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

# ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

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No.23/EPIC Security/2021-ERS

Dated: 19<sup>th</sup> May, 2022

To,

The Chief Electoral Officers  
of all States/UTs

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

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

Sir/Madam,

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

**Front Side Specification/dimension:-**

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



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

**Back Side Specification/dimension:-**

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

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

Yours faithfully,



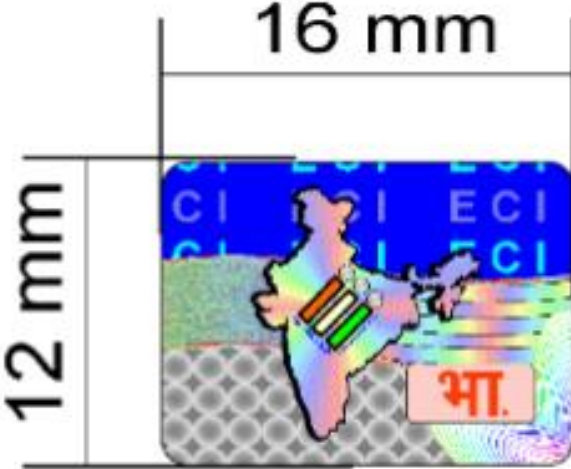
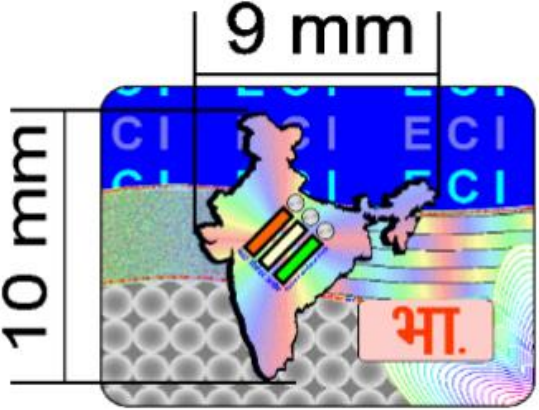
**(AJAY KUMAR)**  
**SECRETARY**

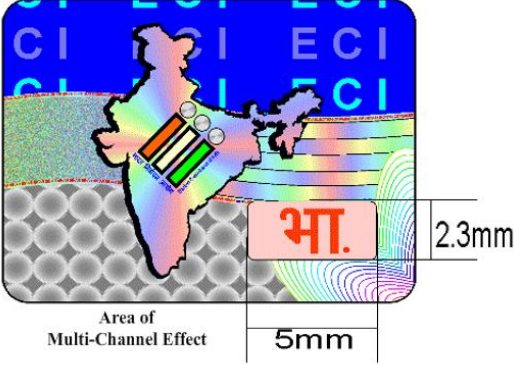
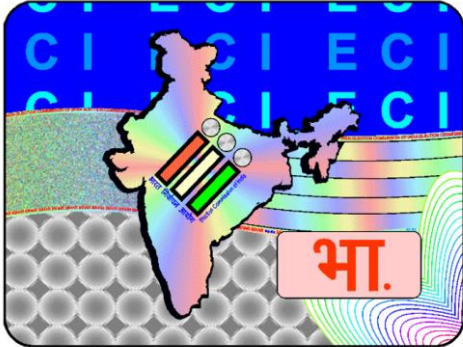
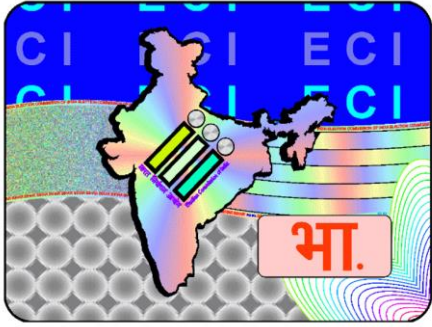
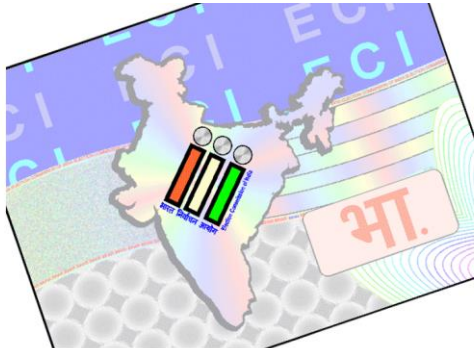
**Sample Front and Back of New Secured EPIC with detailed specifications/dimensions**

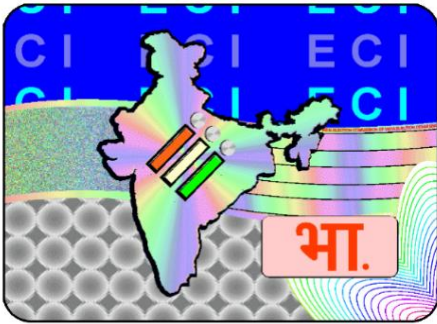
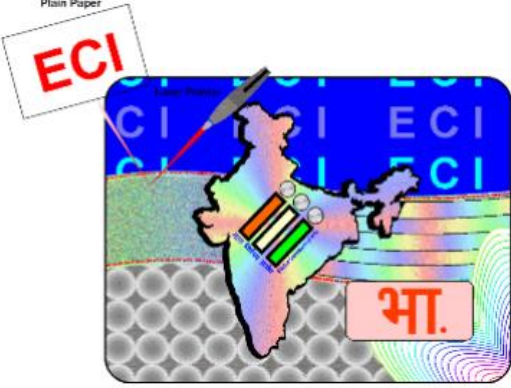
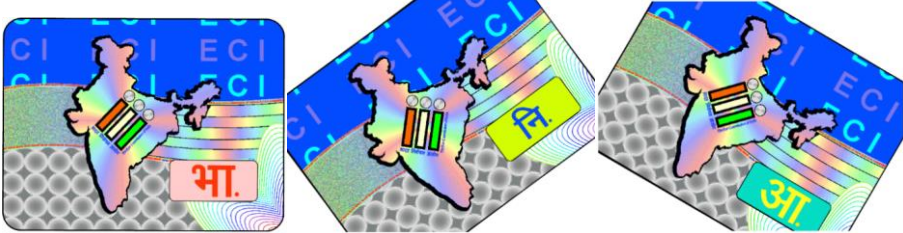


**Specifications of HOLOGRAM**

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

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

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

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

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

# YOUR VOTE, YOUR RIGHT.



## നിങ്ങളുടെ വോട്ട്, നിങ്ങളുടെ അവകാശം.

ജില്ല ഇലക്ഷൻ ഓഫീസർ

Dear .....

Congratulations on receiving your EPIC – Electors 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 bestows privilege and responsibility. 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 attached 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,

DEO

(പ്രിയപ്പെട്ട.....,

വോട്ടർ തിരിച്ചറിയൽ കാർഡ് (EPIC) ലഭിച്ചതിൽ താങ്കൾക്ക് അഭിനന്ദനങ്ങൾ! ലോകത്തിലെ ഏറ്റവും വിപുലമായ ജനാധിപത്യ സംവിധാനത്തിലെ അവിഭാജ്യവും മുഖ്യവത്തുമായ അംഗമായി ഭാരതീയ തിരഞ്ഞെടുപ്പ് കമ്മീഷൻ താങ്കളെ സ്വാഗതം ചെയ്യുന്നു.

വോട്ടർ പട്ടികയിൽ താങ്കളെ ഒരു അംഗമായി ചേർത്തതിൽ ഞങ്ങൾക്ക് സന്തോഷമുണ്ട്. വോട്ടവകാശം അധികാരവും അതോടൊപ്പം ഉത്തരവാദിത്വവും താങ്കൾക്ക് ലഭിക്കുന്നു. സ്വതന്ത്രവും, നീതിപൂർവ്വവും, പ്രാപ്യമായതും, എല്ലാവരേയും ഉൾക്കൊള്ളുന്നതും, സുതാര്യവും ധാർമ്മികവുമായ തിരഞ്ഞെടുപ്പിന് വേണ്ടിയാണ് ഭാരതീയ തിരഞ്ഞെടുപ്പ് കമ്മീഷൻ നിലകൊള്ളുന്നത്.

താങ്കളുടെ വോട്ട് വിലയേറിയതാണ്. അതിനാൽ ഓരോ തിരഞ്ഞെടുപ്പിലും പങ്കെടുത്ത് താങ്കളുടെ പ്രതിനിധിയെ ശ്രദ്ധാപൂർവ്വം തിരഞ്ഞെടുക്കണമെന്ന് ഞങ്ങൾ അഭ്യർത്ഥിക്കുന്നു. തിരഞ്ഞെടുപ്പ് ദിവസത്തിനു മുൻപായി, മത്സരിക്കുന്ന സ്ഥാനാർത്ഥികളുടെ വിശദാംശങ്ങൾ, വോട്ടർ പട്ടികയിൽ താങ്കളുടെ പേര്, അതോടൊപ്പം പോളിംഗ് ബുത്തിന്റെ വിശദാംശങ്ങൾ എന്നിവ പരിശോധിച്ച് ഉറപ്പു വരുത്തുക. തിരഞ്ഞെടുപ്പ് സംബന്ധമായ സംശയനിവാരണത്തിനായി ഇതോടൊപ്പമുള്ള വോട്ടർ സഹായി ഉപയോഗപ്പെടുത്താവുന്നതാണ്.

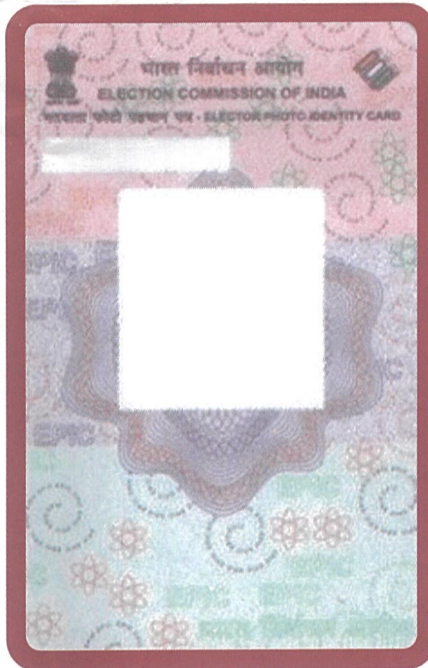
തിരഞ്ഞെടുപ്പ് ദിവസം, ഇലക്ട്രോണിക് വോട്ടിംഗ് മെഷീനിൽ (ഇ.വി.എം) താങ്കൾ തിരഞ്ഞെടുക്കുന്ന സ്ഥാനാർത്ഥിക്ക് നേരെയുള്ള ബട്ടൺ അമർത്തുകയും അത് ശരിയാണെന്ന് വി.വി.പാറ്റ് മെഷീനിന്റെ സ്ക്രീനിൽ പരിശോധിച്ച് ഉറപ്പുവരുത്തുകയും ചെയ്യുക. ഒരു അഭിമാനമുള്ള വോട്ടർ എന്ന നിലയിൽ താങ്കളുടെ മഷിപുരണ്ട വിരൽ പ്രദർശിപ്പിക്കുക.

ഈ ഐതിഹാസിക യാത്രയിൽ ഭാഗഭാക്കായതിന് ഭാരതീയ തിരഞ്ഞെടുപ്പ് കമ്മീഷന്റെ അഭിനന്ദനങ്ങൾ.

ഹാപ്പി വോട്ടിംഗ്

ആശംസകളോടെ.....

ജില്ല ഇലക്ഷൻ ഓഫീസർ



### 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, race, caste, community or any inducement.*

### സമ്മതിദായകരുടെ പ്രതിജ്ഞ

ജനാധിപത്യത്തിൽ അടിയുറച്ചു വിശ്വസിക്കുന്ന ഇന്ത്യൻ പൗരന്മാരായ ഞങ്ങൾ, രാജ്യത്തിന്റെ ജനാധിപത്യ പാരമ്പര്യവും, സ്വാതന്ത്ര്യവും നീതിയുക്തവും സമാധാനപൂർണ്ണവുമായ തിരഞ്ഞെടുപ്പിന്റെ അന്തസ്സ് കാത്തുസൂക്ഷിക്കുമെന്നും, ജാതി, മതം, ഭാഷ തുടങ്ങിയ പരിഗണനകൾക്കോ മറ്റേതെങ്കിലും പ്രലോഭനങ്ങൾക്കോ വശംവദരാകാതെ എല്ലാ തിരഞ്ഞെടുപ്പുകളിലും സധൈര്യം വോട്ടുചെയ്യുമെന്നും ഇതിനാൽ പ്രതിജ്ഞ ചെയ്യുന്നു.

### USE YOUR EPIC NUMBER

#### Voter Helpline App



- Booth Navigator: Find driving directions to your polling booth on Map
- Search your name in Electoral Roll
- Know your Polling Officials
- Apply for correction in Voter ID card
- Apply for shifting within Assembly Constituency

#### Voter Portal



- Find your Assembly Constituency and Polling Stations
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ഭാരതീയ തിരഞ്ഞെടുപ്പ് കമ്മീഷൻ

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

#എന്റെ വോട്ട് പ്രധാനം

ഒരു വോട്ടർ ആണെന്നതിൽ അഭിമാനിക്കുക



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**Dear .....**

Congratulations on receiving your EPIC – Electors 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 bestows privilege and responsibility. 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 attached 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,**

DEO

(പ്രിയപ്പെട്ട.....,

വോട്ടർ തിരിച്ചറിയൽ കാർഡ് (EPIC) ലഭിച്ചതിൽ താങ്കൾക്ക് അഭിനന്ദനങ്ങൾ! ലോകത്തിലെ ഏറ്റവും വിപുലമായ ജനാധിപത്യ സംവിധാനത്തിലെ അവിഭാജ്യവും മുഖ്യവത്തുമായ അംഗമായി ഭാരതീയ തിരഞ്ഞെടുപ്പ് കമ്മീഷൻ താങ്കളെ സ്വാഗതം ചെയ്യുന്നു.

വോട്ടർ പട്ടികയിൽ താങ്കളെ ഒരു അംഗമായി ചേർത്തതിൽ ഞങ്ങൾക്ക് സന്തോഷമുണ്ട്. വോട്ടവകാശം അധികാരവും അതോടൊപ്പം ഉത്തരവാദിത്വവും താങ്കൾക്ക് ലഭിക്കുന്നു. സ്വതന്ത്രവും, നീതിപൂർവ്വവും, പ്രാപ്യമായതും, എല്ലാവരെയും ഉൾക്കൊള്ളുന്നതും, സുതാര്യവും ധർമ്മികവുമായ തിരഞ്ഞെടുപ്പിന് വേണ്ടിയാണ് ഭാരതീയ തിരഞ്ഞെടുപ്പ് കമ്മീഷൻ നിലകൊള്ളുന്നത്.

താങ്കളുടെ വോട്ട് വിലയേറിയതാണ്. അതിനാൽ ഓരോ തിരഞ്ഞെടുപ്പിലും പങ്കെടുത്ത് താങ്കളുടെ പ്രതിനിധിയെ ശ്രദ്ധാപൂർവ്വം തിരഞ്ഞെടുക്കണമെന്ന് ഞങ്ങൾ അഭ്യർത്ഥിക്കുന്നു. തിരഞ്ഞെടുപ്പ് ദിവസത്തിനു മുൻപായി, മത്സരിക്കുന്ന സ്ഥാനാർത്ഥികളുടെ വിവരങ്ങൾ, വോട്ടർ പട്ടികയിൽ താങ്കളുടെ പേര്, അതോടൊപ്പം പോളിംഗ് ബുത്തിന്റെ വിവരങ്ങൾ എന്നിവ പരിശോധിച്ച് ഉറപ്പു വരുത്തുക. തിരഞ്ഞെടുപ്പ് സംബന്ധമായ സംശയനിവാരണത്തിനായി ഇതോടൊപ്പമുള്ള വോട്ടർ സഹായി ഉപയോഗപ്പെടുത്താവുന്നതുമാണ്.

തിരഞ്ഞെടുപ്പ് ദിവസം, ഇലക്ട്രോണിക് വോട്ടിംഗ് മെഷീനിൽ (ഇ.വി.എം) താങ്കൾ തിരഞ്ഞെടുക്കുന്ന സ്ഥാനാർത്ഥിക്ക് നേരെയുള്ള ബട്ടൺ അമർത്തുകയും അത് ശരിയാണെന്ന് വി.വി.പാറ്റ് മെഷീനിന്റെ സ്ക്രീനിൽ പരിശോധിച്ച് ഉറപ്പുവരുത്തുകയും ചെയ്യുക. ഒരു അഭിമാനമുള്ള വോട്ടർ എന്ന നിലയിൽ താങ്കളുടെ മഷിപുരണ്ടു വിരൽ പ്രദർശിപ്പിക്കുക.

ഈ ഐതിഹാസിക യാത്രയിൽ ഭാഗഭാക്കായതിന് ഭാരതീയ തിരഞ്ഞെടുപ്പ് കമ്മീഷന്റെ അഭിനന്ദനങ്ങൾ.

ഹാപ്പി വോട്ടിംഗ്

ആശംസകളോടെ.....



ഓൺലൈൻ ആയി രജിസ്റ്റർ ചെയ്യുകയോ അല്ലെങ്കിൽ താങ്കളുടെ വിവരങ്ങൾ പരിശോധിക്കുകയോ ചെയ്യുക

 **1950** Voter Helpline



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 **1950** Voter Helpline

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മുൻകരുതലോടെ വോട്ട് ചെയ്യുക  




From,  
 ജിദ്ദാ മതപരിഷ്കാരസംഘടനയുടെ പ്രസിഡന്റ് / കേരള  




To,