



Government of Assam
Election Department
DISPUR

REQUEST FOR PROPOSAL
FOR
PRINTING & SUPPLY
OF
ELECTORS' PHOTO IDENTITY CARDS (EPICs)
FOR THE VOTERS IN ASSAM

**REQUEST FOR PROPOSAL
FOR
PRINTING & SUPPLY OF
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FOR THE VOTERS IN ASSAM**

NO.ELE.79/2013/95

DATE: 23.7.2013

1. Introduction:

This RFP (request for proposal) is issued by the Chief Electoral Officer and Commissioner & Secretary, Election Department, Assam, IV Floor, Block-C, Secretariat, Guwahati for inviting proposals from the reputed PVC card manufacturing and printing companies having capacity and capabilities to supply approximately 1.80 crore PVC, EPIC cards with prescribed security features and personalisation, within the stipulated time.

The time schedule for various activities flowing from the issue of this RFP (request for proposal) shall be as per below:

1	Date of release of RFP	23/7/13
2	Last date for receipt of Bid proposal	7/8/13 (up to 5.00 P.M.)
3	Date and time for opening Technical bid	8/8/13 (11.00 A.M.)
4	Date and time for opening Price bid	14/8/13 (11.00 A.M.)
5	Address for communication/submission of the proposals	Deputy Secretary Election Department 4 th Floor, C- Block Secretariat, Dispur, Assam Phone: 0361-2237321

The proposals submitted in the prescribed format as given in the *Annexures I & II* alone shall qualify for the evaluation. The proposals shall be filled only in English and be submitted in hard copies alone. The proposals from the interested bidders shall reach the addressee in sealed covers within the stipulated date. The proposals shall be accepted on all working days between 10 A.M. to 5.00 P.M. The Election Department, Assam shall not accept any request,

plea for late submission of the proposals. Any proposal reaching the addressee after the stipulated date shall not be entertained.

There should be two separate bid proposal- technical and Price, in separate sealed envelopes. Both the sealed envelopes should then be put inside one sealed envelope. The envelope should be scribed in bold letters '**Bid proposal for printing and supply of photo identity cards (EPICs) for the electors of Assam**'. All the pages of the bid proposal should be submitted in hard copy, duly signed by the authorised official of the bidder on each page. Bidder's confirmation for acceptance of Election Department's terms and conditions, eligibility & evaluation criteria shall be categorical and the price bid shall not contradict the technical bid in any manner. Violation of these requirements will disqualify the bidder.

2. Background:

The Election Commission of India had started the scheme - issuing EPICs(Electors' photo identity card) to the electors in the year 1993 with an objective to ensure easy identification of the electors at the time of voting. Comprehensive guidelines were issued by the Election Commission of India for this purpose in May 2000. In view of the major advances in technology in the last 12 years, The Election commission of India has issued fresh directions to ensure better quality cards with stricter security features. As per these fresh guidelines, the EPIC will now be printed on PVC sheet with prescribed specifications, security features and personalisation details. The EPIC will carry colour photograph of the elector. The photographs of the electors on new cards should be in sharp focus, of high quality, showing natural skin tones and clearly recognizable features. In Assam there are approximately 1.80 crore electors for whom the EPICs are to be prepared.

3. Scope of the Work

The bidder shall supply EPICs (Electors photo Identity cards) for approximately 1.80 crore voters distributed across 126 assembly constituencies. The EPICs shall be supplied with prescribed security features and personalization details printed upon them as given in the **paras 4,5,6. of the RFP**. The EPIC cards must be printed with security feature and personalization details, inserted inside a window envelope, and then packed electoral roll part wise (polling station wise) and LAC (Legislative Assembly Constituency wise). It means to

say that the package box of EPICs for a particular LAC shall contain sub-packages of all the polling stations located inside that LAC. The packing will be done in a manner and with material as directed by the CEO and Commissioner & Secretary, Election Department, Assam. The bidder shall deliver the EPIC cards to CEO, Election Department, Assam at Guwahati by road transportation by means of vehicles having fire proof, rain proof body, subject to such directions and instructions as may be issued by the CEO and Commissioner & Secretary, Election Department, Assam.

4. Stipulated time for completion of the work

Allocated volume of the work including transportation and delivery of the EPICs to the CEO and Commissioner & Secretary, Election Department, Assam shall be completed by the successful bidder in **three months** time from the date of supply of data in respect to the LACs. The data in respect to LACs may be provided in a single lot on one date or in different lots in different dates. The successful bidder shall plan execution of the work in such manner as to ensure delivery of EPICs within three months of receipt of data in respect to the particular lot of the LACs. This shall be subject to adherence to detail time lines/time frame as may be laid down by the CEO and Commissioner & Secretary, Election Department.

The Election Department, Assam shall make available to the service provider the personalization data. The data will be with photo files (linked to individual data record). The data will be shared in a secured manner.

Vendor shall keep informed the CEO and Commissioner & Secretary, Election Department, Assam of the progress, on EPICs' printing, packaging, dispatch, delivery details by online MIS, on daily basis.

5. Specification for card:

- (i) All new cards will be printed on PVC sheet with colour photograph.
- (ii) Card Size – 8.6 cm vertical and 5.4 cm horizontal with variation permissible of plus or minus 5%.
- (iii) Thickness – .76 mm plus or minus 5%.

iv) Card should be round cornered.

6. Specifications for security printing:

Front:

- (i) Spiral micro letters line (EPIC) in art screen.
- (ii) Three colour guilloche design
- (iii) The national Emblem with guilloche design for invisible printing which can be seen by ultra violet light
- (iv) The national Emblem printed on the upper left hand corner and Election Commission of India logo printed on the upper right hand corner in colour.

Back:

- (i) Relief tint of “Election Commission of India” in bilingual, i.e, English and Hindi.

7. Personalisation:

Front:

- (i) ‘Election Commission of India’ in English and regional language of the State on the top.
- (ii) “Elector Photo Identity Card’ in English and regional language of the State below ‘Election Commission of India’.
- (iii) Colour Photo of the elector – 3.2 cm (vertical) x 2.4 cm (horizontal).
- (iv) EPIC number of the elector printed in alphabets and numbers and also as a bar code.
- (v) Name of the elector, in English and regional language of the State.
- (vi) ‘Relation name’, printed in English and regional language of the State.

Back

- (i) “Sex” printed in English and regional language of the State.

- (ii) Date of birth/age printed, in English.
- (iii) Address, printed in English and regional language of the State.
- (iv) Assembly Constituency, No. and Name printed in English, regional language of the State.
- (v) Part number and name, in English and regional language of the State.
- (vi) Electoral Registration Officer
- (vii) The following notes printed in English and regional language of the State.

Note:

- (a) 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.
- (b) 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.

8. Specifications for window envelopes (for inserting the EPICs)

Window envelope should be of a size as may be just appropriate to keep the EPIC of 8.6 cm x 5.4 cm dimension.

- a) 100 GSM Maplitho paper.
- b) static printing in 4 colours on one side.
- c) Cut window.

9. Eligibility Criteria:-

1. The Bidder must be a Company registered in India.
2. The bidder must be in business of printing with in house facility in India for Static printing, variable printing in monochrome & colour.

3. The vendor should be in business of printing and supply of PVC cards with security features and personalization.
4. The PVC card processing, security and personalization printing facilities shall be owned by the Bidder, the bidder shall have installed capacity in India for printing and personalizing of minimum 2 lakh cards per day. They should have backup machines in case of failure.
5. The Bidder must have supplied at least 10 million PVC cards with security features and personalization in a single year, at least during any one of the last three financial years i.e. 2010-11, 2011-12, 2012-13. The work order from the order placing organization and documentary proof of having delivered the same should be enclosed with the bid.
6. The revenues from manufacture and supply of PVC cards, including security printing and personalization should be minimum Rs. 10 crores during at least one of the last three financial years i.e. 2010-11, 2011-12, 2012-13. The certified copies of the accounts for financial years 2010-11, 2011-12, 2012-13 along with the statutory schedules be attached. Provided that the accounts for the financial year 2012-13 may not be submitted by a bidder whose accounts for the year 2012-13 are not yet settled.
7. The secured printing facility as per the capacity requirement stated above should be located within the geographical boundaries of India.
8. The bidder should not have been black-listed by any government or semi government organization.
9. The Bidder should be a profit making company with positive net-worth.

10. The bidder should have following infrastructure for printing:

Item	Description	Capacity for production	Requirements
Sheet fed 4 colour machine options to print on PVC core.	To print static printing on both sides for printing on PVC.	2 lakh cards per day	In house to be owned by bidder
Digital variable printing machines to print on PVC core.	To print colour variable data with color photographs	2 lakh per day	In house to be owned by bidder

The bidder should have the required infrastructure as per the eligibility conditions. The Election department may conduct physical verification of the assets indicated by the bidder before opening the financial bid. Bidders should share the detailed process flow of the Photo Identity Cards' printing and supply work execution, with capacity details at each sub level of the processing. There should be automated process to ensure 100% accuracy.

Note: The Election Department Assam will disqualify any bidder who does not satisfy any of the above eligibility criteria and the Election Department's decision in this regard will be final.

10. Design of the Cards

Open, workable card artwork file will be provided by the Election Department, Assam.

11. General Instructions

The Bidders are requested to go through the instructions, eligibility criteria and technical specifications given in the **RFP**. Failure to furnish all required information duly indexed & page numbered will be at the bidder's risk and may result in the rejection of the bid proposal. Each page of the bid document should be signed by the authorized signatory and seal of the

company should be affixed below it, as a token of confirmation, that the tender document has been read and understood. Any clarification required may be sought in writing and may be delivered in person, up to a day prior to the last date of the receipt of the bid proposals.

12. Amendments to the RFP

1. Before the last date of the receipt of the proposals, the Election Department, Assam may amend any of the **RFP** conditions as may be desired or wherever Election Department, Assam feels that such an amendment is absolutely necessary. Any such amendments to the **RFP** conditions will be put on the CEO, Assam's Website <http://ceoassam.nic.in>
2. The Election Department, Assam at its discretion may or may not extend the due date and time for the submission of bid documents on account of the amendments.

13. Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of the bid proposal. The Election Department, Assam will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the **RFP**.

14. Earnest money deposit

1. The bidders should, furnish as Earnest Money Deposit (EMD) a Demand Draft from Nationalized Bank /Scheduled Bank for Rs. 5,00,000/- (Rupees five lakhs only) payable in favour of 'Chief Electoral Officer, Election Department Assam'. The proposals received without the EMD will be summarily rejected. In the case of successful bidder, the EMD will be adjusted towards the security deposit against performance cum guarantee, on request.
2. In the case of unsuccessful bidders, the EMD will be refunded within one month.
3. The EMD is liable to be forfeited in case the bidders backs out from the offer, after submission of the bid or after the acceptance of the offer by the CEO, Election

Department, Assam or fails to sign the contract. No interest shall be payable by the Election commission on the Earnest Money Deposited .

15. Submission of tender under two covers system

The **RFP** document can be purchased from the Election Department, IV Floor, Block-C, Secretariat, Guwahati, by paying Rs.100 (Rupees hundred only). It can also be downloaded from the CEO, Assam Website <http://ceoassam.nic.in>. In such a case, a **DD of Rs.100/ (Rs. Hundred) in favour of CEO, Election Department, Assam** will have to be submitted towards the cost of the **RFP** document in the Technical Bid (Part-I) cover. The filled in tender document should be signed on every page by the authorized signatory, with seal of the bidder company affixed below it, as a token of confirmation that the tender document has been read and understood. Any corrections or overwriting should also be duly countersigned.

The bid document should be submitted under two separate covers, Technical Bid (Part-I) & Price Bid (Part-II). The Technical Bid (Part-I) should contain bidder's Appraisal, Technology Details, Cost of Form, EMD, and other details as per **Annexure -I.** of the **RFP**. The Price Bid (Part-II) would contain price quote of the bidder company as per **Annexure-II** of the **RFP**.

The two covers should be sealed separately and marked as '**Printing and supply of Electors Photo Identity Cards (EPICs) for the electors in Assam' - Technical Bid (Part-I)**' and '**Printing and supply of Electors Photo Identity Cards (EPICs) for the electors in Assam' - Price Bid (Part-II)**' respectively. Besides, the Bidder's Name and Address should be printed on the sealed covers.

The two sealed covers should then be kept inside an outer envelope with the Name and Address of the bidder on it and sent to the addressee - Deputy Secretary, Election Department, IV Floor, Block-C, Secretariat, Dispur, Assam so as to reach on or before the last due date and time. The outer envelope should be super scribed as '**Bid Proposal for Printing and supply of Electro photo identity cards (EPICs) for the electors of Assam**'.

16. Opening of the tender

Sealed bid proposals received up to the stipulated date and time, will be taken up for opening on the appointed day and time. The bid proposals received after the last date and time will not be accepted. **The CEO, Election Department, Assam reserves the right to disqualify any or all the bidders, in case of not being satisfied with the documents furnished or otherwise without assigning any reasons thereof.**

i) The Sealed cover of the Technical Bid (Part-I) will be opened first on the appointed date and time in presence of the representatives of the bidders who chose to remain present. The technical bid will be evaluated as per the terms and conditions of the **RFP**

ii) Sealed cover of the Price Bid (Part-II) will be opened on the appointed day and time only in respect of those bidders who qualify in the Technical bid. The bidders who qualify in the Technical bid may remain present at the time of the opening of Price bid if they chose so.

17. Arriving of at L1 rate:

The per card L1 rate includes cost of PVC , static printing , variable printing monochrome & colour , collating, matching ,envelopes & stuffing packing, transportation. The price quoted will be inclusive of all kinds of taxes & duties . The L1 rate would be arrived at by considering the lowest price.

- Rate per card quoted by all the eligible bidders will be ranked in ascending order. The lowest being the first and so on.
- The lowest rate quoted will be taken as the L1 rate.
- No conditional rate will be accepted.

18. Award of work

In view of the volume of the work and strict time line to complete the work two bidders may be awarded the work. In such a situation, the L1 bidder will be awarded the 60% of the entire volume. The L2 bidder would then be asked to match the L1 rate. In case L2 matches the

rate quoted by L1 he would be awarded with 40% of the entire volume. If L2 does not match the L1 rate, then L3 bidder would be asked to match the L1 rate. In case L3 bidder matches the L1 rate, he would be awarded with 40% volume of the full quantity. The process of awarding of work will continue in this manner and will be concluded if 2 bidders are covered and the entire volume of work is exhausted. In case there are no bidders to match the L1 price then the entire volume of work may be awarded to the L1 bidder.

Notwithstanding any thing said in the above para, the Election Department, reserves the right to award the work to more than 2 bidders, if it deems it to be so necessary and split the work among them in a manner as may seem appropriate to it.

19. Other conditions

The bidder should submit the proposal only in the **RFP** Form issued by the Office of the **Election Department, Assam** or in the form downloaded from the website <http://ceoassam.nic.in>. As a token of acceptance of the **RFP** conditions, each page of the tender document should be duly signed with company's seal affixed below the signatures. Any condition put forth by the bidder other than the conditions mentioned by in the **RFP** notice will be treated as Null and Void.

The person or persons signing the bid proposal shall enclose the authorization from the MD of the bidding company, authorizing him to sign the bid on behalf of the bidder. **No consortium bid shall be entertained.**

The bid proposals specifying additional conditions or proposing modification to the **RFP** conditions will be treated as conditional and summarily rejected.

Election Department reserves the right to reject any bid proposal without assigning any reasons thereof, and the same shall not be questioned on any ground, whatsoever.

Sub-contracting of the awarded work will amount to a breach of the contract.

Time is the essence of the contract. The Election Department reserves the right to cancel the order placed on any bidder and assigns the work to anyone else at the risk and cost of the aforesaid bidder in case of delay, non-compliance to specifications or any other valid reason.

20. Performance cum Guarantee Deposit

The successful bidders shall deposit as security against performance cum guarantee an amount equivalent to 10% of the value of the order in the form of Bank Guarantee (valid for 1 year) issued by any of the Nationalized Bank / Scheduled Bank, within 7 days from receipt of work order from Election Department. On the request of the successful bidder, the Earnest Money Deposit will be adjusted against the security deposit payable by the bidder. If the Security Deposit is not paid within time specified, the Earnest Money Deposit remitted by the bidder shall be forfeited. In such case, the Election Department shall be entitled to get the work executed from elsewhere and recover the consequential loss sustained from the bidder due to getting the work executed either by other bidder or by a bidder selected through the process of re-tendering.

21. Terms of Payment

The payments in respect of the work execute, shall be made as follows:

The payment shall be made for LAC as a unit. The payment shall be made within two months of the receipt of EPIC cards by the CEO and Commissioner & Secretary, Assam, in respect to a legislative assembly constituency. No payment shall be made for faulty EPICs, deviating from the specifications. The bidder shall be liable to replace them free of cost.

22. Taxes and Duties

The price quoted will be inclusive of all kinds of taxes and duties. TDS would be deducted as per dictates of statutory requirements.

23. Termination for Insolvency

The Election Department may at any time terminate the work awarded by giving a written notice to the bidder. Termination will be without compensation to the bidder, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Election Department.

24. Warranty of quality and quantity of EPICs supplied.

The successful bidder shall warrant that the EPICs are printed as per specifications mentioned in the tender , conform to the specified design and there are no defects of security featurization, personalization; that may affect the usage of cards by the residents .

Upon receipt of notice from the Election Department, Assam for defective material, the successful bidder shall, within 7 days of receipt of the notice, replace the defective EPICs, free of cost. The bidder shall take over the defective EPICs at the time of their replacement. No claim whatsoever shall lie on the Election Department, Assam for the replaced EPICs thereafter. If the bidder fails to replace the defective EPICs within a reasonable period, the Election Department, Assam may proceed to take such remedial actions as may be necessary, at the bidder's risk and expense.

25. Penalty for delay

Delay in meeting the timelines, beyond the due date of delivery, in respect to an LAC, will invite a penalty of Rs 10,000 per day, in respect to that LAC. If the delay is of more than 15 days, then the work may be withdrawn and got executed through other bidder (s) at the risk and expense of the defaulting printer.

26. Force Majeure

Should any force majeure circumstances arise, each of the contracting parties be excused for the non-fulfillment or for the delayed fulfillment of any of its contractual obligations, if the affected party within 7 days of its occurrence, informs the other party in writing.

Force Majeure shall mean fires, floods, natural disaster or other acts such as war, turmoils, strikes, sabotage, explosions, and quarantine restriction beyond the control of either party.

It is understood and agreed between the parties hereto that the rights and obligations of the parties shall be deemed to be in suspension during the continuance of the force majeure event as aforesaid and the said rights and obligations of the parties shall automatically revive upon the cessation of the intervening force majeure event. The period within the rights and obligations of the parties under suspension due to the force majeure event shall not be considered as a delay with respect to the period of delivery and / or acceptance of delivery under the contract.

Notwithstanding the provisions of the immediately foregoing clauses, it is further understood and agreed between the parties hereto that in the event of any force majeure persisting for an uninterrupted period of exceeding 1 (one) months, either party hereto reserves the right to terminate this contract by prior written notice of 7 (seven) days to the other party of the intention to terminate the same without any liability other than reimbursement on the terms provided in this agreement for goods received.

27. Arbitration

The dispute or difference arising between the Election Department and the bidder relating to any matter arising out of or in connection with the execution of the printing and supply of EPICs work assigned to the bidder, then the same shall be referred to the sole Arbitrator appointed by the CEO, Election Department, Assam. The decision of the Arbitrator shall be final and binding on both the parties subject to the proviso that the Arbitrator shall give reasoned award. The seat of arbitration shall be in Guwahati.

28. Jurisdiction of civil court: If during the course of the execution of the contract any dispute arise with the successful bidder, the civil court situated in the District of Kamrup (Metro) alone will have jurisdiction over the dispute.

Sd/-

Chief Electoral Officer and Commissioner & Secretary

Election Department

Dispur, Assam

TECHNICAL BID
(OFFER COVERING LETTER)

TO : The Deputy Secretary
Election Department
4th Floor, C, Block
Secretariat
Dispur, Assam

Subject: Request for Proposal (RFP) NO. Dated for Printing and supply of EPICs (Electors' photo identity cards) for the Electors of Assam

Dear Sir,

1. We have examined the REP NO. Dated and subsequent pre bid clarifications/modifications/revisions issued by the Election Department and we offer to execute the work – ‘ **Printing and supply of Electors' photo identity cards (EPICs) for the Electors of Assam**’ as per the terms, conditions and technical specifications spelt out, and in accordance with the price quoted, in the Price bid. We agree that the evaluation criterion is fair and binding on us.

2. While submitting this bid, we certify that:
 - Prices in the Price bid have been arrived without agreement with any other bidder of this RFP for the purpose of restricting competition.
 - The prices in the Price bid have not been disclosed and will not be disclosed to any other bidder of this RFP.
 - We have not induced nor attempted to induce any other bidder to submit or not submit a bid for restricting competition.
 - The rates quoted by us in the Price Bid, cover all the activities required in execution of the work as defined in the RFP and subsequent pre bid clarifications/modifications/revisions furnished by the Election Department, without any exception.
 - We agree to the splitting of order in the proportion as stated in the RFP at the discretion of the Election Department, Assam
 - We agree by the evaluation methodology of the Election Department, Assam, which is quite fair and acceptable to us.
 - We also agree for the change in scope of works

3. We agree to abide by this offer till 180 days from the last date stipulated by the **RFP** for submission of the bid, and our offer shall remain binding upon us and may be accepted by the Election Department, Assam any time before the expiry of that period.

4. Until a formal contract is prepared and executed, this offer, together with the Election Department's written acceptance thereof/purchase order/letter of intent/award order shall constitute a binding contract between us.

5. We certify that the information/data/particulars furnished in our Bid Proposal are factually correct. We also accept that in the event of any information/data/particulars proving to be incorrect, The Election Department, Assam will have the right to disqualify us from the bid.

6. We undertake to comply with the terms and conditions of the RFP and subsequent pre bid clarifications/modifications/revisions furnished by the Election Department in writing. We understand that the Election Department, Assam may reject any or all of the offers without assigning any reason whatsoever.

Yours faithfully,

(Name and Designation)
For and on behalf of
Seal

Enclosures-

1. Authorization letter
2. Eligibility Criteria duly marked yes/no
3. General information
4. Detail of Key Senior officials
5. Financial indicators of the company
6. Staff
7. Technical information
8. Detail plan of execution of the work
9. Details of processing, security featurisation, personalization, stuffing, dispatch etc

AUTHORIZATION LETTER

**TO,
The Chief Electoral Officer
Election Department
Dispur, Assam**

Subject: Authorisation letter for signing the bid proposal and representing the Bidder

Reference: Your RFP. NO. Dated.

Sir,

Kindly refer to your RFP NO. Dated asking for submission of bid proposals for executing the work relating to ‘ **Printing and supply of Electors’ photo identity cards (EPICs) for the Electors of Assam**’ In the matter it is submitted that Mr/ Ms is hereby authorised to sign the bid proposals (Technical bid and Price bid) on behalf of our organization. He/ She is also authorized to represent and take decision on behalf of our organization in all the proceedings relating to the RFP under reference. A Xerox copy of the Power of Attorney vesting such authority in Mr/ Ms is enclosed herewith.

Signature is attested below

Specimen signature of the representative

Signature of MD

ANNEXURE-I (B)

**Eligibility criteria
To be duly marked YES/NO**

1. The Bidder must be a Company registered in India.

(YES / NO)

If yes the documentary proof be attached

2. The bidder must be in business of printing with in house facility in India for Static printing, variable printing in monochrome & colour.

(YES / NO)

If yes the documentary proof be attached

3. The vendor should be in business of supplying of PVC cards with security features and personalization.

(YES / NO)

If yes the documentary proof be attached

4.The PVC card processing and security and personalization printing facilities shall be owned by the Bidder, the bidder shall have installed capacity in India for printing and personalizing, minimum 2 lakh cards per day. They should have backup machines in case of failure.

(YES / NO)

If yes the documentary proof be attached

5.The Bidder must have supplied at least 10 million PVC cards with security features and personalization in a single year, at least during any one of the last three financial years

i.e. 2010-11, 2011-12, 2012-13. The work order from the order placing organization and documentary proof of having delivered the same should be enclosed with the bid.

(YES / NO)

If yes the documentary proof be attached

6. The revenues from manufacture and supply of PVC cards, including security printing and personalization should be minimum Rs. 10 crores during at least one of the last three financial years i.e. 2010-11, 2011-12, 2012-13. The certified copies of the accounts for financial years 2010-11, 2011-12, 2012-13 along with the statutory schedules be attached. Provided that the accounts for the financial year 2012-13 may not be submitted by a bidder whose accounts for the year 2012-13 are not yet settled.

(YES / NO)

If yes the documentary proof be attached

7. The secured printing facility as per the capacity requirement stated above should be located within the geographical boundaries of India.

(YES / NO)

If yes the documentary proof be attached

8. The bidder should not have been black-listed by any government or semi government organization.

(YES / NO)

9. The Bidder should be a profit making company with positive net worth.

(YES / NO)

10. The bidder should have following minimum facility for printing-

Item	Description	Capacity for production	Requirements
Sheet fed 4 colour machine options to print on PVC core.	To print static printing on both sides for printing on PVC.	2 lakh cards per day	In house to be owned by bidder
Digital variable printing machines to print on PVC core.	To print colour variable data with color photographs	2 lakh per day	In house to be owned by bidder

(YES / NO)

If yes the documentary proof be attached

The bidder should have the required infrastructure as per the eligibility conditions. The Election department may conduct physical verification of assets indicated as part of this requirement by the bidder before opening the financial bid. Bidders should share the detailed processes flow chart for executing the work of the Photo Identity Cards with capacity details at each sub levels of process. There should be automated process to ensure 100% accuracy.

Note: The Election Department Assam will disqualify any bidder who does not satisfy any of the above eligibility criteria and the Election Department's decision in this regard will be final

(Name and Designation)

For and on behalf

Seal

ANNEXURE-I(C)

Bidder company to provide the following information-

Sl. No	Item	Details
1	Company's name	
2	Nature of business	
3	Company address	
4	Date of registration	
5	Year of commencement of business	
6	Sales tax /VAT/ Cent. excise tax Registration No.	
7	Income Tax PAN No.	

(Name and Designation)

For and
on behalf

Seal

ANNEXURE-I (D)

DETAILS OF KEY / SENIOR OFFICIALS /DIRECTORS / OF THE BIDDER COMPANY

Name	Designation	Qualification	With the Co. Since	Line of experience	Contact details

(Name and Designation)
For and
on behalf

Seal

ANNEXURE-I(E)

FINANCIAL INDICATORS OF THE BIDDER COMPANY

(Rs in lakhs)

ITEM	2010-11	2011-12	2012-13
Total income			
Profit before depreciation			
Profit before tax			
Profit after tax			
Net worth			

(Name and Designation)

For and
on behalf

Seal

ANNEXURE-I(F)

MANPOWER INFORMATION OF BIDDER COMPANY

1	Total number of employees (engaged for Card related activities)	
2	Break up of employees - Sales - Administrative - Technical - Implementation staff - Labour used on contract basis, if any	

(Name and Designation)
For and
on behalf

Seal

ANNEXURE-I (G)

TECHNICAL INFORMATION ABOUT BIDDER COMPANY

1	Present installed capacity (per day) for personalization of PVC Cards (Details of Make & year of related Machines with capacity per day)	
2	Capacity Utilization	
3	No of PVC cards issued per month currently (with details of each type of cards)	
4	Experience in Card Personalization (since when, indicate month & year – attach supporting documents, if any)	
5	Dispatch Management (If Yes, give no. of Cards dispatched per day)	
6	Stuffing of Cards & Collation (how done)	
8	MIS a) Types of MIS (List various types) b) Periodicity (daily, weekly, monthly or customized)	
11	Rejection percentage of personalized cards	
12	Inventory control and management – Details of system in place.	
13	Security controls for Card personalization	
16	System Architecture (Details to be attached)	
17	Internal Audit System	
18	Pre and post quality control checks	
19	CCTV details	

(Name and Designation)

For and
on behalf

Seal

ANNEXURE-I(H)

Detail note on A to Z process and plan to be adopted for execution of the work, including specifications of the machines, equipments to be used, MIS reporting to the Election Department about progress of the work.

(Name and Designation)
For and on behalf

Seal

ANNEXURE-I (I)

Detail note on the sites relating to processing, security featurisation, personalization, stuffing, dispatch etc

(Name and Designation)

For and
on behalf

Seal

ANNEXURE- II

PRICE BID

RATES TO BE QUOTED ON PER CARD BASIS

(inclusive of all taxes, duties, surcharge etc)

Serial number	Activity	Cost in Rs (per card)
1	Base card	
2	Security feature printing	
3	Personalization printing	
4	Window envelop and stuffing	
5	packaging	
6	Transportation	
7	others	
8	Quoted rate (aggregate of 1 to 7)	

(Name and Designation)

For and on behalf

Seal