

Government of Rajasthan
State Election Commission, Rajasthan

NIB (Notice Inviting Bids)

F3(56)/Store/Np/SEC/2024/08

Jaipur, Date: 03.01.2025

Sealed Single Stage Two-envelops unconditional online Bids are invited on e-Proc website/portal on behalf of the Government of Rajasthan/ State Election Commission, for the short listing of Offset Printers for printing various paper printing items/ material **up to 03:00 Pm of 31.01.2025 (last date/time)**. as per the following details -

S. No.	Name of Article	Estimated Procurement of services (Rs)	Price of Bidding Document (Rs)	Amount of Bid Security (Rs)	Validity of Bid	Place of Delivery
1.	Printing & Supply of printing material as forms, compendium, booklets, leaflets, posters and Several others etc.	500 Lacs	1000/-	2% of estimate procurement cost	90 days	Secretary, State Election Commission, Rajasthan

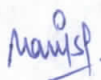
Sr. No.	Schedule	Date	Time
1	Date of Publishing	07.01.2025	03:00 PM
2	Start date of selling bid document	07.01.2025	03:00 PM
3	Start date of bid submission	07.01.2025	03:00 PM
4	Pre bid meeting	20.01.2025	03:00 PM
5	End date of document selling	30.01.2025	02:00 PM
6	End date of bid submission	30.01.2025	03:00 PM
7	Date of technical bid opening	31.01.2025	12:00 PM
8	Last date of submission of Demand draft/ Bankers Cheque of Tender document fee and Bid security	31.01.2025	03:00 PM

1. Purchase preference as per Instructions to Bidders shall be admissible in evaluation and award of contract.
2. The bid is for selection of Offset Printers for the above mentioned items.
3. The Bidders may enclose the specification, catalogue and other characteristics of the product 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 downloaded from the website <http://sppp.rajasthan.gov.in>, secraj@rajasthan.gov.in and <https://eproc.rajasthan.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. Bids, duly signed on all pages (as mentioned in the bid document) and serially numbered, should be submitted electronically on <http://eproc.rajasthan.gov.in> by following the electronic Bid submission procedure as specified on the portal.
6. The Bid Document Fee, Bid Security & RISL Processing Fee in the Form of Demand Draft or Banker's cheque shall be submitted personally or by post in sealed envelopes up to 31.01.2025 at 3:00 PM. The Secretary, State Election Commission, Rajasthan, Secretariat, Jaipur bearing "Bid for Short- listing Offset Printers for paper Printing of Various material.
7. RISL processing Fee Rs 2000/- (Rupees on thousand only) in form of Demand Draft in favorsof "Managing Director, RISL" payable at "Jaipur" and bid document fee, Bid Security fee in form of DD/Banker's cheque in favors of "Secretary, State Election Commission, RajasthanJaipur".
8. Bids received after the specified time and date shall not be accepted. Off-line bids shall not be entertained.
9. Bids have been invited electronically, the procedure for submission of bids including payment of price of Bidding document, User Charges/processing fee, Bid Security, etc. shall be as provided on the state e-procurement Portal<http://eproc.rajasthan.gov.in>
10. The Technical Bids shall be opened on date31.01.2025 at 12:00 PM in the office of Secretary, State Election Commission, Rajasthan.
11. The procuring Entity is not bound to accept the lowest Bid and my reject and or all Bids without assigning any reason thereof.
12. The Bidders shall have to submit/upload a valid 'GST' registration and 'GST' return of last year and the 'PAN' issued by Income Tax Department.
13. To participate in online bidding process, Bidders must procure a Digital Signature Certificate (Type III) as per Information Technology ACT-2000 using which they can digitally sign their electronic bids. Bidders can procure the same from any CCA approved certifying agency, i.e. TCS, safe crypt, Ncode etc. Bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC. Also, bidders must register on <http://eproc.rajasthan.gov.in>(bidders already registered on <https://eproc.rajasthan.gov.in> before 30-09-2011 must register again).



**Secretary
State Election Commission,
Rajasthan Jaipur**



Government of Rajasthan
State Election Commission, Rajasthan

NIB (Notice Inviting Bids)

F3(56)/Store/NP/SEC/2024/09

Jaipur, Date: 03.01.2025

Sealed Single Stage Two-envelops unconditional online Bids are invited on e-Proc website/portalon behalf of the Governor of Rajasthan/Election Department, for the short listing of Offset Printers for printing Various paper printing items/ material up to 03:00 Pm of 31.01.2025 (last date/time).

S. No.	Name of Article	Estimated Procurement of services (Rs)	Price of Bidding Document (Rs)	Amount of Bid Security (Rs)	Validity of Bid	Place of Delivery
1.	Printing& Supply of printing material as forms, compendium, booklets, leaflets, posters and Several others etc.	500 Lacs	1000/-	2% of estimate procurement cost	90 days	Secretary, State Election Commission, Rajasthan Jaipur

Details may be seen in the Bidding Document available on the websites of <https://sppp.rajasthan.gov.in> and our website secraj@rajasthan.gov.in, <http://eproc.rajasthan.gov.in> and may be downloaded from these websites. While bidders submitting their bids electronically shall follow the electronic bid submission procedure as specified on the state e-procurement portal <http://eproc.rajasthan.gov.in> RISL Processing fee Rs. 2000/- shall also required to be paid.


Secretary
State Election Commission,
2nd Floor, Dev. Block, Secretariat,
Jaipur Rajasthan-302005





Bid Data Sheet (BDS)		
1.	Reference of Invitation of Bids	S.No. /dated:
2.	Name & Address of officer as the Procuring Entity (PE) ** and for clarification purposes	State Election Commission, Rajasthan Secretariat, Jaipur- 302005
		Name: Nalini Kathotia
		Designation: Secretary
		Address: State Election Commission, 2nd Floor, Development Block, Secretariat, Jaipur (Rajasthan) - 302005
		Phone No. 0141-2227280, 2227037
		E-mail secraj@rajasthan.gov.in
3.	Placing Work Order/ Payment Authority	Secretary, State Election Commission, Rajasthan, Jaipur
4.	Subject Matter of Procurement	Selection of Offset Printers of printing various paper printing items/ material for “specifications mentioned in the bid document
5.	For Destination	Stores of Secretary, State Election Commission, Rajasthan Jaipur
6.	Joint Venture/Consortium/Association of Bidders	Shall not be allowed
7.	Contract of Period	1 year from the date of executing agreement (can be extended for next one year with mutual consent if required).
8.	Bid Procedure	Single stage two envelopes bidding (two parts) open competitive bid procedure given at http://eproc.rajasthan.gov.in
9.	Bid Evaluation Criteria	As per RTPP Act 2012 and RTPP Rule 2013
10.	Website for downloading bidding document Corrigendum addendum etc.	http://sppp.rajasthan.gov.in secraj@rajasthan.gov.in http://eproc.rajasthan.gov.in
11.	Bid Document Fee	Rs 1000/- (Rupees one Thousand only) in Demand Draft in favors of Secretary, State Election Commission, Rajasthan payable at “Jaipur”
12.	RISL. Processing Fees	Rs 2000/- (Rupees Two Thousand only) in Demand Draft in favors of Managing Director. RISL Rajasthan “payable at “ Jaipur”
13.	Estimated Procurement Cost	Rs 500 Lacs (Rupees Five Hundred Lacs Only)
14.	Bid Security	2% of the estimated procurement cost bid value (0.5% of the above procurement of bid in case of small scale industries of Rajasthan, 1% of the value of bid in case of Sick industries of Rajasthan) (refer details given in this bid) Mode of Payment: Bid security deposit in favors of Secretary, State Election Commission, Rajasthan” Payable at Jaipur of Scheduled bank
15.	Period of Sale of Bidding Document (Start/End Date)	Start Date: 07.01.2025 03:00Pm. End Date: 30.01.2025 02:00Pm.
16.	Date/Time/Place of Pre-Bid Meeting	Pre-Bid Meeting Date: 07.01.2025 03:00Pm. Pre-Bid Queries Submission till 06.01.2025 (Office time) After which no query would be accepted & also PBQ should be sent to the prescribe E-Mail only and not to be uploaded on E-

		Procwebsite (Signed hardcopy& Softcopy both should be sent through E-Mail address secraj@rajasthan.gov.in). In case of repeat queries uploaded on E-Proc website, these queries will not be treated responsive and will not be entertained. Pre-Bid Meeting Place Chamber of Secretary, State Election Commission, Secretariat, Jaipur
17.	Submission of Banker's Cheque/DD for Tender Fee, Bid Security and RISL Processing Fee	Start Date:07.01.2025 03.00Pm End Date: 30.01.2025 03.00Pm
18.	Date for the Submission of Bids	Manner: Online at e-proc website: http://eproc.rajasthan.gov.in up till date 30.01.2025Time 03.00Pm.
19.	Date/Time/Place of Technical Bid Opening	Date: 31.01.2025 Time: 12.00Pm. Place: Chamber of Secretary, State Election Commission,Rajasthan Jaipur
20.	Date/Time/Place of Financial Bid Opening	Will be intimated later to the Technically qualified bidders only
21.	Bid Validity	90 days from the bid submission last date of bid submission
22.	Language of Bid	English/Hindi
23.	Alternate Bids	Not Permitted
24.	Bid Submitted	Original Bid: Unconditional and with no deviation
25.	Bidder's detail	
	Name of Bidder	
	Address of Correspondence	
	Name of Authorized Signatory	
	Mobile Number 1	
	Mobile Number 2 (if any)	
	Telephone Number	
	Fax Number	
	Name of Website	
	E-Mail 1	
	E-Mail 2	

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 DD for Bid document Fess. Bid Security and RISL Processing Fee Should be submitted physically at the office of Procurement Entity as Prescribed in NIB on or before date/time
2. The Procurement entity reserves the complete right to cancel the bid process and reject 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 the successful short listed bidders.
4. Bidder (authorized signatory) shall submit their offer on-line in electronic formats both for technical and financial proposal. However, DD for Tender Fees, RISL Processing Fees and Bid Security should be submitted physically at the office of procuring Entity as prescribed in NIB and scanned copy of same should also be uploaded along with the technical bid/cover.
5. In case any of the bidders fails to physically submit the Banker's cheque/ Demand Draft for Tender Fee and RISL Processing Fee. Bid Security on or before the Prescribed last date/ time in the BDS, its bid shall not be accepted. The Banker's Cheque/ Demand Draft for Bidding document fee should be drawn in favors of "Secretary, State Election Commission "and the RISL Processing Fee in favors of

“Managing Director” RajCOMP info Services Ltd.” Payable at “Jaipur” from any Scheduled Commercial Bank.

6. RISL/Election Department Will not be responsible for delay in online submission due to any reason. For this, bidders are requested to upload the complete bid well in advance so as to avoid 11th hour issues like slow internet speed, choking of web site due to heavy load or any other unforeseen problems.
7. Bidders are also advised to refer “Bidders Manual kit” available at e-Proc website for further details about the e-Tendering Process.
8. Training for the bidders on the usage of e-Tendering system (e-procurement) is also being arranged by DOIT & Con a regular basis. Bidders interested for training may contact as per details given below:-

Contact No: 0141-4022688 (helpdesk 10 AM to 6 PM on all working days),
24x7 Toll Free Telephonic Help Desk Number 1800-3070-2232

Email: eproc@rajasthan.gov.in

Address: e-procurement Cell, RISL, Yojana Bhavan, Tilak marg, C-Scheme, Jaipur

9. The procuring entity reserves the complete right to cancel the bid process and reject any or all of the Bids.
10. Procurement entity disclaims and factual/or other errors in the bidding document (the onus is purely on the individual bidders to verify such information) and the formation provided therein are intended only to help the bidders to prepare a logical bid-proposal.
11. The provision of RTPP Act, 2012 and Rules, 2023 thereto including amendment(s) shall be applicable for this procurement. Furthermore in case of any inconsistency in any of the Provision of this bidding document with the RTPP Act, 2012 and Rules thereto including amendment(s) the later shall prevailed and ECI Guidelines/directions/circulars issued in time to time.
12. It will be as per section 36 of RTPP act, 2012 and as per Rule no. 29 of RTPP Rule 2013.

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Introduction

The State Election Commission, Rajasthan was constituted in July, 1994 under Article 243K of the Constitution of India.

The State Election Commission has been entrusted with the functions of conducting free and fair elections of the Panchayati Raj Institution and local bodies (rural and urban) in the State of Rajasthan.

For forthcoming election and as per the directions of Secretary, State Election Commission Office Rajasthan intends to get print material ready for elections. The material to be printed in the form of various form, registers, booklets, compendiums, envelopes, and IEC material as posters, leaflets, pamphlets etc.

For this good offset printers will be selected for of rates related to various items required in printing. The quantity and estimated value may be increased or decreased.

1. SCOPE OF THE WORK & ITEMS

The successful bidder shall supply the following various types of printing materials:

- (i) **Book- Booklet A-4 Size & other Sizes**
 - (ii) **Different types of forms / pamphlet**
 - (iii) Different types of Posters
 - (iv) Various types and Size of Envelopes :- Special Tag
 - (v) Special Tag (With Eyeletting), Address tag (with Eyeletting), Dummy ballot sheet (Multi colour with Eyeletting)
 - (vi) Voter Slips
 - (vii) Placard & Badges
- Forms- around 200 variety of forms.
 - Compendium and Booklets -
Compilations of different sizes and Specifications.
 - Different types of registers.

Detailed description of the items mentioned in Bid document.

2. Directions related to Supply

The method is as follows:

- (a) The Successful short-listed bidders have to coordinate with the Secretary, State Election Commission, Rajasthan During execution of the work.

Secretary, State Election Commission, Rajasthan will place Work/ Supply Order for " the selection of Offset Printers for printing Various paper printing items/ material" within the duration of the contract period as per their need with the short-listed successful bidders called "Vendors" along with relevant inputs and content for printing.

Supply of Printing material will be as per work order/ Purchase order and failing to supply within stipulated time will result in penalty as per rule and as per agreement.

Work order will be placed through registered post/ e-mail/ any communication medium by the Commission. The date of dispatch of work order by Secretary, State Election Commission, Rajasthan Jaipur will be treated as the date of the work order for calculating the period of execution of order. The successful bidder will execute the order within a period of 15 days or as specified in the work order.

- (b) Estimated Quantity- No guaranty of the figures of printing material, However approximate quantity is mentioned in the BOQ, it can be increased (upto 50% or more) or decreased.
- (c) SPOC (Single point of contact) of short- listed bidders shall be intimated to State Election Commission office along with email, fax and landline number etc.

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Section II

Evaluation and Qualification criteria

A. Qualification Criteria

- I. The Bidder must be a registered entity in India as a Proprietorship/ Partnership firm or a private limited or a public limited company under the Indian Companies Act. The bidder should have Printing Press or Printing Enterprise owned by Indian National Only, and should have Printing Press/ Printing Establishment in Rajasthan.
- II. The bidder must not have been debarred or blacklisted by any procuring entity. An affidavit to this effect duly attested by Notary/Magistrate is required.
- III. The Bidder must be in the Field of the work of Offset Paper Printing for at least last three years. The Bidder have a single order of 50 Lakhs or two orders of 20-20 Lacs in any of the last three years for the state Government Departments/ State Public Sectors Enterprises/ Government Societies/ Government Cooperative Societies of Rajasthan.
- IV. The Bidder must have and average annual turnover of at least Rupees 6 Crore in last three financial years, Copies of audited accounts and certificate of the statutory auditors of the organization to this effect will have to be attached with the bid.
- V. The Bidder must have a dedicated team of technical experienced personnel required for providing the Services as follows:

S.NO.	DESCRIPTION	Details
1.	Graphic Designer	
2.	Computer Operator	
3.	Staff on Offset Machines	
4.	Proof Readers (Having knowledge of both Hindi and English Language)	
5.	Staff for Binding of material	
6.	Technical Staff for Pasting, Planning and Plate Making	
7.	Institutional Foreman	

(Submit Declaration on letter Head of the firm for the above staff)

- VI. The Bidder must have following machinery and equipment owned by him:-
 1. Four colour offset printing machine- minimum 1 having sizes 18"x23" or above.
 2. Single colour offset machine - minimum 1 having sizes 18"x23" or above.
(This is in addition to serial no. 1).
 3. Automatic Plate Processor – minimum 1
Digital Coloured Laser Printer – 1
 4. D.T.P. Computer with coloured monitors connected with high Speed Internet facility – minimum 3
 5. Scanner – minimum 1
 6. Stitching Machine - minimum 1
 7. Folding Machine – minimum 1
 8. Perfect Glue Binding Machine 1
 9. Lamination Machine - minimum 1
- VII. Hard copies of printed publication (At least 5 Samples) bearing press line of the bidder should be Submitted in Office of State Election Commission, Rajasthan on the date and time of opening of Technical Bids between 10 AM to 12 Noon along with physical Submission of

instruments of price of Bidding Document, Processing Fee for e-Procurement and Bid Security

- VIII. A committee of officers of Secretary, State Election Commission, Rajasthan may visit the premises of office of the Bidder to confirm the availability of the stated machinery and equipment, personnel and other facilities with the Bidder and printing capacity, efficiency and quality of the material and printing work done by him. The Bidder must provide in his Bid the Complete address of the premises of his office and workshop where inspection will be done. The name and contact numbers of a responsible person be also given who may be contacted for the visit along with address of the factory where the machines are installed.
- IX. If benefits of being an MSME are claimed by the Bidder then copy of certificate issued by authorized officer of the Department of Industries of Rajasthan Valid for claiming such benefit must be attached with the Bid.
- X. The Bidder must be registered for Goods and Service Tax.
- XI. The Bidder must have PAN number issued by Income Tax Department.
- XII. Firm Should Attached P.F. Registration Copy must

B. Evaluation Criteria

The Financial Bids of only those Bidders will be opened who qualify in evaluation of their Technical Bids. The successful Bidder will be one who fully agrees to comply with all the terms and conditions of this Bidding Document without any Omission, deviation and reservation and who fulfils all qualification Criteria in evaluation of Technical Bids including capacity and efficiency of printing and other machinery owned by him.

- Financial Bid of only technically qualified bidders will be opened.
- The Firm whose Rate will be lowest and will be (L-1) firm and if required negotiation will be conducted on L1 rate.

If rates of different items are lowest of different firms the contract will be entered with the firm whose maximum rates are lowest (L-1) and lowest rate of other firms will be included in brief lowest rate of all the items will be considered from different bids if required.

2. SELECTION PROCESS

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

- A. **Preliminary Scrutiny:** Each proposal will be scrutinized by a Screening Committee/DPC of State Election Commission, Rajasthan to determine whether the document have been properly signed. All relevant papers Submitted and the proposal is in order. Proposals not conforming to such requirement will be prima facie rejected.
- B. **Qualification:** The minimum qualifying criteria mentioned in bid document will need to be met to be considered for technical evaluation.

C. SELECTION OF FIRMS :

- A. The financial bids of only the "Technically Qualified Bidders" will be opened to prepare first list of L1, L2 etc.
- B. The lowest rate L1, received from a qualified bidder will be treated as the "Discovered rate".
- C. Once the L1 bidder is identified, the bidder at L2 and then L3 will be given first rights to match the L1 rate in order to receive an order for Carrying out the services.

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Section III

INSTRUCTION TO BIDDERS (ITB)

1. Sale of Bidding / Tender Documents :

The sale of bidding documents shall be commenced from the date of publication of Notice inviting Bids (NIB) and shall be stopped one day prior to the date of opening of Bid on the <http://eproc.rajasthan.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 :

- 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.
- 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.
- All rates quoted must be FOR destination (as mentioned in the bid) and should include all incidental charges except Central/Rajasthan Sales Tax / Vat, Entry Tax, or applicable prevalent tax, Charges etc. Which should be shown separately. No Cartage, Loading & Unloading or transportation charges will be paid.

3. Pre-bid Meeting / Clarifications:

- Pre-Bid query Submission, redressed etc. management shall not be done through e-Proc website. Only date of Per-Bid meeting and the responses to the queries would be available on e-proc website.
- Any prospective bidders may, in Writing, Seek clarifications from the Procuring entity in respect of the bidding document shall also be emailed to secraj@rajasthan.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.
- 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.
- Prospective bidders may attend Per-bid meeting. The Procuring entity may clarify doubts of only to potential bidders in respect of the project which are given in written in the prescribed format received within the time frame given in the bid document and softcopy to the email address given herein. Beyond Prescribed time, no PBQ shall be entertained and rejected.
- The period within which the bidders may seek clarification under (a) above and the period within which the procuring entity shall respond to such requests for clarifications shall be as under:
Last date of submitting clarification requests by the bidder as per bid document.
Response to Clarifications by Procuring entity: as per bid document.
- The Finalized minutes and response, if any, Shall be Provided through departmental website / email promptly to al bidders to which the procuring entity provide 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 :

- 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 a request for clarification by a

bidder, modify the bidding documents by issuing an addendum in accordance with the provision 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 period specified in the NIB/ bidding document. A bid Valid for a shorter period shall be rejected by the procuring entity 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 "For selection of offset Printers for printing material as forms, compendium, booklets, leaflets etc."

- 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, <http://eproc.rajasthan.gov.in>
- b. The bidders required to digitally Sign each page of the bid as a token of acceptance of bid by the authorized 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 <http://eproc.rajasthan.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/document should be separately uploaded and financial bid shall also be uploaded separately along with respective associated document as mentioned in the bid document.
- e. 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 one or before mentioned date and time failing which the bid may liable to be nonresponsive and rejected.
- f. 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.
- g. The bidder will submit the sample of paper, envelopes and other printing material mentioned for checking the quality of paper and printing.
- h. Bidders may submit their Bids through electronic method i.e. through <http://eproc.rajasthan.gov.in> on or before bid submission date/time.
- i. 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.

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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 authorized 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 RTPP Rules.
- c. The Bidder who will get the lowest rate in the maximum items, will be considered as L-1 firm. The bidder having lowest rates in maximum number of items after L-1 will be considered as L-2 firm and so on. Depending on the received rates for different items in tender, negotiation can be done by procuring committee from L-1 bidder/ bidders. The decision of the procuring committee will be final/ as per RTPP Rules.
- d. The Financial Bids will remain unopened until the Technical bid evaluation is done. The date/time of the opening of Financial Bids Will be intimated by the Procuring Entity.
- e. In Financial evaluation technical bids qualified will be evaluated and final selection will be done on the basis of lowest rate received.
- f. The committee may co-opt experienced person in the committee to conduct the process of Bid opening.
- 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, 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 the bid as the case may be.
- c. The bid shall be prepared according to the procedure mentioned <http://eproc.rajasthan.gov.in>.
- d. The technical Bid shall contain the following:
 - 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);
 - Proof of payment of price of Bidding Document, Bid security, in accordance with Bid Document;

- Written confirmation authorizing the signatory of the Bid to commit the bidder, in accordance with Bid document;
- Documentary evidence in accordance with Bid Document establishing the Bidder's eligibility to Bid;
- Any other document required in the BDS; and
- Other considered necessary otherwise to strengthen the Bid submitted.

e. The Financial Bid shall contain the following:

- Financial Bid submission sheet and the applicable price schedule(s) with supporting relevant document in accordance with bid document;
- Any other document required in the BDS.

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 conductor 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/Hindi.

10. Alternative/ multiple Bids:

Alternative/ multiple Bids shall not be considered at all.

11. Bids 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 Department of the state Government, Undertaking, Corporations, Autonomous bodies, Registered Societies and Cooperative Societies which are owned or controlled or managed by the state Government and Government Undertaking of the central Government.
- b. In case of open competitive bidding, bid security shall be 2% or as specified by the state Government of the estimated value of subject matter of procurement put to bid. In case of:
 - i. Small scale industries (SSI) of Rajasthan it shall be 0.5% of the value of quantity offered for supply or the estimated value of subject matter of procurement mentioned in bid, and
 - ii. In case of sick industries, other than small Scale industries, whose cases are pending with Board of Industrial and financial Reconstruction (BIFR), it shall be 1% of the estimated value of bid.
 - iii. Every bidder, if not exempted participating in the procurement process shall be required to furnish the bid security as specified in the NIB.
- c. Bid security instrument or cash receipt of bid security shall necessarily accompany the technical bid.
- d. Bid security instrument or cash receipt of Bid security shall necessarily accompany the sealed Bid. Any Bid not accompanied by Bid security, 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. The bid security originally deposited may, however, 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 90 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 submitted performance security.
- j. The Bid security taken from a bidder shall be forfeited in the following cases, namely:
- when the bidder withdraws or modifies its bid after opening of bids;
 - when the bidder does not execute the agreement, if any, after placement of supply/work order within the specified period;
 - when the bidder fails to commence the supply of the goods of service or execute work as per supply/work order within the time specified;
 - when the bidder does not deposit the performance security within specified period after the supply /work order is placed; and
 - If the bidder breaches any provision of code of integrity, prescribed for bidders, specified in the bidding document/in the Act, chapter VI of the RTPP Rules.
 - If the bidder does not accept the correction of its Bid price pursuant to the relevant bidding documents.[Correction of Arithmetical Errors].
 - Notice will be given to the bidder with reasonable time before bid security deposited is forfeited.
 - No interest shall be payable on the bid security.
 - 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.
 - 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 issue 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 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 arrive 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 RTPP Rules, 2013 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 a 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 change aimed at making an unqualified bidder, qualified or an unresponsive submission, responsive shall be sought offered or permitted.

15. Evaluation & Tabulation of Technical Bids:

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 documents.
- b. A responsive Bid is one that meets the requirement of the bidding document without any material deviation, reservation, or omission (as per RTPP Act, 2012 and RTPP Rules, 2013) :-

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:-

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 representative who choose to be present; the process of the financial Bids shall be similar to that of technical Bids. Conditional Bids are liable to be rejected; 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 Error in financial Bids:

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

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;

19. Price/purchase preference in evaluation:

Price and/or purchase preference notified by the state Government (GOR) 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.

21. Terms of Payments:

- a. No advance payment will be made. Payment will be made on the receipt of the stores/ printed material/ articles in good conditions. The certificate to this effect will be endorsed by the concerning OIC Store, State Election Commission.
- b. Unless otherwise agreed between the corporation and the firm, payment/ part payment for the delivery of the stores/ printed material/ article etc. will be made on submission of bills in proper form by the rate contracted firm as per provisions of GF & AR. Payment shall be released on receipt of certificate of supply as per specifications and in good condition from the consignee along with the bill in case of delayed supplies, deduction of LD. As per provisions shall be made from payments. The firms shall seek time extension from the department before delayed dispatch of supplies/ printed material/ articles/ items etc. Which may be permitted as per rules.
- c. Payment shall be made into the bank account of the rate contracted firm as per the procedure applicable for government departments/ offices as the case may, Expenses on this account, if any, shall be borne by the firm.
- d. Payment shall be made by Secretary, State Election Commission, Rajasthan Jaipur Only when the Printing works have been done in accordance with the Specification mentioned in work order inspected by the State Election Commission, Rajasthan. All bills/ invoices should be raised in triplicate.
- e. In case of disputed printed material/ items/ binding work etc., 10% or more of the amount can be withheld and remaining payment should be made by the Commission. Balance payment shall be made after settlement of the dispute as per terms and conditions of the rate contract.

22. 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 reason thereof and without thereby incurring any liability to the Bidders.

23. Information and publication of award: information of award of contract shall be published on the raj. State Public procurement portal i.e. <http://sppp.rajasthan.gov.in> as well e-proc website.

24. 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. A procuring entity may, for reason to be recorded in writing, cancel the process of procurement initiated by it.

25. Price/purchase preference in evaluation:

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

26. 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 reason thereof and without thereby incurring any liability to the Bidders.

27. 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 undertaking 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 followings forms:-
 - i) Bank draft or Banker's Cheque of a scheduled bank;
 - ii) National savings certificates and any other script/ instrument under National saving schemes for promotion of small saving issued by a post office in Rajasthan, if the same can be pledged under the relevant rules. They shall be accepted at their surrender value at the time if bid and formally transferred in the name of procuring entity with the approval of head Post Master;
 - iii) 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.
- e. Performance security furnished in the form specified in clause [c.] of 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, including warranty obligations and maintenances and defect liability period.
- f. 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.
- g. Forfeiture of performance Security: The amount of performance Security in full or part may be forfeited, including interest, if any, in the following cases:-
 - i) When the Bidder short-listed does not execute the agreement in accordance with the Bid within the specified time period; after issue of latter of acceptance/placement of supply order; or
 - ii) When the Bidder short-listed fails to commence the supply of the Goods or related Service as per supply order within the time specified; or
 - iii) When Bidder short-listed fails to commence or make complete supply of the goods or Related Service satisfactorily within the time specified; or
 - iv) When any terms and conditions of the contract is breached; or
 - v) Failure by the Bidder short-listed to pay the procuring entity any established dues under any other contract; or
 - vi) If the Bidder short-listed breached any provision of the code of Integrity prescribed for Bidders in the Act and chapter VI of the Rules and this Bidding Document.
- h. 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.
- i. No interest shall be payable on the performance Security deposited by the bidders short-listed.

28. Execution of agreement:

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. Until a format contract is executed, LOA or LOI shall constitute a binding contract.

29. Confidentiality:

- a. Information relating to the examination, evaluation, comparison, and post-qualification of Bids, and recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process until information on Contract award is communicated to all Bidders.
- b. Any attempt by a Bidder to influence the procuring Entity in the examination, evaluation, comparison, and post qualification of the Bids or Contract award decisions may result in the rejection of its Bid, in addition to the legal action which may be taken by the procuring Entity under the Act and the Rules.

30. 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. A procuring entity may, for reasons to be recorded in writing, cancel the process of procurement initiated by it-

31. Code of integrity for Bidders:

- a. No person participating in a procurement process shall act in contravention of the code of integrity prescribed by the state Government.
- b. Any person participating in the procurement process shall-
- c. Not offer any bribe, reward to gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process;
- d. Not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
- e. Not indulge in any collusion, Bid rigging or anti-competitive behavior to impair the transparency, fairness and progress of the procurement process;
- f. not misuse any information shared between the procuring Entity and the Bidders with an intent to gain unfair advantage in the procurement process;
- g. not indulge in any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
- h. not obstruct any investigation or audit of a procurement process; and
- i. disclose conflict of interest, if any; and
- j. Disclose any previous transgressions with any Entity in India or any other country during the last three years or any debarment by any other procuring entity.
- k. Without prejudice to the provisions below, in case of any breach of the code of integrity by a bidder or prospective bidder, as the case may be, the procuring entity may take appropriate measures including:-
 - l. exclusion of the bidder from the procurement process;
 - m. calling-off of pre-contract negotiations and forfeiture or encashment of bid security;
 - n. forfeiture or encashment of any other security or bond relating to the procurement;
 - o. recovery of payments made by the procuring entity along with interest thereon at bank rate;

- p. cancellation of the relevant contract and recovery of compensation for loss incurred by the procuring entity;
- q. Debarment of the bidder from participation future procurements of the procuring entity for a period not exceeding three years.

32. Conflict of interest:

A conflict of interest is considered to be a situation in which a party has Interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.

A Bidder may be considered to be in conflict of interest with one or more parties in this bidding process if, including but not limited to:

- a. have controlling partners/shareholders in common; or
- b. receive or have received any direct or indirect subsidy from any of them; or
- c. have the same legal representative for purposes of this Bid; or
- d. have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or or influence the decisions of the Procuring Entity regarding this bidding process; or
- e. The Bidder participates in more than one Bid in this bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the Bidder is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one Bid; or
- f. the Bidder or any of its affiliates participates as a consultant in the preparation of the design or technical specification of the Goods and Services that are the subject the Bid; or
- g. Bidder or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity as engineer-in- charge/ consultant for the contract.
- h. The Bidder shall have to give a declaration regarding compliance of the Code of Integrity prescribed in the Act, the Rules and as stated above in this Clause along with its Bid, in the format specified in Section IV, bidding Forms.

Breach of Code of Integrity by the Bidder:

Without prejudice to the provisions of Chapter IV of the Rajasthan Transparency in Public Procurement Act, in case of any breach of the code of Integrity by a Bidder or Prospective Bidder, as the case may be, the Procuring Entity may take appropriate action in accordance with the provisions of sub-section (3) of section 11 and 46 of the Act.

33. Interference with Procurement Process:

A bidder, who:-

- a. withdraws form the Procurement Process after opening of financial bids;
- b. withdraw from the Procurement Process after being declared the successful short-listed bidders;
- c. fail 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.

34. Grievance handling procedures during Procurement Process (Appeals):

Any grievance of a Bidder pertaining to the Procurement Process shall be by way of filing an appeal to the first or Second Appellate Authority, as the case may be, as specified in the bid, in accordance with the provisions of RTTP Act & thereto, Rules and as given in Appendix to this bid.

35. Offenses by Firms/Companies:

- a. Where an offence under "The Rajasthan Transparency Public Procurement Act, 2012" has been committed by a company, every person who at the time the offence was committed was in charge of and was responsible to the company for the conduct of the business of the company, as well as the company, shall be deemed to be guilty of having committed the offence and shall be liable to be proceeded against and punished accordingly:

Provided that nothing contained in this sub-section shall render any such person liable for punishment if he proves that the offence was committed without his knowledge or that he had exercised all due diligence to prevent the commission of such offence.

- b. Notwithstanding anything contained in (a) above, where an offence under this Act has been committed by a company and it is proved that the offence has been committed with the consent or connivance of or is attributable to any neglect on the part of any director, manager, secretary or other officer of the company, such director, manager, secretary or other officer shall also be deemed to be guilty of having committed such offence and shall be liable to be proceeded against and punished accordingly.
- c. For the purpose of this section -
- "company" means a body corporate and includes a limited liability partnership, firm, registered society or co-operative society, trust or other association of individuals; and
 - "Director" in relation to a limited liability Partnership or firm, means a partner in the firm.
- d. Abetment of certain offenses: Whoever abets an offence punishable under this Act, whether or not that offence is committed in consequence of that abetment, shall be punished with the punishment provided for the offence.

36. Debarment from Bidding:

- a) A bidder shall be debarred by the State Government if he has been convicted of an offence
- under the Prevention of Corruption Act, 1988 (Central Act No. 49 of 1988); or
 - 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 threat to public health as part of execution of a public procurement contract.
- b) A bidder debarred under (a) above shall not be eligible 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 bidder" above, it may debar the bidder 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 bidder under this section unless such bidder has been given a reasonable opportunity of being heard.

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. 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.

Supporting documents and printed literature that are part of the Contract may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified in the special conditions of the contract, in which case, for purposes of interpretation of the Contract, this translation shall govern.

- b. The successful/ selected bidder shall bear all costs of translation to the governing language and all risks of the accuracy of such translation.

3. Service on Notice, Documents & Orders:

- a. A notice, document or order shall be deemed to be served on any individual by -
 - i). delivering it to the person personally; or
 - ii). leaving it at, or sending it by post to, the address of the place of residence or business of the person last known;
 - iii). on a body corporate by leaving it at, or sending it by post to, the registered office of the body corporate.
- b. When the procedure laid down in (a) above is followed, service shall be deemed to be effected by properly addressing, preparing and posting the documents, notice or order, as the case may be.

4. Delivery:

- 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 documents 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.

5. 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.

6. Purchaser's Responsibilities:

Whenever the supply of goods and related services requires that the Supplier/ Selected Bidder obtain permits, approvals, and import and other licenses from local public authorities, the Purchaser shall, if so required by the Supplier/ Selected Bidder, make its best effort to assist the Supplier/ Selected Bidder in complying with such requirements in a timely and expeditious manner.

7. 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.

8. Recoveries from Supplier/ Selected Bidder:

- a. The prevailing taxes, charges etc., if applicable shall be deducted at source by PE as per prevail ingrates.
- b. For goods supplied from outside India, the successful/ selected bidder shall be entirely responsible for all taxes stamp, 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.
- d. If any tax exemptions, reductions, allowances or privileges may be available to the successful/ selected bidder in India, the Purchaser shall use its best efforts to enable the successful/ selected bidder to benefit from any such tax savings to the maximum allowable extent. However, it is clarified that for the purpose concessional Sales Tax, no "C-Form/ D-Form", or any other form by whatever name it may be called, shall be released by Purchaser

to the selected bidder under any circumstances for any of activities under the Sow of this bidding documents.

9. Taxes & Duties:

- a. The prevailing taxes, charges etc., if applicable, shall be deducted at source by PE as per prevail ingrates.
- 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.
- d. If any tax exemptions, reductions, allowances or privileges may be available to the successful/ selected bidder in India, the Purchaser shall use its best efforts to enable the successful/ selected bidder to benefit from any such tax savings to the maximum allowable extent. However, it is clarified that for the purpose concessional Sales Tax, no "C-Form/ D-Form", or any other form by whatever name it may be called, shall be released by Purchaser to the selected bidder under any circumstances for any of activities under the Sow of this bidding document.

10. 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.

11. Confidential Information:

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.

12. Specifications and standard:

- a. All articles supplied shall strictly confirm to the specification as laid in the bidding document. The supply shall be of the best quality and description. The decision of the concerned CEO whether the articles supplied confirm to the specification shall be final and binding on the supplier/selected bidder.
- b. Technical specifications and Drawings
 - i. The supplier/selected Bidder shall ensure that the goods and related service comply with the technical specifications and other provisions of the contract.
 - ii. The supplier/selected Bidder be entitled to disclaim responsibility for any design, data, drawing, specification or other document, or any modification thereof provided or designed by or on behalf of the purchaser, by giving a notice of such disclaimer to the purchaser.
 - iii. Then goods and related service supplied under this contract shall conform to the standard mentioned in bidding document and, when no applicable standard is mentioned, the standard shall be equivalent or superior to the official standard whose application is appropriate to the country of origin of the Goods.
- c. Wherever reference are made in the Contract to codes and standard in accordance with which is shall be executed, the edition or the revised version of such codes and standards shall be those specified in the bidding document. During contract execution, any change in any such codes and standard shall be applied only after approval by the purchaser and shall be treated in accordance with the general conditions 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 weight 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 requirement 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.

18. Approval of Department:

All printing, material should be approved by official of the department before delivery. Proof reading and approval of content is required from department, before final printing. GSM report is required after supply.

19. Delivery period & Extent of Quantity-Repeat Orders:

- 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 CEO office concerned.
 - b. The selected bidder shall arrange supplies within the stipulated time period.
22. If the order is placed in excess of the quantities, the bidder shall be bound to meet the required supply. Supply order may be placed during the contract period on the approved rate and conditions given in the bidding document. If the short-listed bidder fails to do so, the CEO office shall be free to arrange for the balance supply by the other short-listed bidders.

23. Transportation:

The supplier/select bidder shall be responsible for transport and delivery of the material in the good condition to the consignee at destination as mentioned in work order.

24. Penalties:

i) Risk and Cost:

In case, the contractor doesn't commence the work as required by CEO within the stipulated period, the work can be allotted to other short-listed bidder at the risk and cost (in case 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 percentage of value of stores with the bidder has failed to supply/install/complete:-

- o Delay up to one fourth period of the prescribed delivery period: 2.5%
 - o Delay exceeding one fourth but not exceeding half of the prescribed period: 5.0%
 - o Delay exceeding half but not exceeding three fourth of the prescribed period: 7.5%
 - o 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 damage 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 some 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 id on account of hindrance beyond the control of the bidder.

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-Office Secretary to the Government of Rajasthan” & 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 be lodged in courts situated in Jaipur 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 luck of care on the part of the supplier/selected bidder, such event may include, but not be limited to, acts of the purchaser in its sovereign capacity, wars or revolution, 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 obligation 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.

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GRIEVANCE HANDLING PROCEDURE DURING PROCUREMENT PROCESS(APPEALS)

1. Filling an appeal:

- (a) If any bidder or prospective Bidder is aggrieved that any decision, action or omission of the procuring Entity is in contravention to the provisions of the Act or the rules or the guidelines issued there under, he may file an appeal to the First Appellate Authority as specified in the Bid Data Sheet, within a period of 10 days from the date of such decision, action, or omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved; provided that after the declaration of a bidder as successful in terms of section 27 of the Act, the appeal may be filed only by a Bidder who has participated in procurement proceedings: provided further that in case a Procuring Entity evaluates the Technical Bid before the opening of the Financial Bid, an appeal related to the matter of Financial Bid may be filed only by a Bidder whose Technical Bid is found to be acceptable.
- (b) After hearing the parties, the First appellate Authority shall dispose of the appeal and pass an order within a period of 30 days of the date filling of the appeal.
- (c) If the First Appellate Authority fails to dispose of the appeal within the period 30 days of the date of filling the appeal or if the bidder or prospective bidder or the procuring entity is aggrieved by the order passed by the First Appellate Authority, the bidder or prospective bidder or the procuring entity, as the case may be, may file a second appeal to the Second Appellate Authority as specified in the Bid Data Sheet, within 15 days. The Second Appellate Authority, after hearing the parties, shall dispose of the appeal and pass an order within a period of 30 days which shall be final and binding in the parties.

2. Appeal not to lie in certain cases:

No appeal shall lie against any decision of the procuring of the procuring Entity relating to the following matters, namely:-

- a. Determination of need of procurement;
- b. Provisions limiting participating of Bidders in the bidding process;
- c. The decision of whether or not to enter into negotiations;
- d. Cancellation of a procurement process;
- e. Applicability of the provision of confidentiality.

3. Form and procedure of filling an appeal:

- (a) An appeal shall be in the annexed Form along with as many copies as there are respondents in the appeal.
- (b) Every appeal shall be accompanied by an order appealed against if any, affidavit verifying the facts started in the appeal and proof of payment of fee.
- (c) Every appeal may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post or authorized representative.

4. Fee for filling appeal:

- (a) Fee for first appeal shall be rupees two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non-refundable.
- (b) The fee shall be paid in the form of bank demand draft or banker's cheque of a scheduled bank in India payable in the name of Appellate Authority concerned.

5. Procedure for disposal of appeals:

- (a) The First Appellate Authority or second Appellate Authority, as the case may be, upon filling of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondent and fix date of hearing.
- (b) On the date fix for hearing, the First appellate Authority of second Appellate Authority, as the case may be, shall-
 - (i) Hear all the parties to appeal present before him; and
 - (ii) Peruse or inspect documents, relevant record or copies thereof relating to the matter.
- (c) After hearing the parties, peruse or inspection of documents and relevant record or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.
- (d) The order passed under sub-clause (c) above shall be placed on the state Public procurement Portal.

 Manish





FORM No. 1

[See rule 83]

Memorandum of Appeal under the Rajasthan Transparency in Public procurement Act, 2012

Appeal Noof

Before the

(First/Second Appellate Authority)

First appellate Authority: Princ. Secretary, State Election Commission, Rajasthan

GoR second Appellate Authority: ACS

Finance Department, GoR

1. Particulars of appellant:
 - i. Name of the appellant:
.....
 - ii. Official address, if any:
.....
 - iii. Residential address:
.....
2. Name and address of the respondent(s):
 - i.
 - ii.
 - iii.
3. Number and date of the order appealed against and name and designation of the officer/authority who passed the order (enclose copy), or a statement of a decision, action or omission of the Procuring Entity in contravention to the provisions of the Act by which the appellant is aggrieved:
4. If the Appellant proposes to be represented by a representative, the name and postal address of the representative:
5. Number of affidavits and documents enclosed with the appeal:
6. Grounds of appeal:
.....
..... (Supported by an affidavit)
7. Prayer:
.....
.....
.....

Place

Date

Appellant's Signature

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SECTION VI-(A)

Technical Sheet Submission Sheet

Date:-

Secretary
State Election Commission
Secretariat, Jaipur(Raj.) 302005

We, undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Document.
- (b) We declare that we fulfill eligibility criteria as per technical evaluation and 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 printing various paper printing items/ material.
- (c) Our Bid shall be valid for a period as mentioned in the BDS form 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 Bids is accepted, we commit to obtained a performance security in the amount of percent of the Contract price or shall submit the performance 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 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 received;
- (i) We agree to permit the Procuring Entity or their representative to inspect our accounts and record 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 Rajasthan Transparency in public procurement Act,2012, the Rajasthan Transparency in Public procurement rules, 2013 and this Binding Document during the procurement process and execution of the Contract till completion of all our obligations under the Contract;

Name:

In the capacity of:

Signed:

Date:

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

Complete Address:

Tel: _____ Fax: _____ E-mail: _____

Form TECH-2

BIDDER'S ORGANIZATION AND EXPERIENCE

A brief description of the Bidder's organization and an outline of the experience of the Bidder

A - Bidder's Organization

1. Bidder's Details

Fill in the required details in following Table:-

Name of Firm					
Name of Contact Person with Designation					
Registered Office Address	Address of the Firm in Jaipur				
Address of the Firm in Jaipur					
Type of Firm Put Tick (") mark	Public Limited	Private Limited	Partnership	Proprietary	Others
Telephone Number (s)					
E-mail Address					
Web Site					
Fax No.					
Mobile No.					
Goods and Service Tax Registration No.					
PAN Number					

2. The Bidder will provide sample of each kind of paper mentioned in the bid.
3. Provide here a brief description of the background and organization of your company/firm.
4. Provide dates of registration of the company/firm/ organization and commencement of business. The Bidder should be in the field or Printing for at least last three years.
(Enclose self-attested copies of certificates of registration/ incorporation of the company/ organization, commencement of business, Memorandum of Association etc.)
5. Provide figures of financial turnover of the Firm for preceding three financial years. The average annual turnover of the Firm should not be less than Rupees 6 Crore.
6. The firm should be registered for Goods and Services Tax (GST).
(Enclose copy of GST registration Certificate issued by competent authority.)
7. The firm should have Permanent Account Number (PAN) for income tax.
(Enclose copy of PAN card issued by Income Tax Department.)
8. Enclose declaration that the Firm is not debarred or black listed by any procuring entity on firm letter head.

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B - Bidder's Experience

1. List previous assignments of PAPER PRINTING WORK performed by the Bidder in the last 03 years for Government Department / State Public Sector or Enterprises / Government Societies / Government Cooperative Societies / Private Institutions Rajasthan.
2. List in the following format only those assignments for which the Bidder was legally contracted by Client as a Bidder. The Bidder should substantiate the claimed experience by attaching copies of relevant work orders / documents.

Summary sheet for the most relevant assignments in the following format:

(Use separate sheet for more data.)

Name of the assignment	Client (address and Contact Number)	Time Period (From to)	Amount of Work Order in Rupees	Copy of Work Order / Other document

(Form TECH - 3)

(TO BE SUBMITTED ON Rs. 100/- NON JUDICIAL STAMP PAPER
DULY NOTARISED BY NOTARY PUBLIC)

MACHINERY AND EQUIPMENT OWNED BY THE BIDDER

Provide details of the Machinery and Equipment owned by the Bidder in following format: -

S. No.	Name of the Machine	Make	Model	Size	Capacity Per Day/Hour
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

DECLARATION

The above information given is true and we understand that any false declaration may lead to disqualification of the tender.

Authorized Signature

NOTARIZED

Form TECH-4

(To be submitted on Letter Head of the Firm)

TECHNICAL PERSONNEL WORKING ON PAY ROLL OF THE BIDDER

Provide details of the Technical Personnel working of the Bidder in following format:-

S. No.	DESCRIPTIN	Number of Persons actually working
1	Graphic Designer	
2	Computer Operator	
3	Staff on Offset Machines	
4	Proof Readers (Having knowledge of both Hindi and English Language)	
5	Staff for Binding	
6	Technical staff for Pasting, Planning and Plate Making	
7	Institutional Foreman	

AUTHORIZED SIGNATURE

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) / Clarifications (s) Sought:

S. No.	Bid page No.	Bid Clause No.	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 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.**
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 with a subject line of "selection of Offset Printer for printing various paper printing items/ material"

Handwritten signatures and initials in blue and green ink.

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

To,
Secretary,
State Election Commission,
Secretariat, Jaipur (Raj.) 302005

Ref: **NIB No.** **Date:**

WHEREAS

We, who are "manufacturers and security printer" of having
factory(ies) at do hereby authorize (Name)
..... (Contact Numbers) Mobile Fax
..... Email to submit 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:

"selection of Offset Printers for printing various paper printing Items/ material" 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:

Authorized Signatory:

Name:

Seal of the Organization

Position:

(Includes complete address)

Date:

Place:



SELF-DECLARATION (Declaration by Bidder regarding Qualification) (to be filled by the bidder)

To,

Secretary,
State Election Commission,
Secretariat, Jaipur (Raj.) 302005

Declaration by Successful Bidder

In relation to my/our bid submitted for "**selection of Offset Printers for printing various paper printing items/ material**" conforming to specification in Bid 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 Documents 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 qualification 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 RTTP Act, RTP 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.
- i). 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 qualification 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;
- j). We have complied and shall continue to comply with the Code of integrity as specified in the Rajasthan Transparency in Public Procurement Act, the Rajasthan Transparency in Public Procurement Rules 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 work/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 3 short-listed successful bidders.

Thanking you,

Name of the Bidder:

Authorized Signatory:

Seal of the Bidding Organization

Date:

Place:

 Naresh





BILL OF MATERIAL (BOM)

S. No.	Description of Items		Bidders Acceptance of Supply as per T&C mentioned in the Bid Document (Yes/No)
1	Shortlisting for Printing & Supply of printing material as forms, compendium, booklets, leaflets, posters and several other etc.	It a, estimated value of contract is mentioned in the bid. Quantity of each item to be printed will be mentioned in the work order.	

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Section-VI-(B)
(Part-B: Financial Bid)

BIDDING FROM NO.-2

Financial Bid Submission Sheet

Date:
NIB No.:

To,
Secretary,
State Election Commission,
Secretariat, Jaipur (Raj.) 302005

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 short-listed successful bidders.
- (f) We understand that you are not bound to accept the lowest evaluated bid any other bid that you may receive.

Name: _____

In the capacity of: _____

Signed: _____

Date: _____

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

Complete Address _____

Tel.: _____ Fax: _____ E-mail: _____

FINANCIAL BID COVER LETTER FORMAT {to be submitted by the bidder on his Letter head}

To,

Secretary,
State Election Commission,
Secretariat, Jaipur (Raj.) 302005

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. taxed/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 be bound by this bid for a period of 90 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 2-3 short-listed successful bidders, the rate quoted is applicable for all the districts of the State of Rajasthan.
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.

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:

"Selection of Offset Printers for printing various paper printing Items/material" ECI guidelines/standards and specification in bid documents.

5 Financial Bid**(Envelope-B)**

Financial Bid Format (BoQ)

All the above mentioned items should be printed on wood/ virgin pulp paper

1. नगरपालिका मतदाता सूची फार्म		
Sr. No.	Details	Rates to be Quoted
1	प्रारूप 2 — मतदाता सूची के प्रारूप प्रकाशन की सूचना साईज लीगल 60 जीएसएम Super Printing star Single Side Printing No. of copies to be printed 120000 Tie up in Bunch of 2000 Copies	
2	प्रारूप 7 — मतदाता सूची के अन्तिम प्रकाशन की सूचना Size - 1.5X17cm 60 GSM Super Printing star Single Side Printing No. of copies to be printed 120000 Tie up in Bunch of 2000 Copies	
3	फार्म नं. 8 Size-Legal 60 GSM Super Printing star Single Side Printing No. of copies to be printed 255000 Tie up in Bunch of 2000 Copies	
4	फार्म नं. 9 Size-Legal 60 GSM SuperPrinting star Single Side Printing No. of copies to be printed 255000 Tie up in Bunch of 2000 Copies	
5	फार्म नं. 10 Size-Legal 60 GSM SuperPrinting star Single Side Printing No. of copies to be printed 255000 Tie up in Bunch of 2000 Copies	
6	प्रारूप 3 — निर्वाचक नामावली में नाम सम्मिलित हेतु आवेदन Size - 42.5X33.5 cm 60 GSM SuperPrinting star Double Side Printing No. of copies to be printed 1000000 Tie up in Bunch of 2000 Copies	
7	प्रारूप 5 — निर्वाचक नामावली में नाम सम्मिलित करने पर आक्षेप Size - 42.5X33.5cm 60 GSM SuperPrinting star Double Side Printing No. of copies to be printed 560000 Tie up in Bunch of 2000 Copies	
8	प्रारूप 6 — मतदाता सूची में प्रविष्टियों को सही करने हेतु आवेदन Size - 42.5X33.5 Cm 60 GSM SuperPrinting star Double Side Printing No. of copies to be printed 560000 Tie up in Bunch of 2000 Copies	

2. नगरपालिका सदस्य के चुनाव के फार्म		
Sr. No.	Details	Rates to be Quoted
1	प्रारूप 3—नाम निर्देशन पत्र Size - 42.5X33.5 Cm 60 GSM SuperPrinting star Double Side Printing No. of copies to be printed 100000 Tie up in Bunch of 2000 Copies	
2	प्रारूप 4—विधि मान्य नाम निर्देशीत अभ्यर्थियों की सूची Size -Legal 60 GSM SuperPrinting star Single Side Printing No. of copies to be printed 10000 Tie up in Bunch of 2000 Copies	
3	प्रारूप 5—अभ्यर्थिता वापस लेने की सूचना Size -Legal 60 GSM SuperPrinting star Single Side Printing No. of copies to be printed 40000 Tie up in Bunch of 2000 Copies	
4	प्रारूप 6—निर्वाचन लड़ने वाले अभ्यर्थियों की सूची Size -Legal 60 GSM SuperPrinting star Single Side Printing No. of copies to be printed 20000 Tie up in Bunch of 2000 Copies	
5	प्रारूप 7 —निर्वाचन अभिकर्ता की नियुक्ति Size -Legal 60 GSM SuperPrinting star Single Side Printing No. of copies to be printed 15000 Tie up in Bunch of 2000 Copies	
6	प्रारूप 8 —निर्वाचन अभिकर्ता की नियुक्ति का प्रतिसहरण Size -17.5X21 cm 60 GSM SuperPrinting star Single Side Printing No. of copies to be printed 20000 Tie up in Bunch of 2000 Copies	
7	प्रारूप 9—मतदान अभिकर्ता की नियुक्ति Size - Legal 60 GSM SuperPrinting star Single Side Printing No. of copies to be printed 80000 Tie up in Bunch of 2000 Copies	
8	प्रारूप 10—मतदान अभिकर्ता की नियुक्ति का प्रतिसहरण Size -17.5X21 cm 60 GSM SuperPrinting star	

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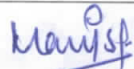
	Single Side Printing No. of copies to be printed 20000 Tie up in Bunch of 2000 Copies	
9	प्रारूप 12—दृष्टिहीन अंधे और शिथिलांग निर्वाचकों की सूची Size - Legal 60 GSM SuperPrinting star Single Side Printing No. of copies to be printed 10000 Tie up in Bunch of 2000 Copies	
10	प्रारूप 13—चुनोती मतों की सूची Size - Legal 60 GSM SuperPrinting star Single Side Printing No. of copies to be printed 10000 Tie up in Bunch of 2000 Copies	
11	प्रारूप 14 क —मतदाताओं का रजिस्टर Size - Legal 60 GSM SuperPrinting star Double Side Printing No. of copies to be printed 10000 Each Register consists of 46 pages with Khaki Cover Tie up in Bunch of 50 Copies	
12	प्रारूप 14 ख —निविदत्त मतों की सूची Size - Legal 60 GSM SuperPrinting star Single Side Printing No. of copies to be printed 10000 Tie up in Bunch of 2000 Copies	
13	प्रारूप 14 ग —रिकार्ड किये गये मतों का लेखा Size - Legal 60 GSM SuperPrinting star Double Side Printing No. of copies to be printed 20000 Tie up in Bunch of 2000 Copies	
14	प्रारूप 15 क —डाक मतपत्रों के लिए आवेदन Size - Legal 60 GSM SuperPrinting star Single Side Printing No. of copies to be printed 30000 Tie up in Bunch of 2000 Copies	
15	प्रारूप 16 क —निर्वाचक द्वारा घोषणा Size - 23X14.5 cm 60 GSM SuperPrinting star Single Side Printing No. of copies to be printed 10000 Tie up in Bunch of 2000 Copies	
16	प्रारूप 16 ख — छोटा लिफाफा क Size - 16.5X11 cm 60 GSM SuperPrinting star	

	Single Side Printing No. of copies to be printed 10000 Tie up in Bunch of 2000 Copies	
17	प्रारूप 16 ग — बड़ा लिफाफा ख Size - 23X14.5 cm 60 GSM SuperPrinting star Single Side Printing No. of copies to be printed 10000 Tie up in Bunch of 2000 Copies	
18	प्रारूप 16 घ —निर्वाचकों के मार्गदर्शन हेतु अनुदेश Size - Legal 60 GSM SuperPrinting star Single Side Printing No. of copies to be printed 10000 Tie up in Bunch of 2000 Copies	
19	प्रारूप 19—गणन अभिकर्ता की नियुक्ति Size - Legal 60 GSM SuperPrinting star double Side Printing No. of copies to be printed 25000 Tie up in Bunch of 2000 Copies	
20	प्रारूप 21—अन्तिम परिणाम पत्र Size - Legal 60 GSM SuperPrinting star Single Side Printing No. of copies to be printed 15000 Tie up in Bunch of 2000 Copies	
21	प्रारूप 22—परिणाम की घोषणा Size - Legal 60 GSM SuperPrinting star Single Side Printing No. of copies to be printed 15000 Tie up in Bunch of 2000 Copies	
22	प्रारूप 23—निर्वाचन का प्रमाण पत्र Size - 17.5X21 cm 80 GSM SuperPrinting star Single Side Printing No. of copies to be printed 5000 Tie up in Bunch of 2000 Copies	
23	परिशिष्ट 10—निर्वाचकों द्वारा आयु संबंधी घोषणा Size - Legal 60 GSM SuperPrinting star Single Side Printing No. of copies to be printed 50000 Tie up in Bunch of 2000 Copies	
24	परिशिष्ट 11—आयु संबंधी घोषणा करने वाले मतदाताओं की सूची Size - Legal 60 GSM SuperPrinting star	

	No. of copies to be printed 80000 On Yellow card sheet Tie up in Bunch of 500 Copies	
40	प्ले कार्ड बाहर Size -18X10 cm 190 GSM Coloured Cardsheet Andhra Single Side Printing No. of copies to be printed 80000 On Pink card sheet Tie up in Bunch of 500 Copies	
41	बैजज पीठासीन अधिकारी Size - 9X9 cm 190 GSM Coloured Cardsheet Andhra Single Side Printing No. of copies to be printed 10000 Tie up in Bunch of 100 Copies On Red Card Sheet	
42	बैजज पोलिंग ऑफिसर Size - 9X9 cm 190 GSM Coloured Cardsheet Andhra Single Side Printing No. of copies to be printed 440000 On Pink card sheet Tie up in Bunch of 500 Copies	
43	बैजज पोलिंग एजेंट Size - 9X9 cm 180 GSM Coloured Cardsheet Andhra Single Side Printing No. of copies to be printed 360000 On Green card sheet Tie up in Bunch of 500 Copies	
44	बैजज काउन्टिंग एजेंट फोटोयुक्त Size - 9X14 cm 180 GSM Coloured Cardsheet Andhra Single Side Printing No. of copies to be printed 5000 On Blue card sheet Tie up in Bunch of 500 Copies	
45	बैजज गणन सहायक Size - 9X9 cm 190 GSM Coloured Cardsheet Andhra Single Side Printing No. of copies to be printed 95000 On Pink card sheet Tie up in Bunch of 500 Copies	
46	बैजज काउन्टि एजेंट Size - 9X9 cm 190 GSM Coloured Cardsheet Andhra Single Side Printing No. of copies to be printed 315000	

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	On Green card sheet Tie up in Bunch of 500 Copies	
47	सूचना नियम 30(1)क -हरे रंग की कार्ड शीट पर अध्यक्ष / सदस्य Size - 28X36 cm 190 GSM Coloured Cardsheet Andhra Single Side Printing No. of copies to be printed 10000 on Light green Card sheet Tie up in Bunch of 200 Copies	
48	सूचना नियम 30(1)ख -हरे रंग की कार्ड शीट पर -सदस्य Size - 35.5X56 cm 190 GSM Coloured Cardsheet Andhra Single Side Printing No. of copies to be printed 10000 on Light green Card sheet Tie up in Bunch of 200 Copies	
49	अभ्यर्थियों को दिया जाने वाला मीमो Size - Legal 60 GSM SuperPrinting star Single Side Printing No. of copies to be printed 40000 Tie up in Bunch of 1000 Copies	
50	पिंक पेपर सील ईवीएम Size - 3.5X30 cm 56 GSM Colour maplitho star Single Side Printing No. of copies to be printed 520000 In pink colour with Serial Number Tie up in Bunch of 1000 Copies	
51	स्पेशल टैग Size - 5.5X7.5 cm 190 GSM Coloured Cardsheet Andhra double and serial Namber Side printing No. of copies to be printed 30000 On yellow colour card sheet with eyeleting Tie up in Bunch of 100 Copies	
52	स्टीकर पीला कलर - सीयू चैकिंग stickers with self adhesive glue Size - 14X6 cm 100 GSM Sticker Imported Single Side Printing No. of copies to be printed 15000 On Yellow glazed paper & print in black ink Tie up in Bunch of 200 Copies	
53	स्टीकर पीला कलर - बीयू चैकिंग stickers with self adhesive glue Size - 14X6 cm 100 GSM Sticker Imported	

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	Single Side Printing No. of copies to be printed 25000 On Yellow glazed paper & print in red ink Tie up in Bunch of 200 Copies	
54	गोल स्टीकर पिक – सीयू टैनिंग stickers with self adhesive glue Size - 8.5X8.5 cm 100 GSM Sticker Imported Single Side Printing No. of copies to be printed 4000 On Pink glazed paper & print in red ink	
55	गोल स्टीकर पिक – बीयू टैनिंग stickers with self adhesive glue Size - 8.5X8.5 cm 100 GSM Sticker Imported Single Side Printing No. of copies to be printed 4000 On Pink glazed paper & print in black ink	
56	पत्रकारों को मतदान केन्द्र पर प्रवेश Size - 9X18 cm 190 GSM Colored Cardsheet westcost double Side Printing No. of copies to be printed 3000 On pink card sheet with serial number Tie up in Bunch of 500 Copies	
57	पत्रकारों को मतगणना केन्द्र पर प्रवेश Size - 9X18 cm 190 GSM Colored Cardsheet westcost double Side Printing No. of copies to be printed 3000 On pink card sheet with serial number Tie up in Bunch of 500 Copies	
58	सांख्यिकी सूचना फार्म Size -Legal 60 GSM SuperPrinting star Single Side Printing No. of copies to be printed 20000 Tie up in Bunch of 2000 Copies	
59	निर्वाचन में खड़े होने वाले उम्मीदवार द्वारा भरी जाने वाली सांख्यिकी सूचना Size -Legal 60 GSM Super Printing star Single Side Printing No. of copies to be printed 80000 Tie up in Bunch of 2000 Copies	
60	कार्ड बोर्ड पीसेज ईवीएम Size -4.5X5.5 cm 160 GSM Colored Cardsheet westcost	

	double Side Printing No. of copies to be printed 70000 Tie up in Bunch of 100 Copies	
61	अभ्यर्थियों द्वारा दोषसिद्धि के संबंध में घोषणा Size -Legal 60 GSM Super Printing star double Side Printing No. of copies to be printed 100000 Tie up in Bunch of 2000 Copies	
62	अभ्यर्थियों द्वारा संतानों के संबंध में घोषणा Size -Legal 60 GSM Super Printing star Single Side Printing No. of copies to be printed 100000 Tie up in Bunch of 2000 Copies	
63	उपाबन्ध - I Size - 21X27.5 cm 60 GSM Super Printing star double Side Printing No. of copies to be printed 10000 One form include 4 page Tie up in Bunch of 1000 Copies	
64	डमी बैलेट शीट सदस्य पद हेतु Size - 23X51 cm 300 GSM Art Card Ballarpur Single Side printing No. of copies to be printed 10000 With Double eyeletting and multi colour Tie up in Bunch of 100 Copies	
65	पोस्टर ईवीएम का उपयोग कैसे करे Size - 57X90 cm 80 GSM Super Printing star Single Side Printing No. of copies to be printed 10000 on white paper and print in blue ink Tie up in Bunch of 500 Copies	
66	शौचालय की घोषणा Size -Legal 80 GSM Super Printing star Single Side Printing No. of copies to be printed 10000 Tie up in Bunch of 2000 Copies	

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3. पंचायत मतदाता सूची फार्म

Sr. No.	फॉर्म का विवरण	Rates to be Quoted
1	मतदाता सूची के प्रारूप प्रकाशन की सूचना Size -Legal 60 GSM Super Printing star Single Side Printing No. of copies to be printed 540000 Tie up in Bunch of 2000 Copies	
2	मतदाता सूची के अन्तिम प्रकाशन की सूचना Size - 17X21.5 cm 60 GSM Super Printing star Single Side Printing No. of copies to be printed 76000 Tie up in Bunch of 2000 Copies	
3	प्रारूप 1-नाम सम्मिलित करने के लिए आवेदन Size -Legal 60 GSM Super Printing star double Side Printing No. of copies to be printed 3000000 Tie up in Bunch of 2000 Copies	
4	प्रारूप 2-नाम सम्मिलित पर आक्षेप का आवेदन Size -Legal 60 GSM Super Printing star double Side Printing No. of copies to be printed 500000 Tie up in Bunch of 2000 Copies	
5	प्रारूप 3-प्रविष्ट की गई विशिष्टियों को सही करने का आवेदन Size -Legal 60 GSM Super Printing star double Side Printing No. of copies to be printed 470000 Tie up in Bunch of 2000 Copies	
6	प्रपत्र 3 Size -Legal 60 GSM Super Printing star Single Side Printing No. of copies to be printed 125000 Tie up in Bunch of 2000 Copies	
7	प्रपत्र 4 Size -Legal 60 GSM Super Printing star Single Side Printing No. of copies to be printed 125000 Tie up in Bunch of 2000 Copies	
8	प्रपत्र 5 Size -Legal 60 GSM Super Printing star	




Single Side Printing	
No. of copies to be printed 125000	
Tie up in Bunch of 2000 Copies	

4. पंचायत चुनाव फॉर्म (Common)		
Sr. No.	फॉर्म का विवरण	Rates to be Quoted
1	प्रारूप-4 —नाम निर्देशन पत्र पंच व सरपंच Size -Legal 60 GSM Super Printing star Single Side printing No. of copies to be printed 1800000 Tie up in Bunch of 2000 Copies	
2	प्रारूप-4 क —नाम निर्देशन पत्र पीएस/जेडपी Size - 42.5X33.5 cm 60 GSM Super Printing star Double Side printing No. of copies to be printed 300000 Tie up in Bunch of 2000 Copies	
3	सांख्यिकी सूचना फॉर्म पीएस/जेडपी/सरपंच Size -Legal 60 GSM Super Printing star Single Side printing No. of copies to be printed 300000 Tie up in Bunch of 2000 Copies	
4	शौचालय के संबंध में घोषणा Size - 29.5X23 cm 60 GSM Super Printing star Single Side printing No. of copies to be printed 2100000 Tie up in Bunch of 2000 Copies	
5	प्रारूप-4 ख —प्रधान, उपप्रधान, प्रमुख, उपप्रमुख का नाम निर्देशन पत्र Size -Legal 60 GSM Super Printing star Double Side printing No. of copies to be printed 15000 Tie up in Bunch of 2000 Copies	
6	प्रारूप-4 ग —विधिमाम्यत नाम निर्देशित अभ्यर्थियों की सूची Size -Legal 60 GSM Super Printing star Single Side printing No. of copies to be printed 50000 Tie up in Bunch of 2000 Copies	
7	प्रारूप-4 घ Size- 42.5 X 33.5 cm 60 GSMSuper Printing star Double Side printing No. of copies to be printed 2100000 Tie up in Bunch of 2000 Copies	
8	प्रारूप-5—विधिमाम्यत नाम निर्देशित अभ्यर्थियों की सूची पीएस/जेडपी	

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	Size -Legal 60 GSM Super Printing star Double Side printing No. of copies to be printed 240000 Tie up in Bunch of 2000 Copies	
9	प्रारूप-5-चुनाव लड़ने वाले अभ्यर्थियों की सूची (सरपंच) Size - 14X44 cm 60 GSM Super Printing star Double Side printing No. of copies to be printed 400000 Tie up in Bunch of 2000 Copies	
10	प्रारूप-5-चुनाव लड़ने वाले अभ्यर्थियों की सूची (पंच) Size - 15X28 cm 60 GSM Maplitho Century Single side printing No. of copies to be printed 1300000 Tie up in Bunch of 2000 Copies	
11	प्रारूप-5 क -विधिमान्यत नाम निर्देशित अभ्यर्थियों की सूची प्रमुख/प्रधान Size - 15X28 cm 60 GSM Super Printing star Single side printing No. of copies to be printed 10000 Tie up in Bunch of 2000 Copies	
12	प्रारूप-6-निविदत मतों की सूची Size -Legal 60 GSM Super Printing star Single side printing No. of copies to be printed 300000 Tie up in Bunch of 2000 Copies	
13	प्रारूप-7-परिणामों को दर्शित करने वाली विवरणी Size -Legal 60 GSM Super Printing star Double Side printing No. of copies to be printed 400000 Tie up in Bunch of 2000 Copies	
14	प्रारूप-7 क -परिणामों को दर्शित करने वाली विवरणी प्रधान/प्रमुख Size -Legal 60 GSM Super Printing star Single Side printing No. of copies to be printed 8000 Tie up in Bunch of 2000 Copies	
15	प्रारूप-8-निर्वाचन अभिकर्ता की नियुक्ति Size -Legal 60 GSM Super Printing star Single Side printing No. of copies to be printed 120000 Tie up in Bunch of 2000 Copies	
16	प्रारूप-9-मतदान अभिकर्ता की नियुक्ति Size -Legal 60 GSM Super Printing star Single Side printing No. of copies to be printed 640000 Tie up in Bunch of 2000 Copies	
17	प्रारूप-10-गणन अभिकर्ता की नियुक्ति Size -Legal	

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	60 GSM Super Printing star Single Side printing No. of copies to be printed 640000 Tie up in Bunch of 2000 Copies	
18	प्रारूप-11-शपथ का प्रारूप Size - A-4 60 GSM Super Printing star Single Side printing No. of copies to be printed 300000 Tie up in Bunch of 2000 Copies	
19	उपाबन्ध-ए-पंचायत समिति/जिला परिषद सदस्य हेतु Size - 43X34 cm 70 GSM White offset Double Side Printing No. of copies to be printed 250000 Tie up in Bunch of 1000 Copies	
20	उपाबन्ध-बी -सरपंच पद हेतु Size - 43X34 cm 70 GSM White offset Double Side Printing No. of copies to be printed 460000 Tie up in Bunch of 2000 Copies	
21	आरक्षित प्रतीक पीएस/जेडपी Size - 19X26 cm 60 GSM Super Printing star Single Side printing No. of copies to be printed 40000 Tie up in Bunch of 2000 Copies	
22	मुक्त प्रतीक केवल प्रधान/उपप्रधान/जिला प्रमुख/उपप्रमुख Size - 19X26 cm 60 GSM Super Printing star Single Side printing No. of copies to be printed 30000 Tie up in Bunch of 2000 Copies	
23	मुक्त प्रतीक केवल जिला परिषद सदस्य Size - 19X26 cm 60 GSM Super Printing star Single Side printing No. of copies to be printed 8000 Tie up in Bunch of 2000 Copies	
24	मुक्त प्रतीक केवल पंचायत समिति सदस्य Size - 20.5X26.5 cm 60 GSM Super Printing star Single Side printing No. of copies to be printed 30000 Tie up in Bunch of 2000 Copies	
25	निर्वाचक द्वारा आयु संबंधी घोषणा Size -Legal 60 GSM Super Printing star Single Side printing No. of copies to be printed 600000 Tie up in Bunch of 2000 Copies	
26	आयु संबंधी घोषणा करने वाले मतदाताओं की सूची Size -Legal 60 GSM Super Printing star Single Side printing No. of copies to be printed 120000	

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	Tie up in Bunch of 2000 Copies	
27	पंपर सीलों का लेखा पंच/सरपंच चुनाव Size -Legal 60 GSM Super Printing star Single Side printing No. of copies to be printed 70000 Tie up in Bunch of 2000 Copies	
28	statics panch (In english) Size - 42.5X33.5 cm 60 GSM Super Printing star Double Side printing No. of copies to be printed 60000 Tie up in Bunch of 2000 Copies	
29	statics Sarpanch (In english) Size -Legal 60 GSM Super Printing star Double Side printing No. of copies to be printed 60000 Tie up in Bunch of 2000 Copies	
30	मतपत्र लेखा (मतपेटी हेतु) Size -Legal 60 GSM Super Printing star Single Side printing No. of copies to be printed 150000 Tie up in Bunch of 2000 Copies	
31	व्हीकल लॉग शीट कम हायर बिल Size -Legal 60 GSM Super Printing star Double Side printing No. of copies to be printed 30000 Tie up in Bunch of 2000 Copies	
32	गाड़ियों एवं पशुओं का अधिग्रहण आदेश Size -Legal 60 GSM Super Printing star Single Side printing No. of copies to be printed 150000 Tie up in Bunch of 2000 Copies	
33	मतदान केन्द्र पर भरी जाने वाली सांख्यिकी सूचना (मतदान की सांख्यिकी सूचना) Size -Legal 60 GSM Super Printing star Single Side printing No. of copies to be printed 140000 Tie up in Bunch of 2000 Copies	
34	मतपत्रों को अधिकृत करने का फार्म पीएस/जेडपी Size -Legal 60 GSM Super Printing star Single Side printing No. of copies to be printed 70000 Tie up in Bunch of 2000 Copies	
35	मतपत्रों को अधिकृत करने का फार्म पंच/सरपंच Size -Legal 60 GSM Super Printing star Single Side printing No. of copies to be printed 80000	

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	Tie up in Bunch of 2000 Copies	
36	निर्वाचन का प्रमाण पत्र जिला परिषद सदस्य Size - 17X21.5 cm 80 GSM Super Printing star Single Side printing No. of copies to be printed 5000 Tie up in Bunch of 2000 Copies	
37	निर्वाचन का प्रमाण पत्र पंचायत समिति सदस्य Size - 17X21.5 cm 80 GSM Super Printing star Single Side printing No. of copies to be printed 12000 Tie up in Bunch of 2000 Copies	
38	निर्वाचन का प्रमाण पत्र सरपंच पद Size - 17X21.5 cm 80 GSM Super Printing star Single Side printing No. of copies to be printed 20000 Tie up in Bunch of 2000 Copies	
39	निर्वाचन का प्रमाण पत्र पंच पद Size - 17X21.5 cm 80 GSM Super Printing star Single Side printing No. of copies to be printed 150000 Tie up in Bunch of 2000 Copies	
40	काउन्टिंग चैक स्लिप (वैलिड) Size -19X11 Cm 60 GSM Super Printing star Single Side printing No. of copies to be printed 150000 Tie up in Bunch of 1000 Copies	
41	गाडी का आंकड़ा Size -43X35 cm 60 GSM Super Printing star Single Side printing No. of copies to be printed 30000 Tie up in Bunch of 2000 Copies	
42	मतदान की सामग्री की रसीद 1,2,3 Size -43X35 cm 60 GSM Super Printing star Double Side printing No. of copies to be printed 20000 Tie up in Bunch of 2000 Copies	
43	प्रतिभूति निक्षेप की रसीद बुक Size -Legal 60 GSM Super Printing star Single Side printing No. of copies to be printed 30000 One book consist 10 page with serial number & Khaki cover Tie up in Bunch of 200 Copies	
44	नाम वापसी की सूचना (पंच पद) Size - 17X21.5 cm 60 GSM Super Printing star Single Side printing No. of copies to be printed 400000 Tie up in Bunch of 2000 Copies	

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45	नाम वापसी की सूचना (सरपंच पद) Size - 17X21.5 cm 60 GSM Super Printing star Single Side printing No. of copies to be printed 120000 Tie up in Bunch of 2000 Copies	
46	नाम वापसी की सूचना (पीएस/जेडपी) Size - 17X21.5 cm 60 GSM Super Printing star Single Side printing No. of copies to be printed 50000 Tie up in Bunch of 2000 Copies	
47	नाम वापसी की सूचना (प्रमुख/उपप्रमुख/प्रधान/उपप्रधान) Size -Legal 60 GSM Super Printing star Single Side printing No. of copies to be printed 12000 Tie up in Bunch of 2000 Copies	
48	पत्रकारों को मतदान केन्द्रों में प्रवेश हेतु प्रवेश पत्र Size - 9X18 cm 170 GSM Coloured cardshet andhra Single Side Printing No. of copies to be printed 5000 on blue card sheet with serial number Tie up in Bunch of 500 Copies	
49	पत्रकारों को मतगणना केन्द्रों में प्रवेश हेतु प्रवेश पत्र Size - 9X18 cm 190 GSM Coloured cardshed westcost Single side printing No. of copies to be printed 5000 on yellow card sheet with serial number Tie up in Bunch of 500 Copies	
50	प्रारूप 1—डाक मतपत्र हेतु आरओ को आवेदन Size -Legal 60 GSM Super Printing star Single Side printing No. of copies to be printed 300000 Tie up in Bunch of 2000 Copies	
51	प्रारूप 3—निर्वाचक द्वारा घोषणा Size -Legal 60 GSM Super Printing star Single Side printing No. of copies to be printed 300000 Tie up in Bunch of 2000 Copies	
52	प्रारूप 4—छोटा लिफाफा क (नीले रंग में) पीएस हेतु Size - 18.5X11.5 cm 56 GSM Color Printing shriyans Single Side Pinting No. of copies to be printed 300000 Tie up in Bunch of 1000 Copies	
53	प्रारूप 5—बड़ा लिफाफा ख (नीले रंग में) पीएस हेतु	

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	Size - 22.5X14.5 cm 56 GSM Color Printing shriyans Single Side Pinting No. of copies to be printed 300000 Tie up in Bunch of 1000 Copies	
54	प्रारूप 4—छोटा लिफाफा क (पीले रंग में) जेडपी हेतु Size - 18.5X11.5 cm 56 GSM Color Printing shriyans Single Side Pinting No. of copies to be printed 300000 Tie up in Bunch of 1000 Copies	
55	प्रारूप 5—बड़ा लिफाफा ख (पीले रंग में) जेडपी हेतु Size - 22.5X14.5 cm 56 GSM Color Printing shriyans Single Side Pinting No. of copies to be printed 300000 Tie up in Bunch of 1000 Copies	
56	प्रारूप 6—निर्वाचकों के मार्गदर्शन हेतु अनुदेश Size -Legal 60 GSM Color Printing shriyans Double Side Pinting No. of copies to be printed 300000 Tie up in Bunch of 2000 Copies	
57	TA Bill Form Size -Legal 60 GSM Color Printing shriyans Single Side Pinting No. of copies to be printed 400000 Tie up in Bunch of 2000 Copies	
58	TA Bill Register Size - 20X33.5 cm 60 GSM Color Printing shriyans Double Side Pinting No. of copies to be printed 3500 one register consist 16 page with khaki cover Tie up in Bunch of 200 Copies	
59	मतपेटी का लेबल (पंच/सरपंच पद हेतु) Size - 19X11 cm 60 GSM Color Printing shriyans Single Side Pinting No. of copies to be printed 300000 Tie up in Bunch of 1000 Copies	
60	नोटिस 30(3) पंच व सरपंच पद Size -Legal 60 GSM Color Printing shriyans Single Side Pinting No. of copies to be printed 100000 Tie up in Bunch of 2000 Copies	
61	नोटिस 30(3) जेडपी/पीएस सदस्य हेतु Size -Legal 60 GSM Color Printing shriyans Single Side Pinting No. of copies to be printed 100000 Tie up in Bunch of 2000 Copies	
62	प्रारूप 4क —मॉडल फार्म नोटिस उपसरपंच	

Handwritten signatures and initials:

	Size -Legal 60 GSM Color Printing shriyans Single Side Printing No. of copies to be printed 200000 Tie up in Bunch of 2000 Copies	
63	अधिग्रहित वाहनों का रजिस्टर Size - 30X24.5 cm 64 GSM Maplitho Century No. of copies to be printed 5000 one register consist 14 page with khaki cover (95 GSM Craft paper star) Tie up in Bunch of 200 Copies	
64	बैजज गणन पर्यवेक्षक(Without Photo) Size - 9X9 cm 190 GSM White Cardsheet westcost Single Side Printing No. of copies to be printed 50000 on white card sheet Tie up in Bunch of 200 Copies	
65	कार्ड बोर्ड के टुकड़े मतपेटी Size - 4X3 cm 170 GSM Colored Cardsheet andhra No. of copies to be printed 600000 On Pink card sheet Tie up in Bunch of 100 Copies	
66	—प्ले कार्ड बुजुर्गों को पहले प्रवेश हेतु Size -A-4 170 GSM Colored Cardsheet Andhra Single side Printing No. of copies to be printed 100000 On Yellow card sheet Tie up in Bunch of 1000 Copies	
67	चुनाव पर्यवेक्षक लेबल Size -Legal 60 GSM Super Printing Star Single Side printing No. of copies to be printed 10000 Tie up in Bunch of 2000 Copies	
68	पिंक पेपर सील मतपेटी हेतु Size -2.5X30 Cm 68 GSM Color Maplitho star Single Side Printing No. of copies to be printed 300000 In Pink colour with serial number Tie up in Bunch of 1000 Copies	
69	जोनल मजिस्ट्रेट लेबल Size -Legal 60 GSM Super Printing Star Single Side Printing No. of copies to be printed 20000 Tie up in Bunch of 2000 Copies	
70	रिटर्निंग अधिकारी कार्यालय लेबल Size -Legal 60 GSM Super Printing Star Single Side Printing No. of copies to be printed 20000 Tie up in Bunch of 2000 Copies	

71	वाहन लेबल Election Duty Size -Legal 60 GSM Super Printing Star Single Side Printing No. of copies to be printed 20000 Tie up in Bunch of 2000 Copies	
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5. जिला परिषद/पंचायत समिति सदस्य चुनाव के ई.वी.एम. से संबंधित फार्म		
Sr. No.	फॉर्म का विवरण	Rates to be Quoted
1	सफेद स्टीकर सीयू चैकिंग stickers with self adhesive glue Size -14X6 cm 100 GSM Sticker Imported Single Side printing No. of copies to be printed 210000 On white glazed paper and print in red ink Tie up in Bunch of 200 Copies	
2	सफेद स्टीकर बीयू चैकिंग stickers with self adhesive glue Size -14X6 cm 100 GSM Sticker Imported Single Side printing No. of copies to be printed 240000 On white glazed paper and print in black ink Tie up in Bunch of 200 Copies	
3	ट्रेनिंग स्टीकर पिंक सीयू stickers with self adhesive glue Size -8.5X8.5 cm 100 GSM Sticker Imported Single Side printing No. of copies to be printed 15000 On Pink glazed paper and print in red ink	
4	ट्रेनिंग स्टीकर पिंक बीयू stickers with self adhesive glue Size -8.5X8.5 cm 100 GSM Sticker Imported Single Side printing No. of copies to be printed 15000 On Pink glazed paper and print in black ink	
5	मतदाता पर्ची नीली पीएस हेतु Size -11.5X5 cm 56 GSM Color Printing Shriyans Single Side Printing No. of copies to be printed 40000000 Tie up in Bunch of 50 voter slip copies and than 1000 Bunches in one bag	
6	मतदाता पर्ची पीली जेडपी हेतु Size -11.5X5 cm 56 GSM Color Printing Shriyans Single Side Printing No. of copies to be printed 40000000 Tie up in Bunch of 50 voter slip copies and than 1000 Bunches in one bag	
7	एड्रेस टैग नीले सीयू पीएस हेतु(With eyeleting) Size -10X8 cm 190 GSM Color Cardsheet Andhra Single Side Printing No. of copies to be printed 800000 On blue card sheet with eyeleting Tie up in Bunch of 100 Copies	
8	एड्रेस टैग नीले बीयू पीएस हेतु(With eyeleting)	

	190 GSM Color Cardsheet Andhra Single Side Printing No. of copies to be printed 800000 On blue card sheet with eyeleting Tie up in Bunch of 100 Copies	
9	एड्रेस टैग पीले सीयू जेडपी हेतु(With eyeleting) Size -10X8 cm 190 GSM Color Cardsheet Andhra Single Side Printing No. of copies to be printed 800000 On Yellow card sheet with eyeleting Tie up in Bunch of 100 Copies	
10	एड्रेस टैग पीले बीयू जेडपी हेतु(With eyeleting) Size -10X8 cm 190 GSM Color Cardsheet Andhra Single Side Printing No. of copies to be printed 800000 On Yellow card sheet with eyeleting Tie up in Bunch of 100 Copies	
11	पीला स्टीकर जेडपी सदस्य stickers with self adhesive glue Size -8X3.5 cm 100 GSM Sticker Imported Single Side Printing Yellow Glazed paper No. of copies to be printed 80000	
12	नीला स्टीकर पीएस सदस्य stickers with self adhesive glue Size -8X3.5 cm 100 GSM Sticker Imported Single Side Printing Blue Glazed paper No. of copies to be printed 80000	
13	परिशिष्ट 7-पीओ घोषणा पीएस/जेडपी हेतु Size -Legal 60 GSM Super Printing Star Double Side Printing No. of copies to be printed 80000 Tie up in Bunch of 100 Copies	
14	परिशिष्ट 8-पीओ डायरी पीएस/जेडपी हेतु Size -Legal 60 GSM Super Printing Star Double Side Printing No. of copies to be printed 80000 With serial number Tie up in Bunch of 2000 Copies	
15	प्रारूप 13-निविदित मतों की सूची Size -Legal 60 GSM Super Printing Star Single Side Printing No. of copies to be printed 140000 Tie up in Bunch of 2000 Copies	
16	प्रारूप 14-अभिलिखित मतों का लेखा Size -Legal 60 GSM Super Printing Star	

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	Double Side Printing No. of copies to be printed 270000 Tie up in Bunch of 2000 Copies	
17	रिसिप्ट फार्म नं. 1 पीएस/जेडपी हेतु Size -42.5X33.5 cm 60 GSM Super Printing Star Double Side Printing No. of copies to be printed 80000 Tie up in Bunch of 2000 Copies	
18	रिसिप्ट फार्म नं. 2 पीएस/जेडपी हेतु Size -42.5X33.5 cm 60 GSM Super Printing Star Double Side Printing No. of copies to be printed 80000 Tie up in Bunch of 2000 Copies	
19	काउन्टर नं. 1 पीएस/जेडपी हेतु Size -Legal 60 GSM Super Printing Star Single Side Printing No. of copies to be printed 80000 Tie up in Bunch of 2000 Copies	
20	काउन्टर नं. 2 पीएस/जेडपी हेतु Size -Legal 60 GSM Super Printing Star Single Side Printing No. of copies to be printed 80000 Tie up in Bunch of 2000 Copies	
21	काउन्टर नं. 3 पीएस/जेडपी हेतु Size -Legal 60 GSM Super Printing Star Single Side Printing No. of copies to be printed 80000 Tie up in Bunch of 2000 Copies	
22	प्रारूप 12—मतदाताओं का रजिस्टर Size -Legal 60 GSM Super Printing Star Double Side Printing No. of copies to be printed 130000 One register consist 38 page with khaki cover(Craft Paper star 95 GSM) Tie up in Bunch of 50 Copies	
23	स्पेशल टैग(With eyeleting) Size -5.5X7.5 cm 190 GSM Color Card sheet West cost Double Side Printing No. of copies to be printed 400000 On yellow card sheet with eyeleting Tie up in Bunch of 100 Copies	
24	पोस्टर ईवीएम का उपयोग कैसे करे पीएस/जेडपी हेतु Size -57X90 Cm 78 GSM Maplitho Century Single Side Printing No. of copies to be printed 70000 on white paper and print in blue ink Tie up in Bunch of 500 Copies	
25	कोर्ड बोर्ड पीस ईवीएम	

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	Size -4.5X5.5 cm 170 GSM Color Card sheet Andhra No. of copies to be printed ----- On Yellow card sheet Tie up in Bunch of 100 Copies	
26	डमी बैलेट शीट पीएस/जेडपी हेतु(With eyeleting) Size -23X51 cm 300 GSM Artcard Imported Single Side Printing No. of copies to be printed 60000 With Double eyeleting and multi colour Tie up in Bunch of 100 Copies	

6. पंच/सरपंच पद के चुनाव हेतु ई.वी.एम. के फार्म

Sr. No.	फॉर्म का विवरण	Rates to be Quoted
1	मतदाता पर्ची सफेद (सरपंच पद हेतु) Size -11.5X5 cm 60 GSM Super Printing Star Single Side Printing No. of copies to be printed 45400000 Tie up in bunches of 50 voter slip copies than 1000 Bunches in one Bag.	
2	स्टीकर सफेद सरपंच stickers with self adhesive glue Size -5X2 cm 100 GSM Sticker Imported Single Side Printing White glazed paper No. of copies to be printed 60000	
3	एड्रेस टैग सफेद कलर सरपंच पद सीयू(With eyeleting) Size -10X8 cm 190 GSM White Cardsheet west cost Single Side Printing No. of copies to be printed 300000 On white card sheet with eyeleting Tie up in Bunch of 100 Copies	
4	एड्रेस टैग सफेद कलर सरपंच पद बीयू(With eyeleting) Size -10X8 cm 190 GSM White Card sheet west cost Single Side Printing No. of copies to be printed 360000 On white card sheet with eyeleting Tie up in Bunch of 100 Copies	
5	परिशिष्ट 7-पीओ की घोषणा सरपंच/पंच हेतु Size -Legal 60 GSM Super Printing Star Double Side Printing No. of copies to be printed 60000 Tie up in Bunch of 2000 Copies	
6	परिशिष्ट 8-पीओ की डायरी सरपंच/पंच हेतु Size -Legal 60 GSM Super Printing Star	

	Double Side Printing No. of copies to be printed 60000 With serial number Tie up in Bunch of 2000 Copies	
7	रिसिप्ट फार्म नं. 1 सरपंच हेतु Size -42.5X33.5 cm 60 GSM Super Printing Star Double Side Printing No. of copies to be printed 60000 Tie up in Bunch of 2000 Copies	
8	रिसिप्ट फार्म नं. 2 सरपंच हेतु Size -42.5X33.5 cm 60 GSM Super Printing Star Double Side Printing No. of copies to be printed 60000 Tie up in Bunch of 2000 Copies	
9	काउन्टर नं. 1 पंच/सरपंच हेतु Size -Legal 60 GSM Super Printing Star Single Side Printing No. of copies to be printed 60000 Tie up in Bunch of 2000 Copies	
10	काउन्टर नं. 2 पंच/सरपंच हेतु Size -Legal 60 GSM Super Printing Star Single Side Printing No. of copies to be printed 60000 Tie up in Bunch of 2000 Copies	
11	काउन्टर नं. 3 पंच/सरपंच हेतु Size -Legal 60 GSM Super Printing Star Single Side Printing No. of copies to be printed 60000 Tie up in Bunch of 2000 Copies	
12	पोस्टर ईवीएम का उपयोग कैसे करे पंच/सरपंच Size -57X90 cm 78 GSM Maplitho Century Single Side Printing No. of copies to be printed 60000 On white paper and print in blue ink Tie up in Bunch of 500 Copies	
13	डमी बैलेट शीट पंच/सरपंच Size -23X51 cm 300 GSM Art Card Imported Single Side Printing No. of copies to be printed 60000 With double eyeletting and Multi colour Tie up in Bunch of 100 Copies	

7. एसडीएमएम से संबंधित सामग्री (सील करने हेतु)

Sr. No.	फॉर्म का विवरण	Rates to be Quoted
1	पंचायत-एसडीएमएम को सील करने हेतु ब्लू पेपर सील Size - 2.5X26 cm 90 GSM Art paper Ballarpur Double Side Printing No. of copies to be printed 30000 On blue glazed paper with serial number Tie up in Bunch of 100 Copies	
2	पंचायत-एसडीएमएम को सील करने हेतु लिफाफा (नीला कलर) Size -10X14 cm 100 GSM Envelope Cover Paper Single Side print No. of copies to be printed 30000 Tie up in Bunch of 500 Copies	
3	पंचायत-एसडीएमएम को सील करने हेतु नीला छोटा स्टीकर stickers with self adhesive glue Size -8.5X5 cm 100 GSM Sticker Imported Single Side Printing No. of copies to be printed 30000 On blue glazed paper Tie up in Bunch of 200 Copies	
4	पंचायत-एसडीएमएम को सील करने हेतु नीला बड़ा स्टीकर stickers with self adhesive glue Size -20.5X6.5 cm 100 GSM Sticker Imported Single Side Printing No. of copies to be printed 30000 On blue glazed paper Tie up in Bunch of 200 Copies	
5	नगरपालिका-एसडीएमएम को सील करने हेतु पिंक पेपर सील Size -2.5X26 Cm 90 GSM Art Paper Ballarpur Double Side Printing No. of copies to be printed 10000 On pink glazed paper with serial number Tie up in Bunch of 100 Copies	
6	नगरपालिका-एसडीएमएम को सील करने हेतु पिंक लिफाफा Size -10X14 cm 100 GSM Envelope cover paper Single Side Printing No. of copies to be printed 10000 Tie up in Bunch of 500 Copies	
7	नगरपालिका-एसडीएमएम को सील करने हेतु पिंक स्टीकर - छोटी साईज stickers with self adhesive glue Size -8.5X5 cm 100 GSM Sticker Imported Single Side Printing No. of copies to be printed 10000 On pink glazed paper Tie up in Bunch of 200 Copies	
8	नगरपालिका-एसडीएमएम को सील करने हेतु पिंक स्टीकर -	

बडी साईज

stickers with self adhesive glue

Size -20.5X6.5 cm

100 GSM Sticker Imported

Single Side Printing

No. of copies to be printed 10000

On pink glazed paper

Tie up in Bunch of 200 Copies

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8. नगरपालिका सदस्य चुनाव हेतु लिफाफे

Sr. No.	लिफाफे का विवरण	Rates to be Quoted
1	E 1 - निर्वाचन नामावली की चिन्हित प्रति Size -18x12 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 30000 Tie up in Bunch of 500 Copies	
2	E 2 - मतदाताओं का रजिस्टर Size -18x12 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 30000 Tie up in Bunch of 500 Copies	
3	E 3 - मतदाता पर्चिया (प्रयुक्त) Size -18x12 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 30000 Tie up in Bunch of 500 Copies	
4	E 4 - अप्रयुक्त निविदत्त मतपत्र Size -11x5 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 30000 Tie up in Bunch of 500 Copies	
5	E 5 - प्रयुक्त निविदत्त मतपत्र Size -11x5 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 30000 Tie up in Bunch of 500 Copies	
6	E 6 - निविदत्त मतों का प्रारूप 14 ख में सूची Size -9x4 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 30000 Tie up in Bunch of 500 Copies	
7	E 7 - अभ्याक्षेपित मतों की प्रारूप 13 में सूची Size -9x4 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 30000 Tie up in Bunch of 500 Copies	
8	E 9 - रिकॉर्ड किये गये मतों का लेखा तथा पिंक पेपर सीलो का लेखा प्रारूप 14 ग में Size -9x4 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 30000 Tie up in Bunch of 500 Copies	
9	E 10 - मतदान प्रारम्भ से पूर्व, मतदान के दौरान एवं मतदान समाप्ति पर पी.ओ. घोषणा Size -9x4 cm	

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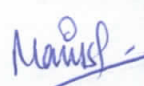
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	100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 30000 Tie up in Bunch of 500 Copies	
10	E 11 - पीठासीन अधिकारी की डायरी (प्रारूप 14ग की अतिरिक्त प्रति सहित) Size -9x4 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 30000 Tie up in Bunch of 500 Copies	
11	E 12 Size - 18 x 12 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 10000 Tie up in Bunch of 500 Copies	
12	E 13 - अतिरिक्त मतदाता पर्चिया Size -18x12 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 30000 Tie up in Bunch of 500 Copies	
13	E 14 - विविध कागजात लिफाफा Size -18x12 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 30000 Tie up in Bunch of 500 Copies	
14	E 15 - विधिमान्य डाकमतपत्र Size -18x12 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 30000 Tie up in Bunch of 500 Copies	
15	E 16 - गणना मे निरस्त किये गये डाक मतपत्र Size -18x12 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 30000 Tie up in Bunch of 500 Copies	

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9. मतपेटी से संबंधित लिफाफे (पंच व सरपंच)

Sr. No.	लिफाफे का विवरण	Rates to be Quoted
1	P1 - सरपंच एवं पंच चुनाव लड़ने वाले अभ्यर्थियों की सूची, आयु की घोषणा एवं अन्य निर्वाचन कागजात Size -18x12 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 25000 Tie up in Bunch of 500 Copies	
2	P2 - जेडपी/पीएस सदस्य चुनाव सांख्यिकी सूचना लिफाफा Size -11x5 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 70000 Tie up in Bunch of 500 Copies	
3	P3 - अप्रयुक्त मतपत्र (सरपंच) Size -18x12 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 70000 Tie up in Bunch of 500 Copies	
4	P4 - अप्रयुक्त मतपत्र (पंच) Size -18x12 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 70000 Tie up in Bunch of 500 Copies	
5	P5 - चिन्हित मतदाता सूची (पंच) Size -18x12 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 70000 Tie up in Bunch of 500 Copies	
6	P6 - चिन्हित मतदाता सूची (सरपंच) Size -18x12 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 70000 Tie up in Bunch of 500 Copies	
7	P8 वैध मतपत्र (सरपंच) Size -18x12 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 25000 Tie up in Bunch of 500 Copies	
8	P9 - वैध मतपत्र (पंच) Size -18x12 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 70000	






	Tie up in Bunch of 500 Copies	
9	P10 - आंकड़ों के फार्म (पंच/सरपंच) Size -11x5 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 25000 Tie up in Bunch of 500 Copies	
10	P11 - परिणाम (पंच/सरपंच) Size -11x5 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 25000 Tie up in Bunch of 500 Copies	
11	P12 - खराब एवं रद्द मतपत्र (सरपंच) Size -11x5 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 70000 Tie up in Bunch of 500 Copies	
12	P13 - खराब एवं रद्द मतपत्र (पंच) Size -11x5 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 70000 Tie up in Bunch of 500 Copies	
13	P16 - निविदत्त मतपत्र एवं सूची (सरपंच) Size -11x5 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 70000 Tie up in Bunch of 500 Copies	
14	P17 - निविदत्त मतपत्र एवं सूची (पंच) Size -11x5 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 70000 Tie up in Bunch of 500 Copies	
15	P28 - गणना में निरस्त मतपत्र (सरपंच) Size -18x12 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 25000 Tie up in Bunch of 500 Copies	
16	P29 - गणना में निरस्त मतपत्र (पंच) Size -18x12 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 25000 Tie up in Bunch of 500 Copies	
17	P33 - गुलाबी पेपर सील लेखा एवं पीठासीन अधिकारी की घोषणा व डायरी Size -11x5 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 70000 Tie up in Bunch of 500 Copies	
18	P40 - वैध मतपत्र एवं निरस्त मतपत्र (उपसरपंच)	

	Size -11x5 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 25000 Tie up in Bunch of 500 Copies	
19	P41 - निर्वाचन के अन्य कागजात (उपसरपंच) Size -11x5 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 25000 Tie up in Bunch of 500 Copies	
20	P42 - रसीद बुक एवं नकद जप्त की राशि का हिसाब एवं राशि (पंच/उपसरपंच) Size -18x12 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 25000 Tie up in Bunch of 500 Copies	

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10. जिला परिषद/पंचायत समिति सदस्यों के ईवीएम के लिफाफे		
Sr. No.	लिफाफे का विवरण	Rates to be Quoted
1	PE42 - जेडपी/पीएस सदस्य चिन्हित मतदाता सूची Size -18x12 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 70000 Tie up in Bunch of 500 Copies	
2	PE 43 - जेडपी/पीएस सदस्य चुनाव मतदाता रजिस्टर Size -18x12 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 70000 Tie up in Bunch of 500 Copies	
3	PE 44 - पंचायत समिति सदस्य प्रयुक्त मतदाता पर्ची Size -18x12 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 70000 Tie up in Bunch of 500 Copies	
4	PE 45 - जेडपी सदस्य चुनाव प्रयुक्त मतदाता पर्ची Size -18x12 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 70000 Tie up in Bunch of 500 Copies	
5	PE 46 - पीएस सदस्य चुनाव प्रयुक्त निविदत्त मतपत्र पर्ची Size -11x5 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 70000 Tie up in Bunch of 500 Copies	
6	PE 47 - जेडपी सदस्य चुनाव प्रयुक्त निविदत्त मतपत्र पर्ची Size -11x5 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 70000 Tie up in Bunch of 500 Copies	
7	PE 48 - पीएस सदस्य चुनाव निविदत्त मतों की सूची Size -9x4 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 70000 Tie up in Bunch of 500 Copies	
8	PE 49 - जेडपी सदस्य चुनाव निविदत्त मतों की सूची Size -9x4 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 70000 Tie up in Bunch of 500 Copies	
9	PE 50 - पीएस सदस्य चुनाव अप्रयुक्त निविदत्त मतपत्र Size -11x5 cm 100 GSM Envelope paper Imported Single Side printing	

	No. of copies to be printed 70000 Tie up in Bunch of 500 Copies	
10	11x5 - जेडपी सदस्य चुनाव अप्रयुक्त निविदत्त मतपत्र Size -11x5 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 70000 Tie up in Bunch of 500 Copies	
11	PE 52 - जेडपी/पीएस सदस्य चुनाव पी.ओ. की डायरी Size -11x5 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 70000 Tie up in Bunch of 500 Copies	
12	PE 53 - पीएस सदस्य चुनाव रिकार्ड किये गये मतों का लेखा व पेपर सील लेखा Size -9x4 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 70000 Tie up in Bunch of 500 Copies	
13	PE 54 - जेडपी सदस्य चुनाव रिकार्ड किये गये मतों एवं पेपर सील का लेखा Size -9x4 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 70000 Tie up in Bunch of 500 Copies	
14	PE 55 - पीएस सदस्य चुनाव पी.ओ. की घोषणा Size -9x4 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 70000 Tie up in Bunch of 500 Copies	
15	PE 56 - जेडपी सदस्य चुनाव पी.ओ. की घोषणा Size -9x4 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 70000 Tie up in Bunch of 500 Copies	
16	PE 57 - जेडपी/पीएस सदस्य चुनाव विविध कागजात Size -18x12 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 70000 Tie up in Bunch of 500 Copies	

11. पंच व सरपंच पद के चुनाव हेतु ईवीएम से संबंधित लिफाफे

Sr. No.	लिफाफे का विवरण	Rates to be Quoted
1	PE42A - सरपंच व पंच चुनाव चिन्हित मतदाता सूची Size -18x12 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 60000 Tie up in Bunch of 500 Copies	
2	PE 43A - सरपंच व पंच चुनाव मतदाता का रजिस्टर Size -18x12 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 60000 Tie up in Bunch of 500 Copies	
3	PE 45A - सरपंच चुनाव प्रयुक्त मतदाता पर्चिया Size -18x12 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 60000 Tie up in Bunch of 500 Copies	
4	PE 47A -सरपंच चुनाव प्रयुक्त निविदत्त मतपत्र Size -11x5 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 60000 Tie up in Bunch of 500 Copies	
5	PE 49A - सरपंच चुनाव निविदत्त मतों की सूची Size -11x5 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 60000 Tie up in Bunch of 500 Copies	
6	PE 51A -सरपंच चुनाव अप्रयुक्त निविदत्त मतपत्र Size -11x5 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 60000 Tie up in Bunch of 500 Copies	
7	PE 52A - सरपंच/पंच चुनाव पी.ओ. की डायरी Size -11x5 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 60000 Tie up in Bunch of 500 Copies	
8	PE 54A -सरपंच/पंच चुनाव रिकार्ड मतों व पेपर सील लेखा	

	Size -9x4 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 60000 Tie up in Bunch of 500 Copies	
9	PE 56A -सरपंच चुनाव पी.ओ. की घोषणा Size -9x4 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 60000 Tie up in Bunch of 500 Copies	
10	PE 57A -सरपंच/पंच चुनाव विभिन्न निर्वाचन कागजात का लिफाफा Size -18x12 cm 100 GSM Envelope paper Imported Single Side printing No. of copies to be printed 60000 Tie up in Bunch of 500 Copies	

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Handwritten signature

2. Our prices include all our expenses and taxes except Goods and Service Tax which shall be paid extra by procuring entity.
3. Our prices include expenses on remuneration for all the Personnel in the field, office etc. labor, equipment, surveys, publicity, printing, overhead charges, travelling, boarding loading and out of pocket expenses, documentation and communication during the period of the contract.
4. The offer prices quoted shall remain firm during the period of Contract.
5. The financial proposal is inclusive of all activities not specifically mentioned in the Bidding Document, but which are essential for successful completion of the assigned tasks as per the work orders.
6. Our Financial proposal shall be binding upon us subject to reduction, if any resulting from contract negotiation, up to expiration of the validity period of the Proposal.
7. We understand you are not bound to accept any Proposal nay may reject any or all Proposals you receive.
8. We understand that this is a for paper printing work and there is no guarantee of minimum quantity and value for any selected bidder.

We remain

Yours sincerely,

Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

In the capacity of: _____

Address: _____

E-mail: _____

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PERFORMANCE SECURITY DECLARATION FORM

Date: _____ [Insert date (as day, month and year)]

Contract Name and No. _____ [Insert Name and number of Contract]

To,

Secretary,
State Election Commission,
Secretariat, Jaipur (Raj.) 302005

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 "**selection of Offset Printers for printing various paper printing items/material**".

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 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 duly filled in by the Departments of the State Government, Undertaking, Corporation, 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.

BID SECURING DECLARATION**Form of Bid Securing Declaration**

Date [Insert date (as day, month and year)]
 Bid No. [Insert number of bidding process]

To,

Secretary,
 State Election Commission,
 Secretariat, Jaipur (Raj.) 302005

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], 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 Date 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 Instruction to Bidders (hereinafter "the ITB") within the time period specified in the BDS,
- c. Not accept the correction of arithmetical errors in accordance with ITB; or
- d. Breach a provision of the Code of Integrity specified in the RTPP Act, RTPP Rules and ITB.

We understand this Bid-Securing Declaration shall expire if we are not the successful short-listed bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful short-listed bidder; 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 day20..... [insert date of signing]

Corporate Seal [affix corporate seal of the bidder]

Note:

Bid Securing Declaration shall only be duly filled in by the Departments of the State Government, Undertaking, Corporation, 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.

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[Signature]

[Signature]

[Signature]

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 ofbetween

[hereinafter called "the Offset 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 Governor of Rajasthan/ [name of the Procuring Entity if other than a department of the State (hereinafter called "the Procuring Entity") shall be performing all jobs/grievance redressed/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 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 Contact 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. Period of contract will be to (the contract will be renewed after one year and can be extended further as mentioned in the Bid).
4. In consideration of the payments to be made by the Procuring Entity to the supplier as indicated in this Agreement, the Supplier hereby covenants with the Procuring Entity to provide the Goods and Related Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
5. The timelines for the prescribed Scope of Work, requirement of services and deployment of technical resources shall be effected from the date of work order i.e. and completed by supplier within the period as specified in the bid document.
6. 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 is on account of hindrances beyond the control of supplier.
7. The RTTP Act, 2012/Rules, 2013 promulgated, their amendments issued by the State Government shall also be the part of this contract agreement.
 8. 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 purpose 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.
 9. All disputes arising out of this agreement and questions relating to the interpretation of this agreement shall be decided as per the procedure mentioned in the REP document.
 10. 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 law of the Central and the State Government on the day, month and year first mentioned herein before.

Signed By:	Signed By:
Designation;	()
Company:	Designation: State Election Commission, Rajasthan
In the presence of:	In the presence of:
()	()
Designation;	Designation:
Company:	State Election Commission, Rajasthan
()	()
Designation;	Designation:
Company:	State Election Commission, Rajasthan

Manish *Arvind* *GA*