District Election Officer

(Collector), SIKAR (Raj.)

2016

Bid for "Preparation & Supply of PER, printing of PPPVC-EPIC & BLO Register, E-Roll Integration..."

【Single Stage Two Envelope (Two Parts)】
“Preparation & Supply of PER, Printing of Personalized EPIC on Pre-Printed PVC voter card, BLO Register and Reports, Integration of E-Roll data” based on Open Competitive Bidding Process.
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**Important Instructions**

1. The Law relating to procurement “The Rajasthan Transparency in Public Procurement Act, 2012” [hereinafter called the Act] and the “Rajasthan Public Procurement Rules, 2013” [hereinafter called the Rules] under the said Act have come into force which is available on the website of State Public Procurement Portal [http://sppp.rajasthan.gov.in](http://sppp.rajasthan.gov.in). Therefore, the Bidders are advised to acquaint themselves with the provisions of the Act and the Rules along with amendments before participating in the Bidding process. If there is any discrepancy between the provisions of the Act and the Rules and this Bidding Document, the provisions of the Act and the Rules shall prevail.

2. Bidders are advised to thoroughly read the bidding document and by signing this document, they submit unconditional acceptance to all the terms & conditions of the bidding document without any deviation.
TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>S.No.</th>
<th>CONTENTS</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>IMPORTANT INSTRUCTIONS</td>
<td>2</td>
</tr>
<tr>
<td>2.</td>
<td>TABLE OF CONTENTS</td>
<td>3-6</td>
</tr>
<tr>
<td>3.</td>
<td>ABBREVIATIONS &amp; DEFINITIONS (INDICATIVE LIST OF USED ONES)</td>
<td>7-9</td>
</tr>
<tr>
<td>4.</td>
<td>NOTICE INVITING BIDS (For SPPP)</td>
<td>10-11</td>
</tr>
<tr>
<td>5.</td>
<td>NOTICE INVITING BIDS (For Newspapers)</td>
<td>12</td>
</tr>
<tr>
<td>6.</td>
<td>BID DATA SHEET (BDS)</td>
<td>13-15</td>
</tr>
<tr>
<td>7.</td>
<td>PROJECT PROFILE</td>
<td>16-18</td>
</tr>
<tr>
<td>8.</td>
<td>ELIGIBILITY/QUALIFICATION CRITERIA</td>
<td>19-21</td>
</tr>
<tr>
<td>9.</td>
<td>SCOPE OF WORK</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1) Details of work</td>
<td>22-28</td>
</tr>
<tr>
<td></td>
<td>2) Contract Period</td>
<td>29</td>
</tr>
<tr>
<td></td>
<td>3) Project Deliverables</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>INSTRUCTION TO BIDDERS (ITB)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1) Sale of Bid Documents</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>2) Bid Prices</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>3) Pre-bid Meeting</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>4) Changes in the Bidding Document</td>
<td>31</td>
</tr>
<tr>
<td></td>
<td>5) Period of Validity of Bids</td>
<td>31</td>
</tr>
<tr>
<td></td>
<td>6) Submission of bids</td>
<td>32</td>
</tr>
<tr>
<td></td>
<td>7) Opening of Bids</td>
<td>32</td>
</tr>
<tr>
<td></td>
<td>8) Bid Documents submission, Formats</td>
<td>33-34</td>
</tr>
<tr>
<td></td>
<td>9) Cost &amp; Language</td>
<td>35</td>
</tr>
<tr>
<td></td>
<td>10) Alternative Bids</td>
<td>35</td>
</tr>
<tr>
<td></td>
<td>11) Bid Security</td>
<td>35-36</td>
</tr>
<tr>
<td></td>
<td>12) Deadline for Submission of Bids</td>
<td>37</td>
</tr>
<tr>
<td></td>
<td>13) Selection Method</td>
<td>37</td>
</tr>
</tbody>
</table>
14) Clarification of Bids 38
15) Evaluation & Tabulation of Technical Bids 38
16) Evaluation & Tabulation of Financial Bids 39
17) Correction of Arithmetic Errors in Financial Bids 39
18) Comparison of rates 40
19) Price Purchase Preference 40
20) Negotiations 41
21) Procuring Entity’s right to accept or reject any Bid or all Bids 42
22) Exclusion of Bids/Disqualification 42
23) Lack of competition 42
24) Acceptance of the successful Bid and award of contract 43
25) Information and publication of award 44
26) Right to vary quantity 44
27) Performance Security 44-45
28) Execution of agreement 46
29) Confidentiality 47
30) Cancellation of Procurement/bidding Process 47
31) Code of Integrity for Bidders 48
32) Conflict of Interest 48
33) Breach of Code of Integrity by the Bidder 49
34) Interference with Procurement/bidding Process 49
35) Grievance Handling Procedures (Appeals) 50
36) Offenses by Firms/Companies 50
37) Debarment from Bidding 50
11) GENERAL TERMS AND CONDITIONS OF TENDER & CONTRACT (GCC) - Definitions 51
1) Contract Documents 52
2) Interpretation 52
3) Language 53
<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Eligible Goods/Items/Material</td>
<td>53</td>
</tr>
<tr>
<td>5</td>
<td>Service of Notice, Documents &amp; Orders</td>
<td>54</td>
</tr>
<tr>
<td>6</td>
<td>Scope of Supply or Schedule</td>
<td>54</td>
</tr>
<tr>
<td>7</td>
<td>Delivery &amp; Installation (Whichever is applicable)</td>
<td>54</td>
</tr>
<tr>
<td>8</td>
<td>Supplier’s/ Selected Bidder’s Responsibilities</td>
<td>55</td>
</tr>
<tr>
<td>9</td>
<td>Purchaser’s Responsibilities</td>
<td>55</td>
</tr>
<tr>
<td>10</td>
<td>Contract Price</td>
<td>55</td>
</tr>
<tr>
<td>11</td>
<td>Recoveries from Supplier/ Selected Bidder</td>
<td>55</td>
</tr>
<tr>
<td>12</td>
<td>Taxes &amp; Duties</td>
<td>55</td>
</tr>
<tr>
<td>13</td>
<td>Copyright</td>
<td>56</td>
</tr>
<tr>
<td>14</td>
<td>Confidential Information</td>
<td>56</td>
</tr>
<tr>
<td>15</td>
<td>Specifications and Standards</td>
<td>57</td>
</tr>
<tr>
<td>16</td>
<td>Packing and Documents</td>
<td>57</td>
</tr>
<tr>
<td>17</td>
<td>Insurance</td>
<td>58</td>
</tr>
<tr>
<td>18</td>
<td>Inspection</td>
<td>58</td>
</tr>
<tr>
<td>19</td>
<td>Testing charges</td>
<td>59</td>
</tr>
<tr>
<td>20</td>
<td>Rejection</td>
<td>59</td>
</tr>
<tr>
<td>21</td>
<td>Delivery period &amp; Extent of Quantity – Repeat Orders</td>
<td>59</td>
</tr>
<tr>
<td>22</td>
<td>Transportation</td>
<td>59</td>
</tr>
<tr>
<td>23</td>
<td>Payment Terms and Schedule</td>
<td>60-62</td>
</tr>
<tr>
<td>24</td>
<td>Penalties</td>
<td>63-64</td>
</tr>
<tr>
<td>25</td>
<td>Heading not given</td>
<td>64</td>
</tr>
<tr>
<td>26</td>
<td>Settlement of Disputes/Dispute Resolution Mechanism</td>
<td>65</td>
</tr>
<tr>
<td>27</td>
<td>Legal Proceedings</td>
<td>65</td>
</tr>
<tr>
<td>28</td>
<td>Patent Indemnity</td>
<td>65</td>
</tr>
<tr>
<td>29</td>
<td>Force Majeure</td>
<td>66</td>
</tr>
<tr>
<td>30</td>
<td>Termination (for default, of insolvency and of inconvenience)</td>
<td>66-67</td>
</tr>
<tr>
<td>31</td>
<td>Change Orders and Contract Amendments</td>
<td>68</td>
</tr>
<tr>
<td>32</td>
<td>Exit Management</td>
<td>68-71</td>
</tr>
<tr>
<td>Annexure</td>
<td>Description</td>
<td>Pages</td>
</tr>
<tr>
<td>----------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>T1</td>
<td>Grievance Handling Procedure During Bid Process (Appeals)</td>
<td>72-73</td>
</tr>
<tr>
<td>T2</td>
<td>Form-1 (See Rule 83)</td>
<td>74-75</td>
</tr>
<tr>
<td>T3</td>
<td>Technical Bid Submission Sheet</td>
<td>76-77</td>
</tr>
<tr>
<td>T4</td>
<td>Format for Pre-Bid Queries</td>
<td>78</td>
</tr>
<tr>
<td>T5</td>
<td>Self-Declaration by Bidder</td>
<td>79-80</td>
</tr>
<tr>
<td>T6</td>
<td>Certificate of Conformity/ No Deviation</td>
<td>81</td>
</tr>
<tr>
<td>T7</td>
<td>Bill of Material (BOM)</td>
<td>82</td>
</tr>
<tr>
<td>T8</td>
<td>Indicative Sample of Personalized PVC Epic Card</td>
<td>83</td>
</tr>
<tr>
<td>T9</td>
<td>Indicative Pre-Printed PVC Epic Card</td>
<td>84-85</td>
</tr>
<tr>
<td>T10</td>
<td>Bid Securing Declaration</td>
<td>86</td>
</tr>
<tr>
<td>T11</td>
<td>Check List of Prepared Epics</td>
<td>87-89</td>
</tr>
<tr>
<td>T12</td>
<td>Sample Quality of Photo</td>
<td>90-92</td>
</tr>
<tr>
<td>T13</td>
<td>PVC Epic Printing Software Module Screen Shots</td>
<td>93-100</td>
</tr>
<tr>
<td>T14</td>
<td>Sample PER &amp; Suppliment Format</td>
<td>101-107</td>
</tr>
<tr>
<td>T15</td>
<td>Sample Statistical Reports</td>
<td>108-112</td>
</tr>
<tr>
<td>T16</td>
<td>Sample BLO Register</td>
<td>113-124</td>
</tr>
<tr>
<td>T17</td>
<td>Format of Parishisht A</td>
<td>125</td>
</tr>
<tr>
<td>F1</td>
<td>Financial Bid Submission Sheet</td>
<td>126</td>
</tr>
<tr>
<td>F2</td>
<td>Financial Bid Cover Letter</td>
<td>127</td>
</tr>
<tr>
<td>F3</td>
<td>Financial Bid Format (BOQ) Part-A &amp; Part-B</td>
<td>128-131</td>
</tr>
<tr>
<td>F4</td>
<td>Performance Security Declaration</td>
<td>132</td>
</tr>
<tr>
<td>F5</td>
<td>Draft Agreement of Contract Format</td>
<td>133-134</td>
</tr>
</tbody>
</table>
Bid Evaluation Committee (BEC)

Alias Departmental Purchase Committee (DPC) duly constituted by the organization for opening received bids and evaluate the bids till agreement is executed.

Bid Security/EMD

A security provided to the Procuring Entity by a bidder for securing the fulfilment of any obligation in terms of the provisions of the bidding documents (Bid Security or Bid Securing Declaration, as the case may be).

Bid/ eBid/Tender/RFP

A formal offer made in pursuance of an invitation by a Procuring Entity and includes any tender, proposal or quotation in electronic format, bidding document (eProc and manual), Request For Proposal and tender document.

Bidder/Tenderer

Any person/ firm/ agency/ company/ contractor/ supplier/ vendor or consortium with other firms as per qualification laid herein, participating in the procurement / bidding process with the Procuring Entity.

Bidding Document

Documents issued by the Procuring Entity, including any amendments thereto, that set out the terms and conditions of the given procurement and includes the invitation to competitive bids.

Contract

A contract entered into between the Procuring Entity and a successful bidder concerning the subject matter.

Contract/ Project Period

The Contract/ Project Period shall commence from the date of issue of Work order till Years/Months of Operations & Maintenance Services after commissioning of the project as mentioned in BDS.

Day

A calendar day as per GoR/ GoI.

DEO

District Election Officer (Collector of District)

DEO website

www.sikar.raj.nic.in

Departmental Purchase Committee alias Bid Evaluation Committee (BEC) duly constituted by the Procuring Entity for opening received bids and evaluating the bids till Agreement is executed.

Election Commission of India, New Delhi

Election Department, Secretariat, Rajasthan, Jaipur headed by the Chief Electoral Officer (State Level Department)

Elector's Photo Identity Card

http://eproc.rajasthan.gov.in

Electronic Testing & Development Centre

Free on Board or Freight on Board

Government of India / Government of Rajasthan

All articles, material, commodities, electricity, livestock, furniture, fixtures, raw material, spares.
Bid for "Preparation & Supply of PER, printing of PPPVC-EPIC & BLO Register, E-Roll Integration..."

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICT</td>
<td>Information and Communication Technology.</td>
</tr>
<tr>
<td>IFB</td>
<td>Invitation for Bids (A document published by the procuring entity inviting Bids relating to the subject matter of procurement and any amendment thereto and includes notice inviting Bid and request for proposal)</td>
</tr>
<tr>
<td>IFB/NIT/NIB</td>
<td>Invitation for Bids or Notice Inviting Tenders or Notice Inviting Bidders (A document published by the Procuring Entity inviting Bids relating to the subject matter of procurement/bid and any amendment thereto and includes notice inviting Bid and request for proposal) published in various newspapers and SPPP Portal i.e. <a href="http://sppp.rajasthan.gov.in">http://sppp.rajasthan.gov.in</a></td>
</tr>
<tr>
<td>In Writing</td>
<td>Communicated in writing form through letter, fax, email on at-least bidders letter-head etc.</td>
</tr>
<tr>
<td>INR</td>
<td>Indian Rupee or the Currency of Republic of India</td>
</tr>
<tr>
<td>ISI</td>
<td>Indian Standards Institution</td>
</tr>
<tr>
<td>ISO</td>
<td>International Organisation for Standardisation</td>
</tr>
<tr>
<td>IT</td>
<td>Information Technology</td>
</tr>
<tr>
<td>ITB</td>
<td>Instructions to Bidders</td>
</tr>
<tr>
<td>LD</td>
<td>Liquidated Damages</td>
</tr>
<tr>
<td>Laser Printout</td>
<td>Wherever Laser Printout has been mentioned it means economical digital printout</td>
</tr>
<tr>
<td>LoA</td>
<td>Letter of Acceptance given by the successful bidder along with Performance Security Deposit or Performance Securing Declaration soon after LOI is placed by the Procuring Entity.</td>
</tr>
<tr>
<td>Lol</td>
<td>Letter of Intent sent to successful which is first document soon after rates are approved by DPC/BEC to get LOA</td>
</tr>
<tr>
<td>NCB</td>
<td>National Competitive Bids; A bidding process in which qualified bidders only from within India are allowed to participate</td>
</tr>
<tr>
<td>NeGP</td>
<td>National e-Governance Plan of Government of India, Department of Information Technology (DIT), Ministry of Communications and Information Technology (MCIT), New Delhi.</td>
</tr>
<tr>
<td>NIB</td>
<td>Notice Inviting Bid</td>
</tr>
<tr>
<td>Notification</td>
<td>A notification published in the Official Gazette</td>
</tr>
<tr>
<td>OEM</td>
<td>Original Equipment Manufacturer</td>
</tr>
<tr>
<td>PAN</td>
<td>Permanent Account Number</td>
</tr>
<tr>
<td>PBG / Security Money</td>
<td>Performance Bank Guarantee or Performance Securing Declaration, as the case may be</td>
</tr>
<tr>
<td>PBQ</td>
<td>Pre Bid Query(ies)</td>
</tr>
<tr>
<td>PC</td>
<td>Procurement/ Purchase Committee</td>
</tr>
<tr>
<td>PE</td>
<td>Procuring Entity</td>
</tr>
<tr>
<td>PER</td>
<td>Photo Electoral Rolls</td>
</tr>
<tr>
<td>PQ</td>
<td>Pre-Qualification</td>
</tr>
<tr>
<td>PQB / EC</td>
<td>Pre-Qualification bid criteria/Eligibility Criteria which are mandatorily to be met out otherwise bid shall be rejected</td>
</tr>
<tr>
<td>Procurement / Public Procurement</td>
<td>The acquisition by purchase, lease, license or otherwise of works, goods/items/Material/Works/services, including award of Public Private Partnership projects, by a Procuring Entity whether directly or through an agency with which a contract for procurement services is entered into, but does not include any acquisition without consideration, and “procure” or “procured” shall be construed accordingly</td>
</tr>
<tr>
<td>Procurement Process</td>
<td>The process of procurement extending from the issue of invitation to Bid till the award of the procurement contract or cancellation of the procurement process, as the case may be</td>
</tr>
<tr>
<td>Procurer Entity(PE)/ Purchaser/ Tendering Authority/</td>
<td>Person or entity that is a recipient of a good or services or material provided by a seller (bidder) under a purchase order or contract of sale (agreement). Also called Buyer i.e. District Election Officer (Collector), GoR in this RFP document.</td>
</tr>
<tr>
<td>Project Site</td>
<td>Wherever applicable, means the designated place or places.</td>
</tr>
<tr>
<td>PSD</td>
<td>Performance Security Deposit/ Security Deposit</td>
</tr>
<tr>
<td>PVC</td>
<td>Poly Vinyl Chloride (PVC), it is a PVC Card on which EPIC personalised data shall be printed over PPPVC</td>
</tr>
<tr>
<td>Raj. Service Tax</td>
<td>Rajasthan Service Tax application to works / services to be delivered, product which required human process to prepare it</td>
</tr>
<tr>
<td>RajSWAN/ RSWAN</td>
<td>Rajasthan State Wide Area Network</td>
</tr>
<tr>
<td>RFP</td>
<td>Request For Proposals</td>
</tr>
<tr>
<td><strong>RISL</strong></td>
<td>RajCOMP Info Services Limited, Yojana Bhavan Campus, Tilak Marg, Jaipur</td>
</tr>
<tr>
<td>----------</td>
<td>-------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>RSDC</strong></td>
<td>Rajasthan State Data Centre, New IT Building, Jaipur</td>
</tr>
<tr>
<td><strong>RTPP Rules</strong></td>
<td>Rajasthan Transparency in Public Procurement Rules-2013 correlated with Act-2012 and its amendments</td>
</tr>
<tr>
<td><strong>RVAT</strong></td>
<td>Rajasthan Value Added Tax/Rajasthan Sales Tax</td>
</tr>
<tr>
<td><strong>SBD</strong></td>
<td>Standard Bidding Document available on SPPP Portal.</td>
</tr>
</tbody>
</table>

| **Services** | Any subject matter of procurement other than goods or works and includes physical, maintenance, professional, intellectual, consultancy and advisory services or any service classified or declared as such by a Procuring Entity and does not include appointment of any person made by any Procuring Entity |
| **Singular/Plural** | If the context so requires singular means plural and vice versa. |
| **SLA (Service Level Agreement)** | Service Level Agreement is a negotiated agreement between two parties wherein one is the customer and the other is the service provider. It is a service contract where the level of service is formally defined. In practice, the term SLA is sometimes used to refer to the contracted delivery time (of the service) or performance. |
| **SLA (State Level Agency)** | In this Bid, SLA is also known as State Level Agency to facilitate the Election Department for Electoral Processes and its various functions to be digitized / computerized to produce acceptable results in proper format as per ECI Standards. In this case for Election Department, Rajasthan, Jaipur, the State Level Agency is "Rajasthan Electronics and Instrumental Limited - REIL(A Government of Rajasthan Enterprise), situated at 2, Kanakpura, Sirsi Road, Jaipur. " |
| **State Government** | Government of Rajasthan (GoR) |
| **State Public Procurement Portal** | [http://sppp.rajasthan.gov.in](http://sppp.rajasthan.gov.in) |
| **STQC** | Standardisation Testing and Quality Certification, Govt. of India |
| **STax** | Service Tax |
| **Subject Matter of Procurement** | Any item of procurement whether in the form of goods/Items/Material, services or works |
| **TIN** | Tax Identification Number |
| **TPA** | Third Party Auditors |
| **VAT/ CenVAT** | Value Added Tax/ Central VAT |
| **WO/ PO** | Work Order/ Purchase Order |
Bid for "Preparation & Supply of PER, Printing of PPPVC-EPIC & BLO Register, E-Roll Integration..."  
(Format of NIB for Publication on State Public Procurement Portal)

OFFICE OF THE DISTRICT ELECTION OFFICER (COLLECTOR) SIKAR

[Tel. No. 01572-270466, Fax - 01572-250007 E-mail - surendrajoshi97@gmail.com]

NIB (NOTICE INVITING Bids)

NIB No. 559 /2016  
Date: 11.07.2016

1. Sealed Single Stage Two-envelopes unconditional Bids are invited on behalf of the Governor of Rajasthan / District Election Officer (Collector), Sikar, for providing items as listed below, from manufacturers/ data processing centres/ distributors/ authorised dealers/ bonafide dealers up to 2.00 PM of 03-08-2016.

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of article/ Specification</th>
<th>Quantity and unit</th>
<th>Price of Bidding Document (Rs.)</th>
<th>Amount of bid security (Rs.)</th>
<th>Validity Period of bid</th>
<th>Place of Delivery and Delivery Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>As per specifications mentioned in the Bid Document, rates for: a. Preparation, Supply &amp; Integration of Rolls including Supplements; b. Printing of Personalized EPIC on pre-printed PVC voter card; c. Supply of photocopy sets of Rolls and PSCDROMs; d. Printing of Statistical Reports &amp; BLO Register; e. Processing of Parishisht-A</td>
<td>As mentioned in the &quot;Scope of Work&quot; of bid</td>
<td>1000/-</td>
<td>44000/-</td>
<td>90 Days</td>
<td>1. Office of the District Election officer (Collector), Collectorate Permisess, Room No. 29 Sikar (Raj)</td>
</tr>
</tbody>
</table>

2. Price preference and / or purchase preference as per Instructions to Bidders shall be admissible in evaluation and award of Contract.

3. The complete Bidding Document including the Conditions of Contract, evaluation and qualification criteria and procedure, Bidding forms, designs, drawings, specifications, Delivery Schedule, etc. can be seen at or obtained from the office of the Distt. Election Officer (Collector), Sikar [of the Procuring Entity] during office hours in working days up to one day before the date of opening of Bids, by paying the non-refundable price as mentioned in above table in the form of cash, banker’s cheque, or Demand Draft of a Scheduled Bank in India drawn in the name of Procuring Entity. Alternatively, these may be seen and downloaded from the website of State Public Procurement Portal, http://sppp.rajasthan.gov.in or the official web site, www.sikar.raj.nic.in of the Department/ Organisation, http://dipronline.rajasthan.gov.in [strike out, if not applicable] and the price of Bidding Document may be paid along with user charges/ processing fee, if any, at the time of submission of the Bid.

4. Bids, duly signed on all pages and serially numbered, properly bound, accompanied with the Bid Security or Bid Securing Declaration, as applicable, in the form of cash, deposit through Demand Draft/ Banker’s cheque/ Bank Guarantee, in the specified format, from a Scheduled Bank in India, shall be submitted personally or dropped in the Bid Box or by post in sealed envelopes upto 2.00 PM of 03.08.16 to Distt. Election Officer (Collector), Sikar bearing the reference to NIB and warning as: “BID FOR NIB No. / Election/2016-17 for Preparation & Supply of PER, Printing of PVC-EPIC & BLO Register, E-Roll Integration, NOT TO BE OPENED BEFORE 4.00 PM of Dated 03-08-2016”.

5. Bids received after the specified time and date shall not be accepted and returned unopened.

6. The Techno-commercial Bid shall be opened at 4.00 PM on dated 03.08.2016 in the presence of the Bidders or their representatives who wish to be present.

7. The Procuring Entity is not bound to accept the lowest Bid and may reject any or all Bids without assigning any reason thereof.

8. The Bidders shall have to submit a valid ‘VAT’ registration and ‘VAT’ clearance certificate from the concerned Commercial Taxes Officer and the ‘PAN’ issued by Income Tax Department.

DEO (Collector), Sikar

District Election Officer (Collector), Sikar Page 10
No. 559 /Election/2016-17

Copy to:
1- CEO, Election Deptt., Rajasthan-Jaipur for upload on web-site.
2- Director, DIPR, Rajasthan, Jaipur for upload on your web-site (http://dipronline.rajasthan.nic.)
3- All DEO's (Collector).................................
4- Member of Procurement committee........................
5- Notice Board of Distt. Collector, Sikar/Sub-Division Officer's .........................
6- DIO, Sikar for upload on Distt. web-site.
7- Nodal Officer & AO Collectorate, Sikar for upload on web-site (http://sppp.raj.nic.in,)
8- PA to Collector/Addl. Collector, Sikar
9- Guard file.

Nodal Officer &
Dy. DEO (A.D.M.), Sikar
OFFICE OF THE DISTRICT ELECTION OFFICER (COLLECTOR), SIKAR

(Telephone No. 01572-270466, Fax No. 01572-250007, Email. surendrajoshi97@gmail.com)

Two part Bids (Techno-Commercial Bid & Financial Bid in two separate envelops and both envelops in a third envelope so marked) are invited upto **03-08-2016 at 2.00 PM** for preparation and supply of Photo Electoral Rolls, PVC Elector's Photo identity Cards, Printing of statistical reports & BLO Register and Processing of Parishista "A". Details may be seen in the Bidding Documents in working hours at the above office and at the Web-sites http://sppp.raj.nic.in, http://dipronline.rajasthan.nic.in and www.sikar.nic.in. Bid documents can be downloaded from web-site http://sppp.raj.nic.in but Bid documents fee of Rs. 1000/- has to be deposited along with Bid Security and Techno-commercial Bid.

<table>
<thead>
<tr>
<th>Estimated Cost (in Rs.)</th>
<th>Bid Documents Fee (in Rs.)</th>
<th>Bid Security (in Rs.)</th>
<th>Date of opening Techno-commercial Bid</th>
<th>Date of Pre-Bid Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>22,00,000/-</td>
<td>1,000/-</td>
<td>44,000/-</td>
<td>03.08.2016 at 4.00 PM</td>
<td>18.07.2016 at 11.00 AM</td>
</tr>
</tbody>
</table>

DEO (Collector), Sikar
Dated : 11.07-2016

Copy to :-
1- CEO, Election Deptt., Rajasthan-Jaipur for upload on web-site.
2- Director, DIPR, Rajasthan, Jaipur for upload on your web-site (http://dipronline.rajasthan.nic.)
3- All DEO's (Collector)..........................
4- Member of Procurement committee...........................
5- Notice Board of Distt. Collector, Sikar/Sub-Division Officer's ......................
6- DIO, Sikar for upload on Distt. web-site.
7- Nodal Officer & AO Collectorate, Sikar for upload on web-site (http://sppp.raj.nic.in,)
8- PA to Collector/Addl. Collector, Sikar
9- Guard file.

Nodal Officer &
Dy. DEO (A.D.M.), Sikar
## Bid Data Sheet (BDS)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Ref. of invitation of Bids</strong></td>
</tr>
<tr>
<td></td>
<td>NIB No. 559 dated: 11.07.2016</td>
</tr>
<tr>
<td>2.</td>
<td><strong>Name &amp; Address of officer as the Procuring Entity (PE) And For clarification purposes</strong></td>
</tr>
<tr>
<td></td>
<td>District Election Officer (District Collector) SIKAR (Raj.)</td>
</tr>
<tr>
<td></td>
<td><strong>Name</strong> District Election Officer (Collector), SIKAR</td>
</tr>
<tr>
<td></td>
<td><strong>Designation</strong> District Election Officer (Collector)</td>
</tr>
<tr>
<td></td>
<td><strong>Address</strong> Collectorate, Campus, Room No. 29 Sikar</td>
</tr>
<tr>
<td></td>
<td><strong>Phone No.</strong> 01572-270466</td>
</tr>
<tr>
<td></td>
<td><strong>Fax</strong> 01572-250007</td>
</tr>
<tr>
<td></td>
<td><strong>Email</strong> <a href="mailto:surendrajoshi97@gmail.com">surendrajoshi97@gmail.com</a></td>
</tr>
<tr>
<td>3.</td>
<td><strong>Subject Matter of Procurement</strong></td>
</tr>
<tr>
<td></td>
<td>“Preparation &amp; Supply of PER, Printing of Personalized EPIC on pre-printed PVC voter card, BLO register, Integration of E-Roll data to prepare E-Roll of referenced year as per specifications mentioned in the Bid Document.”</td>
</tr>
<tr>
<td>4.</td>
<td><strong>FOR Destination</strong></td>
</tr>
<tr>
<td></td>
<td>District Election Officer (Collector) Collectorate campus, Room No. 29, Sikar (Raj.)</td>
</tr>
<tr>
<td>5.</td>
<td><strong>Joint Venture / Consortium / Association of Bidders</strong></td>
</tr>
<tr>
<td></td>
<td>Shall Not Be Allowed</td>
</tr>
<tr>
<td>6.</td>
<td><strong>Contract Period</strong></td>
</tr>
<tr>
<td></td>
<td>One Year from the date of agreement executed</td>
</tr>
<tr>
<td>7.</td>
<td><strong>Bid Procedure</strong></td>
</tr>
<tr>
<td></td>
<td>Single Stage Two Envelops Bidding (Two Parts)</td>
</tr>
<tr>
<td>8.</td>
<td><strong>Mode of Bid Submission</strong></td>
</tr>
<tr>
<td></td>
<td>Competitive Open Bid System.</td>
</tr>
<tr>
<td>9.</td>
<td><strong>Bid Evaluation Criteria (Selection Method)</strong></td>
</tr>
<tr>
<td></td>
<td>Least Cost Based Selection (LCBS)-L1 (Lowest)</td>
</tr>
<tr>
<td>10.</td>
<td><strong>Websites for downloading Bidding Document, Corrigendum’s, Addendums etc.</strong></td>
</tr>
<tr>
<td></td>
<td>Websites:</td>
</tr>
<tr>
<td></td>
<td>○ <a href="http://sppp.rajasthan.gov.in">http://sppp.rajasthan.gov.in</a>,</td>
</tr>
<tr>
<td></td>
<td>○ <a href="http://dipronline.rajasthan.gov.in">http://dipronline.rajasthan.gov.in</a>,</td>
</tr>
<tr>
<td></td>
<td>○ <a href="http://www.sikar.raj.nic.in">www.sikar.raj.nic.in</a></td>
</tr>
<tr>
<td></td>
<td>Bidding document fee: Cash/ Demand Draft in payable at “Sikar”. Rs. 1000/- (Rs. One thousand only) in favour of “District Election Officer (Collector)”</td>
</tr>
<tr>
<td>11.</td>
<td><strong>Estimated Bid Cost</strong></td>
</tr>
<tr>
<td></td>
<td>Rs. 22.00 lacs (Rs. Twenty two lacs only)</td>
</tr>
<tr>
<td>12.</td>
<td><strong>Bid Security and Mode of Payment</strong></td>
</tr>
<tr>
<td></td>
<td>Rs.44000/- in words (Forty four thousand only)</td>
</tr>
<tr>
<td></td>
<td>(2% of the Estimated Cost of Bid Value)</td>
</tr>
<tr>
<td></td>
<td>(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 other than SSI whose cases are pending with Board of Industrial and Financial Reconstruction (refer details given in this bid))</td>
</tr>
<tr>
<td></td>
<td>Mode of Payment: Banker’s Cheque or Demand Draft in favour of</td>
</tr>
</tbody>
</table>
**Bid for "Preparation & Supply of PER, printing of PPPVC-EPIC & BLO Register, E-Roll Integration..."**

<table>
<thead>
<tr>
<th>13. Period of Sale of Bidding Document (Start/End Date)</th>
<th>District Election Officer (Collector) payable at District: SIKAR (Rajasthan)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date: 19.07.2016 11.00 AM</td>
<td>End Date: 02.08.2016 4.00 PM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>14. Date/Time/Place of Pre-bid Meeting</th>
<th>Pre Bid Meeting Date/Time: 18.07.2016 11.00 AM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date: 15.07.2016 till 5.00 PM</td>
<td>End Date: 02.08.2016 4.00 PM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>15. Submission of Banker’s Cheque/Demand Draft for Tender Fee, Bid Security and RISL Processing Fee*</th>
<th>Start Date: 19.07.2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>End Date: 02.08.2016 4.00 PM * advised to keep the date on day before the last date, however, this can be changed by the concerning DEO as per its convenience.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>16. Date for the submission of Bids</th>
<th>Manner: Competitive Open Bid System.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date: 03.08.2016</td>
<td>Time: 02.00 PM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>17. Date/Time/Place of Technical Bid Opening</th>
<th>Place: SIKAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date: 03.08.2016</td>
<td>Time: 4.00 PM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>18. Date/Time/Place of Financial Bid Opening</th>
<th>Will be intimated later to the Technically qualified bidders only</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>19. Bid Validity</th>
<th>90 days from the bid submission last date of bid submission.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>20. Language of Bid</th>
<th>English</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>21. Alternate Bids</th>
<th>Not permitted</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>22. First Appellate Authority</th>
<th>District Election Officer (Collector), SIKAR (Rajasthan)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>23. Second Appellate Authority</th>
<th>Chief Electoral Officer, Rajasthan, Jaipur</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>24. Type of Bid submitted</th>
<th>Original bid : Unconditional and with no deviation in specifications</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>25. Bidder’s Detail:-</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Legal Name of Bidder</td>
</tr>
<tr>
<td>Corporation</td>
</tr>
<tr>
<td>Individual</td>
</tr>
<tr>
<td>Sole Proprietorship</td>
</tr>
<tr>
<td>Limited Liability Partnership</td>
</tr>
<tr>
<td>Partnership</td>
</tr>
<tr>
<td>Other, Pl Specify</td>
</tr>
<tr>
<td>b. Business Category:</td>
</tr>
<tr>
<td>Limited Liability Partnership</td>
</tr>
<tr>
<td>c. Address of Correspondence</td>
</tr>
<tr>
<td>d. Name of Authorized Signatory</td>
</tr>
<tr>
<td>e. Mobile Number1</td>
</tr>
<tr>
<td>f. Mobile Number2, if any</td>
</tr>
<tr>
<td>g. Telephone Number</td>
</tr>
<tr>
<td>h. Fax Number</td>
</tr>
<tr>
<td>i. Name of Website of bidder</td>
</tr>
<tr>
<td>j. E-Mail1</td>
</tr>
<tr>
<td>k. E-Mail2, if any</td>
</tr>
</tbody>
</table>

---

**District Election Officer (Collector), Sikar**

**Page 14**
Note:

1) Bidder (authorised signatory) shall submit their offer of Technical and Financial Bid (Single Stage Two Envelops Bid - Two Parts) . However, DD for Bid Document Fees, Bid Security and RISL Processing Fee should be submitted physically at the office of Procuring Entity as prescribed in NIB on or before date/time

2) The Procuring 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 bidder.

4) Bidder (authorised signatory) shall submit their offer for Techno-commercial 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, Bid Security on or before last date/time, its Bid shall not be accepted. The Banker’s Cheque/ Demand Draft for Bidding document fee and Bid Security should be drawn in favour of Distt.Election Officer (Collector), Sikar payable at “Sikar” from any Scheduled Commercial Bank.

6) Procuring Entity disclaims any factual/ or other errors in the bidding document (the onus is purely on the individual bidders to verify such information) and the information provided therein are intended only to help the bidders to prepare a logical bid-proposal.

7) The provisions of RTPP Act, 2012 and thereto Rules, 2013 including amendment(s) shall be applicable for this procurement/bid. Furthermore, in case of any inconsistency in any of the provisions of this bidding document with the RTPP Act, 2012 and Rules thereto including amendment(s), the later shall prevail and ECI guidelines/directions/circulars issued in time to time.
1. **Profile of District (O/o the DEO Concerned):**

The Election Commission of India had started the scheme — issuing EPICs (Electors' Photo Identity Card) to the electors about a decade ago with an objective to ensure easy identification of the electors at the time of voting. Comprehensive guidelines were issued by the Election Commission of India for this purpose. In view of the major advances in the technology in past years, the Election Commission of India has issued fresh directions to ensure better quality cards with stricter security features. The EPIC will carry colour photograph of the elector. The printing of cards is continuous process.

The Bidders are requested to examine the instructions, terms & conditions, specifications and ECI guidelines given in the bid or in the office of the DEO/PE. Failure to furnish all required information in every respect will be at the Bidder's risk and may result in the rejection of bid.

It will be imperative for each Bidder(s) to familiarise itself/themselves with the prevailing legal situations for the execution of contract. This PE/DEO shall not entertain any request for clarification from the Bidder regarding such legal aspects of submission of the Bids.

It will be the responsibility of the Bidder that all factors have been investigated and considered while submitting the Bids and no claim whatsoever including those of financial adjustments to the contract awarded under this Bid will be entertained. Neither any time schedule nor financial adjustments arising thereof shall be permitted on account of failure by the Bidder to appraise themselves. The Bidder shall be deemed to have satisfied itself fully before Bidding as to the correctness and sufficiency of its Bids for the contract and price quoted in the Bid to cover all obligations under this Tender.

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

The Procuring Entity reserves right to cancel part or complete bids without giving any reason thereof which shall be accepted by all bidders. The Bidder should be fully and completely responsible to concerning Procuring Entity and State Government for all the deliveries and deliverables within the stipulated timelines.

**District Indicative Parameters:**

<table>
<thead>
<tr>
<th></th>
<th>Name of District</th>
<th>SIKAR (Rajasthan)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Total No. of Assembly constituencies in the District</td>
<td>8 (Eight)</td>
</tr>
<tr>
<td>2</td>
<td>Total No. of Tehsils in the District</td>
<td>9 (Nine)</td>
</tr>
<tr>
<td>3</td>
<td>Total No. of Polling Stations in the District</td>
<td>1782</td>
</tr>
<tr>
<td>4</td>
<td>Total No. of Parts in the District</td>
<td>1818</td>
</tr>
</tbody>
</table>
Bid for "Preparation & Supply of PER, printing of PPPVC-EPIC & BLO Register, E-Roll Integration..."

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>Total No. of electors</td>
<td>: 1800598</td>
</tr>
<tr>
<td>7.</td>
<td>Total No. of left out electors for EPIC</td>
<td>: 3202</td>
</tr>
<tr>
<td>8.</td>
<td>Number of tentative electors to be added in annually PER</td>
<td>: Approx. 2-4%</td>
</tr>
<tr>
<td>9.</td>
<td>Replacement of cards (estimation)</td>
<td>: 8%</td>
</tr>
<tr>
<td>10.</td>
<td>Status of last publication</td>
<td>: Final publication of PER-2016 containing 7 supplements</td>
</tr>
</tbody>
</table>

The contract period for the subject matter of bid shall be initially for a period of one year from the date of execution of agreement. The contract period of the aforementioned works may be extended on the same terms and conditions in special circumstances according to RTPP Act, 2012 and thereto Rules, 2013. Meanwhile, if it is observed that prices/rates have gone down then the benefit of the difference shall be passed to the Procuring Entity. The Procuring Entity has right to cancel the contract at any time without assigning any reason or any other new requirement or work/job emerged which is not covered in the existing work mentioned in the bid.

Following salient features shall be imbibed in the Bid Document which will be repeated during contract period (though the PE shall immediately bring the next contract into place in time after completion of this one, however, bidder may be asked to do the same job even after expiry of the contract period as an statutory requirement till next successful bidders takes over):

1. Integration of all E-Roll data of previous Mother E-Roll data with all Supplements as on date shall be required to prepare Mother Roll data (Sample PER Format Annexure-T14). This shall be applicable before all Summary Revisions/ongoing programme. This process shall be repeated every year under the direction of DEO/Election Cell.
2. Entering data in Unicode or the system provided in Online-ERMS software with accuracy by check-list and correction list.
3. Data entry in क्रिया – A, with checklist, correction and final list after incorporating all corrections and updation of the information in the relevant PER.
4. Preparation of PER and EPIC for the referenced year and onwards
5. Printing the draft PER and FPER of the decided referenced year
   Printing of EPIC on PPPVC shall be made using E-Rolls and EPIC Databases as per ECI guidelines/Bid Document.
7. Preparation and Printing of part wise BLO register (sample is placed at Annexure-T16).
8. Successful bidder shall obtain blank Pre-Printed PVC EPIC from DEO and return printed PVC EPIC, with complete account of issued PVC-EPIC shall be given to DEO.
9. Successful bidder would execute the complete work as prescribed in the bid document under close coordination of District Electoral System/Officer of its representative.
10. After placing of LOI by DEO, successful bidder shall have to open office within week’s time and start operating with minimum technical/non-technical manpower and equipment as mentioned in the bid document.
11. It is the duty of bidder to obtain and handing over all the items/data required to execute the work of the subject matter which ultimately be the property of Government that cannot be reproduced in any form by them or retain with them in any form.
12. After contract period, bidder shall smoothly be exiting by handing over all the Govt. Documents/data etc. to DEO (Exit clause) in proper manner/media, if any, without any cost. All the data is the property of Government of Rajasthan which can neither be copied nor be produced in any form to any place/entity.

2. About the PE/Department in brief
   • Vision and organizational objectives
     To conduct free and fair elections as per instructions of the Election Commission of India. The collector of the Distt.is an ex-officio District Election Officer. The Election work is carried out under the supervision of CEO, Rajasthan. Timely completion and accuracy of work is the essence of the project. Zero tolerance is a prerequisite.
   • Key Functions of the Department
     To update of the electoral rolls, providing voter identity cards to all voters, conduction free and fair election.
   • Organization structure of the Department (Comprising divisions/directorates etc.)
     The Election Commission of India, New Delhi
     The Chief Election Officer, Rajasthan, Jaipur
     The District Election Officer, Sikar (Collector, Sikar)
     The Deputy Election Officer, Sikar (ADM, Sikar)
     The Electoral Registration Officer, (SDM) Sikar/Fathpur/Laxmangarh/Dhod/Dantaramgarh/Shrimadhopur/Khandela/Neemkathana
     The Assistant Electoral Registration Officer, Tehsildar, Sikar/ Fathpur/Laxmangarh/Dhod/Dantaramgarh/Shrimadhopur/Khandela/Neemkathana
     Main Power Strength
     Booth Level Officers
   • Manpower strength
   • Activities of the Department
     To update of the electoral rolls, providing voter identity cards to all voters, conducting free and fair election.
     • Geographical spread and operating locations
       The District Sikar is divided in 8 Assembly Constituencies having 9 Tehsils, 9 SDO’s 8 Panchayat Samiti Blocks, One Municipal Council and 8 Municipal Boards.
3. Eligibility Criteria / Pre-Qualification Bid (Indicative/Suggestive):

1) A bidder participating in the procurement process / providing subject matter’s goods/items/material & related services shall possess the following minimum & mandatory pre-qualification bid / eligibility criteria failing which the concerned bid shall be rejected.

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Basic Requirement</th>
<th>Specific Requirements</th>
<th>Documents Required</th>
<th>Bidder’s Compliance (Yes/No)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Bidder’s Legal Entity (Joint Venture or Consortium or Association of Bidders shall not be allowed)</td>
<td>The bidder should be duly registered under either the Rajasthan Shops &amp; Commercial Establishments Act, 1958 or any other Act of State/Union. (Note: A self-certified declaration regarding the non-applicability of registration to any Act should be submitted by the bidder) OR A company registered under Indian Companies Act, 1956 OR A partnership firm registered under Indian Partnership Act, 1932.</td>
<td>i. Partnership Deed and valid registration certificate with the Registrar of Firms in case of Partnership Firms. Power of Attorney in favour of the partner signing the Bid, authorizing him to represent all partners of the firm. ii. VAT/ Sales Tax registration certificate and VAT/Sales Tax clearance certificate from the concerned Commercial Taxes Officer and Permanent Account Number (PAN) issued by Income-Tax Department. iii. Address of residence and office, telephone numbers email address, if any in case of sole Proprietorship. iv. Registration certificate and Memorandum of Association issued by Registrar of Companies in case of a registered company and in case of another statutory or registered body, certificate of incorporation or registration issued by concerned authority. Power of attorney in favour of the person signing the Bid.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Category of Bidder</td>
<td>Manufacturers/ Data Processing Centre/ Distributor/ Authorised or Bonafide Dealer</td>
<td>Verified certificate to be attached.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Financial Turnover</td>
<td>Minimum Average Annual Turnover of the bidder from subject matter during the last three financial years, i.e. 2013-14 to 2015-2016 should be equal to the estimated bid value. <strong>22.00 lacs</strong> Annual Turnover</td>
<td>Audited balance sheet of last 3 FYs + CA Certificate with CA’s Registration Number/ Seal</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Financial Net Worth</td>
<td>The net worth of the bidder as on 31.03.2015/2016, should be Positive.</td>
<td>CA Certificate with CA’s Registration Number/ Seal</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Technical Capability</td>
<td>Previous experience of the Subject Matter according to the Election Commission of India is compulsory and have been done processing for at least any TWO DISTRICTS of the country in last three financial years (i.e. financial year 2013-2014 onwards).</td>
<td>Work Completion Certificates from the client</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Tax Registration and Clearance</td>
<td>No Bidder who is not registered under the Sales Tax Act prevalent in the State where his business is located shall bid. The Sales Tax Registration Number must be</td>
<td>Copies of relevant certificates of registration</td>
<td></td>
</tr>
</tbody>
</table>

|        |                  |                                      | VAT/ CST clearance certificate(s) | |

District Election Officer (Collector), Sikar
<table>
<thead>
<tr>
<th>S. No.</th>
<th>Basic Requirement</th>
<th>Specific Requirements</th>
<th>Documents Required</th>
<th>Bidder’s Compliance (Yes/No)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>quoted and a VAT/ Sales Tax Clearance certificate up to 31 March, 2015 from the Commercial Taxes Officer of the Circle concerned shall be submitted without which the Bid is liable to be rejected.</td>
<td>from the Commercial Taxes Officer of the Circle concerned (Competent Authority)</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>The bidder should have a registered number of: i. VAT/ CST where his business is located ii. Service Tax, if applicable iii. Income Tax / PAN number.</td>
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<tr>
<td></td>
<td></td>
<td>If the bidder has its branch office in Rajasthan then bidder should have cleared his VAT/CST dues up to 31 March, 2015 to the Government (strike through whichever is not applicable).</td>
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</tr>
<tr>
<td>7.</td>
<td>Certification(s)</td>
<td>Any Certificate e.g. ISO 9001 with year etc</td>
<td>Copy of a valid certificate</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Manpower Strength Required at the District Off. of Bidder</td>
<td>Note: DEO should not mention staff strength exorbitantly. To balance cost of Bid, prudently these should be mentioned looking to the existing and required manpower by Bidders.</td>
<td>Self-Certification by the authorized signatory with clear declaration of staff – year wise, level/designation wise.</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Computing Equipment Strength in the District Off. of Bidder</td>
<td>Such as Computers, Desktop/UPS, Printers, Scanners, EPIC on PVC Card Printer, etc. as required by the project.</td>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Note: DEO should not mention required quantity of Computer Systems &amp; its peripherals exorbitantly. To balance cost of Bid, prudently these should be mentioned looking to the existing and required Computer Systems &amp; its peripherals.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Mandatory Undertaking</td>
<td>Bidder should: a) not be insolvent, in receivership, bankrupt or being wound up,</td>
<td>A Self Certified letter as per (Self-Declaration)</td>
<td></td>
</tr>
</tbody>
</table>

1 Please specify the required details with respect to manpower requirements looking to local electoral parameters/need.
<table>
<thead>
<tr>
<th>S. No.</th>
<th>Basic Requirement</th>
<th>Specific Requirements</th>
<th>Documents Required</th>
<th>Bidder’s Compliance (Yes/No)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of the foregoing reasons;</td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td>b) not have, and their directors and officers not have, been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement/bid contract within a period of three years preceding the commencement of the procurement/bidding process, or not have been otherwise disqualified pursuant to debarment proceedings;</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>c) not have a conflict of interest in the procurement/bid in question as specified in the bidding document.</td>
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<td></td>
<td>d) comply with the code of integrity as specified in the bidding document.</td>
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<td></td>
<td>e) not have been black-listed by any government or any government statutory agency.</td>
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<td></td>
<td>f) not sublet the contract, if awarded.</td>
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<tr>
<td></td>
<td></td>
<td>g) have submitted only one bid only.</td>
<td></td>
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</tr>
</tbody>
</table>

2) In addition to the provisions regarding the qualifications of the bidders as set out in (1) above:

The Procuring Entity shall disqualify a bidder as per the provisions under “Clause: Exclusion/Disqualification of bids “; and the Procuring Entity may require a bidder, who was pre-qualified, to demonstrate its qualifications again in accordance with the same criteria used to pre-qualify such bidder. The Procuring Entity shall disqualify any bidder that fails to demonstrate its qualifications again, if requested to do so. The Procuring Entity shall promptly notify each bidder requested to demonstrate its qualifications again as to whether or not the bidder has done so to the satisfaction of the Procuring Entity.
4. **Scope of Work, Deliverables & Timelines**

**A. About Online ERMS:-**

The Electoral Roll Management System (ERMS) enables to maintain the complete electoral roll of state. The intensive & summary revisions i.e. updation, additions and deletions required in the electoral roll can be easily managed and also the time and expense on the information storing, sharing and publishing will be reduced. The application software provided by the ECI, will reduce the manual work, streamline the operation and hence increase efficiency, transparency and the productivity. It will also facilitate in publishing of accurate and timely electoral roll. Online ERMS allows electoral roll to revise every year to add the names of those who are to turn 18 on the 1st January of that year or have moved into a constituency and to remove the names of those who have died or moved out of a constituency. The ERMS will cover the entire process of Electoral Roll preparation for the state from Electoral Roll Revision data management to final Electoral Roll publishing. One of its salient features is have centralized database system, therefore, at the end the Election Department collects data (PDF/MS SQL Data) in CD/DVD at Headquarter from all the Districts which is a time consuming process to meet the timelines. This complex task will not exist after implementation of Online ERMS as the Database shall be residing on the centralized server kept in the Rajasthan State Data Centre under the supervision of NIC. Also it will automatically force to have data integrity, consistency & validation checks and maintain uniformity across the state. This will minimize errors in E-Rolls and its components.

The system will be a mix of client - server & web-based technologies. System shall work efficiently on even slow client end machines (P-III and above) as compared to faster machines. To stop unauthorized users to exploit the system, ERMS will be password protected. System will have auto built-in checks to the extent possible in data entry to minimize errors in E-Roll. System shall update the electors’ data in all related tables once it is entered in a master table (minimizing the data redundancy).

Every possible efforts are being made to make an error free Electoral Roll which is the most important pre-requisite. Detailed "Scope of Work" is given to explain the preparation, and supply of Electoral Rolls and other electoral related components. The Online ERMS provided by ECI with some customization and addition of modules locally, has the following salient features but not limited to the same:

1. Integration of Electoral Roll
2. Digitization of Form 6 / 7 / 8 / 8A etc.
3. Merging of photographs from picture format to binary format
4. Printing of Electoral Photo Identity Card (EPIC) on Pre-printed PVC Cards conforming to the ECI Guidelines/Circulars
5. De-duplication and searching of data
6. Data transfer or uploading to and from ECI server
7. Appointment of enquiry officers for received application
8. Processing of application after reporting of enquiry officers
9. Printing of Part’s header page, electoral roll and many other statistical reports
10. Processing of Parishisht-A and its collected information to be updated in the relevant PER etc.

The system is using following system software / tools:

1. Microsoft Server Platform Ecosystem
3. RDMS - Microsoft SQL Server 2012 Standard Edition
5. Web Server System Software - Microsoft IIS with Front End Tool as ASP.Net & C#

The Online ERMS software has been provided to all the 33 districts with the result the ERMS client software connects to centralized database (Centralized Online ERMS) and few of them have started using it also. Modules/Reports/Customization is being done and also being provided to the districts for smooth functioning of ERMS. ECI provided Web-services have also been installed on the centralized server where facility is activated to download the applications applied online on the ECI provide NVSP Portal.

**Note**:-
No vendor shall be allowed to use their own developed software for electoral services as defined in the bid document otherwise it will be treated as a breach of agreement.
Also In case of Online ERMS is not working due to any reason thereof, the vendor has to be ready to work on fallback system (though it will be rare, but the possibility cannot be denied) and match/update the system once the Online ERMS becomes functional.

**B. Preparation of Draft Photo Electoral Rolls-2017:-**

1. At present Photo Electoral Rolls-2016 have seven supplements. First of all, the Contractor firm will increase the age of all Electors with reference to 1st January 2017 and then integrate all supplements into mother rolls and prepare the Draft Photo Electoral Rolls-2017 for Draft publication.
2. During the Integration of Electoral Rolls, Additions of supplements have also been given auxiliary serial numbers. These electors will also have to be shifted according to these auxiliary serial numbers. In case of non-availability of auxiliary serial number, addition of supplements will be merged into mother rolls according to section no. and house no.
3. The Contractor firm will also update the details of control tables of Electoral Rolls of concerned constituency (i.e. master information’s), if required.
4. The contractor firms should maintain 100% accuracy during the entering data and updation of database of Photo Electoral Rolls.
5. The contractor firm will prepare and supply part wise checklists of Draft Photo Electoral Rolls in the prescribed format. Moreover, there will be maximum 30 entries of electors in one page but page break will be given after each section. The formats of the Electoral Rolls & its supplement have been mentioned in the bid document.
6. The standard software for integration & generating the printout of Photo Electoral Rolls, MIS reports and printing of EPIC on PPPVC shall be provided by the State Level Agency (SLA) of the Department.
7. The Contractor firm will be provided the checklists of Draft Photo Electoral Rolls along with the original record (if any), to the concerned DEO/ERO concerned for proof reading.
8. The DEO will make arrangements for checking of checklists of Photo Electoral Rolls by EROs and mark corrections, if any; and return them to contractor firm for incorporating corrections in the database, the contractor firm will generate one digital printout of part-wise Draft Photo Electoral Rolls and supply it along with the checklists to the concerned DEO for proof reading.
9. If concerned Electoral Registration Officer finds after 100% checking that all electors along with corrections have been incorporated in checklists and the electors have been shifted at the desired places and there are no unauthorized additions, deletions or changes in the entries of the electors then he will ask the contractor to give final digital printout of Draft Photo Electoral Rolls. However, if there are any mistakes in the checklists then he will mark corrections, which will be incorporated in the checklists, and a revised checklist will be given. The Electoral Registration Officer will ask for final digital printout only after he is satisfied that the firm has carried out all the corrections, shifting etc. If concerned Electoral Registration Officer finds that the final Digital printout is the same as the final checklist then
he will authenticate the single side printed final printout of Photo Electoral Rolls (i.e. Draft Photo Electoral Rolls for the decided referenced year) with their seal and signature, otherwise they will mark the corrections in the final printout and send it to contractor firm for fresh printout. After incorporating reported corrections, the contractor firm will again supply the fresh digital printout (single side printed) of these polling stations to the concerned District Election Officer for authentication. The concerned Electoral Registration Officer will authenticate the final printout only after minute checking to ensure that all corrections are incorporated in the final printout.

10. Printout of Division-A of constituency, Map of concerned constituency, and summary report of each part will be prepared and supplied along with printout of supplement. Printout of Division-A & Map of each part will also be prepared & supplied with the Draft Photo Electoral Rolls. List of polling stations will be prepared and supplied along with Draft photo electoral roll and supplement both in time.

11. During the process, the contractor firm will prepare & supply the statistical reports in the prescribed formats at Annexure-T15 in duplicate (i.e. 1-DEO & 2-ERO concerned) twice time 1-before Draft Publication, 2-before Final Publication.

12. The contractor firm will also supply as specified photocopy set(s) of Draft Photo Electoral Rolls & as specified sets PS-CD ROM of each assembly constituency to the concerned District Election Officer within 10 days from the date of receipt of the authenticated final printout of Photo Electoral Rolls. PS-CD ROM shall be prepared without images of the electors. Contractor firms should ensure that PS-CD ROM supplied by them must be identical with the authenticated copy of the Photo Electoral Rolls.

C. Preparation of Supplement-01 of Draft Photo Electoral Rolls-2017

1. During the Summary Revision of Electoral Rolls-2017, the contractor firm will computerize by entering data of all application from Forms-6, 7, 8, 8A & 6A with a unique application number and also scan the photograph of the concerned electors and upload it to the database of Electoral Rolls.

2. In the database of Photo Electoral Rolls, the details of the electors are maintained in bilingual i.e. Hindi & English both. Therefore, the contractor firm will also enter and update the details of electors in English.

3. Only these forms will be incorporated in the supplement-01 of Final Photo Electoral Rolls-2017, which are accepted by the ERO concerned.

4. After entering the data of Supplement-01 of PER-2017, contractor firm will supply the checklist of Supplement-01 to DEO/ERO concerned for proof reading.

5. The DEO will make arrangements for checking of above checklist of Supplements and mark corrections, if any and return them to contractor firm for incorporating corrections.

6. The contractor firm will incorporate all the corrections and further generate final digital printout (Single side, single page) of Supplement and supply it along with the checklist to the DEO/ERO concerned for authentication.

7. The concerned ERO will authenticate the final digital printout (Single side, single page) of Supplement with his seal and signature, If he finds that all the corrections have been incorporated in the digital printout (Single side, single page), otherwise he will mark the corrections in the supplied digital printout and send it to contractor firm for updating. The concerned Electoral Registration Officer will authenticate the final printout only after minute checking to ensure that all corrections are incorporated in the final printout.

8. The contractor firm will supply as specified final digital printout (Single side, single page) of supplement-01 of Photo Electoral Rolls along with as specified number sets of photocopy sets and as specified number sets PS-CD ROM of supplement-01 to the DEO concerned latest by <date to be mentioned by DEO>. Generally 30 days time will be given to prepare the supplement-01 of Computerized Photo Electoral Rolls.
D. EPIC Preparation:
The PVC Elector’s Photo Identity Card will be prepared through form prescribed for the purpose duly filled in and furnished to the appropriate EPIC preparation functionary. Printing of EPIC shall be done on Pre-Printed PVC Cards (PVC Cards shall be provided by CEO, Rajasthan through DEO and bidders shall maintain its account which shall be submitted to the DEO Office for accounting purpose and payment thereafter) as per following specifications:-

I. About PVC EPIC Card:
(i) Procuring Entity will issue number of Pre-Printed (Pre-Personalized) PVC EPIC card as per requirement.
(ii) Verification of cards according to Elector’s information submitted, shall be done by Procuring Entity using appropriate method depending upon volume of printed PVC EPIC.

Physical specifications PVC Card:-
1. Size : 8.6 cm vertical and 5.4 cm horizontal with variation permissible of plus or minus 5%.
2. Thickness : 0.70 mm

II. Personalization-
Bidder shall print details as follows and return to Procuring Entity:
Front:-
(i)- Colour photo of the Elector
(ii)- EPIC number of the Elector printed in alphabets and numbers and also as a bar code.
(iii)- Name of the elector, in English and Hindi. (iv)- ‘Relation name’, printed in English and Hindi.

Back:-
(i)- ‘Sex’ printed in English and Hindi.
(ii)- Date of birth / age printed, in English and Hindi. (iii)- Address, printed in English and Hindi.
(iv)- Number and Name of Assembly Constituency, printed in English and Hindi.
(v)- Part number and name, in English and Hindi.
(vi)- Scanned signature of Electoral Registration Officer.
(vii)- Rkkjh[k@Date

III. Other Instructions:
1. The personalization data of cards should be printed in Hindi & English. The printing of personalization of elector’s data on Electors Photo Identity Card should conform to the ECI Guidelines/Bid Document.
2. Approximately 2-4% new electors are added every year. EPIC will be prepared for electors after capturing photo though scanning the photographs as per specifications mentioned in the bid document.
3. Checklist of prepared EPICs will be prepared and supplied along with EPICs in the format of supplement. Format is enclosed at Annexure-T11.
4. Digital Data of Photograph of Electors -
EPICs will be prepared using digital photographs which are stored in the elector database only. The digital photographs should be stored in JPEG format in binary form in the elector table, using 320x240 pixels (standard e-mail mode of Digital Cameras) in Colour Portrait mode. The photograph should be of size 3.2 cm (vertical) x 2.4 cm (horizontal) and of resolution 320x240 pixel. The photograph shall show a close-up of the applicant’s head and the top of the shoulders. The face shall take 75% of the vertical dimension of the picture. The photograph shall be in sharp focus, of high quality with no creases and ink
marks with appropriate brightness and contrast and showing natural skin tones of the elector’s face and features clearly recognizable. It shall show the elector looking directly at the camera with a neutral expression and the mouth closed. The photograph shall be showing the elector with the eyes open and clearly visible with no hair/ cap/ hat/ headgear/ veil/ cover/ shadow/ reflection etc. obscuring the eyes. If the elector wears glasses, the photograph must show the eyes clearly with no lights reflected in the glasses. The glasses should not have tinted lenses and it shall be ensured that the frames of the glasses do not cover any part of the eyes of the elector. The photograph must have a plane, light coloured background and there must be no other people or object visible with the elector. Since the contrast visible on-screen is usually higher than in a printed form, before each session of photography, a test photograph should be taken and printed. The lighting conditions should be changed in order to meet the above requirements. Where necessary, the location of taking the photograph should be moved closer to a window or source of natural light or artificial lighting used.

The illustrations on portrait quality have been given at Annexure-T12 for taking of photograph.

i. The print on the photograph on the EPIC should be of size 3.2 cm (vertical) by 2.4 cm (horizontal). While a variation in size of plus or minus 10% will be permissible, the relative proportions (aspect ratio) of the photograph should not be changed under any circumstances.

ii. It is necessary that the photographs of electors in the specified digital format must be mentioned as one of the deliverables in contract is awarded to successful bidder.

iii. Photograph image files are expected to be about 10 KB to 20 KB in size.

5. Photographic data for each elector must be stored with its Form Number with an extension of [.jpg].

6. Printer’s specifications:-
   i) Double sided.
   ii) 300dpi and above.
   iii) Ribbon type – YMCKOKO.
   iv) Ribbon yielding capacity 250 - Cards and above.

7. Replacement Cards (Duplicate Cards) will also be prepared as per the directions of the DEO/ERO concerned as per guidelines of ECI, terms & conditions of the Bid.

8. During the process, the contractor firm will prepare & supply the statistical reports in prescribed formats at Annexure-T15 before Draft & Final Publication of E-Roll. The Statistical Report shall be provided twice in a year in the formats given at Annexure-T15.

9. Software for printing PVC EPIC & MIS Report:
   ECI provided Online ERMS software with additional software application modules have been made available to all districts by REIL (SLA), the SLA. In case of any problem DOE Office may contact REIL Representative.

E. Preparation of Supplement of continuous updation (Supplement-02) of Photo Electoral Rolls-2017

1. After Final Publication of Photo Electoral Rolls-2017, during the contractor period, the contractor firm will also prepared the supplement of continuous updation.

2. During the preparation of supplement of continuous updation, the contractor firms should maintain 100% accuracy during the entering data and updation of database of Photo Electoral Rolls.

3. The concerned ERO will authenticate the final digital printout (Single side, single page) of Supplement of continuous updation with his seal and signature, only if, he finds that all the corrections have been incorporated in the digital printout, otherwise, he will mark the corrections in the supplied digital printout and send it to contractor firm for updating. The
concerned Electoral Registration Officer will authenticate the final printout only after
minute checking to ensure that all corrections are incorporated in the final printout.
4. Preparation of EPIC PVC is the continuous job during contract period. Month wise EPIC PVC
be prepared. Collected forms for EPIC PVC collected in a month may be got printed so as to
avoid frequent and any time printing of EPIC on PVC, however, in case of emergency the
DEO/ERO may get printed the EPIC on PVC any time.

Note :

1. The Department can increase or decrease the tendered quantity of photocopy sets and PS
CD ROM at any stage. In case of increase, the contractor firms will supply the additional sets
on the contracted rates. In case of decrease, no compensations shall be given to the bidder
on this account.
2. As the Digital Prints and Photo Copy sets of PER will be used for publication of Electoral
Rolls, hence quality of both must be ensured up to the mark i.e. legible, clean, identifiable
photographs printed, page number printed at the bottom (page no.__ of total page
numbers e.g. page 25 of 150 ) etc.
3. Font to be used to prepare the Integrated Photo Electoral Rolls should be UNICODE. The
database of photo electoral rolls are maintained bilingually (Hindi & English). Therefore, the
contractor firm should update the information in both the languages.

F. Preparation & Supply of BLO Register-
Part wise BLO Register shall be prepared and printed as per sample formats placed at Annexure-T16
in the bid document. This shall be printed once in a year after the integrated Draft Photo Electoral
Roll in a booklet form. BLO register shall be prepared from the integrated Draft Photo Electoral Roll
in a booklet form which would have approx. 20 static and 50 dynamic pages, therefore, one BLO
Register shall contain 70 pages approximately. In the dynamic pages all the entries shall be printed
from the integrated Draft Photo Electoral Roll. The dynamic pages may increase or decrease as per
the no. of electors in the part. After the preparation of BLO Register, it should be soft bound as
follows (indicative):

a. All pages will be systematically arranged as mentioned in the bid document subsequent to
which these will be very well tied up by min. three heavy duty staples in such a way that inside
pages may not come out while these registers are in use extensively or staple pins should not
open up even after stapled and pasted.
b. Having being stapled, bidders will cover it with a white or off-white 100 GSM both side glazed
sheet and paste it around the stapled area so that staples do not show.
c. Pasting shall be from the upper staple to lower pin with slight more space
d. Normally, the Register shall be printed on A4 pages, therefore, automatically prepared register
would not require cutting at edges, however, if cutting is required, then the bidder will provide
properly cut BLO Register.
e. Cover page should have proper superscript text as shown in sample BLO register placed at
Annexure-T16, with appropriate design, if any.

Note:- The format of BLO register annexed at Annexure-T16 is a sample format which may vary as
per ECI prevailing guidelines. There may be slight change in no. of static pages.

G. Processing Parishishtha (ठ-ठ) – A:
The concerned BLO would collect desired information in Parishisht-A (ठ-ठ) under ECI
Programme which sample isplaced at Annexure-T17. The details of information at serial no. 4 to 7
of Parishisht-A would be fed with elector’s ID as identifier and thereafter a checklist containing this
fed information in row-wise shall be prepared (one Parishisht-A will form one row in this digital in
printout of checklist and so the final digital printout after all corrections made). It is expected
that in one A4 size page approximately information of 45 electors collected in 45 Parishisht-A, will be digitally printed out with header and footer. Checklist shall be got corrected by DEO/ERO office after providing digital printout of the same as mentioned. The final digital printout of the fed Parishisht-A list shall be provided after all corrections made, which shall be verified by the DEO/ERO. Here it is pertinent to mention that the successful bidder has not only to enter the data provided in the Parishisht-A but also its information shall be updated into relevant PER against the EPIC number which shall be verified and authenticated.

**Alert Note:** Successful bidder is warned that in no case under any circumstances the information collected in Parishisht-A, shall not go / be published in public domain otherwise it would be treated under the clause of breach of confidentiality and necessary action shall be taken by the PE with in rules against the bidder and if not sufficient, Laws of land would be applied against the bidder.

**Others:**

1) **Specifications of paper for digital printouts:**
   The paper to be used in all digital printouts, its photocopy sets and all checklists of Photo Electoral Rolls and other Reports shall be printed on A4 size ISI marked white paper of 75 GSM of thickness. If procuring entity is not satisfied with the quality of paper, the same can be got tested from any government authorised testing laboratories (also refer to Clause no. 19 of General T&C of the Bid Document).

2) **Delivery period**
   I. **FOR EPIC:**
      a) The prepared EPICs along with Check-List of prepared EPICs will be delivered to the District Election Office/Electoral Registration Office within duration as mentioned below in the table.
      b) In case of Scanning photo from the relevant Forms keeping the parameter of the photo as mentioned earlier in this bid document, EPICs will be prepared & supplied along with Check-List to the District Election Office/Electoral Registration Office within no. of days as mentioned below in the table from the date of Forms received from the ERO concerned.
      c) Due to installation of Online ERMS at the central place, data will be kept centrally under Data Centre Policies.

   II. **FOR PER:**
      As per schedule approved by ECI for Draft and Final Publications of Photo Electoral Rolls of the reference year including its supplements, these will be printed within no. of days as mentioned below in the table.

   III. **FOR STATISTICAL REPORTS:**
      Digital print on white A4 size paper, statistical reports in the prescribed Formats annexed, shall be generated after integrated draft PER and before final PER within no. of days as mentioned below in the table.

   IV. **FOR BLO REGISTER:**
      BLO register shall be printed after draft PER within no. of days as mentioned below in the table. The Details of the BLO Register can be read in the bid just above.

   V. **FOR PARISHISHT-A:**
      Processing of Pairshisht-A shall also be done as mentioned in the bid document; that will include data entry of information as mentioned in separate database table, if any, printing of
checklist in row-wise, correction in case of mistake in data-entry, final digital printout and at last updation of the information in the relevant PER within no. of days as mentioned below in the table.

### - Table of Deliverables & Their Timelines -

<table>
<thead>
<tr>
<th>No.</th>
<th>Event/Item/Work/Deliverable</th>
<th>To be delivered in no. of days from the date of written communication by the DEO</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Integration of E-Roll Data (Draft PER)</td>
<td>45 Days</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>a. EPIC on PPPVC during summary revision from the date of final publication of PER</td>
<td>15 Days</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. EPIC on PPPVC during continuous updation</td>
<td>15 days after approval of forms by ERO, however, in case of emergency printing of EPIC on PVC can be done at any time.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Final PER/E-Roll with S1</td>
<td>30 Days or one day before the final publication of PER of the referenced year whichever is earlier</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Statistical Reports</td>
<td>1 Week after the integrated Draft publication of PER and 15 days before Final PER publication</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>BLO Register (Complete)</td>
<td>15 Days after Draft PER</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Data entry of information of Parishisht-A and updation of the data in relevant PER</td>
<td>15 Days or no later than 15 days after Final PER whichever is earlier</td>
<td></td>
</tr>
</tbody>
</table>

**Note:**

- Late delivery of documents shall attract penalty as per standard LD clause as of the bid (subject of maximum of total 10% of total of all values all the relevant components).
- **Number of sets of Photocopies of Rolls and PS-CD-ROMs:**
  1) Eight (8) sets of photocopies of draft PER & Supplement(s); and
  2) Eight (8) sets of AC wise PS-CD-ROM(s) (without photo) shall be supplied and cost of which shall be borne by the bidder

3) **Contract Period:**

The preparation and supply of EPIC & PER and other works mentioned in the bid document are repeated in nature, therefore, these have to be repeated till contract period expires. The contract period for the programme of preparation and supply of PER and EPIC shall be initially for a period of one year from the date of execution of agreement. In special circumstances, according to RTPP Act, 2012 and thereto Rules, 2013 along with its amendments, the contract period of the aforementioned works may be extended on the same terms and conditions. Meanwhile if it is observed that prices/rates have gone down then the benefit of the difference shall be passed to the Procuring Entity. The Procuring Entity has right to cancel the contract at any time without assigning any reason or any other new requirement or work/job emerged which is not covered in the existing work mentioned in the bid.
5. **INSTRUCTION TO BIDDERS (ITB)**

1) **Sale of Bidding/ Tender Documents**
   
a) 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 i.e. http://sppp.rajasthan.gov.in

b) 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 the method as specified in the Bid Document.

2) **Bid Prices**
   
a) The prices quoted by the Bidder in the Bid Submission Sheet and in the Price Schedules shall conform to the requirements specified in bid document.

b) Prices quoted by the Bidder shall be fixed during the Bidder’s Performance of the Contract and not subject to variation on any account. A Bid submitted with an adjustable price quotation shall be treated as non-responsive and shall be rejected.

c) All rates quoted must be FOR destination and should include all incidental charges except Central/ Rajasthan Sales Tax/ VAT, Entry Tax, whichever is applicable. No cartage or transportation charges will be paid by Procuring Entity and the delivery [including unloading and stacking etc.] of the Goods/Items/Material shall be given at the designated premises of the Procuring Entity.

3) **Pre-bid Meeting/ Clarifications**
   
a) Pre-Bid query submission, redressal etc. management shall not be done through e-Proc website.

b) Any prospective bidder may, in writing, seek clarifications from the Procuring Entity in respect of the bidding documents shall also be emailed to surendrajoshi97@gmail.com.

c) A pre-bid conference is also scheduled by the Procuring Entity as per the details mentioned in the NIB and to clarify doubts of potential bidders in respect of the procurement of the subject matter and the records of such conference shall be intimated to all bidders and where applicable, shall be published on the respective websites.
d) Prospective bidders may attend Pre-bid meeting. The Procuring Entity may clarify doubts of only to 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 a softcopy to the email address given herein. Beyond prescribed time, no PBQ shall be entertained and rejected.

e) The period within which the bidders may seek clarifications under (a) above and the period within which the Procuring Entity shall respond to such requests for clarifications shall be as under:

   a. Last date of submitting clarifications requests by the bidder: as per bid document
   b. Response to clarifications by Procuring Entity: as per bid document

f) The finalized minutes and responses, if any, shall be provided through departmental website/email promptly to all bidders to which the Procuring Entity provided the bidding documents, so as to enable those bidders to take minutes into account in preparing their bids, and shall also be published on the other websites as mentioned in NIB.

4) Changes in the Bidding Document

   a) At any time, prior to the deadline for submission of Bids, the Procuring Entity may for any reason, whether on its own initiative or as a result of a request for clarification by a bidder, modify the bidding documents by issuing an addendum in accordance with the provisions below.

   b) In case, any modification is made to the bidding document or any clarification is issued which materially affects the terms contained in the bidding document, the Procuring Entity shall publish such modification or clarification in the same manner as the publication of the initial bidding document.

   c) In case, a clarification or modification is issued to the bidding document, the Procuring Entity may, prior to the last date for submission of Bids, extend such time limit in order to allow the bidders sufficient time to take into account the clarification or modification, as the case may be, while submitting their Bids.

5) Period of Validity of Bids

   a) Bids submitted by the bidders shall remain valid during the 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**

   a) All prospective bidders are 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 required. Bidder should submit the Bid to the procurement entity physically.

   b) The bidders required to sign each page of the bid as a token of acceptance of bid by the authorised signatory failing which the bid may liable to be nonresponsive and rejected.

   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.

   d) Technical bid containing Eligibility Criteria and technical aspects/information/documents should be separately presented and Financial bid shall also be presented separately along with respective associated documents 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 on 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 Procuring Entity is not responsible about non submission of bid electronically in time due to any technical or non-technical reason(s) whatsoever, therefore, prospective bidders are suggested to avoid last minute submission of bid.

7) **Opening of Bids**

   a) The Bids shall be opened by the Purchase Committee 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 PE will evaluate Technical Bids received as per criteria set-forth in this Bid Document or RTPP Rules.

   c) 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.

   d) The purchase committee may co-opt experienced persons in the committee to conduct the process of Bid opening.
e) The committee shall conduct a preliminary scrutiny of the opened technical Bids to assess the prima-facie responsiveness and ensure that the:
   a. bid is accompanied by bidding document fee, bid security or bid securing declaration, relevant duly filled in documents as per annexure(s) given in the Bid Document;
   b. bid is valid for the period, specified in the bidding document;
   c. 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.
   d. any other information which the committee may consider appropriate through any method.

8) Documents comprising the Bid, Bid submission, Formats, Price Schedules and Signing of Bids
a) The PE shall not consider any bid that arrives after the deadline for submission of bid, such bid shall be declared late, rejected, and returned unopened to the bidder.

b) All the documents should be digitally signed by the authorized signatory of bidder, as the case may be.

c) The Bid shall be prepared according to the procedure mentioned in the bidding document.

d) The prospective bidder are advised not be depend upon last date of submission of bid. Therefore, prospective bidders are advised to submit their bid well before the last date/time to avoid problems arises near to the last date of submission of bid.

e) The Technical Bid shall contain the following:
   i. Technical Bid Submission Sheet and Technical Bid containing the duly filled in Bidding Forms and Declarations related to Technical Bid and Code of Integrity given as specified in annexure-appendix/bid forms in the Bid Document (Note: If the prescribed formats provided in the Bid Document only, are not duly filled in as per the requirement of Bid Document, the bid shall be treated as non-responsive bid and lead to rejection);
   ii. proof of payment of price of Bidding Document, Bid Security, in accordance with Bid Document;
   iii. written confirmation authorizing the signatory of the Bid to commit the Bidder, in accordance with Bid Document;
   iv. documentary evidence in accordance with Bid Document establishing the Bidder’s eligibility to bid;
v. any other document required in the BDS; and  
vi. others considered necessary otherwise to strengthen the Bid submitted.

f) The Financial Bid shall contain the following:

i. Financial Bid Submission Sheet and the applicable Price Schedules with supporting relevant documents in accordance with bid document;

ii. Any other document required in the BDS.

g) The technical bid shall consist of the following:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Documents Type</th>
<th>Document Format</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>Fee Details</strong></td>
</tr>
<tr>
<td>1.</td>
<td>Bidding document Fee (Tender Fee)</td>
<td>Instrument/ Proof of submission #</td>
</tr>
<tr>
<td>2.</td>
<td>Bid Security Fee</td>
<td>Instrument/ Proof of submission #</td>
</tr>
<tr>
<td>4.</td>
<td>Bid Securing Declaration</td>
<td>As per Annexure-T10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Documents Type</th>
<th>Document Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Dully filled-in each page of Bid Document as a token of acceptance of Bid unconditionally</td>
<td>All pages of the Bid Document should be signed by the bidder/ authorized signatory</td>
</tr>
<tr>
<td>2.</td>
<td>Dully filled in Eligibility Criteria laid in the Bid and all the documents mentioned in the “Eligibility Criteria”, in support of the eligibility of bidders</td>
<td>Relevant column must be filled in and as per the format mentioned against the respective eligibility criteria clauses or mentioned in the bid document</td>
</tr>
<tr>
<td>3.</td>
<td>Technical Bid submission sheet</td>
<td>As per Annexure-T3</td>
</tr>
<tr>
<td>4.</td>
<td>Declaration by Bidders (Self Declaration)</td>
<td>As per Annexure T5</td>
</tr>
<tr>
<td>5.</td>
<td>Certificate of Conformity/ No Deviation</td>
<td>As per Annexure-T6</td>
</tr>
<tr>
<td>6.</td>
<td>BOM duly filled in (Yes/No)</td>
<td>As per Annexure-T7</td>
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<td>7.</td>
<td></td>
<td>No.&gt;</td>
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<td>8.</td>
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<td>9.</td>
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</table>

a) Financial bid Part-B shall include the following documents:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Documents Type</th>
<th>Document Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Financial Bid submission sheet</td>
<td>As per Annexure-F1</td>
</tr>
<tr>
<td>2.</td>
<td>Financial Bid – Covering Letter</td>
<td>On bidder’s letter head duly signed by authorized signatory as per As per Annexure-F2</td>
</tr>
<tr>
<td>3.</td>
<td>Price Schedule/Financial Bid (BoQ)</td>
<td>As per Annexure-F3</td>
</tr>
</tbody>
</table>

b) After awarding of LOI/Work Order:-

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Documents Type</th>
<th>Document Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Performance Security</td>
<td>Instrument/ Proof of submission#</td>
</tr>
<tr>
<td>2.</td>
<td>Performance Securing Declaration</td>
<td>As per Annexure-F4</td>
</tr>
<tr>
<td>3.</td>
<td>Agreement of Contract on appropriate value of non judicial stamp paper</td>
<td>As per Annexure-F5</td>
</tr>
</tbody>
</table>
c) Appeal:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Documents Type</th>
<th>Document Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Grievance handling procedure during procurement/bid process, if any</td>
<td>As per Form No.T1 (Form No. 1)</td>
</tr>
</tbody>
</table>

**Note:**

a. Clear and legible scanned copy duly digitally signed by authorised signatory must be uploaded on the website on or before prescribed last date/time.

b. All the other desired formats be duly filled and other necessary documents making the bidder eligible technically must be digitally signed by the authorised signatory appropriately and then clear scanned copies must be uploaded on the website on or before last date/time.

# The relevant original instrument/documents i.e. Bidding document Fee (Tender Fee), Bid Security Fee & RISL processing fee, in a sealed envelope with proper superscription of tender details, should reach on or before date/time for these documents physically to the Procuring Entity not on or before last date of bid submission date/time.

9) **Cost & Language of Bidding**

   a) The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Procuring Entity shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

   b) The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Procuring Entity, shall be written only in English Language. Supporting documents and printed literature that are part of the Bid may also be in English / Hindi.

10) **Alternative/ Multiple Bids**

    Alternative/ Multiple Bids shall not be considered at all.

11) **Bid Security**

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

    a) In lieu of bid security, a bid securing declaration shall be taken from Departments of the State Government, Undertakings, Corporations, Autonomous bodies, Registered Societies and
Cooperative Societies which are owned or controlled or managed by the State Government and Government Undertakings of the Central Government.

b) In case of open competitive bidding, bid security shall be 2% or as specified by the State Government of the estimated value of subject matter of procurement put to bid. In case of:
   a. 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
   b. 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.
   c. 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 or a bid securing declaration shall necessarily accompany the technical bid.

d) Bid Security instrument or cash receipt of Bid Security or a Bid securing declaration shall necessarily accompany the sealed Bid. Any Bid not accompanied by Bid Security or Bid Securing Declaration, if not exempted, shall be liable to be rejected.

e) Bid security of a bidder lying with the Procuring Entity in respect of other bids awaiting decision shall not be adjusted towards bid security for the fresh bids. 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 bid security of unsuccessful bidders shall be refunded soon after final acceptance of successful bid and signing of Agreement and submitting performance security.

h) The Bid security taken from a bidder shall be forfeited in the following cases, namely:
   a. when the bidder withdraws or modifies its bid after opening of bids;
   b. when the bidder does not execute the agreement, if any, after placement of supply/ work order within the specified period;
   c. when the bidder fails to commence the start of work and provide deliverables within time specified as per Letter of Intent/ LOA/ Work Order/agreement executed.
   d. when the bidder does not deposit the performance security within specified period after the Letter of Intent/ LOA/ Work Order/agreement executed; and
   e. 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.
   f. if the Bidder does not accept the correction of Its Bid Price pursuant to the relevant bidding document. [Correction of Arithmetical Errors].

i) Notice will be given to the bidder with reasonable time before bid security deposited is forfeited.
j) No interest shall be payable on the bid security.

k) In case of the successful bidder, the amount of bid security may be adjusted in arriving at the amount of the Performance Security, or refunded if the successful bidder furnishes the full amount of performance security.

l) 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 bidder;

c. the cancellation of the procurement/bid process; or

12) Deadline for the submission of Bids

a) Bids shall be submitted up to the time and date specified in the NIB or an extension issued thereof, if any.

b) Normally, the date of submission and opening of Bids would not be extended. In exceptional circumstances or when the bidding document are required to be substantially modified as a result of discussions in pre-bid meeting/conference or otherwise and the time with the prospective bidders for preparation of Bids appears insufficient, the date may be extended by the Procuring Entity. In such case the publicity of extended time and date shall be given in the manner, as was given at the time of issuing the original NIB and shall also be placed on the State Public Procurement Portal, if applicable. It would be ensured that after issue of corrigendum, reasonable time is available to the bidders for preparation and submission of their Bids. The Procuring Entity shall also publish such modifications in the bidding document in the same manner as the publication of initial bidding document.

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.

d) Late Bids: The Procuring Entity shall not consider any Bid that arrives after the deadline for submission of Bids, in accordance with bid document. Such Bids shall be declared late, rejected, and returned unopened to the Bidder.

13) Selection Method:

The selection method is the Least Cost Based Selection (LCBS)-L1 as defined in the BDS i.e. financially L1 after duly fulfilling the Eligibility Criteria mandatorily.

14) Clarification of Bids
a) To assist in the examination, evaluation, comparison and qualification of the Bids, the BEC/DPC may, at its discretion, ask any bidder for a clarification regarding its Bid. The committee’s request for clarification and the response of the bidder shall be through the website/email.

b) Any clarification submitted by a bidder with regard to its Bid that is not in response to a request by the committee shall not be considered.

c) No change in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the committee in the evaluation of the financial Bids.

d) No substantive change to qualification information or to a submission, including changes aimed at making an unqualified bidder, qualified or an unresponsive submission, responsive shall be sought, offered or permitted.

15) Evaluation & Tabulation of Technical Bids

a) Determination of Responsiveness

a. The BEC/DPC shall determine the responsiveness of a Bid on the basis of bidding document and the provisions of pre-qualification/ eligibility criteria of the bidding document.

b. A responsive Bid is one that meets the requirements of the bidding document without any material deviation, reservation, or omission where:

i. “deviation” is a departure from the requirements specified in the bidding document;

ii. “reservation” is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the bidding document; and

iii. “Omission” is the failure to submit part or all of the information or documentation required in the bidding document.

c. A material deviation, reservation, or omission is one that,

i. if accepted, shall:-

1. affect in any substantial way the scope, quality, or performance of the subject matter of procurement specified in the bidding documents; or

2. limits in any substantial way, inconsistent with the bidding documents, the Procuring Entity’s rights or the bidder’s obligations under the proposed contract; or

ii. if rectified, shall unfairly affect the competitive position of other bidders presenting responsive Bids.

d. The BEC/DPC shall examine the technical aspects of the Bid in particular, to confirm that all requirements of bidding document have been met without any material deviation, reservation or omission.

e. The Procuring Entity shall regard a Bid as responsive if it conforms to all requirements set out in the bidding document, or it contains minor deviations that do not materially alter or depart
from the characteristics, terms, conditions and other requirements set out in the bidding
document, or if it contains errors or oversights that can be corrected without touching on the
substance of the Bid.

b) Non-material Non-conformities in Bids

a. Provided that a Bid is substantially responsive, the Procuring Entity may waive any
   nonconformity (with recorded reasons) in the Bid that do not constitute a material
deviation, reservation or omission.

b. The Procuring Entity may request that the Bidder to submit the necessary information or
documentation, on or before specified date/time, to rectify nonmaterial nonconformities or
omissions in the Bid related to documentation requirements. Request for information or
documentation on such nonconformities shall not be related to any aspect of the Financial
Proposal of the Bid. Failure of the Bidder to comply with the request may result in the rejection
of its Bid.

c. The BEC/DPC may rectify non-material non-conformities or omissions on the basis of the
   information or documentation received from the bidder under (b) above.

Note: In case of above situation, all the clarification/information/documents sought by the BEC/DPC shall
be uploaded on www.sikar.nic.in for specific bidder(s) and within the specified date/time the
Bidder(s) has/have to respond with sought information/documents in proper manner.

c) 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.

d) The number of firms qualified in bid evaluation, if less than three and it is considered necessary by
the Procuring Entity to continue with the procurement/bid process, reasons shall be recorded in
writing and included in the record of the procurement/bid proceedings.

e) The bidders who qualified in the bid examination, their financial bid would only be opened.

16) Evaluation & Tabulation of Financial Bids

Subject to the provisions of “Acceptance of Successful Bid and Award of Contract” below, the
Procuring Entity shall take following actions for evaluation of financial Bids:-

a) The financial Bids of the bidders who qualified in bid examination shall be opened at the notified
time, date and place by the BEC/DPC in the presence of the bidders or their representatives who
choose to be present;

b) the process of opening of the financial Bids shall be similar to that of technical Bids.
c) conditional Bids are liable to be rejected;
d) the examination shall include all costs and all taxes and duties applicable to the bidder as per law of the Central/ State Government/ Local Authorities
e) the offers shall be examined and marked L1, L2, L3 etc.
f) the Committee shall prepare a comparative statement in tabular form in accordance with rules along with its report on evaluation of financial Bids and recommend the lowest offer for acceptance to the Procuring Entity, if price is the only criterion, or most advantageous Bid in other case;
g) the members of BEC/DPC shall give their recommendations below the table regarding lowest Bid or most advantageous Bid and sign it.
h) it shall be ensured that the offer recommended for sanction is justifiable looking to the prevailing market rates of the goods/Items/Material, works or service required to be procured.

17) Correction of Arithmetic Errors in Financial Bids

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

a) if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the BEC/DPC there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to clause (a) and (b) above.

If the Bidder that submitted the lowest examined Bid does not accept the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited or its Bid Securing Declaration shall be executed.

18) Comparison of rates of firms outside and those in Rajasthan

While tabulating the financial Bids of those firms which are not entitled to price preference, the element of Rajasthan Value Added Tax (RVAT) shall be excluded from the rates quoted by the firms of Rajasthan and the element of Central Sales Tax (CST) shall be included in the rates of firms from
outside Rajasthan for financial bid evaluation purpose. It should also be noted that only the firms having Rajasthan VAT registration (at the time of bidding) shall quote RVAT, if applicable.

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.

c) The BEC/DPC shall have full powers to undertake negotiations. Detailed reasons and results of negotiations shall be recorded in the proceedings.

d) The lowest or most advantageous bidder shall be informed in writing either through messenger or by registered letter and e-mail (if available). A minimum time of seven days shall be given for calling negotiations. In case of urgency the DPC, after recording reasons, may reduce the time, provided the lowest or most advantageous bidder has received the intimation and consented to regarding holding of negotiations.

e) Negotiations shall not make the original offer made by the bidder inoperative. The BEC/DPC shall have option to consider the original offer in case the bidder decides to increase rates originally quoted or imposes any new terms or conditions.

f) In case of non-satisfactory achievement of rates from lowest or most advantageous bidder, the BEC/DPC may choose to make a written counter offer to the lowest or most advantageous bidder and if this is not accepted by him, the committee may decide to reject and re-invite Bids or to make the same counter-offer first to the second lowest or most advantageous bidder, then to the third lowest or most advantageous bidder and so on in the order of their initial standing and work/supply order be awarded to the bidder who accepts the counter-offer. This procedure should be used in exceptional cases only.

g) In case the rates even after the negotiations are considered very high, fresh Bids shall be invited.
21) **Procuring Entity’s Right to accept any bid and to reject any or all bids**

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

22) **Exclusion of Bids/ Disqualification**

   a) A Procuring Entity shall exclude/ disqualify a Bid, if:
      
      a. the information submitted, concerning the qualifications of the bidder, was false or constituted a misrepresentation; or
      b. the information submitted, concerning the qualifications of the bidder, was materially inaccurate or incomplete; and
      c. the bidder is not qualified as per pre-qualification/ eligibility criteria mentioned in the bidding document;
      d. the Bid materially departs from the requirements specified in the bidding document or it contains false information;
      e. the bidder, submitting the Bid, his agent or any one acting on his behalf, gave or agreed to give, to any officer or employee of the Procuring Entity or other governmental authority a gratification in any form, or any other thing of value, so as to unduly influence the procurement/bid process;
      f. a bidder, in the opinion of the Procuring Entity, has a conflict of interest materially affecting fair competition.

   b) A Bid shall be excluded/ disqualified as soon as the cause for its exclusion/ disqualification is discovered.

   c) Every decision of a Procuring Entity to exclude a Bid shall be for reasons to be recorded in writing and shall be:
      
      a. communicated to the concerned bidder;
      b. published on the State Public Procurement Portal, if applicable.

23) **Lack of competition**

   a) A situation may arise where, if after evaluation of Bids, the BEC/DPC may end-up with one responsive Bid only. In such situation, the BEC/DPC would check as to whether while floating the NIB all necessary requirements to encourage competition like standard bid conditions, industry friendly specifications, wide publicity, sufficient time for formulation of Bids, etc. were fulfilled. If not, the NIB would be re-floated after rectifying deficiencies. The bid process shall be considered valid even if there is one responsive Bid, provided that:
      
      a. the Bid is technically qualified;
b. the price quoted by the bidder is assessed to be reasonable;
c. the Bid is unconditional and complete in all respects;
d. there are no obvious indicators of cartelization amongst bidders; and
e. the bidder is qualified as per the provisions of pre-qualification/eligibility criteria in the bidding document

b) The BEC/DPC shall prepare a justification note for approval by the next higher authority of the Procuring Entity, with the concurrence of the accounts member.

c) In case of dissent by any member of DPC, the next higher authority in delegation of financial powers shall decide as to whether to sanction the single Bid or re-invite Bids after recording reasons.

d) If a decision to re-invite the Bids is taken, market assessment shall be carried out for estimation of market depth, eligibility criteria and cost estimate.

24) Acceptance of the successful Bid and award of contract

a) The Procuring Entity after considering the recommendations of the BEC/DPC and the conditions of Bid, if any, financial implications, trials, sample testing and test reports, etc., shall accept or reject the successful Bid. If any member of the BEC/DPC has disagreed or given its note of dissent, the matter shall be referred to the next higher authority, as per delegation of financial powers, for decision.

b) Decision on Bids shall be taken within original validity period of Bids and time period allowed to Procuring Entity for taking decision. If the decision is not taken within the original validity period or time limit allowed for taking decision, the matter shall be referred to the next higher authority in delegation of financial powers for decision.

c) Before award of the contract, the Procuring Entity shall ensure that the price of successful Bid is reasonable and consistent with the required quality.

d) A Bid shall be treated as successful only after the competent authority has approved the procurement in terms of that Bid.

e) The Procuring Entity shall award the contract to the bidder whose offer has been determined to be the lowest or most advantageous in accordance with the evaluation criteria set out in the bidding document and if the bidder has been determined to be qualified to perform the contract satisfactorily on the basis of qualification criteria fixed for the bidders in the bidding document for the subject matter of procurement.

f) Prior to the expiration of the period of bid validity, the Procuring Entity shall inform the successful bidder, in writing, that its Bid has been accepted.
g) As soon as a Bid is accepted by the competent authority, its written intimation shall be sent to the concerned bidder by registered post or email, called LOI and asked to execute an agreement in the format given in the bidding documents on a non-judicial stamp of value mentioned in the Bid/LOI and deposit the amount of performance security or a performance security declaration, if applicable, within a period specified in the bidding documents or where the period is not specified in the bidding documents then within no. of days as mentioned in the document from the date on which or Work Order (WO) is placed with Successful Bidder. Until a formal contract is executed, the LOA or LOI shall constitute a binding contract.

h) The bid security of the bidders whose Bids could not be accepted shall be refunded soon after the contract with the successful bidder is signed and its performance security is obtained.

25) **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](http://sppp.rajasthan.gov.in).

26) **Right to vary quantity**

   a) If the Procuring Entity does not procure any subject matter of procurement or procures less than the quantity specified in the bidding documents due to change in circumstances, the bidder shall not be entitled for any claim or compensation.

   b) Repeat orders for extra items or additional quantities may be placed on the rates and conditions given in the RTPP Act, 2012 and Rules, 2013. Delivery or completion period may also be proportionately increased. The limits of repeat order shall be as per RTPP Act/Rules.

27) **Performance Security**

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

   b) The amount of performance security shall be 5% or as may be specified in the bidding document, of the amount of supply order in case of procurement of goods/Items/Material/Items/Material. In case of Small Scale Industries (SSI) of Rajasthan, it shall be 1% of the amount of quantity ordered for supply of goods/Items/Material/Items/Material and in case of sick industries, other than SSI,
whose cases are pending before the Board of Industrial and Financial Reconstruction (BIFR), it shall be 2% of the amount of supply order.

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

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

b. National Savings Certificates and any other script/ instrument under National Savings Schemes for promotion of small savings issued by a Post Office in Rajasthan, if the same can be pledged under the relevant rules. They shall be accepted at their surrender value at the time of bid and formally transferred in the name of Procuring Entity with the approval of Head Post Master;

c. Fixed Deposit Receipt (FDR) of a scheduled bank. It shall be in the name of District Election Officer (DEO) Sikar 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.

d) Performance security furnished in the form specified in clause [a.] to [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 maintenance and defect liability period.

e) Failure of the successful Bidder 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. In that event the Procuring Entity may either cancel the procurement process or if deemed appropriate, award the Contract at the rates of the lowest Bidder, to the next lowest evaluated Bidder whose offer is substantially responsive and is determined by the Procuring Entity to be qualified to perform the Contract satisfactorily.

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

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

b. when the Bidder fails to commence the supply of the Goods/Items/Material/ Items/Material or Related Services as per supply order within the time specified; or
c. when Bidder fails to commence or make complete supply of the Goods / Items/ Material/Items/Material or Related Services satisfactorily within the time specified; or

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

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

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

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

h) No interest shall be payable on the Performance Security deposited.

28) **Execution of agreement**

a) In the written intimation of acceptance of its Bid sent to the successful Bidder, 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 15 days from the date on which the LOI is dispatched to the Bidder. Until a formal contract is executed, LOA or LOI shall constitute a binding contract.

b) If the Bidder, whose Bid has been accepted, fails to sign a written procurement/bid contract or fails to furnish the required Performance Security or Performance Security Declaration, as the case may be, within the specified time period, the Procuring Entity shall forfeit the Bid Security of the successful bidder/ execute the Bid Securing Declaration and take required action against it as per the provisions of the Act and the Rules.

c) The Bid Security of the Bidders whose Bids could not be accepted shall be refunded/ returned soon after the contract with the successful Bidder is signed and his Performance Security or Performance Security Declaration is obtained.

d) The bidder will be required to execute the agreement on a non-judicial stamp of appropriate amount as per Procurement Rules, however, for this procuring goods/ Items/ Material/ Items/ Material and to be purchased from anywhere in Rajasthan only.

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.

c) Notwithstanding as mentioned in the Bid Document, from the time of opening the Bid to the time of Contract award, if any Bidder wishes to contact the Procuring Entity on any matter related to the Bidding process, it should do so in writing.

d) In addition to the restrictions specified in section 49 of the Act, the Procuring Entity, while procuring a subject matter of such nature which requires the Procuring Entity to maintain confidentiality, may impose condition for protecting confidentiality of such information.

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 -
   a. at any time prior to the acceptance of the successful Bid; or
   b. after the successful Bid is accepted in accordance with (d) and (e) below.

c) The Procuring Entity shall not open any bids or proposals after taking a decision to cancel the procurement and shall return such unopened bids or proposals.

d) The decision of the Procuring Entity to cancel the procurement and reasons for such decision shall be immediately communicated to all bidders that participated in the procurement process.

e) If the bidder whose Bid has been accepted as successful fails to sign any written procurement contract as required, or fails to provide any required security for the performance of the contract, the Procuring Entity may cancel the procurement process.

f) If a bidder is convicted of any offence under the Act, the Procuring Entity may: -
   a. cancel the relevant procurement process if the Bid of the convicted bidder has been declared as successful but no procurement contract has been entered into;
   b. rescind (cancel) the relevant contract or forfeit the payment of all or a part of the contract value if the procurement contract has been entered into between the Procuring Entity and the convicted bidder.
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 -

   I. not offer any bribe, reward or 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;

   II. not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;

   III. not indulge in any collusion, Bid rigging or anti-competitive behavior to impair the transparency, fairness and progress of the procurement process;

   IV. not misuse any information shared between the Procuring Entity and the Bidders with an intent to gain unfair advantage in the procurement process;

   V. 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;

   VI. not obstruct any investigation or audit of a procurement process;

   VII. disclose conflict of interest, if any; and

   VIII. 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.

c) 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: -

   a. exclusion of the bidder from the procurement process;

   b. calling-off of pre-contract negotiations and forfeiture or encashment of bid security;

   c. forfeiture or encashment of any other security or bond relating to the procurement;

   d. recovery of payments made by the Procuring Entity along with interest thereon at bank rate;

   e. cancellation of the relevant contract and recovery of compensation for loss incurred by the Procuring Entity;

   f. debarment of the bidder from participation in 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 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 participated as a consultant in the preparation of the design or technical specifications of the Goods/Items/Material/Items/Material and Services that are the subject of 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.

33) **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 section 46 of the Act.

34) **Interference with Procurement Process**

A bidder, who:

a) withdraws from the procurement process after opening of financial bids;
b) withdraws from the procurement process after being declared the successful bidder;
c) fails to enter into procurement contract after being declared the successful bidder;
d) fails to provide performance security or any other document or security required in terms of the bidding documents after being declared the successful bidder, 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 fifty lakh rupees or ten per cent of the assessed value of procurement, whichever is less.
35) **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 chapter III of the Act and chapter VII of the Rules and as given in Appendix to this bid.

36) **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 any 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-

a. "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

b. "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.

37) **Debarment from Bidding**

a) A bidder shall be debarred by the State Government if he has been convicted of an offence

a. under the Prevention of Corruption Act, 1988 (Central Act No. 49 of 1988); or

b. under the Indian Penal Code, 1860 (Central Act No. 45 of 1860) or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
b) A bidder debarred under (a) above shall not be eligible to participate in a procurement process of any Procuring Entity for a period not exceeding three years commencing from the date on which he was debarred.

c) If a Procuring Entity finds that a bidder has breached the code of integrity prescribed in terms of “Code of Integrity for bidders” above, it may debar the bidder for a period not exceeding three years.

d) Where the entire bid security or the entire performance security or any substitute thereof, as the case may be, of a bidder has been forfeited by a Procuring Entity in respect of any procurement process or procurement contract, the bidder may be debarred from participating in any procurement process undertaken by the Procuring Entity for a period not exceeding three years.

e) The State Government or a Procuring Entity, as the case may be, shall not debar a bidder under this section unless such bidder has been given a reasonable opportunity of being heard.

6. 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/Items/Material/Items/Material from the successful/ selected bidder to the Purchaser in accordance with the terms and conditions set forth in the Contract.
f) “Completion” means the fulfilment of the related services by the successful/ selected bidder in accordance with the terms and conditions set forth in the Contract.

g) “Goods/Items/Material/Items/Material” 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/Items/Material/Items/Material and related services, as specified in the bidding document.

i) “Related Services” means the services incidental to the supply of the goods/Items/Material/Items/Material, 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/Items/Material/Items/Material 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/Items/Material/Items/Material to be supplied and related services to be rendered. If the bidder has any doubts as to the meaning of any portion of these conditions or of the specification, drawing, etc., he shall, before submitting the Bid and signing the contract refer the same to the Procuring Entity and get clarifications.

1) Contract Documents

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

2) Interpretation

a) If the context so requires it, singular means plural and vice versa.

b) Entire Agreement: The Contract constitutes the entire agreement between the Purchaser and the Supplier/ Selected Bidder and supersedes all communications, negotiations and agreements (whether written or oral) of parties with respect thereto made prior to the date of Contract.
c) Amendment: No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party thereto.

d) Non-waiver: Subject to the condition (f) below, no relaxation, forbearance, delay, or indulgence by either party in enforcing any of the terms and conditions of the Contract or the granting of time by either party to the other shall prejudice, affect, or restrict the rights of that party under the Contract, neither shall any waiver by either party of any breach of Contract operate as waiver of any subsequent or continuing breach of Contract.

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

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

3) Language

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

4) Eligible Goods/Items/Material/Items/Material and Related Services

a) For purposes of this Clause, the term “goods/Items/Material/Items/Material” includes commodities, raw material, machinery, equipment, and industrial plants; and “related services” includes services such as insurance, transportation, supply, installation, integration, testing, commissioning, training, and initial maintenance.

b) All articles/goods/Items/Material/Items/Material being bid should be the ones which are produced in volume and are used by a large number of users in India/abroad. All products quoted by the successful/selected bidder must be associated with specific make and model number, item code and names and with printed literature describing configuration and functionality. Any deviation from the printed specifications should be clearly mentioned in the
offer document by the bidder/ supplier. Also, the bidder is to quote/ propose only one make/ model against the respective item.

c) The OEM/ Vendor of the quoted product must have its own registered spares depot in India having adequate inventory of the equipment being quoted for providing the necessary spares as per the requirements of this bidding document.

d) Bidder must quote products in accordance with above clause “Eligible goods/ Items/ Material/ Items/ Material and related services”.

5) **Service of Notice, Documents & Orders**
   a) A notice, document or order shall be deemed to be served on any individual by -
      a. delivering it to the person personally; or
      b. leaving it at, or sending it by post to, the address of the place of residence or business of the person last known;
      c. 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 document, notice or order, as the case may be.

6) **Scope of Supply or Schedule**
   a) Subject to the provisions in the bidding document and contract, the goods/ Items/ Material and related services to be supplied shall be as specified in the bidding document.
   b) Unless otherwise stipulated in the Contract, the scope of supply shall include all such items not specifically mentioned in the Contract but that can be reasonably inferred from the Contract as being required for attaining delivery and completion of the goods/ Items/ Material and related services as if such items were expressly mentioned in the Contract.
   c) The successful bidder has to supply goods/Items/Material within the period as mentioned in the bid document.

7) **Delivery**
   a) Subject to the conditions of the contract, the delivery of the goods/ Items/ Material and completion of the related services shall be in accordance with the delivery and completion schedule specified in the bidding document. The details of supply/ shipping and other documents to be furnished by the successful/ selected bidder are specified in the bidding document and/ or contract.
b) The contract for the supply can be repudiated at any time by the purchase officer/PE, if the supplies are not made to his satisfaction after giving an opportunity to the bidder of being heard and recording the reasons for repudiation.

8) **Supplier’s/ Selected Bidder’s Responsibilities**

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

9) **Purchaser’s Responsibilities**

Whenever the supply of goods/Items/Material 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.

10) **Contract Price**

a) The Contract Price shall be paid as specified in the contract.

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

11) **Recoveries from Supplier/ Selected Bidder**

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

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

c) In case, recovery is not possible recourse will be taken under Rajasthan PDR Act or any other law in force.

12) **Taxes & Duties**

a) The TDS, Raj-VAT, Other Taxes etc., if applicable, shall be deducted at source by PE as per prevailing rates.
b) For goods/Items/Material 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/Items/Material 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/Items/Material 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.

13) **Copyright**

The copyright in all drawings, design documents, source code and other materials containing data and information furnished to the Purchaser by the Supplier/ Selected Bidder herein shall remain vested in the Procuring Entity. The information or data is IPR of Government of Rajasthan which cannot be copied or transmitted in any form to any entity.

14) **Confidential Information**

a) The Purchaser and the Supplier/ Selected Bidder shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any drawings, documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract.

b) The Supplier/ Selected Bidder may furnish to its Subcontractor, if permitted, such documents, data, and other information it receives from the Purchaser to the extent required for the Subcontractor to perform its work under the Contract, in which event the Supplier/ Selected Bidder shall obtain from such Subcontractor an undertaking of confidentiality similar to that imposed on the Supplier/ Selected Bidder.

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

d) The obligation of a party under sub-clauses above, however, shall not apply to information that: -
   i. the Purchaser or Supplier/ Selected Bidder need to share with other institutions participating in the Contract;
ii. now or hereafter enters the public domain through no fault of that party;
iii. can be proven to have been possessed by that party at the time of disclosure and which was
    not previously obtained, directly or indirectly, from the other party; or
iv. otherwise lawfully becomes available to that party from a third party that has no obligation
    of confidentiality.

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

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

15) Specifications and Standards

a) All articles supplied shall strictly conform to the specifications, trademark laid down in the
bidding document and wherever articles have been required according to ISI/ISO/other
applicable specifications/certifications/standards, those articles should conform strictly to those
specifications/certifications/standards. The supply shall be of best quality and description. The
decision of the competent authority/purchase committee whether the articles supplied conform
to the specifications 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/Items/Material and related
      services comply with the technical specifications and other provisions of the Contract.
   ii. The Supplier/Selected Bidder shall 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. The goods/Items/Material and related services supplied under this Contract shall conform to
       the standards mentioned in bidding document and, when no applicable standard is
       mentioned, the standard shall be equivalent or superior to the official standards whose
       application is appropriate to the country of origin of the Goods/Items/Material.

c) Wherever references are made in the Contract to codes and standards in accordance with which
it 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 changes in any such codes
and standards 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/Items/Material as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. During transit, the packing shall be sufficient to withstand, without limitation, rough handling and exposure to extreme temperatures, salt and precipitation, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the final destination of the Goods/Items/Material and the absence of heavy handling facilities at all points in transit.

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

17) **Insurance**

a) The goods/Items/Material will be delivered at the destination godown in perfect condition. The Goods/Items/Material supplied under the Contract shall be fully insured against loss by theft, destruction or damage incidental to manufacture or acquisition, transportation, storage, fire, flood, under exposure to weather and delivery at the designated project locations, in accordance with the applicable terms. The insurance charges will be borne by the supplier and Purchaser will not be required to pay such charges if incurred.

b) The goods/Items/Material will be delivered at the FOR in perfect condition.

18) **Inspection**

a) The Purchase Officer or his duly authorized representative shall at all reasonable time have access to the supplier’s/selected bidder’s premises and shall have the power at all reasonable time to inspect and examine the materials and workmanship of the goods/Items/Material/equipment/machineries during manufacturing process or afterwards as may be decided. Inspection shall be made at supplier’s/ selected bidder’s godown (at supplier’s/ selected bidder’s cost).

b) The supplier/selected bidder shall furnish complete address of the premises of his factory, office, godown and workshop where inspection can be made together with name and address of the person who is to be contacted for the purpose.

c) After successful inspection, it will be supplier’s/selected bidder’s responsibility to dispatch and install the equipment at respective locations without any financial liability to the Purchaser. However, supplies when received at respective locations shall be subject to inspection to ensure whether they conform to the specification.
19) **Testing charges**

Testing charges shall be borne by the Government for supply of goods/Items/Material. In case of test results showing that supplies are not up to the prescribed standards or specifications, the testing charges shall be payable by the selected bidder and the lot shall be resupplied at the cost of bidder to the PE.

20) **Rejection**

a) Articles not approved during inspection or testing shall be rejected and will have to be replaced by the selected bidder at his own cost within the time fixed by the Purchase Officer.

b) If, however, due to exigencies of PE’s work, such replacement either in whole or in part, is not considered feasible, the Purchase Officer after giving an opportunity to the selected bidder of being heard shall for reasons to be recorded, deduct a suitable amount from the approved rates. The deduction so made shall be final.

c) The rejected articles shall be removed by the supplier/ bidder/ selected bidder within 15 days of intimation of rejection, after which Purchase Officer shall not be responsible for any loss, shortage or damage and shall have the right to dispose of such articles as he thinks fit, at the selected bidder’s risk and on his account.

21) **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 bidder shall arrange supplies within the period on receipt of the firm order from the Purchase Officer.

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

c) If the orders are placed in excess of the quantities, the bidder shall be bound to meet the required supply. Repeat orders may also be placed on the rate and conditions given in the bidding document. If the bidder fails to do so, the Purchase Officer shall be free to arrange for the balance supply by limited tender or otherwise and the extra cost incurred shall be recoverable from the bidder.

22) **Transportation**

The supplier/ selected bidder shall be responsible for transport by sea, rail and road or air and delivery of the material in the good condition to the consignee at destination. In the event of any loss, damage, breakage or leakage or any shortage the bidder shall be liable to make good such loss
and shortage found at the checking/inspection of the material by the consignee. No extra cost on such account shall be admissible.

23) **Payment Terms and Condition (Payment Schedule):**

a) Payment shall be made as under after submission of an invoice in a triplicate for payment:

**A. For EPIC:**

The Interim Payment will be made after the verification of EPICs & data by the District Election Officer/Electoral Registration Officer. The payment will be made for only those verified defect free cards for which data is also verified by the District Election Officer/Electoral Registration Officer. The due payment of firm will be made by this office as per the following schedule:

1. 85% due amount will be released after satisfactory supply of EPICs as interim payment.
2. 5% amount of due payment will be withheld against the possible rejection and it will be released at the time of finalizing accounts.
3. 10% amount of due payment will be withheld against the computerized database and it will be released after verification of database by the State Level Agency - SLA of Election Department (M/s Rajasthan Electronics & Instruments Limited - REIL, A Govt. of Rajasthan Undertaking, Jaipur). In case short data verified by the SLA, the amount of cards equal to short verification of data shall be deducted from above withheld amount.

**B. For Rolls (Integration, Draft, Final, Photocopies & PS-CD-ROMs):**

On supply of one final digital printout of Integrated Draft Photo Electoral Roll, Final Photo Electoral Roll-2017 along with specified no. of sets of photocopies and as specified no. of sets of PS-CD ROMs of Integrated Draft photo electoral roll & Final Photo Electoral Roll-2017, the percentage of amount that would be released after completion of work of each stage is as follows:

<table>
<thead>
<tr>
<th>S. no.</th>
<th>Stage of Payment</th>
<th>% of amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Draft Photo Electoral Rolls-2017 &amp; Supplement-01:</td>
<td>(i) 70% interim payment (at the rate of per page) of final digital printout of integrated Draft</td>
</tr>
<tr>
<td>S. no.</td>
<td>Stage of Payment</td>
<td>% of amount</td>
</tr>
<tr>
<td>-------</td>
<td>----------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>2. Specified no. of sets of photocopy of Draft PER with Supplement-01</td>
<td>(ii) 90% of the total cost of specified no. of sets of photocopies of Draft Photo Electoral Rolls with Supplement-01</td>
</tr>
<tr>
<td></td>
<td>3. Specified no. of sets of AC wise PS CD ROM of Draft PER-2017 with Supplement-01 (Cost is inclusive)</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>a. After verification by DEO/ERO of supplied Draft Photo Electoral Rolls-2017 &amp; Supplement-01</td>
<td>Rest 20% payment w.r.t. above 1(i)</td>
</tr>
<tr>
<td></td>
<td>b. After verification &amp; acceptance by DEO/ERO of specified no. of sets of photocopies &amp; specified no. of sets of PS-CD-ROM Draft PER-2017 &amp; Supplement-01</td>
<td>Rest 10% payment w.r.t. above 1(ii)</td>
</tr>
<tr>
<td>3.</td>
<td><strong>Supplement-02:</strong> Final digital printout of Supplement-02 after Final PER 2017 but before next Draft PER</td>
<td>70% interim payment (at the rate of per page) of final digital printout of Supplement-02</td>
</tr>
<tr>
<td>4.</td>
<td>After verification by DEO/ERO of supplied Supplement-02</td>
<td>Rest 20% payment w.r.t. above 3</td>
</tr>
<tr>
<td>5.</td>
<td><strong>Data Verification:</strong> After verification of data of Draft Photo Electoral Rolls-2017, Supplement-01 &amp; Supplement-02 by the DEO/ERO concerned and SLA of the Department.</td>
<td>Rest 10% amount w.r.t. above 1(i) &amp; 2(a), and 3 &amp; 4</td>
</tr>
</tbody>
</table>

a) The payment of digital print out sets of PER/Supplement will be calculated on the basis of number of pages in final digital printout of PER/Supplement. No payment will be made for supply of checklists of PER & checklists of Supplement(s) and specified no. of sets of PS CD ROMs.

b) All such intermediate payments shall be regarded as payments by way of advance against the final payments only and not as payments for work actually done and completed and shall not exclude the District Election Officer from requiring any bad, unsound imperfect or unskilful work to be removed or taken away and reconstructed or recreated nor shall any such payment be considered as an admission of the due performance of the contract or any part thereof in any respect of the occupying of any claims not shall it conclude determine or effect in any other way the powers of District.
Election Officer as to the final settlement and adjustment of the accounts or otherwise or in any other way vary or effect the contract. All such payment will be considered as interim payment and will be settled at the time of finalizing the accounts.

C. **FOR STATISTICAL REPORTS:**

The Statistical Reports in specified formats as mentioned in the bid document shall be prepared and provided before integrated draft PER-2017 and Final PER-2017 in duplicate. The due payment of firm towards this component will be made by this office as per the following schedule:

1. 100% due amount will be released after supply of prepared Statistical Reports in Specified Formats in duplicate to the satisfaction of DEO/ERO.

D. **FOR BLO REGISTER:**

BLO Register shall be prepared and supplied in soft bound form as specified in the bid document before integrated Draft Roll once in a year. The due payment of firm towards this component will be made by this office as per the following schedule:

1. 85% due amount will be released after satisfactory supply of prepared BLO Register as an interim payment.
2. 15% amount of due payment will be withheld against the possible Errors & Omissions and verification which will be released at the time of final payment of this component by DEO/ERO.

E. **FOR DATA ENTRY OF PARISHISHIT-A (ट-ए) AND UPDATION IN PER:**

The successful bidder will enter the data collected by the concerning BLO who collected data in Parishishit-A (ट-ए) of his region, in proper database and after checklist as mentioned in the SoW corrected by the office of the DEO/ERO, one final digital printout of those entered data and incorporate in the relevant PER. The due payment of firm towards this component will be made by this office as per the following schedule:

1. 85% due amount will be released after satisfactory supply of checklist of Parishishit-A (ट-ए) of Electors.
2. 15% amount of due payment will be withheld against the possible Errors & Omissions and verification by DEO/ERO which will be released at the time of final payment of this component.
b) The currency or currencies in which payments shall be made to the supplier/ selected bidder under this Contract shall be Indian Rupees (INR) only.

c) All remittance charges will be borne by the supplier/ selected bidder.

d) In case of disputed items, the total amount of the disputed items shall be withheld and will be paid only after settlement of the dispute.

e) Any penalties/ liquidated damages, as applicable, for delay and non-performance, as mentioned in this bidding document, will be deducted from the due payments.

f) Taxes, as applicable, will be deducted, as per the prevalent rules and regulations.

g) Payment shall be made to the successful bidder after all necessary formality as per rules have been fulfilled.

24) PENALTIES:

I. Risk and Cost:

In case, the contractor doesn’t commence the work as required by PE within the stipulated period, the work can be allotted to other firm at the risk and cost of the contractor firm and his Performance Security will be forfeited. Action as per RTPP Act, 2012 and thereto Rules, 2013 shall be taken.

II. Liquidated Damages (LD):

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

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

b) Fraction of a day in reckoning period of delay in supplies shall be eliminated if it is less than half a day.

c) The maximum amount of liquidated damages shall be 10% of the contract value.

d) If the supplier requires an extension of time in completion of contractual supply on account of occurrence of any hindrance, he shall apply in writing to the authority, which has placed the supply order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.

e) Delivery period may be extended with or without liquidated damages if the delay in the supply of goods/Items/Material is on account of hindrances beyond the control of the bidder.

III. Incomplete Work:
(i) **For EPIC**

In case the contractor doesn't supply the defect free EPIC's equal to number of photographs of electors and the number of Form No. 6 & 8 provided to the bidder, the penalty on this account will be imposed as under:

\[
\text{Quantum of Incomplete work} = (\text{Number of electors which photographs are scanned from Form No. 6 & 8 during this contract}) - (\text{Defect free cards verified by DEO/ERO or data backup verified by the DEO/SLA, whichever is lowest})
\]

Penalty on account of incomplete work shall be calculated as under:

\[
\text{Penalty on account of incomplete work} = \text{Quantum of Incomplete work} \times 10\% \text{ of per unit rate of PVC EPIC.}
\]

(ii) **For Rolls:**

Any incomplete portion of work can be got completed through any other agency at the risk and cost of the contractor without cancelling the contract. The risk and cost shall be actual difference of rates or 10% of the cost of incomplete portion of work whichever is higher and it will be recoverable from the contractor.

In the event of action being taken as above, the contractor shall be liable to make good for any loss, which the Government of Rajasthan may sustain by reason of higher price, and / or any other administrative expenses incurred on the incomplete portion of work.

IV. **RECOVERY OF DEFECTIVE CARD**:

The cost of Pre Printed PVC card issued by the DEO to bidder shall be deducted from the payment to be given to the bidder in the following conditions on the account of bidder:

1. In case of breakage,
2. In case of blurred printing, and
3. In case of incorrect printing of card or any kind of deviation of ECI Standard(s).

**Note:**

Cost of the Pre-Printed PVC card shall be the cost of centralised Pre-Printed PVC card finalized at the level of Election Department.

25) Bidders must make their own arrangements to obtain import licence, if necessary & applicable. If a bidder imposes conditions which are in addition to or in conflict with the conditions mentioned herein, his bid is liable to summary rejection. In any case none of such conditions will be deemed to
have been accepted unless specifically mentioned in the letter of acceptance of bid issued by the Procuring Entity.

26) **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 the concerned DEO and whose decision shall be final.

27) **Legal Proceedings:** All legal proceedings, if necessary arise to institute may by any of the parties (DEO or Contractor) shall have to be lodged in courts situated in the district concerned and not elsewhere.

28) **Patent Indemnity**

a) The supplier/selected bidder shall, subject to the Purchaser’s compliance with sub-clause below, indemnify and hold harmless the Purchaser and its employees and officers from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney’s fees and expenses, which the Purchaser may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract by reason of:

i. the installation of the Goods/Items/Material by the supplier/selected bidder or the use of the Goods/Items/Material in the country where the Site is located; and

ii. the sale in any country of the products produced by the Goods/Items/Material.

Such indemnity shall not cover any use of the Goods/Items/Material or any part thereof other than for the purpose indicated by or to be reasonably inferred from the Contract, neither any infringement resulting from the use of the Goods/Items/Material or any part thereof, or any products produced thereby in association or combination with any other equipment, plant, or materials not supplied by the supplier/selected bidder, pursuant to the Contract.

b) If any proceedings are brought or any claim is made against the Purchaser arising out of the matters referred to above, the Purchaser shall promptly give the supplier/selected bidder a notice thereof, and the supplier/selected bidder may at its own expense and in the Purchaser’s name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim.

c) If the supplier/selected bidder fails to notify the Purchaser within thirty (30) days or no. of days as decided by the PE after receipt of such notice that it intends to conduct any such proceedings or claim, then the Purchaser/PE shall be free to conduct the same on its own behalf.
d) The Purchaser/PE shall, at the supplier’s/ selected bidder’s request, afford all available assistance to the supplier/ selected bidder in conducting such proceedings or claim, and shall be reimbursed by the supplier/ selected bidder for all reasonable expenses incurred in so doing.

e) The Purchaser/PE shall indemnify and hold harmless the supplier/ selected bidder and its employees, officers, and Subcontractors (if any) from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney’s fees and expenses, which the supplier/ selected bidder may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract arising out of or in connection with any design, data, drawing, specification, or other documents or materials provided or designed by or on behalf of the Purchaser.

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 its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

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

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

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

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

30) **Termination**

   a) **Termination for Default**
1. The Procuring Entity, without prejudice to any other remedy under the provisions of the Act, the Rules or the Contract for breach of Contract, by Notice of default sent to the Supplier, may terminate the Contract in whole or in part:
   i. if the Supplier fails to deliver any or all of the Goods/Items/Material and/ or Related Services within the period specified in the Contract, or within any extension thereof granted by the Procuring Entity pursuant to the clause mentioned in the bid document; or
   ii. if the Supplier fails to perform any other obligation under the Contract.
   iii. if the Supplier, in the judgment of the Procuring Entity has breached any provision of the Code of Integrity, as defined in the Act, the Rules and Code of Integrity, in competing for or in executing the Contract.

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

b) Termination of insolvency

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

c) Termination of Convenience

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

   ii. The Goods/Items/Material which have been shipped or dispatched at the time of Supplier’s receipt of the Notice of termination may be accepted by the Procuring Entity at the Contract terms and prices.
31) **Change Orders and Contract Amendments**

The Purchaser (as per ECI guidelines) may at any time order the supplier/selected bidder through Notice to make changes viz. drawings or designs or specifications or formats or anything in the subject matter without impacting the cost of project where Goods/Material/Items & related services to be furnished under the Contract are to be specifically prepared and supplied for the Purchaser.

32) **Exit Management**

DEO may modify this clause under RTPP Rules and requirement in detail consciously.

   a) **Preamble**
      i. The word ‘parties’ include the Procuring Entity and the selected bidder.
      ii. This Schedule sets out the provisions, which will apply on expiry or termination of the Project Implementation and Operations and Management of SLA.
      iii. In the case of termination of the Project Implementation and/or Operation and Management SLA due to illegality, the Parties shall agree at that time whether, and if so during what period, the provisions of this Schedule shall apply.
      iv. The Parties shall ensure that their respective associated entities carry out their respective obligations set out in this Exit Management Schedule.

   b) **Transfer of Assets**
      i. The selected bidder may continue work on the assets for the duration of the exit management period which may be a <six months> period from the date of expiry or termination of the agreement, if required by District Election Officer (Collector) to do so. During this period, the selected bidder will transfer all the assets in good working condition and as per the specifications of the bidding document including the ones being upgraded to the department/designated agency. The security deposit/ performance security submitted by selected bidder will only be returned after the successful transfer of the entire project including its infrastructure.
      ii. The selected bidder, if not already done, will transfer all the Software Licenses under the name of the District Election Officer (Collector), Sikar as desired by the Procuring Entity during the exit management period.
      iii. District Election Officer (Collector) during the project implementation phase and the operation and management phase shall be entitled to serve notice in writing to the selected bidder at any time during the exit management period requiring the selected bidder to provide District Election Officer (Collector) or its nominated agencies with a complete and up-to-date list of the assets within 30 days of such notice.
      iv. Upon service of a notice, as mentioned above, the following provisions shall apply:
         a. In the event, if the assets which to be transferred to District Election Officer (Collector) mortgaged to any financial institutions by the selected bidder, the selected bidder shall
ensure that all such liens and liabilities have been cleared beyond any doubt, prior to such transfer. All documents regarding the discharge of such lien and liabilities shall be furnished to District Election Officer (Collector) or its nominated agencies.

b. All title of the assets to be transferred to District Election Officer (Collector) or its nominated agencies pursuant to clause(s) above shall be transferred on the last day of the exit management period. All expenses occurred during transfer of assets shall be borne by the selected bidder.

c. That on the expiry of this clause, the selected bidder and any individual assigned for the performance of the services under this clause shall handover or cause to be handed over all confidential information and all other related material in its possession, including the entire established infrastructure supplied by selected bidder to District Election Officer (Collector).

d. That the products and technology delivered to District Election Officer (Collector) during the contract term or on expiry of the contract duration should not be sold or re-used or copied or transferred by selected bidder to other locations apart from the locations mentioned in the this bidding document without prior written notice and approval of District Election Officer (Collector). Supplied hardware, software & documents etc., used by selected bidder for District Election Officer (Collector) shall be the legal properties of District Election Officer (Collector).

c) Cooperation and Provision of Information during the exit management period

i. The selected bidder will allow District Election Officer (Collector) or its nominated agencies access to the information reasonably required to define the current mode of operation associated with the provision of the services to enable District Election Officer (Collector) or its nominated agencies to assess the existing services being delivered.

ii. The selected bidder shall provide access to copies of all information held or controlled by them which they have prepared or maintained in accordance with the Project Implementation, the Operation and Management SLA and SOWs relating to any material aspect of the services provided by the selected bidder. District Election Officer (Collector) or its nominated agencies shall be entitled to copy all such information comprising of details pertaining to the services rendered and other performance data. The selected bidder shall permit District Election Officer (Collector) or its nominated agencies and/ or any replacement operator to have reasonable access to its employees and facilities as reasonably required by District Election Officer (Collector) or its nominated agencies to understand the methods of delivery of the services employed by the selected bidder and to assist appropriate knowledge transfer.
d) Confidential Information, Security and Data

The selected bidder will promptly on the commencement of the exit management period supply to District Election Officer (Collector) or its nominated agencies the following:

i. Documentation relating to Intellectual Property Rights;

ii. Project related data and confidential information;

iii. All current and updated data as is reasonably required for purposes of District Election Officer (Collector) or its nominated agencies transitioning the services to its replacement selected bidder in a readily available format nominated by District Election Officer (Collector) or its nominated agencies; and

iv. All other information (including but not limited to documents, records and agreements) relating to the services reasonably necessary to enable District Election Officer (Collector) or its nominated agencies, or its replacement operator to carry out due diligence in order to transition the provision of the services to District Election Officer (Collector) or its nominated agencies, or its replacement operator (as the case may be).

v. Before the expiry of the exit management period, the selected bidder shall deliver to District Election Officer (Collector) or its nominated agencies all new or up-dated materials from the categories set out above and shall not retain any copies thereof, except that the selected bidder shall be permitted to retain one copy of such materials for archival purposes only.

e) Transfer of certain agreements

i. On request by Procuring Entity or its nominated agencies, the selected bidder shall effect such assignments, transfers, innovations, licenses and sub-licenses as Procuring Entity or its nominated agencies may require in favour of Procuring Entity or its nominated agencies, or its replacement operator in relation to any equipment lease, maintenance or service provision agreement between selected bidder and third party leasing, operators, or operator, and which are related to the services and reasonably necessary for carrying out of the replacement services by District Election Officer (Collector) or its nominated agencies, or its replacement operator.

ii. Right of Access to Premises: At any time during the exit management period and for such period of time following termination or expiry of the SLA, where assets are located at the selected bidder’s premises, the selected bidder will be obliged to give reasonable rights of access to (or, in the case of assets located on a third party’s premises, procure reasonable rights of access to District Election Officer (Collector) or its nominated agencies, and/ or any replacement operator in order to inventory the assets.

f) General Obligations of the selected bidder

i. The selected bidder shall provide all such information as may reasonably be necessary to effect as seamless during handover as practicable in the circumstances to District Election
Officer (Collector) or its nominated agencies or its replacement operator and which the operator has in its possession or control at any time during the exit management period.

ii. The selected bidder shall commit adequate resources to comply with its obligations under this Exit Management Clause.

g) Exit Management Plan

i. The selected bidder shall provide District Election Officer (Collector) or its nominated agencies with a recommended exit management plan ("Exit Management Plan") which shall deal with at least the following aspects of exit management in relation to the SLA as a whole and in relation to the Project Implementation, the Operation and Management SLA and SOWs.

ii. A detailed program of the transfer process that could be used in conjunction with a replacement operator including details of the means to be used to ensure continuing provision of the services throughout the transfer process or until the cessation of the services and of the management structure to be used during the transfer; and

iii. Plans for the communication with such of the selected bidder's, staff, suppliers, customers and any related third party as are necessary to avoid any material detrimental impact on District Election Officer (Collector) operations as a result of undertaking the transfer; and

iv. If applicable, proposed arrangements and Plans for provision of contingent support in terms of business continuance and hand holding during the transition period, to District Election Officer (Collector) or its nominated agencies, and Replacement Operator for a reasonable period, so that the services provided continue and do not come to a halt.

v. The Bidder shall re-draft the Exit Management Plan annually after signing of contract to ensure that it is kept relevant and up to date.

vi. Each Exit Management Plan shall be presented by the selected bidder to and approved by District Election Officer (Collector) or its nominated agencies.

vii. In the event of termination or expiry of SLA, Project Implementation, Operation and Management SLA or SOWs each party shall comply with the Exit Management Plan.

viii. During the exit management period, the selected bidder shall use its best efforts to deliver the services.

ix. Payments during the Exit Management period shall be made in accordance with the Terms of Payment Clause.

x. It would be the responsibility of the selected bidder to support new operator during the transition period.
ANNEXURE-T1

APPENDIX-A:

GRIEVANCE HANDLING PROCEDURE DURING BID PROCESS

(APEALS)

(1) Filing 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 ten 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 filing of the appeal.
   (c) If the First Appellate Authority fails to dispose of the appeal within the period 30 days of the date of filing 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 fifteen 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 on the parties.

(2) Appeal not to lie in certain cases
   No appeal shall lie against any decision of the Procuring Entity relating to the following matters, namely:
   a. determination of need of procurement;
   b. provisions limiting participation 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 provisions of confidentiality.

(3) Form and procedure of filing 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 stated 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 authorised representative.

(4) Fee for filing 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 filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.

(b) On the date fixed for hearing, the First Appellate Authority or Second Appellate Authority, as the case may be, shall,-(i) hear all the parties to appeal present before him; and

(c) (ii) peruse or inspect documents, relevant records or copies thereof relating to the matter.

(d) After hearing the parties, perusal or inspection of documents and relevant records 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.

(e) The order passed under sub-clause (c) above shall be placed on the State Public Procurement Portal.
ANNEXURE-T2

FORM No. 1
[See rule 83]

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

Appeal No ................................................................. of .................................................................

Before the .................................................................................................................................

(First / Second Appellate Authority)

First Appellate Authority: District Election Officer (Collector), Sikar

Second Appellate Authority: Chief Electoral Officer, Rajasthan, Jaipur

1. Particulars of appellant:
   i. Name of the appellant : ..........................................................................................................
   ii. Official address, if any : ........................................................................................................

   i.
   ii.
   iii.

   i.
   ii.
   iii.
iii. Residential address : .................................................................................................................................

2. Name and address of the respondent(s):

...........................................................................................................................................................................
...........................................................................................................................................................................
...........................................................................................................................................................................

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
## Technical Bid Submission Sheet

Date: 

NIB No.: 

Alternative No., if permitted: 

To: 

The Procuring Entity 

We, the undersigned, declare that:

(a) We have examined and have no reservations to the Bidding Document, including Addenda No.: __________________________________________________________

(b) We declare that we fulfil the eligibility 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 Section V, Schedule of Supply, the following Goods and Related Services:

(c) Our Bid shall be valid for a period of 90 days from the date fixed for the bid submission deadline in accordance with the Bidding Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

(d) If our Bid is accepted, we commit to obtain a Performance Security in the amount of percent of the Contract Price or shall submit the Performance Security Declaration, as the case may be, for the due performance of the Contract;

(e) We are not participating, as Bidder in more than one Bid for supply of the subject Goods in this bidding process, other than alternative offers, if permitted, in the Bidding Document;

(f) Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract have not been debarred by the State Government or the Procuring Entity or a regulatory authority under any applicable law;
(g) We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed;

(h) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive;

(i) We agree to permit Government of Rajasthan or the Procuring Entity or their representatives to inspect our accounts and records and other documents relating to the bid submission and to have them audited by auditors appointed by them;

(j) We declare that we have complied with and shall continue to comply with the provisions of the Code of Integrity including Conflict of Interest as specified for Bidders in the Rajasthan Transparency in Public Procurement Act, 2012, the Rajasthan Transparency in Public Procurement Rules, 2013 and this Bidding Document during the procurement process and execution of the Contract till completion of all our obligations under the Contract;

(k) Other comments, if any:

Name: ________________________________________________________

In the capacity of: _____________________________________________________

Signed:  ________________________________

Date: _____________________________

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

Complete Address  ___________________________________________________

Tel:  

Fax:  

E-mail:
ANNEXURE-T4

PRE-BID QUERIES’FORMAT {to be filled by the bidder}

Name of the Company/Firm: ________________________________

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

<table>
<thead>
<tr>
<th>Name of Person</th>
<th>Designation</th>
<th>Email-ID(s)</th>
<th>Tel. Nos. (Mo.)&amp; Fax Nos.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Company/Firm Contacts:

<table>
<thead>
<tr>
<th>Contact Person(s)</th>
<th>Correspondence Address</th>
<th>Email-ID(s)</th>
<th>Tel. Nos. (Mo.)&amp; Fax Nos.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Query(ies) / Clarification(s) Sought:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Bid Page No.</th>
<th>Bid Clause No.</th>
<th>Existing Clause Details</th>
<th>Query/ Suggestion/ Clarification sought</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
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<tr>
<td>3.</td>
<td>........</td>
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<tr>
<td>4.</td>
<td>........</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 Procuring Entity.

2. Prospective bidder may, in writing, seek clarifications from the Procuring Entity in respect of the bidding document shall be emailed to surendrajoshi97@gmail.com.

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 surendrajoshi97@gmail.com with a subject “Pre-Bid query for ............................................”. 
ANNEXURE-T5

SELF-DECLARATION

(Declaration by Bidder regarding Qualifications) [to be filled by the bidder]

To,

{Procuring Entity}

Declaration by Bidder

In relation to my/our bid submitted for subject matter conforming to ECI standards/guidelines/T&C of Bid Document in response to the NIB Ref. No. _____________________________ dated ____________ as an Owner/ Partner/ Director/ Auth. Signatory/ Manufacturers/ Whole Sellers/ Sole distributor/ Authorised dealer/ Bonafide dealers of _____________________________, I/ We hereby declare that:

a) We are eligible and possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;

b) We have fulfilled my/ our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;

c) We are not insolvent in receivership, bankrupt or being wound up, not have my/our affairs administered by a court or a judicial officer, not have its business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;

d) We do not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;

e) We do not have a conflict of interest as specified in RTPP 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 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 qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;

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 word/line/para/text mentioned in the bid downloaded from website(s) as mentioned in the bid otherwise we know that our bid shall be cancelled and rejected if submitted bid has deviation of word/line/para/text from the original bid.

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

n) We have submitted only one bid.

o) We shall not sublet the contract if awarded to us.

p) We also hereby declare that in no case the information collected in Parishisht-A, shall not go / be published in public domain otherwise it would be treated under the clause of breach of confidentiality and necessary action shall be taken by the PE against us with in Act and Procurement Rules along with Laws of Land will also be applicable, if not sufficient.

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

Thanking you,

Name of the Bidder: -
Authorised Signatory: -
Seal of the Bidding Organization: -
Date: ______________
Place: ______________
CERTIFICATE OF CONFORMITY/ NO DEVIATION [to be filled by the bidder]

To,

{Procuring Entity}

CERTIFICATE

This is to certify that, the specifications of subject matter of bid document which I/ We have mentioned in the Technical bid, and which I/ We shall supply if I/ We am/ are awarded with the work, are in conformity with the minimum specifications of the Commodity/ Goods/ Item/ Works/ Services mentioned in the bidding document and that there are no deviations of any kind from the required specifications.

2. Also, I/ we have thoroughly read the bidding document, RTPP ACT, 2012 and thereto Rules, 2013 and amendment(s) issued (available on http://sppp.rajasthan.gov.in) and online biding method (given on http://eproc.rajasthan.gov.in) by signing this certificate, we hereby submit our token of unconditional acceptance to all the terms & conditions of the bidding document without any deviations.

3. I/ We also certify that the price I/ we have quoted is inclusive of all the cost/service factors involved in subject matter of bid document, to meet the desired Standards set out in the bidding Document.

4. I/We declare that work/items/services etc. Rendered shall be conforming to the specifications mentioned in the Bid Document and to the ECI norms/guidelines/circulars.

Thanking you,

Name of the Bidder: -
Authorised Signatory: -
Seal of the Organization: -
Date: ______________
Place: ______________
## BILL OF MATERIAL (BOM)

<table>
<thead>
<tr>
<th>S. No.</th>
<th>DESCRIPTION OF ITEM</th>
<th>ESTIMATED QUANTITY TO BE SUPPLIED</th>
<th>BIDDERS ACCEPTANCE OF SUPPLY/COMPLETE THE WORK AS PER T&amp;C MENTIONED IN THE BID DOCUMENT AND UNDER THE DIRECTIONS OF DEO (YES/NO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>PREPARATION AND SUPPLY OF PHOTO ELECTORAL ROLL IN THE GIVEN FORMAT, INTEGRATION OF E-ROLL DATA TO PREPARE E-ROLL ACCORDING TO THE GUIDELINES OF ECI/METHOD/PROCEDURE/ GIVEN IN BID DOCUMENT (ANY CHANGE SHALL BE INCORPORATE ISSUED BY THE ECI IN TIME TO TIME), PRINTING OF EPIC ON PRE PRINTED PVC CARDS (PVC EPIC) CONFORMING TO ECI GUIDELINES /TENDER TERMS AND CONDITIONS, PRINTING OF BLO REGISTER &amp; VARIOUS MENTIONED STATISTICAL REPORTS, PRINTING OF E-ROLL IN THE STANDARD FORMAT AS PER REQUIREMENT, PREPARATION &amp; SUPPLY OF PHOTOSTAT SETS OF APPROPRIATE MATERIAL &amp; PS-CD-ROMS IN SPECIFIED NUMBER OF SETS AS MENTIONED IN THE BID DOCUMENT. PROCESSING OF INFORMATION CONTAINING IN PARISHISHT-A AND ITS UPDATION IN RELEVANT PER.</td>
<td>LUMPSUM WORK AS MENTIONED IN THE SUBJECT MATTER OF THE BID DOCUMENT</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:-**

IPR OF THE WORKS/DONE/COLLECTED/PROCESSED UNDER THIS PROJECT SHALL BE VESTED UPON THE GOVERNMENT OF RAJASTHAN WHICH CAN NEITHER BE SHARED, PRODUCED OR COPIED/TRANSMITTED IN ANY FORM AND GIVEN TO ANY ENTITY ETC.

AFTER COMPLETION OF CONTRACT WE HEREBY DECLARE TO HAND OVER ALL THE DATA PROCESSED/ MODULES WHATSOEVER DEVELOPED DURING THE CONTRACT PERIOD TO FULFIL THE ABOVE MENTIONED SUBJECT MATTER TO THE DEO CONCERNED IMMEDIATELY.
ANNEXURE-T8

Indicative Sample of Personalized Printed PVC EPIC

NOTE:

THE ABOVE PICTURE IS INDICATIVE ONLY AND NOT TO SCALE. PVC PRE-PRINTED EPIC FOR PRINTING OF PERSONALISED INFORMATION OF ELECTORS SHOULD BE CONFORMING TO THE ECI GUIDELINES STRICTLY AND AS SPECIFIEDS IN THE BID DOCUMENT. ANY CHANGES AS PER ECI OR PE LATER ONE SHALL BE INCORPORATED WITHOUT ANY EXTRA COST.

ASPECT RATIO IS TO MANDATORILY BE MAINTAINED AS PER ECI GUIDELINES DEFORMED DUE TO ASPECT RATIO SHALL BE REPLACED BY THE SUCCESSFULL BIDDERS.
THE ABOVE PICTURE IS INDICATIVE ONLY AND NOT TO SCALE. PVC PRE-PRINTED EPIC FOR PRINTING OF PERSONALISED INFORMATION OF ELECTORS SHOULD BE CONFORMING TO THE ECI GUIDELINES STRICTLY AND AS SPECIFIED IN THE BID DOCUMENT. ANY CHANGES AS PER ECI OR PE LATER ONE SHALL BE INCORPORATED WITHOUT ANY EXTRA COST.
Back Side of Pre-Printed PVC EPIC

THE ABOVE PICTURE IS INDICATIVE ONLY AND NOT TO SCALE. PVC PRE-PRINTED EPIC FOR PRINTING OF PERSONALISED INFORMATION OF ELECTORS SHOULD BE CONFORMING TO THE ECI GUIDELINES STRICTLY AND AS SPECIFIED IN THE BID DOCUMENT. ANY CHANGES AS PER ECI OR PE LATER ONE SHALL BE INCORPORATED WITH OUT ANY EXTRA COST.
ANNEXURE-T10

Form of Bid Securing Declaration

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

To,

{Procuring Entity}

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, [insert designation of the Procuring Entity], for the period of time of [insert number of months or years, as required by the Procuring Entity] starting on [insert date], if we are in breach of our obligation(s) under the bid conditions, more specifically, if we:

a. withdraw or modify our Bid after deadline for submission of bids, during the period of bid validity specified in the Bid Data Sheet (hereinafter “the BDS”); or
b. having been notified during the period of bid validity specified in the BDS, about the acceptance of our Bid by you,
   i. fail or refuse to execute the Contract Agreement within the time period specified in the BDS,
   ii. fail or refuse to furnish the performance security, in accordance with the Instructions to Bidders (hereinafter “the ITB”) within the time period specified in the BDS,
c. not accept the correction of arithmetical errors in accordance with the ITB; or
d. breach a provision of the Code of Integrity specified in the RTPP Act, RTPP Rules and the ITB.

We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful 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 day of , 2015 [insert date of signing]
Corporate Seal _____________________________________________ [affix corporate seal of the bidder]

Note:

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

ANNEXURE-T11
<table>
<thead>
<tr>
<th>नं.</th>
<th>नाम</th>
<th>फोटो पहचान क्रम</th>
<th>जन्म तारीख</th>
<th>पता</th>
<th>प्रमाण पत्र क्रम</th>
<th>फोटो पहचान क्रम</th>
<th>जन्म तारीख</th>
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<tr>
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<td>xx/xx/1986</td>
<td>पवार</td>
<td>पवार</td>
<td>xx/xx/1986</td>
<td>पवार</td>
</tr>
</tbody>
</table>

कुल कार्ड: 65
कॉपी कार्ड: 31
ILLUSTRATIONS ON PORTRAIT QUALITY OF PHOTOS

- too close
- too far away
- blurred
- ink marked/creased
- looking away
- unnatural skin tones
- too dark
- too light
Bid for “Preparation & Supply of PER, printing of PPPVC-EPIC & BLO Register, E-Roll Integration...”
Bid for "Preparation & Supply of PER, printing of PPPVC-EPIC & BLO Register, E-Roll Integration..."
SOFTWARE FOR PRINTING PVC EPIC

ERO Software (Indicative Screenshots)

Login screen

Upload ERO's Signature menu:

Summary Revision  ERO Software Version 3.1

SPECIAL SUMMARY REVISION NO - 2 (OF YEAR 2013)
Save button clicked record saved.

Edit or delete clicked check box
Bid for “Preparation & Supply of PER, printing of PPPVC-EPIC & BLO Register, E-Roll Integration...”

Note: Signature shouldn’t be beyond the size of 2.91 c.m. height x 3.704 c.m. width.
EPIC Printing Module (Indicative)

Login screen

Create New EPIC
Bid for "Preparation & Supply of PER, printing of PPPVC-EPIC & BLO Register, E-Roll Integration..."
Create New EPIC button clicked
Bid for "Preparation & Supply of PER, printing of PPPVC-EPIC & BLO Register, E-Roll Integration..."
## SAMPLE PHOTO ELECTORAL ROLLS AND ITS SUPPLEMENT’S FORMAT

<table>
<thead>
<tr>
<th>निर्वाचन नामांकन- 2014, (S20) राजस्थान</th>
<th>भाग संख्या - 16</th>
</tr>
</thead>
<tbody>
<tr>
<td>विधायक सभा क्षेत्र की संख्या, नाम एवं आरक्षण की स्थिति : 051, लिखित लाइंस</td>
<td></td>
</tr>
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### 1. पुनरीचरण का विवरण:

<table>
<thead>
<tr>
<th>पुनरीचरण का वर्ष</th>
<th>2014</th>
</tr>
</thead>
<tbody>
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<td>अहंता दिनांक</td>
<td>1-1-2014</td>
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<tr>
<td>पुनरीचरण का प्रकार</td>
<td>विशेष संक्षिप्त पुनरीचरण</td>
</tr>
<tr>
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<table>
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<th>नामांकन की पर्याय</th>
<th>समस्त पूरकों को समेकित करते हुए, पुनरीचरण 2013 की एकृतिवर्त्ता</th>
</tr>
</thead>
<tbody>
<tr>
<td>नामांकन की पर्याय</td>
<td>नामांकनवार</td>
</tr>
</tbody>
</table>

### 2. भाग एवं मतदाता क्षेत्र का विवरण:

मतदाता क्षेत्र का वितरण:
बार्टे नं. 15: 1 मेजर वैलान सिंह कोलोनी सेक्टर, एक 2 मेजर वैलान सिंह कोलोनी सेक्टर, जी

<table>
<thead>
<tr>
<th>पुष्प गांव</th>
<th>जबपुर</th>
</tr>
</thead>
<tbody>
<tr>
<td>पटवार सिक्किम</td>
<td>कानूनी सिक्किम</td>
</tr>
<tr>
<td>तहसील</td>
<td>जबपुर</td>
</tr>
<tr>
<td>जिला</td>
<td>जबपुर</td>
</tr>
</tbody>
</table>

### 3. मतदाता केंद्र का विवरण:

मतदाता केंद्र की संख्या एवं नाम: 16 माहौल नया सिक्किम के पास

| मतदाता केंद्र का प्रति पत्र : तेंदूपूर रावण स्कूल, मेजर वैलानसिंह कोलोनी शाखानगर, फ.र. 1 |
|------------------|------------------------------------------------------------------------------------------------|
| मतदाता केंद्र का आरक्षण स्थिति (पुरुष / बी / अनिश्चित) | (सामान्य) |
| द्वारा मतदाता केंद्र के महासचिव (अधिकारियों) मतदाता केंद्रों की संख्या | 0 |

### 4. मतदाताओं की संख्या:

<table>
<thead>
<tr>
<th>आरक्षित</th>
<th>अंतिम</th>
<th>मतदाताओं की संख्या</th>
</tr>
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<tbody>
<tr>
<td>क्रम संख्या</td>
<td>क्रम संख्या</td>
<td>पुरुष</td>
</tr>
<tr>
<td>1</td>
<td>1304</td>
<td>659</td>
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</table>
Bid for "Preparation & Supply of PER, printing of PPPVC-EPIC & BLO Register, E-Roll Integration..."
Bid for "Preparation & Supply of PER, printing of PPPVC-EPIC & BLO Register, E-Roll Integration..."
<table>
<thead>
<tr>
<th>विभाग</th>
<th>नामांकन की गणना</th>
<th>विभाग की संख्या</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>पुरुष</td>
<td>पुरुष समष्टि</td>
<td>सामग्री योजना की समझ</td>
<td>357</td>
<td>327</td>
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<td>पुरुष - 1</td>
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<td>53</td>
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<td>पुरुष - 2</td>
<td>पुरुष - 2</td>
<td>विशेष योजना पूर्वसम्पर्क</td>
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<td>13</td>
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<td>3</td>
<td>महिला</td>
<td>महिला समष्टि</td>
<td>सामग्री योजना पूर्वसम्पर्क</td>
<td>7</td>
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<td>महिला - 2</td>
<td>महिला - 2</td>
<td>विशेष योजना पूर्वसम्पर्क</td>
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<tr>
<td>सामग्री योजना पूर्वसम्पर्क 2014 के बाद कुल संहिता (I + II + III)</td>
<td>436</td>
<td>387</td>
<td>823</td>
<td></td>
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</table>

| संयोजनों की संख्या |  |  |  |
|---|---|---|
| पुरुष - 1 | विशेष योजना पूर्वसम्पर्क | 8 |
| पुरुष - 2 | विशेष योजना पूर्वसम्पर्क | 0 |
SAMPLE STATISTICAL REPORTS

<table>
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<tr>
<th>Name of Assembly Constituency -</th>
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</table>

**Age-Cohort Wise Elector Information**

<table>
<thead>
<tr>
<th>Age Cohort</th>
<th>Electors as per currently electoral roll w.r.t. 1.1.2017 as qualifying date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>18-19</td>
<td></td>
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<tr>
<td>20-29</td>
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<td>30-39</td>
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<td>50-59</td>
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<td>60-69</td>
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<td>70-79</td>
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<td><strong>Total</strong></td>
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FORMAT - 3A
### Polling Station wise Information on Inclusion and Deletions in Current Electoral Rolls during continuous updation/Summary Revision

<table>
<thead>
<tr>
<th>Name of AC</th>
<th>Polling Station</th>
<th>Number of Electors in Previous Final/Draft Roll</th>
<th>Total Claims lodged in Form 6 subsequently</th>
<th>Total Claims admitted</th>
<th>Total Objections lodged in Form 7 subsequently</th>
<th>Total Objections admitted</th>
<th>Deletion after previous final/Draft roll (3-to-4)</th>
<th>Total Deletions since previous final roll</th>
<th>Number of Deletions since previous final roll</th>
<th>Due to</th>
<th>Number of Electors in draft/Final Roll w.r.t. 1.1.2017 as qualifying date to be published on</th>
<th>Net change over previous final roll</th>
<th>% Change over previous final roll</th>
</tr>
</thead>
<tbody>
<tr>
<td>No.</td>
<td>Name</td>
<td>Male</td>
<td>Female</td>
<td>Male</td>
<td>Female</td>
<td>Male</td>
<td>Female</td>
<td>Male</td>
<td>Female</td>
<td>Male</td>
<td>Female</td>
<td>Male</td>
<td>Female</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
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<td>13</td>
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</tr>
<tr>
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</tr>
</tbody>
</table>

Format 4A (With DEO)
Bid for "Preparation & Supply of PER, printing of PPPVC-EPIC & BLO Register, E-Roll Integration..."

Polling Station wise Information on EPIC & Photo Coverage in Draft/Final roll 2017

<table>
<thead>
<tr>
<th>No</th>
<th>Polling Station Name</th>
<th>Total Electors</th>
<th>Total Photos in the Roll</th>
<th>Non Photo Entries</th>
<th>% of Non Photo Entries</th>
<th>Total EPIC holders</th>
<th>Residual Electors (without EPIC)</th>
<th>% of Residual Electors</th>
<th>Latest %age of EPIC coverage against roll</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Total
### Photo Coverage in Draft/final Rolls 2017

<table>
<thead>
<tr>
<th>Name of District</th>
<th>Assembly Constituency No.</th>
<th>Name</th>
<th>PS with &lt;50% Photo Elector</th>
<th>PS with &gt;50% &lt;60% Photo elector</th>
<th>PS with &gt;60% &lt;70% Photo elector</th>
<th>PS with &gt;70% &lt;80% Photo elector</th>
<th>PS with &gt;80% &lt;90% Photo elector</th>
<th>PS with &gt;90% Photo elector</th>
<th>% of Non-Photo elector</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
<tr>
<td>Total</td>
<td></td>
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<td></td>
<td></td>
<td></td>
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</tbody>
</table>
## EPIC Coverage in Draft PER 2017 to be published

<table>
<thead>
<tr>
<th>Name of District</th>
<th>Assembly Constituency</th>
<th>PS with &lt;50% EPIC</th>
<th>PS with &gt;50% &lt;60% EPIC</th>
<th>PS with &gt;60% &lt;70% EPIC</th>
<th>PS with &gt;70% &lt;80% EPIC</th>
<th>PS with &gt;80% &lt;90% EPIC</th>
<th>PS with &gt;90% EPIC</th>
<th>% of Residual Elector</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No.</td>
<td>Name</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
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<td></td>
</tr>
</tbody>
</table>

Format 5 D (With CEO)
SAMPLE BLO REGISTER

विधान सभा निर्वाचन-क्षेत्र की सं. एवं नाम: ...........................................
निर्वाचक नामांकन की भाग सं: ...................................

बूथ लेवल

अधिकारी, 20—

के लिए

रजिस्टर

बूथ लेवल अधिकारी का नाम: ...........................................
बूथ लेवल अधिकारी का पदनाम: ...........................................
बूथ लेवल अधिकारी का पता: ...........................................

बूथ लेवल अधिकारी का टेलीफोन/मोबाइल नं.: ......................
(1) बीएलओ के रजिस्टर में दो बांट होते हैं:

अनुदेश-1 यह खंड नामांकन में निर्धारित की विधि-सारिविधियों से निर्धारित बना है। और उसमें कोई सुधार, यदि कोई है, प्रारूप के सुसंगत संस्था में किए जाएंगे। चिन्हत्तु अनुदेशों का उल्लेख इसके आगे किया गया है।

अनुदेश-11 इस खंड में बीएलओ को उसे अंबिट भाग में समाकेंद्रित क्षेत्र में लए विकिसेंट क्षेत्रों/सोसाइटीयों/अपरार्थित्स इत्यादि के संबंध में सूचना का उल्लेख और उसका अपना निर्धारण करना होता है।

(2) अनुदेश-1-दिस्ट्रीट अनुदेश:

(1) बीएलओ को उसमें दिए गए संगठन भाग की निर्धारित नामांकन का सत्यापन करके उसमें से सुधार किए गए विधान को नोट करना होता है। यदि निर्धारित के ब्योरे सुधार के अनुरोधों हैं यथा निर्धारित का नाम, आयु, लिंग, संवंध, मकान संख्या, एवंक संख्या इत्यादि, तो मूल ब्योरे पर प्रेश वनकर उसके नीचे सुधार को हस्ताक्षर करता होगा। यदि कार्य केंद्र लाल स्वाधीं में ही किया जाएगा। निर्धारित का कुलनाम, नाम, संवंशी का नाम और मकान संख्या का उल्लेख दोनों भाषाओं में किया गया है। अर्थात् (भाग-अ) का उल्लेख करे। इसे निर्धारित को दिखाकर उससे सत्यापित करवाया जाना चाहिए। यदि निर्धारित के ब्योरे (स्थानीय भाषा संवंशी) में कोई संख्या है तो उस पर लाल स्वाधीं दोनों ब्योरे लिख लिख जाना चाहिए और नीचे दिए गए स्थान के मूलनाम संक्षेप में सही ब्योरे लिख लिख जाना चाहिए।

(2) उद्देश्यात्मक:

(i) यदि निर्धारित का फॉर्मा और है तो ऐसे में (२) का चिन्ह लगाएँ। निर्धारित की गति फॉर्मा के मामले में (२) का चिन्ह लगाया जाना चाहिए। और ऐसे मामले में सही फॉर्मा प्राप्त किया जाना चाहिए। फिर फॉर्मा वाली प्रविधि के मामले में भी "फॉर्मा नहीं है" लिखकर सही फॉर्मा प्राप्त किया जाए। फॉर्मा के साथ-साथ निर्धारित से विभिन्तित रूप से भरा हुआ-५ नेला चाहिए।

(ii) मकान संख्या/पता की गति प्रविधि के मामले में इसमें स्त्री-३ में लाल स्वाधीं से दूर वनकर दिखाया जाना चाहिए और सही मकान संख्या/पता लिखा जाना चाहिए।

(iii) यदि निर्धारित के नाम में कोई बुट्टी है तो ऐसे पर स्त्री-४ में लाल स्वाधीं से दूर वनकर दिखाया जाना चाहिए और नीचे नाम को सही प्रकार लिखा जाना चाहिए और दिखाया जाना चाहिए।

(iv) यदि संवंश, लिंग/आयु के ब्योरे में कोई बुट्टी हो तो स्त्री-५ में दूर वनकर कोलम-६ में दूर वनकर दिखाया जाना चाहिए और नीचे सही ब्योरे लिख जाना चाहिए।
(v) एचक चालू और नियोजक की जन्म तिथि को स्तम्भ-6 में दिखाई जाना चाहिए। यदि एचक संख्या गलत है तो इस पर लाइन स्वाग्तिक से घेरे बनाया जाना चाहिए और सही एचक संख्या लिखी जानी चाहिए। यदि जन्म तिथि लिखी है तो इसका सत्यपात किया जाना चाहिए। यदि जन्म तिथि गलत है तो उस पर लाइन स्वाग्तिक से घेरे बनाया जाना है। यदि नियोजक और मान्य साक्ष्यों या स्वाग्तिक प्राप्तने हुए आर्यावलय चुटकियों का प्रमाणपत्र, जन्म प्रमाणपत्र, जानि प्रमाणपत्र, गर्भित रेखा से नीचे (बीपीएस) संबंधित प्रमाणपत्र या अन्य सहायक दस्तावेजों का सत्यपात करने के प्राप्त होने निर्देशित दिखाई जानी चाहिए। ऐसे साक्ष्यों को प्रस्तुत न किये जाने के मामले में इस रूप में इस स्तम्भ को रेखा छोड़ा जाना चाहिए (बिना सत्यपात के गलत और परिवर्तित सूचना की प्रविधि नहीं की जानी चाहिए)।

(vi) नियोजक की दूरभाष संख्या (मोइलित और लैंडलाॅन्ड टेलीफोन एस.) को अनिवार्य रूप से प्राप्त करने स्तम्भ-7 में लिखा जाना चाहिए। अतः यदि नियोजक के पास अभाव नहीं है तो इसकी अभाव संख्या (जो कि 12 अंकों की होगी) भी प्राप्त करने उसे लिखा जाना चाहिए। अति नियोजक से स्वाग्त अभाव नहीं हुआ है परंतु उसे अभाव कर्म जानी नहीं हुआ है तो निम्नलिखित से आधार।

2(2) स्तम्भ-8 में ईस्सॉर (ई-एस्सॉर, मूल कि एस्सॉर (स्थानांतरित), आर-आरिपीएड (डोर्सर एंड गए) संबंधित व्यक्ति का उल्लेख किया जाना चाहिए। इसके लिए अनुदेश निम्नलिखित अनुसार हैं:

(i) किसी नियोजक की मृत्युं या संबंध में सूचना का उल्लेख स्तम्भ-8 में “मृत” के रूप में उसकी मृत्यु की तरीका के साथ किया जाना चाहिए और मृत के परिवार के सदस्यों से इस संबंध में कार्य-7 भी प्राप्त किया जाना चाहिए।

(ii) अब नियोजक संबंधित अभाव के क्षेत्र से स्थानांतरित पारा जाना है तो इस स्तम्भ-8 में “स्थानांतरित” हिस्ट्र में प्राप्त करने अद्यतन किया जाना चाहिए। जहाँ तक संबंध हो सके ऐसे नियोजक से विचित्रता से व्यास हुआ कार्य-7 प्राप्त किया जाए। स्थानांतरण परिवार सहित या बिना परिवार के ही सकते है। यदि नियोजक अपने परिवार से साथ भागनिर्णय हुआ है “परिवार के साथ स्थानांतरित” लिखा जाना चाहिए और यदि नियोजक अकेला स्थानांतरित हुआ है और उसका परिवार नहीं मिला था तब दूरस्थ स्थान पर रहने है तो “परिवार के बिना स्थानांतरित” लिखा जाना चाहिए। सत्यपात के दौरान बीएस ने तुरंत स्थानांतरित नियोजक को उपाध्या प्राप्त में नोटिस देना चाहिए। स्थानांतरण के कारण को भी नोट करना चाहिए। नियोजकों के स्थानांतरण के निम्नलिखित संबंध का निर्देश निर्देश में सकते हैं:

(1) विभागदार होने के नाते निवास/घर का परिवर्तन/खाती करना
(2) व्यवस्था के प्रयोजनार्थ विस्थापित/स्थानांतरण
(3) शादी
(4) तलाक
(iii) (1) यदि निर्वाचक नामांकित में किसी निर्वाचक का नाम एक से अधिक बार पाया जाता है तो उसे स्तंभ-8 में “दोहराया गया है” का उल्लेख करना चाहिए।

(3) अनुबंध-1 की सूचना और व्योरों को साक्षात्कार पुरस्कार भरा जाना चाहिए और केवल संताप के परामर्श ही निर्वाचक रजिस्ट्रेटर करते हैं। संताप पर निर्वाचक नामांकित की प्रतिष्ठित में दिलेपन/सुधार संबंधी निर्णय लेंगे।

(4) अनुबंध-2-विस्तृत अनुदेश

लए विकसित क्षेत्रों/सोसाइटी/आपार्टमेंट्स/कालोनियों इत्यादि के संबंध में निर्वाचक नामांकित के सुसंगत भाग की भौगोलिक सीमाओं के अन्दर वीएलओ को उन नव विकसित क्षेत्रों/सोसाइटी/आपार्टमेंट्स/कालोनियों के संबंध में सूचना का संताप करना होता है। जो अस्तित्व में हैं और जिन्हें नामांकित के संबंधित भाग में शामिल नहीं किया गया है और उसका इस छोटे के सुसंगत प्रवेश में उल्लेख करना चाहिए। यह भी सुनिश्चित किया जाए कि ऐसी सोसाइटी/क्षेत्र की सूचना का निर्वाचक नामांकित के अन्य भागों में नहीं दोहराया जाए।

अनुदेश

(1) वीएलओ को दी गई निर्वाचक नामांकित के संबंधित भाग के अंदर समावेश प्रत्येक छोटे के ब्योरे दर्शाना (भाषा(ओं) का उल्लेख करें) विवरण संताप है। भाषा(ओं) का उल्लेख करें दर्शाना के द्वारा भाषा के अनिवार्य रूप से संताप किया जाना चाहिए। यदि किसी भाषा के नाम/भाषा/पिन कोड के ब्योरो में कुटि (भाषा(ओं) का उल्लेख करें) है तो उसके लाल स्पार्स शेष बनाना जाना चाहिए और सबी ब्योरे उसके नीचे के लाइन में संगीत स्तंभ में लिखे जाने चाहिए। यदि उस भाषा में कोई नया अंश जोडा गया है तो उसका भी उल्लेख किया जाना चाहिए।
(2) संबंधित भाषा के नियोजकों के सत्यापन के दौरान एकत्र किए गए पाँच-6, 7 और 8 के संबंधी संपर्क, दृष्टिगत संख्याओं और सामान्य सांख्यिकीय व्ययों को नीचे दी गई सारणी में प्रत्येक मामले को रिकार्ड किया जाना चाहिए:

<table>
<thead>
<tr>
<th>तारीख</th>
<th>प्राप्त मोबाइल संख्या</th>
<th>प्राप्त आधार संख्या</th>
<th>प्राप्त फार्म-6 का संचयी योग</th>
<th>प्राप्त फार्म-7 का संचयी योग</th>
<th>प्राप्त फार्म-8 का संचयी योग</th>
<th>मूल्य/स्थानांतरण/दोहराए गए मामलों का संचयी योग</th>
</tr>
</thead>
<tbody>
<tr>
<td>कुल योग</td>
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</tbody>
</table>

वी. एल. ओ. के हस्ताक्षर ____________________

सेक्टर ऑफिसर का नाम एवं पदनाम:

सेक्टर ऑफिसर का मोबाइल नं.:

सेक्टर ऑफिसर के हस्ताक्षर:
Bid for "Preparation & Supply of PER, printing of PPPVC-EPIC & BLO Register, E-Roll Integration..."
<table>
<thead>
<tr>
<th>निर्देशांकों के विवरण में पाए गए चुटियों का सांख्यिकीय विवरण</th>
</tr>
</thead>
<tbody>
<tr>
<td>विधान सभा निर्वाचन क्षेत्र की सं. एवं नाम :</td>
</tr>
<tr>
<td>---------------------------------</td>
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<tr>
<td>नामांकन की भाग सं. : __________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>निर्देशांकों के विवरण में चुटियों को चिह्नित करते हुए रूपक</th>
<th>चुटियों का विवरण</th>
<th>चुटियों की संख्या</th>
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<tr>
<td>B</td>
<td>डलेक एंड व्हाइट फोटोग्राफ</td>
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<td>गलत और डुल्टीकेट फोटोग्राफ</td>
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<td>*</td>
<td>मकान सं. (मकान सं. नहीं लिखी गई/0,00,000,000 के रूप में लिखी गई/999,9999 के रूप में लिखी गई/ '<em><strong>', &quot;</strong></em>&quot; रूप में लिखी गई)</td>
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<td>गुजराती नाम (गुजराती नाम में गलत अक्षर)</td>
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<td>अंग्रेजी नाम (अंग्रेजी नाम में गलत अक्षर)</td>
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<td>*</td>
<td>लिंग-संबंध (लिंग पुरुष हो सकता है किन्तु संबंध का प्रकार पत्र के रूप में दर्शाया जाए)</td>
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<td>*</td>
<td>नाम-लिंग (पुरुष के नाम के समक्ष दर्शाया गया लिंग महिला या महिला के नाम के समक्ष दर्शाया गया पुरुष के रूप में प्रदर्शित लिंग)</td>
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<td>डुल्टीकेट आधार सं.</td>
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<tr>
<td>भाग में कुल चुटियों की संख्या</td>
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अनुबंध-2

इस भाग में आने वाली ऐसी सोसाइटी/अपार्टमेंट्स जो नए बने हैं और जो निर्वाचक नामांकन में शामिल नहीं किए गए हैं, को दर्शाने वाला विवरण।

<table>
<thead>
<tr>
<th>क्रम सं.</th>
<th>नई सोसाइटी/क्षेत्र का नाम और पृष्ठ पता</th>
<th>नकाशों की अपार्टमेंट की सं.</th>
<th>निर्माण कार्य पूरा होने की समय तिथि</th>
<th>वर्ष निर्माण कार्य पूरा हो गया है और लेट व्यक्तिगत नियम करने के लिए आ गए हैं तो ऐसे व्यक्तियों की सं. विशेष जानकारी की सं.</th>
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*यह पूरा अनुबंध दिनांक या _______________ को प्रस्तुत किया जाना होगा।

विषयों का नाम एवं हस्ताक्षर:

____________

प्रस्तुत करने की सं. विशेष जानकारी:

____________
विधान सभा निर्वाचन क्षेत्र में सुनिश्चित किए गए सेक्शनों की भागवार सूची

विधान सभा निर्वाचन क्षेत्र की सं. एवं नाम:

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<th>मुख्य क्षेत्र (यह क्षेत्र जिसमें विस्तृत क्षेत्र शामिल किया गया है)</th>
<th>मतदान वृह्द के ग्राम/पंचायत का नाम</th>
<th>पिंकोड सं.</th>
<th>क्षेत्र का विस्तार (सोसाइटी/आर्मी फैल्ट/पोल/चाल/यात्रा/फोटो/मोहल्ला का नाम)</th>
<th>मुख्य क्षेत्र (यह क्षेत्र जिसमें विस्तृत क्षेत्र शामिल किया गया है)</th>
<th>मतदान वृह्द के ग्राम/पंचायत का नाम</th>
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विधान सभा विधेय क्षेत्र ................. के निर्वाचक रजिस्ट्रीकरण अधिकारी की कार्यालय

नोटिस

उपर्युक्त विषय के सम्बन्ध में इस अंतिम लेखिका द्वारा प्रस्तावित किया जाता है कि इस कार्यालय के अधीन आर्थ विधालय सचिव नियोजन बैठक की भाषा से ................. में, आयुक्त नाम/आपके परिवार के सदस्यों का नाम अंजीकृत है। प्रत्येक दूर प्रवेश अधिकारी द्वारा निर्वाचक नामांकन के प्रक्रिया संबंध में दृष्टा, आप अपने नियोजन स्थान पर पर उपस्थित नहीं थे। अतः ऐसा प्रतीत होता है कि आप/आपके परिवार के सदस्य उपर्युक्त स्थान, जिसका विवरण निम्नतथा अनुसार है, पर नियोजन नहीं कर रहे हैं:

<table>
<thead>
<tr>
<th>भाषा सं.</th>
<th>क्रम सं.</th>
<th>निर्वाचक परिवार के सदस्य का नाम</th>
<th>लिंग</th>
<th>आयु</th>
<th>क्रम/नाम उपस्थित है؟</th>
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इस नोटिस के माध्यम से एटेडारा यह सुचित किया जाता है कि आप/आपके सम्मेलन नियोजन स्थान पर नहीं रहे हैं। अतः कृपया लिखित स्थल में यह स्पष्ट करें कि विधान सभा नियोजन क्षेत्र सं.... की भाषा सं.... में पंजीकृत आपके/आपके परिवार के सदस्यों का नाम किसी भी चौथे सत्रांश के साथ हिन्दी/2015 को लेकर उपर्युक्त स्थान पर उपस्थित होना चाहिए।

कृपया नोट कीजिए कि इस नोट की प्राप्ति करने के बाद आपको उत्तरार्थ एवं साक्ष्य प्राप्त नहीं करते हैं तथा यह समझूं जाएगा कि आपको इस संबंध में कुछ भी नहीं कहा जा सकता है और लोक प्रतिनिधित्व अधिनियम, 1950 की पारा 22 के अनुसार हमारे प्राधिकारी के अनुसार नियोजक नामांकन से आपका नाम हटा दिया जाएगा।

निर्वाचक रजिस्ट्रीकरण अधिकारी

विधालय सम्म नियोजन क्षेत्र

बृह लेखन अधिकारी के लिए नोट

1. उपर वर्णित निर्वाचक/परिवार उपस्थित है, तो परिवार के सदस्य को नोटिस दिया जाना चाहिए और उसके हस्ताक्षर लेने चाहिए।

निर्वाचक/परिवार के सदस्य का नाम और हस्ताक्षर:

2. यदि उपर्युक्त निर्वाचक/परिवार चिह्न हो गयी है तो वह पता लगाया जा सकता है, नोट किया जाना चाहिए और सुनना देने वाले व्यक्ति का नाम, पता एवं हस्ताक्षर प्राप्त किया जाना चाहिए।

सिफ्ट हुए व्यक्ति का वर्तमान पता:

सुनना देने वाले व्यक्ति का नाम एवं पता:

बृह लेखन अधिकारी के हस्ताक्षर
<table>
<thead>
<tr>
<th>नं.</th>
<th>नाम</th>
<th>क्षेत्र</th>
<th>प्रमाण नंबर</th>
<th>विधाय</th>
<th>प्रमाण कार्यालय</th>
<th>महादेव का नाम</th>
<th>प्रमाणदार का नाम</th>
<th>विधाय</th>
<th>प्रमाणकार्यालय</th>
<th>प्रमाण नंबर</th>
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<tr>
<td>1</td>
<td>GANGALI</td>
<td>VILLAGE</td>
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<td>पति</td>
<td>BANIRAM</td>
<td>महादेव</td>
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<td>006/06074</td>
</tr>
<tr>
<td>2</td>
<td>SHIVAJI</td>
<td>VILLAGE</td>
<td>006/06076</td>
<td>पति</td>
<td>BANIRAM</td>
<td>महादेव</td>
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<td>पति</td>
<td>BANIRAM</td>
<td>006/06076</td>
</tr>
<tr>
<td>3</td>
<td>HIRA</td>
<td>VILLAGE</td>
<td>006/06704</td>
<td>पति</td>
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<td>महादेव</td>
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<tr>
<td>4</td>
<td>SHAHIDEBI</td>
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<td>पति</td>
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<td>महादेव</td>
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<td>महादेव</td>
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<tr>
<td>6</td>
<td>KALURAM</td>
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<td>006/06076</td>
<td>पति</td>
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<td>महादेव</td>
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<td>8</td>
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<td>महादेव</td>
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<tr>
<td>9</td>
<td>MOMALIDEVI</td>
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<td>006/06076</td>
<td>पति</td>
<td>PURAKHARAM</td>
<td>महादेव</td>
<td>भानीराम</td>
<td>पति</td>
<td>PURAKHARAM</td>
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<tr>
<td>10</td>
<td>PURAKHARAM</td>
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<td>भानीराम</td>
<td>पति</td>
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<tr>
<td>11</td>
<td>JASSURAM</td>
<td>VILLAGE</td>
<td>006/06076</td>
<td>पति</td>
<td>COMANDARAM</td>
<td>महादेव</td>
<td>भानीराम</td>
<td>पति</td>
<td>COMANDARAM</td>
<td>006/06076</td>
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## Bid for "Preparation & Supply of PER, printing of PPPVC-EPIC & BLO Register, E-Roll Integration..."

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Certificate Number</th>
<th>Date</th>
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<tbody>
<tr>
<td>959</td>
<td>GURAMEL SINGH</td>
<td>RJ02/009/006440</td>
<td>47</td>
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<tr>
<td>990</td>
<td>DALAJIT SINGH</td>
<td>RJ02/009/006886</td>
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<tr>
<td>961</td>
<td>SOHANLAL</td>
<td>HXC/16746668</td>
<td>24</td>
</tr>
<tr>
<td>992</td>
<td>JAGARAJASINGH</td>
<td>XKP/0254789</td>
<td>53</td>
</tr>
<tr>
<td>963</td>
<td>JALANDHARASINGH</td>
<td>XKP/0164805</td>
<td>53</td>
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<tr>
<td>993</td>
<td>JALANDHARASINGH</td>
<td>XKP/0164814</td>
<td>27</td>
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<tr>
<td>964</td>
<td>JALANDHARASINGH</td>
<td>XKP/0164823</td>
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<tr>
<td>994</td>
<td>JALANDHARASINGH</td>
<td>XKP/0164832</td>
<td>21</td>
</tr>
</tbody>
</table>

*District Election Officer (Collector), Sikar*
SAMPLE OF PARISHISHT-A (परिषिस्त-ए)

परिषिस्त—ए

मतदाता से संबंधित ई-मेल आई डी/मोबाइल नम्बर की जानकारी प्राप्त करने हेतु

विधानसभा निर्वाचन क्षेत्र का नाम : ............................................................................भाग संख्या..........................

1. मतदाता का नाम : ..............................................................................................................
2. मतदाता सूची क्रमांक : ..............................................................
3. मतदाता फोटो पहचान पत्र नम्बर : ............................................................
4. ई-मेल आई. डी. : ............................................................
5. मोबाइल नम्बर : ............................................................
6. मोबाइल का प्रकार – सामान्य/स्मार्ट फोन, ............................................................
7. टेलीफोन नम्बर (STD कोड सहित)

दिनांक :

मतदाता के हस्ताक्षर

नोट :- मतदाता से संबंधित ई-मेल/मोबाइल नम्बर की सूचना आयोग के निर्देशानुसार स्विच्चा से प्राप्त की जानी है।

दिनांक 11 जनवरी, 2016 को अंतिम रूप से प्रकाशित मतदाता सूची के अनुसार मतदाता फोटो पहचान पत्र का नम्बर अंकित किया जाए।
ANNEXURE-F1

Financial Bid Submission Sheet

Date:
NIB No.:

To,

{Procuring Entity}

We, the undersigned, declare that:

(a) We have examined and have no reservations to the Bidding Document, including Addenda No.:

(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/Items/Material and Related Services:

(c) The total Price for our Bid is: _____________________________________________

(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.

(i) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Name: ________________________________________________________________

In the capacity of: ______________________________________________________

Signed: ______________________________

Date: _____________________________

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

Complete Address _______________________________________________________

Tel: _____________________________ Fax: ___________________ E-mail: ___________________
FINANCIAL BID COVER LETTER FORMAT *(to be submitted by the bidder on his Letter head)*

To,

{Procuring Entity}

Reference: NIB No. : __________________________ Dated: _________

Dear Sir,

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

1. I / We undertake that the prices are in conformity with the specifications prescribed. The quote/ price are inclusive of all cost likely to be incurred for executing this work. The prices are inclusive of all type of govt. taxes/duties as mentioned in the financial bid (BoQ).
2. I / We undertake, if our bid is accepted, to deliver the goods/Items/Material/works/services in accordance with the delivery schedule specified in the schedule of Requirements.
3. I/ We hereby declare that in case the contract is awarded to us, we shall submit the contract performance security as prescribed in the bidding document.
4. I / We agree to abide by this bid for a period of 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. We will not sublet the contract if awarded to us.
8. 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.
9. No other cost shall be charged from the PE after quoting rates in the bid looking to the items/material/works/services to be rendered.
10. We also hereby declare that in no case the information collected in Parishisht-A, shall not go / be published in public domain otherwise it would be treated under the clause of breach of confidentiality and necessary action shall be taken by the PE against us with in Act and Procurement Rules along with Laws of Land will also be applicable, if not sufficient.

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/ items/ material/ services/ works 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:
## Financial Bid Format (BoQ)

**(TURN KEY PROJECT)**

*(Part -A)*

*<For PERs, Statistical Reports, BLO Register & Parishisht-A>*

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Description of work/ Item/ Service/ Material</th>
<th>Unit</th>
<th>Estimated Qty</th>
<th>Unit Cost in INR (Including all other taxes, charges etc. but excluding service tax)</th>
<th>Total Cost of (B) in INR (Including all other taxes, charges etc. but excluding service tax)</th>
<th>Specify Applicable Service Tax in percentage (%)</th>
<th>Total Applicable Service Tax in INR</th>
<th>Total Cost in INR (Inclusive of all taxes &amp; charges)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Supply &amp; Printing of duly verified &amp; corrected</td>
<td>Page</td>
<td>70000</td>
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<tr>
<td></td>
<td>Draft PER-2017 after Integrating E-Roll-2014</td>
<td></td>
<td></td>
<td>Draft PER-2017 after Integrating E-Roll-2014 with 7 Supplements, (checklist(s) till last correction in PER) with one final digital printout after all corrections, on single side single page</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Supply &amp; Printing of duly verified &amp; corrected</td>
<td>Page</td>
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<tr>
<td></td>
<td>(a) Supplement-01 before Final Publication of PER-2017, &amp; (b) Supplement-02 after Final Publication of PER-2017 but before next Draft PER</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(checklist(s) till last correction in PER) with one final digital printout after all corrections, on single side single page</td>
<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>
Bid for "Preparation & Supply of PER, printing of PPPVC-EPIC & BLO Register, E-Roll Integration..."

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Description of work/ Item/ Service/ Material</th>
<th>Unit</th>
<th>Estimated Qty.</th>
<th>Unit Cost in INR (Including all other taxes, charges etc. but excluding service tax)</th>
<th>Total Cost of (B) in INR (Including all other taxes, charges etc. but excluding service tax)</th>
<th>Specify Applicable Service Tax in percentag e (%)</th>
<th>Total Applicable Service Tax in INR</th>
<th>Total Cost in INR (Inclusive of all taxes &amp; charges)</th>
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</thead>
<tbody>
<tr>
<td>3.</td>
<td>8 sets of Photocopies of Draft PER with Supplement-01 on SINGLE SIDE</td>
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<td>300000</td>
<td>80000</td>
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<tr>
<td>4.</td>
<td>Two Sets of Statistical Reports two times ; one set after integrated Draft Publication of PER and an another set before Final PER</td>
<td>Page</td>
<td>3600</td>
<td>Set 5 pg in per set</td>
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<tr>
<td>5.</td>
<td>Printing of BLO Register in a soft bound</td>
<td>Page</td>
<td>1800 set</td>
<td>1800</td>
<td>1800598</td>
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<tr>
<td>6.</td>
<td>Data entry of information in Parishisht- A (ठ- A) (checklist(s) till last correction in the list of Parishisht-A (ठ- A) as mentioned in the SoW) with one final digital printout row-wise after all corrections and updation of this data in the relevant PER</td>
<td>Elector</td>
<td>1800598</td>
<td>1800</td>
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7. Total Part-A (In Figures) – Rs.
8. Total Part-A (In Words) – Rs.

Note:
1. As specified no. of sets of PS-CD ROM (without photos) of Electoral Roll as desired and mentioned in the Bid Document would be supplied which cost shall be borne by the bidder.
2. Digital printout of PER will have one cover page. In the set of photocopy, cover page and if last page is single side single page then charges would be applicable of SINGLE SIDE.
3. The successful bidder will execute the work as per the work defined in the bid document; however in special circumstances ECI/ED may issue some special guidelines for the preparation and supply of PER, these shall have to be incorporated / executed by the bidder without any cost and in the time period given, if any.
4. Successful bidder is warned that in no case the information collected in Parishisht- A, shall not go / be published in public domain otherwise it would be treated under the clause of breach of confidentiality and necessary action shall be taken by the PE with in rules against the bidder.
5. All the above rates quoted are FOR destination as specified in the Bid Document and inclusive of all taxes & charges etc.
Bid for "Preparation & Supply of PER, printing of PPPVC-EPIC & BLO Register, E-Roll Integration..."

(Part - B)

<For printing of EPIC on Pre-Printed PVC Cards>

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Description of work/Item/Service/Material</th>
<th>Unit</th>
<th>Estimated Qty.</th>
<th>Unit Cost in INR (Including all other taxes, charges etc. but excluding service tax)</th>
<th>Total Cost of (B) in INR (Including all other taxes, charges etc. but excluding service tax)</th>
<th>Specify Applicable Service Tax in percentage (%)</th>
<th>Total Applicable Service Tax in INR</th>
<th>Total Cost in INR (Inclusive of all taxes &amp; charges)</th>
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</thead>
<tbody>
<tr>
<td>9.</td>
<td>Printing of personalized EPIC on pre-printed PVC Cards (with checklist(s) till last correction in EPIC) with one digital printout single side single page of all electors whose EPIC prepared</td>
<td>Card</td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
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<td>200000</td>
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</table>

10. Total Part-A (In Figures) – Rs. 
11. Total Part-A (In Words) – Rs. 

**Note:**

A. The successful bidder will execute the work as per the work defined in the bid document, however in special circumstances ECI/ED may issue some special guidelines for the preparation and supply of EPIC, these shall have to be incorporated/executed by the bidder without any cost and in the time period given, if any

B. 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. Bidders should not fill any information in the above format & submit physically; otherwise the bid shall be treated as nonresponsive. Bidder should submit their financial bid/Portal only.

C. All the above rates quoted are FOR destination as specified in the Bid Document and inclusive of all taxes & charges etc.
Financial Summary of

Part-A & Part-B:

(TURN KEY PROJECT COST)

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Description of work/ Item/ Service/ Material</th>
<th>Total Cost in INR (Including all taxes, charges etc.)</th>
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<tr>
<td></td>
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<td>A</td>
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<td>12.</td>
<td>Total of Part-A in Rs. (In Figures)</td>
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</tr>
<tr>
<td>13.</td>
<td>Total in Part-B in Rs. (In Figures)</td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td>Grand Total = [Part-A] + [Part-B] (In Words)</td>
<td></td>
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</tbody>
</table>
FORM OF PERFORMANCE SECURITY DECLARATION

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

Contract Name and No.: _____________________ [insert name and number of Contract]

To,

{Procuring Entity}

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 fulfilment of our all performance obligations under the Contract for subject matter.

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

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

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

In the capacity of: _____________ [insert legal capacity of person signing the Performance Security Declaration]

Name: _____________________________________ [insert complete name of person signing the Declaration]

Duly authorized to sign the Contract for and on behalf of: ______________________________________

[Insert complete name and address of the Bidder] Dated on day of , ____________ [insert date of signing]

Corporate Seal

Note:

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

An agreement made this ________________ day of _________ between ________________ (hereinafter called "the 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 Government (hereinafter called "the Procuring Entity") which expression shall, where the context so admits, be deemed to include his successors in office and assigns) of the other part.

WHEREAS the Procuring Entity invited Bids for certain Goods/Items/Material and Related Services, viz.,________________ _________________________________ and has accepted a Bid by the Supplier for the supply of those Goods/Items/Material and Related Services for the sum of _________________________________ (amount in figures and words) (herein after "the Contract Price").

NOW THIS AGREEMENT WITNESSETH 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 no. dated shall be deemed to form and be read and construed as part of this Agreement.
3. 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/Items/Material and Related Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The timelines for the prescribed Scope of Work, requirement of services and deployment of technical resources shall be affected from the date of LOI/work order i.e. ____________ and completed by supplier within the period as specified in the bid document.
5. In case of extension in the delivery and/or installation period/ completion period of providing the Goods/Items/Material 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:

<table>
<thead>
<tr>
<th>Delay Duration</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Delay up to one fourth period of the prescribed delivery period, successful installation &amp; completion of work</td>
<td>2.5%</td>
</tr>
<tr>
<td>b) Delay exceeding one fourth but not exceeding half of the prescribed delivery period, successful installation &amp; completion of work.</td>
<td>5.0%</td>
</tr>
<tr>
<td>c) Delay exceeding half but not exceeding three fourth of the prescribed delivery period, successful installation &amp; completion of work.</td>
<td>7.5%</td>
</tr>
<tr>
<td>d) Delay exceeding three fourth of the prescribed delivery period, successful installation &amp; completion of work.</td>
<td>10.0%</td>
</tr>
</tbody>
</table>
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/Items/Material and Related Services in on account of hindrances beyond the control of supplier.

6. The RTPP Act, 2012 & thereto, Rules, 2013 promulgated, their amendments issued by the State Government shall also be the part of this contract agreement.

7. All disputes arising out of this agreement and all questions relating to the interpretation of this agreement shall be decided as per the procedure mentioned in the RFP document.

8. The Procuring Entity hereby covenants to pay the Supplier in consideration of the provision of the Goods/Items/Material and Related Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

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

<table>
<thead>
<tr>
<th>Signed By:</th>
<th>Signed By:</th>
</tr>
</thead>
<tbody>
<tr>
<td>() Designation:, Company:</td>
<td>() Designation: District Election Officer (Collector), Govt. of Rajasthan, &lt;Mention Name of District&gt;</td>
</tr>
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<td>() Designation: O/o District Election Officer (Collector), Govt. of Rajasthan, &lt;Mention Name of District&gt;</td>
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</tbody>
</table>

| () Designation: Company: | () O/o District Election Officer (Collector), Govt. of Rajasthan, <Mention Name of District> |