

**CONDITIONS GOVERNING THE TENDER FOR PRINTING OF BALLOT PAPERS IN
PUNJABI**

Tenders for printing of Ballot Paper in Punjabi are invited from the Registered Offset Printers having own offset presses located in District Bathinda. Tenders received only up to 2.00 PM on 05/09/2018 are eligible and shall be further subject to the following terms and conditions.

1. Each tender should be accompanied with an Earnest Money of Rs 50,000/- (Fifty thousand only) in the form of Demand draft in favor of the ADC (D) Bathinda. Tender not accompanied by earnest money will not be entertained. Earnest Money in cash, by Cheque or Bank Guarantee will not be accepted.
2. Tender should be filled in two separate Parts and in two envelopes. First envelope should contain technical details of the press. Technical details may be filled in the Performa No. 1, 1A and 1B supplied along with this Tender. The envelope may be super-scribed "Technical Bid for printing of Ballot Papers. Second envelope should contain the commercial bid. Technical bids will be opened first and if the press is technically suitable for printing of ballot Paper, only than commercial bid of that press will be considered. Technical details submitted by the press are subject to verification before the allotment of work. Technical bids will be opened on the same day i.e. 05/09/2018 at 3.00 PM and Financial bids will be opened on 05/09/2018 at 4.00 PM in the presence of those tenders who may wish to be present.
3. Ballot papers are to be printed on 70 GSM paper as per specification of State Election Commission Chd (Copy Attached) The specification for quoting the rate is in commercial bid.
4. Preference will be given to those having prior experience in printing ballot paper
5. Tender once submitted will not be allowed to be altered. In case of forfeiture of security deposit in the event of failure of the printing presses the decision of the Deputy Commissioner, Bathinda Punjab shall be final.
6. The entire work assigned to a press will have to be completed and supplied within the stipulated time and as a token of guarantee the printers shall have to furnish an undertaking on Non-judicial Stamp of 10/- that they will complete the printing of Ballot paper within the allotted time otherwise they will be responsible for the lapse/delay and shall own all civil and criminal liabilities in this regard as per the Representation of people's Act, CPC and CRPC (Performa No III of undertaking on Non judicial paper is attached).
7. In case of any error in printing, on the part of press, reprinting shall be done at no extra cost.
8. Printing shall be done after approval of draft by the nodal officer/ returning officers/ ARO.
9. The delivery of the printed Ballot Papers shall be taken at the premises of the press by the staff deputed to supervise the printing work.
10. Only one tender can be submitted by one firm.
11. Packing material for ballot paper will be provided by the press.

12. Data of ballot paper shall be kept secure and will be deleted after printing in presence of nodal officer.
13. No bill will be entertained unless it is submitted in triplicate and accompanied by:-
 - (A) One Dummy Printed sample of Ballot Papers.
 - (B) Acknowledgement/delivery Receipt.
14. In case any dispute arises the Deputy Commissioner, Bathinda will be sole authority to act or appoint arbitrator and reserves the right to accept/reject the lowest tender or all tenders without assigning any reason. It is not necessary that work will be allotted to all the presses which participate in the tender. The Deputy Commissioner Bathinda reserves the right to allot the work additionally to any other Registered offset press at the same rate as approved rate of the tender in case of any exigency as long as the said registered offset press meets all the conditions as specified in the tender.
15. The tendered should sign all the conditions on each and every page with stamp of the Press in order to authenticate his acceptance of the terms and conditions of the Tender.
16. The presses entrusted with printing work will have to carry out the work under the supervision of the staff deputed at the presses where they have declared their press to be located.
17. In no case Master Copy/Dummy or any Ballot Paper or its fragment will be allowed to be removed to any other press or outside the Press premises.
18. Strict and fool Proof security arrangements shall have to be ensured as per the provisions of law along with the declaration of the press in an authentic manner to the entire satisfaction of ADC (D) Bathinda. Necessary action will be taken against defaulter Press as per the provisions of law mentioned above.
19. Earnest money of successful bidders will be retained in this office as security deposit which will be forfeited in case of any lapse/delay. Security will be returned after satisfactory completion of printing work.
20. Any Departure from these conditions will make the tendered liable to penalty or Legal Action as per provisions of Representation of Peoples Act CPC and CRPC.
21. The Jurisdiction of any legal case will be at Bathinda.

Signature of Issuing Authority.

TECHNICAL BID

PERFORMA No.I

Technical Bid

TECHNICAL DETAILS OF THE PRESS

Name of the

Press.....

Name Authorized signatory

Location of the Press.....

Location of Office of the Press.....

Phone Number Email ID

Constitution of the Press.....

GST NO.....

PAN NO.....

Registration number of printing press.....

DAC/DD numberDate.....Bank.....

1. Details of Printing Machinery

Sr. No	Name of Machine	Size	Speed of machine per hour

Total printing capacity of press in two shifts of six hours each in four days.....

2. Details of Computers and typesetting equipment

1.....

2.....

3.....

3. Details of Processing Machinery and Plate making

1.....

2.....

3.....

4. Details of Binding Machinery

1.....

2.....

3.....

5. Manpower available with the printer

1.....

2.....

3.....

6. Experience in Printing of Ballot Papers

7. Alternative arrangement for electricity.

8. Security arrangements at press.

9. Reverse count for undertaking the job of Printing of ballot papers

Ist day Number of Ballot Papers to be dispatched/delivered on	IInd day Number of Ballot Papers to be dispatched/delivered on	IIIrd day Number of Ballot Papers to be dispatched/delivered on	IVth day Number of Ballot Papers to be dispatched/delivered on

Name of the Printer.....

Address.....

Stamp & Signature of the Printer

**COMMERCIAL BID
PERFORMA No. II**

Printing of Ballot Papers for Gram Panchayat, Panchayat Samitis and Zila Parishdad 2018

Sr. No	Item
1	Printing and binding of Ballot Papers as per prescribed by the State Election Commission Punjab Chandigarh vide letter No Sec/Store/ Care-Taker (PS&ZP)-2018/5046-5067 date 16/08/2018 (Copy enclosed)
2	Rate should be quoted for the quantity and the number of contested candidates to be printed on Ballot papers as shown below:-

Printing of ballot papers (rates should be quoted in multiples of hundred, included of all taxes

	Rate for Ballot Paper for 2 to 4 Candidates	Rate for ballot Paper for 5 to 8 candidates	Rate for ballot Paper for 9 to 16 Candidates	Rate for Ballot Paper for 17 to onwards Candidates
a) Up to 100 ballots				
b) Between 101 to 200 Ballots				
c) Between 201 to 500 ballots				
d) Between 501 to 1000 ballots				
e) Between 1001 to 2000 ballots				
f) Between 2001 to 5000 ballots				
g) Above 5000 ballots				

Dated

Stamps and signature of the printer

Name of the Printer.....

Address.....

.....

Warning: The job work of Printing of Ballot Papers for the General Election to Gram Panchayat / Panchayat Samiti & Zila Parishad is a Date Bound. Time Bound. Sensitive and Security Job, any person/printer undertaking the same shall be personally liable for the Legal penalties as per the provisions of Law besides, the forfeiture of Security Deposit.

So it must be undertaken, with full sense of responsibility and commitment, any lapse of change is not permissible under Law.

Performa No.III**Undertaking**

(To be furnished on Non Judicial stamp paper of Rs. 10/-)

I have studied the entire project of ballot Papers for the Panchayat samiti and Zila Parishad with full sense of responsibility

It is certified that M/s.....Press.....(Address) is competent to undertake the job forNo. of Ballot Papers oftypes & it has already made full arrangement for printing the same without any delay or lapse. In case of the delay/lapse Shri.....Proprietor of the press shall be responsible for the lapse/delay & shall own all civil or criminal liabilities in this regard as per the provisions of representation of peoples Act, C.P.C & C.R.P.C

Date.....

Signature of the proprietor of the press with seal