



# TENDER DOCUMENT

For

Personalization/ preparation of  
PVC EPIC

**Punjab State e-Governance Society**  
O/o Department of Governance Reforms  
**SCO. 162-164, Sector 34-A, CHANDIGARH**

**Government of Punjab**  
**"Punjab State e-Governance Society (PSEGS)"**  
SCO 162-164, Sector-34 A, Chandigarh

**TENDER NOTICE**

Sealed tenders are invited from reputed, financially sound and high-end manufacturers for **personalization/ preparation and supply of PVC EPIC cards** during annual continuous revision & summary revision of electoral rolls. The supply of personalization/ preparation of EPICs are to be made within 21 days from the date of issue of work order.

Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees One lakh Only) in the shape of bank draft drawn on a Nationalized / Scheduled Commercial Bank in favour of Member Secretary, Punjab State e-Governance Society, Chandigarh, must accompany the sealed tenders.

**The last date for submitting tenders is 21-12-2015 upto 3:00 P.M. Tenders will be opened on the next working day i.e. 22-12-2015 at 3:30 PM** in the presence of tenderers and authorized representatives of the tenderers. Detailed terms & conditions can be downloaded from "[www.dgrpunjab.gov.in](http://www.dgrpunjab.gov.in)". The cost of tender document is Rs 1000/- and same should be deposited separately in shape of a bank draft drawn in favour of Member Secretary Punjab State E Governance Society, along with the tender documents..

The undersigned reserves the right to reject any or all the tenders without assigning any reason. The undersigned also reserves the right to allot the work to one or more tenderers on the approved rates.

Place: Chandigarh

Member Secretary

Date: November, 2015

Phone: 0172-2600971

**Government of Punjab  
Punjab State e-Governance Society (PSEGS),  
SCO 162-164, Sector-34 A, Chandigarh**

**RECEIPT OF TENDER DOCUMENT**

Tender No. \_\_\_\_\_

Serial No. of Document \_\_\_\_\_

Issued to \_\_\_\_\_

Against request No. \_\_\_\_\_

Dated \_\_\_\_\_

**Tender Document Issued on** \_\_\_\_\_

Received Rs 1000/- (Rupees One Thousand only) in shape of Cash/DD towards cost of Tender document.

**DD No.** \_\_\_\_\_ **Date** \_\_\_\_\_

**Name of Bank** \_\_\_\_\_

**Authorized Signatory**

**Government of Punjab**  
**Punjab State e-Governance Society (PSEGS),**  
SCO 162-164, Sector-34 A, Chandigarh

**DOCUMENT CONTROL SHEET**

<b>S.No.</b>	<b>Particular</b>	<b>Details</b>
1.	Document Reference Number	PSEGS
2.	Start date of issue of tender	
3.	Last date of issue of tender	
4.	Last date and time for receipt of proposals	
5.	Date and time of opening of proposals	
6.	Cost of RFP document	Rs.1,000/-
7.	Earnest Money Deposit (EMD)	Rs. 1,00,000/- (Rupees One Lakh Only)
8.	Office address	Punjab State e-Governance Society (PSEGS) O/o Department of Governance Reforms, Punjab, SCO 162-164, Sector 34-A, Chandigarh
9.	Website	<a href="http://www.dgrpunjab.gov.in">www.dgrpunjab.gov.in</a>

**Note: This document is not transferable**

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**Government of Punjab**  
**Punjab State e-Governance Society (PSEGS),**  
SCO 162-164, Sector-34 A, Chandigarh

No. \_\_\_\_\_

Dated: \_\_\_\_\_

**Subject:- Personalisation/ preparation and supply of PVC EPICs including security printing.**

Sealed tenders are invited for the Supply of personalisation/ preparation of PVC EPICs including security printing. Tenders should reach this office latest by 12:00 P.M. \_\_\_\_\_, which will be opened on the same day at 3:00, P.M. in the presence of the tenderers or their authorized representatives who may wish to be present.

### **1. SCOPE OF WORK**

- 1.1 The bidder shall prepare PVC EPICs (Electors Photo Identity Cards) for approximately 8-10 lakhs in a year spread over 117 assembly constituencies in 22 Districts of Punjab within 21 days from the date of handing over the work order.
- 1.2 Tenderer must have proven experience/capability of supply personalisation/ preparation of PVC security plastic cards. Attach a copy of supply order/certificate.
- 1.3 Approximate number of PVC EPICs to be printed during annual continuous revision & summary revision of electoral rolls will be approximately 8-10 lakh. However, the number may vary subject to actual requirement.

## 2. Specifications of PVC Card:-

Sr. No.	Description	Specification of Plastic Cards along-with its Manufacturing/ personalization
1.	Elector's Plastic Photo Identity Cards	<p><b>Card Specifications:</b></p> <ol style="list-style-type: none"> <li>1. Card size – 8.6 cm vertical and 5.4 cm horizontal with variation permissible of plus or minus 5%.</li> <li>2. Thickness- 0.7 mm.</li> <li>3. The size of photograph: 32 mm vertical and 24 mm horizontal</li> <li>4. Cards should be round cornered.</li> </ol> <p><b>Specification for security printing</b></p> <p><b>Front side:</b></p> <ol style="list-style-type: none"> <li>1. Spiral micro letters line (EPIC) in art screen.</li> <li>2. Three colour guilloche design.</li> <li>3. The National Emblem with guilloche design for invisible printing which can be seen by ultra violet light.</li> <li>4. The National Emblem printed on the upper left hand corner and Election Commission of India logo printed on the upper hand right hand corner in colour.</li> </ol> <p><b>Back side:</b></p> <p>Relief tint of "Election Commission of India" in Bilingual, i.e. English and Punjabi.</p> <p><b>Personalization Specifications:</b></p> <p><b>Front Side:</b></p> <ol style="list-style-type: none"> <li>1. 'Election Commission of India' in English and Punjabi on the top.</li> <li>2. 'Elector Photo Identity Card' in English and Punjabi below 'Election Commission of India'.</li> <li>3. Colour photo of the elector.</li> <li>4. EPIC number of the elector printed in alphabets and numbers and also has a bar code.</li> <li>5. Name of the elector in English and Punjabi</li> <li>6. 'Relation name' printed in English and Punjabi.</li> </ol> <p><b>Back Side:</b></p> <ol style="list-style-type: none"> <li>1. 'Sex' printed in English and Punjabi.</li> <li>2. EPIC number of elector printed in the alphabets and numbers.</li> <li>3. Date of birth / age printed in English.</li> <li>4. Address printed in English and Punjabi.</li> <li>5. Number and name of assembly constituency, printed in English and Punjabi.</li> <li>6. Part number and name, in English and Punjabi.</li> <li>7. Scanned signature of Electoral Registration Officer.</li> <li>8. Note:- The following notes printed in English and Punjabi: -</li> </ol> <ol style="list-style-type: none"> <li>(a) Mere possession of Elector Photo Identity Card is no guarantee of name being present in electoral rolls. Please check your name in the current electoral rolls before every election.</li> <li>(b) Date of birth mentioned in this Card shall not be treated as proof of age or date of birth for any purpose other than registration in electoral rolls.</li> </ol>

**(Please Note:** The bidder has to supply a test report issued by certified laboratory certifying that the card is as per specifications mentioned above is as per the specifications

given in the tender document.)

### **3. Execution of Work**

The work for preparation/personalization of PVC EPICs will be executed as per the schedule. The schedule for preparation of PVC EPICs is as under:

#### **i) Summary Revision (15th November to 25th January)**

During Summary Revision, a large number of new electors are enrolled & EPICs of these electors are to be procure/prepare/ personalize in a short time of span defined by the Election Department, PSeGS. The selected Bidder will have to prepare/personalized PVC Epics within a period of 21 days from the date of handing over of the Data (in the form of PDF) i.e. from 15th December to 1st January or schedule defined by the ECI/Election Department by using his own infrastructure and manpower at their own premises.

After printing, the PVC Epics will be handed over to the concerned District Election Offices after packing assembly wise & polling station wise by the bidder.

#### **ii) Continuous Updation Period (26th January to 14th November)**

The selected bidder has to install at least one Plastic Card Printer along- with its accessories, 10,000 pre-printed PVC Cards with security features along-with printing material at all 22 District Headquarters in the State of Punjab. This quantity of pre-printed cards may increase/decrease as per the requirement.

Selected Bidder will also depute one Computer Professional at each District Election Office in the State of Punjab for personalization/preparation of PVC EPICs.

The printers should be in working conditions for 24 hours and if there is any problem in the printer, the bidder will replace/repair the same within 48 hours.

### **4. Pre-Qualification Criteria for Bidder**

4.1 The Bidder must be registered Company/LLP/Partnership in India under the Companies Act 1956 with their registered office in India for the last three years as on date of submitting its application. Certified Copy must be attached.

4.2 The bidder must be in business of personalization of PVC Cards/ PVC Smart Cards or similar kind of job with in-house facility in India for static printing, variable printing in monochrome & colour from last 3 years. A copy of Certificate



stating successful completion of such works be attached.

- 4.3 Bidders blacklisted by any of the Govt. Organization/Department or having record of poor performance such as abandoned work having inordinately delayed completion or having faced financial failures etc. are not eligible to participated in the tender. The bidder needs to submit an affidavit to this effect that he is not blacklisted by any Central/State government department/organisation along with the bid documents.
- 4.4 The bidder or parent company should be a profit making company in the last three years. The minimum annual turnover for last three financial years should be at least Rs 3 crore from manufacturing and personalisation of secured plastic cards. Bidder shall submit a copy of audited Financial Statements pertaining last three financial years. Bidder must provide copies of last 3 balance sheets duly signed by practicing Chartered Accountant.
- 4.5 Consortium: Submission of bids by consortium is not allowed under any circumstances.
- 4.6 Security: The bidder should have its own facility for printing and manufacturing Bank credit/debit/ATM cards or EPICs and other security cards certified by VISA & Master Card. The bidder should be in the business of manufacturing, supplying of plastic cards as per the specification of EPICS, Bank credit/debit/ATM cards and VISA & Master Card in India for at least last three years as on the date of bid submission.
- 4.7 The bidder should be an approved vendor by IBA (Indian Bankers Association) for printing of security instruments. A Certificate in this regard should be submitted with the technical bid.
- 4.8 The facility should be located within the geographical boundaries of India. The bidder should have their Senior Management Personnel, based in India, preferably near Chandigarh for attending to emergent works/ requirements.
- 4.9 The bidder must have manufactured at least 3 million personalisation/ preparation of PVC/ PETG cards including citizen centric ID projects of Govt. of India further including security printing with variable printing during the last three financial years. A certificate in this regard to be submitted duly signed by practicing Chartered Accountant.
- 4.10 The bidder should be a certified ISO 9001:2000 company for manufacturing of

security Banking Cards / Smart Cards.

4.11 The bidder should be certified for minimum ISO 27001:2005 specification for information security management system.

## 5. Submission of Bid by Bidder

5.1 The Bids shall be submitted in two cover system as under:-

- Technical bid in one cover
- Commercial bid in one cover

5.2 The Technical Bid shall comprise of the following documents.

- (i) Duly filled and signed "**Annexure-'A'**"
- (ii) EMD of Rs. 1,00,000/- in shape of a bank draft.
- (iii) Bidder's Details "**Annexure-T1|'**"
- (iv) Bid form "**Annexure-T2'**"

5.3 Please note that prices should not be quoted in the Technical Bid and if price is quoted, then such tender will be rejected out rightly.

5.4 Technical Bid of the tender should be covered in a sealed cover duly super scribed with the wordings " Ref: Personalization/ Preparation PVC EPIC Cards - Technical Bid".

5.5 Commercial Bid comprising Bid Letter is to be filled in accordance with the formats provided in the Tender Documents "**Annexure-C1'**".

5.6 Commercial Bid should only indicate prices filled as per format provided in the Tender Document.

5.7 Commercial Bid of the tender should be covered in a sealed cover duly super scribed with the wordings "Ref: Personalization/ Preparation PVC EPIC Cards - Commercial Bid".

5.8 The Technical Bid Cover and Commercial Bid Cover prepared as above are to be kept in a single sealed cover super scribed with "Ref: Personalization/ Preparation PVC EPIC Cards Tender" and the wording "Do not open before \_\_\_\_\_PM on \_\_\_\_\_" addressed to "The Member Secretary, Punjab State e-Governance Society, SCO 162-164, 3<sup>rd</sup> Floor, Sector 34-A, Chandigarh"

and details of address and contact number of bidder.

## **6 GENERAL TERMS AND CONDITIONS:-**

- 6.1 Rates should be quoted both in figures and in words. Corrections, if any, must be initiated with date. No overwriting is permitted.
- 6.2 Rates should be quoted inclusive of all taxes and on FOR basis at District Election Offices in the state of Punjab. Incidental charges if any shall be borne by the supplier.
- 6.7 The selected supplier shall have to supply the materials within 21 days from the date of issue of work order.
- 6.8 The Member Secretary, Punjab State e-Governance Society (PSEGS) Chandigarh, reserves the right to accept or reject any tender without assigning any reason.
- 6.9 Details may be obtained from the office of the member secretary during office hours on all working days or downloaded from website **[www.dgrpunjab.gov.in](http://www.dgrpunjab.gov.in)**.
- 6.10 Terms and conditions of the Bidder will not be considered as forming part of their Bids.
- 6.11 Commercial bid will be opened only for bidders who will qualify in the Pre-Qualification Criteria as mentioned in Clause-4.
- 6.12 The Bidder must quote for the complete job. Offer for partial part job shall not be considered and bid will be rejected without further reference.
- 6.13 The Bid Documents are not transferable and the cost of the tender document is not refundable under any circumstances.
- 6.14 Telex/E-Mail/Fax/Mobile bids and incomplete bids will be summarily rejected.
- 6.15 All pages of the Bid submitted must be signed and sequentially numbered by the bidder.
- 6.16 The bidder shall bear all costs associated with the preparation and submission of the bid proposal.
- 6.17 The Member Secretary, Punjab State e-Governance Society (PSEGS) Chandigarh, reserves the right to allot the work to one vendor or distribute it to different vendors on flat rate as the circumstances warrant at the time of allotment of work keeping in view the interest of government and the capacity of the vendors.
- 6.18 Before starting of preparation of PVC EPICs as per above given specification of PVC Cards, the vendor shall provide proof reading of the sample(S).

6.19 The firm should be having VAT/ Sales Tax/ Service Tax/ PAN/TAN Numbers.

6.20 The tendered rates shall be inclusive of all taxes and levies etc. No price escalation will be allowed on any account.

## **7. Earnest Money Deposit (EMD)**

7.1 All bidders irrespective of they being registered with the Department are required to deposit EARNEST MONEY of Rs. One Lakh in form of Bank Draft in favour of Punjab State E-Governance Society, Punjab payable at Chandigarh along with the tender document. The tender received without the stipulated Earnest Money shall be rejected straight away.

7.3 No interest shall be payable by the PSeGS on the Earnest Money deposited by Bidder.

7.4 The EMD is liable to be forfeited, if the Bidder withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of the tender.

8.5 The EMD of the unsuccessful Bidders shall be returned by the PSeGS after the finalization of Tender.

## **8. Period of validity of Bids**

Bids should remain valid for 180 days after the date of opening as prescribed by the PSeGS. A bid valid for a shorter period may be rejected by the PSeGS as non-responsive.

## **9. Period of Validity of Rates.**

The rates must be valid for a period of three years from the date of acceptance of the tender and signing of the Contract which may be extendable, if required, by mutual agreement.

## **10. Use of Contract Document and Confidentiality of Data**

The Bidder will not use Document(s) and data provided by the PSeGS or the CEO, Punjab for any purpose and will not give the document(s) and data to any person/organization. The Document(s) and election data will be sole property of

CEO, Punjab. If at any time, it comes to the notice of the PSeGS regarding misuse of Document(s) and election data, the PSeGS reserves the right to cancel the contract and forfeit the Performance Bank Guarantee and no payment will be made for the work. A criminal case will be registered against the defaulting party/vendor.

**11. Subletting of Contract Job:** The bidder/ party will not sublet the contract job under any circumstances and shall carry out the same in the mentioned premises. If at any stage, it is found that the work has been subletted the supply order will be cancelled, security deposit forfeited and payment of the job done will not be made. The contract shall be cancelled and the PSeGS shall reserve the rights to blacklist the supplier firm.

**12.** The successful tenderer(S) shall have to deposit security deposit of Rs. 10,00,000/- (Rupees Ten lakh only) in the shape of Performance Bank Guarantee / FDR / Bank Draft which should be valid for a period of 42 months or drawn as the case may be in favour of Member Secretary, Punjab State e-Governance Society(PSEGS) Chandigarh, for ensuring performance of the work. Such security will be liable to be forfeited by Member Secretary, PSeGS, in case the successful tender(s) refuses to undertake the work at the approved rates in full or in part, or is unable to execute the job in full or in part or sublets the contract, in accordance with time schedule as mentioned in the job order.

**13. Replacement of Defective Pre-Printed EPICs:**

The Vendor shall replace all defective EPICs free of cost if the card does not or is not adhere to the prescribed specifications of the ECI.

**14. Compensation and extension of time period:**

The claim for compensation shall not be acceptable for the losses suffered on account of the following reasons:-

- (i) Force Majeure
- (ii) Act of God
- (iii) Act of enemy of the state or any other reasons beyond the control of the Government/PSeGS.

In case of such failure, the vendor may make an application for extension of time to the PSEGS who may grant such extension as may appear to be reasonable in the circumstances of the case.

**15. Warranty of quality and quantity of EPICs supplied:** The successful bidder will give undertaking that the PVC EPICs are printed as per specifications mentioned in the tender, conform to the specified design and there are no defects of security featurization, personalization that may affect the usage of cards by the residents. Upon receipt of notice from the Election Department/ PSeGS for defective material, the successful bidder shall replace the defective PVC EPICs free of cost within 7 days of receipt of the notice. The bidder shall take over the defective PVC EPICs at the time of their replacement. No claim whatsoever shall lie on the Election Department/ PSeGS for the replaced PVC EPICs thereafter. If the bidder fails to replace the defective PVC EPICs within 7 days period, the Election Department/PSeGS may proceed to take such remedial actions as may be necessary at the bidder's risk and expense.

**16. Penalties:** The successful bidder has to supply the Personalized PVC EPIC cards within the timelines defined in the tender document failing which he will be liable to pay penalty @ 2% of the total value of the work order per week for the delay.

**17. Payment Terms**

17.1 Assembly Constituency wise bills duly signed & stamped by the respective District Election Offices & Electoral Registration Officer (EROs) for personalized PVC EPICs will be submitted to the PSeGS by the selected bidder for the whole work for the State for the summary revision & for the continuous revision. The payments shall be subjected to Tax Deducted at Source (TDS). There shall be no exemption until unless applicable certificates to this effect are been given.

17.2 Payment of the bills will be made by the Member Secretary, Punjab State e-Governance Society (PSEGS) Chandigarh, after successful completion of supply of Personalised PVC EPIC Cards.

17.2 90% payment of the bills submitted will be released within 45 days of successful submission of bill and receipt of Lab Test report from approved laboratory.

17.3 Balance 10% payment will be released only after the receipt of final verification as well as full & final payment from the concerned department. No payment shall be made for the faulty epics i.e. deviation from the specifications of the PVC Epics. The bidder shall be liable to replace them free of cost.

- 18. Taxes and Duties:** The rate quoted will be inclusive of all kinds of taxes and duties. TDS would be deducted as per dictates of statutory requirements.
- 19. Termination for Insolvency:** The PSeGS may at any time terminate the work awarded by giving a written notice to the bidder. Termination will be without compensation to the bidder, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Election Department.
- 20. Risk & Cost Recovery:** In the event of non-execution of the assigned job in time, the EMD/Security shall be forfeited. Further, if the PSeGS has to get the same or part of the work done by any other source because of failure to complete the job in full or part by the successful bidder, the difference in payment shall be borne by the successful bidder, if the successful bidder does not bear the additional cost then the same shall be recovered from his EMD/Security Deposit.
- 21. Physical Verification:** The Election Department/PSeGS may conduct physical verification of the assets indicated by the bidder before opening the technical bids. Bidders should share the detailed process flow of the Photo Identity Cards printing and supply work execution with capacity details at each sub-level of the processing. Further, the bidder will also share the complete technology which will be used for execution the job of personalization & preparation of PVC Epics during Summary Revision and Continuous Updation.
- 22. Arbitration:** In case of any dispute or difference regarding the interpretation of any clause of these terms & conditions, the matter will be referred under Arbitration and Conciliation Act of 1996 for arbitration to the Secretary to the Government of Punjab Department of Governance Reforms or his/her nominee, who shall be the sole Arbitrator and his/her decision shall be final and binding on both the parties.
- 23. Jurisdiction:** The Civil Courts at Chandigarh only shall have jurisdiction with regard to the matters arising out of this agreement.
- 24.** These terms and conditions shall be treated as part of agreement.

**Member Secretary**

**Punjab State e- Governance Society (PGEES)**

## TECHNICAL BID

**1. Date of Incorporation / Registration / Partnership Deed:** \_\_\_\_\_

**2. Particulars of Business:**

Legal Name of Company	:	
Business Address of the Company with Contact Numbers	:	
Registered Address of the Company with Contact Numbers	:	
No. of Branches	:	
Company Identification No. (CIN)	:	
VAT No. #	:	
Service Tax No. #	:	
PAN No. #	:	
TAN No. #	:	
ISO Certification No.#	:	

**3. Technical Information:**

Present installed capacity (per day) for personalization of PVC Cards (Detail of Make & Year of related Machines with capacity per day).	
Capacity Utilization	
No. of PVC Cards issued per month currently (with details of each type of cards)	
(Since when, Indicate month & year – attach supporting documents, if any)	





**BIDDER PARTICULARS****BIDDER SHOULD FURNISH INFORMATION AS UNDER.**

BIDDER MAY PLEASE NOTE THAT IN CASE OF INCOMPLETE INFORMATION AND/OR ARE EVASIVE; INFORMATION TENDER IS LIABLE TO BE IGNORED.

1. **Tender No.**\_\_\_\_\_
2. **Indicate your permanent Income Tax A/C No.** : \_\_\_\_\_
3. **Please indicate Name & Full address of your Banker** : \_\_\_\_\_  
\_\_\_\_\_
4. **Business name and constitution of the organization.**

**Is the firm registered under:-**

(a) The Indian companies Act, 1956 (b) The India Partnership Act, 1932 (Please also give name of partners)

5. **Mention specifically that whether the price tendered by you is to best of your knowledge and belief, not more that the price usually charged by you for the job of the same nature. If not state the reasons thereof, if any also indicate the margins of difference.**
6. **Please confirms that you have read all the instruction carefully and have complied with accordingly.**

**Signature of Witness:**  
Full Name & Address of  
Witness in Block Letters

**Signature of Tenderer**  
1. Full Name and Address of the persons  
Signing **(In Block Letters)**  
2. Whether signing as Director / partner  
constituted Attorney/duly authorized by  
the company

**(Seal)**

**Date:**

**Place:**

**Technical Bid**

**Annexure-T2**

## BID FORM

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

**The Member Secretary  
Punjab State e-Governance Society  
SCO 162-164, Sector-34 A,  
Chandigarh**

Sir,

Having examined the Bidding Documents of tender \_\_\_\_\_ we, the undersigned, offer for the job of Supply of Personalisation/ Preparation of PVC EPICs including security printing, conformity with the said Bidding Documents for same as may be ascertained in accordance with the Schedule of Prices provided in the Commercial Bid from time to time.

We undertake, if our bid is accepted, to commence the work immediately as specified in the work order within 02 days calculated from the date of receipt of your Notification of Award.

We agree to abide by this bid for a period upto 180 Days and it shall remain binding upon us and may be accepted at any time before expiration of that period. Until a formal contract is prepared and executed, this bid, together with your written accepted thereof and you notification of award shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive. We also understand that you have the right to vary the quantities and / or split the total order among the Bidders.

Dated \_\_\_\_\_ -Day of \_\_\_\_\_ 2015 \_\_\_\_\_

**Signature & Seal**

\_\_\_\_\_  
(In the Capacity of)

Only Authorized to sign bid for and on behalf of \_\_\_\_\_

## COMMERCIAL -BID

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

The Member Secretary  
Punjab State e-Governance Society  
SCO 162-164, Sector-34 A  
Chandigarh

**Ref.:Tender No** \_\_\_\_\_

Sir,

**We declare:**

1. We hereby offer the following rates for supply of Personalisation/ Preparation of PVC EPICs including security printing.

**Rates for EPICs:**

Sr. No.	Description	Rate per PVC Card (In Rs.)
1.	Personalisation/ Preparation of PVC EPICs including security printing	
2.	Vat/Sales Tax ( as applicable)	
3.	Service Tax	
	<b>Total (1+2+3) (In Figures)</b>	
	<b>Total (1+2+3) ( In Words)</b>	

2. We hereby certify that we have read and understood the terms and conditions of the tender and we do hereby undertake to supply cards as per the prescribed terms and conditions.

3. Certified that the Bidder is:

A sole proprietorship firm and the person, signing the tender is the Sole/ proprietor/constituted attorney or the sole proprietor.

**OR**

A Partnership firm, and the person signing the tender is a partner of the firm and he

is authorised to refer arbitration disputes concerning the business of the partnership by virtue of the partnership agreement / by the virtue of general power of attorney .

**OR**

A Company and the person signing the tender is the constituted attorney.

**NOTE: Delete whatever is not applicable. All corrections/ deletions should be attested by the person authorized to sign the tender document.**

4. We do hereby undertake that until a formal Contract is prepared and executed this bid, together with your written acceptance thereof and placement of letter of intent awarding the Contract shall constitute a binding Contract Between us.

**Date:** This \_\_\_\_\_ day of \_\_\_\_\_ 2015

**Signature of Bidder**

**Details of enclosures:**

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

**Full Address:** \_\_\_\_\_  
\_\_\_\_\_

**Telephone No:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_