



(a state government undertaking/हरियाणा सरकार का उपक्रम)

**Haryana State Electronics Development Corporation Limited**  
**हरियाणा राज्य इलैक्ट्रॉनिक्स विकास निगम लिमिटेड**

**Tender Document**

**For**

**Preparation of PVC EPIC**

**(Tender ID: TENDER NO. HARTRON/ID/2020/EPIC/01)**



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**Haryana State Electronics Development Corporation Limited**  
हरियाणा राज्य इलैक्ट्रॉनिक्स विकास निगम लिमिटेड  
SCO. 109-111, Sector 17-B, CHANDIGARH.



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# Haryana State Electronics Development Corporation Limited हरियाणा राज्य इलेक्ट्रॉनिक्स विकास निगम लिमिटेड

## INTRODUCTION

Haryana State Electronics Development Corporation Ltd. (Hartron) is a Haryana State Govt. undertaking and is a Nodal Agency of Govt. of Haryana for the promotion of Electronics & Information Technology in the State. The Corporation provides solutions to meet the specific IT related requirement of the various State Govt. Departments/Corporations/Boards and Agencies including U.T. Chandigarh and Punjab & Haryana High Court. The Corporation expertise includes preparation of DC, DR, Providing Network Solutions (Structured LAN, Wi-Fi Zone, Wi-Fi Hotspot etc.), Security, Development of application software, supply & installation of computer system & related peripherals and allied items, Digitization of Records, Modern Labs, Cyber Securities etc. as per customer requirement. As a part of the routine process, HARTRON invites Bids, from the reputed Companies/Agencies who deal in Personalization/Preparation of PVC Cards.

Bidders are advised to study the tender document and terms & conditions carefully and completely. Submission of Bids shall be deemed to have been done after careful study of tender document and examination of terms & conditions with full understanding of its implications.

## Important Information

1.	Tender Inviting Authority Designation and Address	Haryana State Electronics Development Corporation Ltd., HARTRON Bhawan, Bays No. 73-76, Sector-2, Panchkula - 134109. Ph. 0172-2560073.				
2.	a. Name of the Work	Personalization / Preparation of PVC Cards of the electors				
	b. Tender reference	HARTRON/ID/2020/EPIC/01				
	c. Online Tender ID	As per eTender Portal				
	d. Place of Execution	Within Haryana				
	e. Publication of Tender document	On various National newspapers on 26.08.2020				
	f. Publication of Tender Notice & Tender Document on Website	Tender Notice & Tender Document is available at <a href="https://etenders.hry.nic.in/nicgep/app">https://etenders.hry.nic.in/nicgep/app</a> from 03.00 PM onwards 26.08.2020				
	g. Tender document availability for bidding	Tender Notice & Tender Document is available at <a href="https://etenders.hry.nic.in/nicgep/app">https://etenders.hry.nic.in/nicgep/app</a> from 03.00 PM onwards 26.08.2020				
3.	a. Approximate Project Cost	Rs. 60.00 Lacs				
	b. Processing Fee for Tender	The following payment for Tender Document Fee & eService to be paid by bidder (Non-refundable): -				
		S#	Descriptions	Amount	GST @ 18%	Total
		1.	Tender Document Fee	10000.00	1800.00	11800.00
		2.	eService Fee	1000.00	180.00	1180.00
		Total:				12980.00
		Is to be made by eligible bidders through Online Mode in favour of Haryana State Electronics Development Corporation Limited. Scanned copy of Online Payment Receipt should be uploaded along with Pre-Qualification cum technical ebid.				

**IMPORTANT DATES**



(a state government undertaking/हरियाणा सरकार का उपक्रम)

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	c. Earnest Money Deposit (EMD)	The Payment for EMD (refundable) of Rs.2,00,000/- (Rupees Two Lacs only) is to be made by eligible bidders through Online Mode in favour of Haryana State Electronics Development Corporation Limited. Scanned copy of Online Payment Receipt should be uploaded along with Pre-Qualification cum technical ebid.
	d. Security Deposit /Performance Bank Guarantee (PBG)	EMD of success bidder will be retained as PBG for the Rate Contract Period. In addition to Rs. 2,00,000/-, the successful bidder will also submit additional Performance Security of Rs.3,00,000/- in the form of Performance Bank Guarantee/ Demand Draft within two weeks from the placement of work order.
4.	Pre-bid conference	No pre-bid meeting will be done due to COVID-19 pandemic as per MHA & State Govt. Guidelines.
5.	Email address for communication for any queries/clarifications/suggestions	<a href="mailto:ermsharyana@yahoo.com">ermsharyana@yahoo.com</a>
	Last date for receiving pre-bid queries / clarifications / suggestions through emails at below mentioned email IDs.	04.09.2020 by 05.00 PM (17.00 hours). Note: - No queries / clarifications will be entertained after above mentioned date & time.
	Response to vendor queries/release of corrigendum (if required by Committee)	Upto 09.09.2020 by 5.00 PM (17:00 hours)
6.	Last date and time for submission of e-bid	16.09.2020 by 2:30 PM (14:30 hours)
7.	Tentative Date and Time for Opening of Technical Bids	21.09.2020 at 3:30 PM (15:30 hours)
8.	Tentative Date and Time for Opening of Commercial Bids	To be intimated later on
9.	Validity of e-bids	90 days from the date of opening of PQ cum Technical e-bids
10.	Validity of R/C after finalization from HPPC / Purchase Committee of HARTRON with the approval of Competent Authority.	For the Period of 1 year. The validity of rate contract can be extended for further one year on same terms & conditions.
11.	Further for any clarification / queries during process for e-tendering, the bidders are requested to contact the at the following:- Tel: 0120-4200462, 0120-4001002, Mobile: 8826246593, E-Mail: <a href="mailto:support-eproc@nic.in">support-eproc@nic.in</a> ,  For support related to Haryana Tenders in addition to helpdesk you may contact at 0172-2700275 and E-Mail: <a href="mailto:eproc.nichry@yahoo.com">eproc.nichry@yahoo.com</a>	

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- 12.
- i. Eligibility Criteria: Please refer to Tender Document.
  - ii. Two Bid System i.e. Stage-1 Prequalification cum Technical Bid; Stage-2 Commercial Bid.
  - iii. Tenders received after due date and time will be summarily rejected.
  - iv. The nomenclature of the language of the Annexure should not be changed.
  - v. Bidder(s) will submit the hard copy of pre-qualification & technical bid as uploaded on Govt. of Haryana e-Procurement Portal within two working days after opening of pre-qualification cum technical bids. The hard copy must be submitted in the O/o AGM (ID), 2<sup>nd</sup> Floor, HARTRON Bhawan, Bays No. 73-76, Sector-2, Panchkula.
  - vi. Final decision will be as per the description of Technical & Purchase Committee.
  - vii. The Lowest bidder / Bidders will be called by the Purchase Committee for finalization of purchase as per purchase procedure / negotiation procedure mentioned in the tender document.
  - viii. Amendment of Tender Document: The amendments in any of the Terms and Conditions of this Tender Document shall be uploaded on <https://etenders.hry.nic.in/nicgep/app> and all prospective bidders are advised to check websites from time to time for any updates.
  - ix. Advice to the Bidders: Bidders are advised to study this tender document carefully before participating. It shall be deemed that submission of bid by the bidder have been done after their careful study and examination of the tender Document with full understanding to its implications.
  - x. Period of Validity of Offer: Offer should remain valid for 90 days after the date of opening of the Pre-qualification cum technical bids as prescribed by HARTRON. An offer valid for a shorter period may be rejected by Hartron as non-responsive.
  - xi. Language of the Bid Proposal: The Language of the bid proposal as prepared by the Bidders shall be English and all further correspondence and documents related to the bid proposal exchange with Hartron shall be English.

Note:

- Bidders are advised to visit e-procurement portal i.e. <https://etenders.hry.nic.in/nicgep/app> of Haryana Govt. on regular basis for updates/ corrigendum issued by Hartron related to the tender.
- The pre-bid queries / clarifications received after last date will not be entertained.
- The pre-bid queries received without identifying source, response will not be provided.

The address for all the above activities is:-

Managing Director,  
Haryana State Electronics Development  
Corporation Ltd., (HARTRON),  
HARTRON BHAWAN,  
Bays No. 73-76, Sector - 2,  
Panchkula - 134109.

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(a state government undertaking/हरियाणा सरकार का उपक्रम)

**Haryana State Electronics Development Corporation Limited**  
**हरियाणा राज्य इलेक्ट्रॉनिक्स विकास निगम लिमिटेड**

TABLE OF CONTENTS

Clause No.	DESCRIPTION	Page No.
--	Main Particulars of Tender	6-9
1.	Instruction to bidder on Electronic Tendering System	10-13
2.	Scope of Work	14-16
3.	Pre-Qualification criteria for Bidder	16-18
4.	Relaxations to Micro Small and Medium Enterprise registered in Haryana	19-21
5.	General terms & conditions	21-22
6.	Contents of Bids	22
7.	Security Deposit	23
8.	Warranty of quality and quantity of EPICs supplied	23
9.	Procedure for Submission of Bid	23-24
10.	Evaluation of Bids	24
11.	Right to Negotiation	24
12.	Purchase Process	24-25
13.	Billing	25
14.	Penalty for delay	25
15.	Subletting of Contract Job	25
16.	Testing of PVC Card Quality	25
17.	Payment terms	25-26
18.	Taxes & Duties	26
19.	Termination for insolvency	26
20.	Risk & Cost Recovery	26
21.	Physical Verification	26
22.	Force Majeure	26
23.	Arbitration Clause	26-27
24.	Jurisdiction	27
	Business Details (Annexure-'A')	28-32
	Bidders Particulars (Annexure-T1)	33-34
	Bid Form (Annexure-T2)	35
	Bid Letter (Annexure-C1)	36-37
	Annexure 'C'	38-39

**T  
A  
B  
L  
E  
O  
F  
C  
O  
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T  
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(a state government undertaking/हरियाणा सरकार का उपक्रम)

**Haryana State Electronics Development Corporation Limited**  
**हरियाणा राज्य इलेक्ट्रॉनिक्स विकास निगम लिमिटेड**

**MAIN PARTICULARS OF TENDER**

- 1) The tender procedure and contract terms are prescribed in the tender document. In addition to the invitation of tender, the tender document includes the various other documents as given in the Annexures.
- 2) The tenderer are expected to examine all instructions, terms & conditions, specifications, forms and formats etc as mentioned / enclosed in the tender document. Failure to furnish all information required in the tender document or submission of a tender not substantially responsive to the tender document in every respect will be at the tenderers risk and is likely to result in out-right rejection of the tender.
- 3) The Tendering Authority may ask the TENDERERS for additional information, documentation for clarification, visit to vendor site ask for technical presentation and/or arrange discussions with their professional, technical faculties to verify claims made in pre-qualification cum technical offer documentation. The request for a clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted. No relative positions will be given and the committee will decide only according to requirement and its fulfilment. If it is found that the documents submitted by the bidder are not compatible with the actual situation at site, or if the document supplied by the bidder are found to be fraudulent or misrepresenting the facts, it will render the bidder ineligible for further participation in the tender process. The decision of the Tender Committee in this regard is final and binding on the bidder.
- 4) Eligibility Criteria: As per Tender Document.
- 5) Two Bid System i.e. Stage-1 Pre-qualification cum Technical & Stage-2 Commercial Bid.
- 6) The sealed envelopes (Pre-Qualification Bid cum Technical Bid) shall be put in another separate envelope with superscription as "RFP for rate contract for scanning & digitization of physical documents / records & preparation of metadata on behalf of various Govt. Departments / Organizations" and RFP No - eTender/Hartron/eOffice/Scanning/2020/01. The outer envelope thus prepared shall also indicate clearly the name, address, telephone number, E-mail ID and fax number of the bidder.
- 7) All the pages of the RFP bid must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the bid.
- 8) The original bid shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder itself. Any such corrections must be initialed by the person (or persons) who sign(s) the bid.
- 9) All pages of the bid shall be initialed and stamped by the person who signs the bid.
- 10) The soft copy will be considered for evaluation purpose and hard copy is only for reference and records of the Department. If there is any discrepancy in hard copy and soft copy, the documents submitted as part of online bid will be considered for final evaluation and processing.

**Main Particulars of Tender**



(a state government undertaking/हरियाणा सरकार का उपक्रम)

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**हरियाणा राज्य इलेक्ट्रॉनिक्स विकास निगम लिमिटेड**

**Main Particulars of Tender**

- 11) Pre-Qualification Bid cum Technical Bid submitted online and their hard copies submitted for reference & record of Department shall not contain any commercial information of the quoted product/ service/ software. In case any commercial information is found, it will be rejected and bid will not be considered for further evaluation.
- 12) Any future change by government or competent authority in tax structure will be applicable.
- 13) Any Bid not conforming to the Format, Annexures will be summarily rejected.
- 14) The nomenclature of language of Format & Annexures should not be changed. If changed, bid will be summarily rejected.
- 15) Bidder will submit the hard copy of pre-qualification cum technical bid within one working day after opening of pre-qualification cum technical bids with all the required documents, Annexure, Offered Solution Details etc. with proper indexing, tagging & page numbering.
- 16) HARTRON reserves right to visit (or conduct telephonic verification) bidder's customers site where such a similar project execution has taken place.
- 17) This tender document is not transferable.
- 18) Bidders are advised to study the document carefully. Submission of response shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.
- 19) The response to this tender document should be full and complete in all respects. Incomplete or partial responses are liable to be rejected.
- 20) The bidder shall bear all costs associated with the preparation and submission of the response, including cost of demonstration, benchmarking and presentation for the purposes of clarification of the bid. The Purchaser will in no case be responsible or liable for the costs incurred by the bidder, regardless of the conduct or outcome of the tendering process.
- 21) Further clarifications, corrigendum and any other information related to this tender will be available only at the e-tendering website i.e. <https://etenders.hry.nic.in/nicgep/app>. Bidders are advised to visit e-procurement portal i.e. <https://etenders.hry.nic.in/nicgep/app> of Haryana Govt. on regular basis for updates/corrigendum issued by Hartron related to the tender.
- 22) The Purchaser reserves the right to accept or reject any or all responses without assigning any reason.
- 23) Proposals must be submitted well before the last date and time for submission of bids mentioned in the Document Control Sheet to avoid last minute problems on the portal due to internet access etc. The purchaser will not be responsible for any such problems faced by bidders on the last day. They must take the help of e-procurement staff for any uploading problems faced by them at least one day before the last day for submission of bids.
- 24) The information contained in this RFP document or information provided subsequently to Bidder(s) whether verbally or in documentary form/email by or on behalf of HARTRON, is



(a state government undertaking/हरियाणा सरकार का उपक्रम)

## Haryana State Electronics Development Corporation Limited हरियाणा राज्य इलैक्ट्रॉनिक्स विकास निगम लिमिटेड

subject to the terms and conditions set out in this RFP document

- 25) This RFP is not an offer by HARTRON, but an invitation to receive responses from the eligible Bidders. No contractual obligation whatsoever shall arise from the RFP process unless and until a formal contract is signed and executed by duly authorized official(s) of HARTRON with the selected Bidder.
- 26) The purpose of this RFP is to provide the Bidder(s) with information to assist preparation of their Bid proposals. This RFP does not claim to contain all the information each Bidder may require. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information contained in this RFP and where necessary obtain independent advices/clarifications. Hartron may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP.
- 27) HARTRON, its employees and advisors make no representation and shall have no liability to any person, including any Applicant or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form or arising in any way for participation in this bidding process.
- 28) HARTRON also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP
- 29) The issue of this RFP does not imply that Hartron is bound to select a Bidder or to appoint the Selected Bidder or Concessionaire, as the case may be, for the Project and Hartron reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.
- 30) The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding Document. Failure to furnish all information required by the bidding Document or to submit a Bid not substantially responsive to the bidding Document in all respect will be at the Bidder's risk and may result in rejection of the Bid
- 31) Bidders are advised to study this RFP document carefully before submitting their proposals in response to this RFP Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications. This RFP document is not transferable.
- 32) This document shall not be transferred, reproduced or otherwise used for purpose other than for which it is specifically issued.
- 33) Interested Bidders are advised to go through the entire document before submission of Bids to avoid any chance of elimination. The eligible Bidders desirous of taking up the project for supply of proposed Software Solution, Management and Maintenance service for Hartron are invited to submit their technical and commercial proposal in response to this RFP. The criteria and the actual process of evaluation of the responses to this RFP and subsequent selection of the successful Bidder will be entirely at Hartron's discretion. This RFP seeks

**Main Particulars of Tender**





(a state government undertaking/हरियाणा सरकार का उपक्रम)

**Haryana State Electronics Development Corporation Limited**  
**हरियाणा राज्य इलेक्ट्रॉनिक्स विकास निगम लिमिटेड**

proposal from Bidders who have the necessary experience, capability & expertise to provide Hartron the proposed Software Solution, Management and Maintenance service adhering to Hartron's requirements outlined in this RFP.

- 34) The information contained in this RFP document or information provided subsequently to Bidder(s) whether verbally or in documentary form/ e-mail by or on behalf of Hartron, is subject to the terms and conditions set out in this RFP document.
- 35) This RFP is not an offer by Hartron, but an invitation to receive responses from the eligible Bidders. No contractual obligation whatsoever shall arise from the RFP process unless and until a formal contract is signed and executed by duly authorized official(s) of Hartron with the selected Bidder.
- 36) The purpose of this RFP is to provide the Bidder(s) with information to assist preparation of their Bid proposals. This RFP does not claim to contain all the information each Bidder may require. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information contained in this RFP and where necessary obtain independent advices/ clarifications. Hartron may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP.
- 37) The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding Document. Failure to furnish all information required by the bidding Document or to submit a Bid not substantially responsive to the bidding Document in all respect will be at the Bidder's risk and may result in rejection of the Bid
- 38) Bidders shall submit their bids online through the e-Procurement portal of Govt. of Haryana i.e. <https://etenders.hry.nic.in/nicgep/app>.

**Main Particulars of Tender**



(a state government undertaking/हरियाणा सरकार का उपक्रम)

# Haryana State Electronics Development Corporation Limited

## हरियाणा राज्य इलेक्ट्रॉनिक्स विकास निगम लिमिटेड

Instructions to Bidder On Electronic Tendering System

### 1. INSTRUCTIONS TO BIDDER ON ELECTRONIC TENDERING SYSTEM

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

#### I. Registration of bidders on eProcurement Portal:-

All the bidders intending to participate in the tenders processed online are required to get registered on the centralized e - Procurement Portal i.e. <https://etenders.hry.nic.in>. Please visit the website for more details.

#### II. Obtaining a Digital Certificate:

- a. The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.
- b. A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website - <https://etenders.hry.nic.in>.
- c. The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities.
- d. Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during of bid preparation stage. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised to keep a backup of the certificate and also keep the copies at safe place under proper security (for its use in case of emergencies).
- e. In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate/power of attorney /lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.
- f. In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.
- g. The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

#### III. Pre-requisites for online bidding:



(a state government undertaking/हरियाणा सरकार का उपक्रम)

## Haryana State Electronics Development Corporation Limited हरियाणा राज्य इलैक्ट्रॉनिक्स विकास निगम लिमिटेड

- a. In order to bid online on the portal <https://etenders.hry.nic.in>, the user machine must be updated with the latest Java & DC setup. The link for downloading latest java applet & DC setup are available on the Home page of the e-tendering Portal.

#### IV. Online Viewing of Detailed Notice Inviting Tenders:

- a. The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal eProcurement system on the Home Page at <https://etenders.hry.nic.in>.

#### V. Download of Tender Documents:

- a. The tender documents can be downloaded from the eProcurement portal <https://etenders.hry.nic.in>.

#### VI. Key Dates:

- a. The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

#### VII. Process:

- 1) Bidder should do Online Enrolment in this Portal using the option Click Here to Enroll available in the Home Page. Then the Digital Signature enrollment has to be done with the e-token, after logging into the portal. The e-token may be obtained from one of the authorized Certifying Authorities such as e-Mudhra CA/ GNFC/ IDRBT /MtnITrustline /SafeScript /TCS.
- 2) Bidder then logs into the portal giving user id / password chosen during enrollment.
- 3) The e-token that is registered should be used by the bidder and should not be misused by others.
- 4) DSC once mapped to an account cannot be remapped to any other account. It can only be inactivated.
- 5) The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under My Documents option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
- 6) After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document; otherwise, the bid will be rejected.
- 7) The BOQ template must not be modified/ replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.
- 8) If there are any clarifications, this may be obtained online through the eProcurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online.
- 9) Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF/XLS/RAR/DWF formats. If there is more than one document, they can be clubbed together.

**Instructions to Bidder On Electronic Tendering System**



(a state government undertaking/हरियाणा सरकार का उपक्रम)

## Haryana State Electronics Development Corporation Limited हरियाणा राज्य इलेक्ट्रॉनिक्स विकास निगम लिमिटेड

- 10) Bidder should arrange for the EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission date and time for the tender.
- 11) The bidder reads the terms and conditions and accepts the same to proceed further to submit the bids.
- 12) The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
- 13) There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 100-150 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.
- 14) It is important to note that, the bidder has to click on the Freeze Bid Button, to ensure that he/she completes the Bid Submission Process. Bids Which are not Frozen are considered as Incomplete/Invalid bids and are not considered for evaluation purposes
- 15) In case of Offline payments, the details of the Earnest Money Deposit(EMD) document submitted physically to the Department and the scanned copies furnished at the time of bid submission online should be the same otherwise the Tender will be summarily rejected
- 16) The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
- 17) The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.
- 18) At the time of freezing the bid, the eProcurement system will give a successful bid Updation message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.
- 19) After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.
- 20) Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.
- 21) The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected
- 22) The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST), which is GMT+5:30. The bidders should adhere to this time during bid submission.
- 23) All the data being entered by the bidders would be encrypted at the client end, and the software uses PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission and not viewable by any one until the time of bid opening. Overall, the

**Instructions to Bidder On Electronic Tendering System**



(a state government undertaking/हरियाणा सरकार का उपक्रम)

**Haryana State Electronics Development Corporation Limited**  
**हरियाणा राज्य इलेक्ट्रॉनिक्स विकास निगम लिमिटेड**

submitted bid documents become readable only after the tender opening by the authorized individual.

- 24) During transmission of bid document, the confidentiality of the bids is maintained since the data is transferred over secured Socket Layer (SSL) with 256-bit encryption technology. Data encryption of sensitive fields is also done.
- 25) The bidders are requested to submit the bids through online eProcurement system to the TIA well before the bid submission end date and time (as per Server System Clock).
- 26) The bidders are requested to submit the bids through online eProcurement system to the TIA well before the bid submission end date and time (as per Server System Clock).

**Instructions to Bidder On Electronic Tendering System**



(a state government undertaking/हरियाणा सरकार का उपक्रम)

**Haryana State Electronics Development Corporation Limited**  
**हरियाणा राज्य इलेक्ट्रॉनिक्स विकास निगम लिमिटेड**

**INVITATION TO BID**

**2. Scope of work:**

The bidder shall prepare PVC EPICs (Electors photo Identity cards) approximately 7 lacs during the year and deliver at the locations as mentioned in clause 2.1 of RFP. The EPIC's will be prepared through IMAGE PDF files (with color elector's photo) generated by using ECI's ERONET Software as per ECI guidelines. The bidder will procure the PVC Cards along-with required accessories at his own level with all security features and specifications defined as per the ECI guidelines as mentioned below: -

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. 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 Hindi.</p> <p><b>Printing Specifications:</b></p> <p><b>Front:</b></p> <ol style="list-style-type: none"><li>(i) 'Election Commission of India' in English and Hindi on the top.</li><li>(ii) 'Elector Photo Identity Card' in English and Hindi below 'Election Commission of India'.</li><li>(iii) Colour photo of the elector.</li><li>(iv) EPIC number of the elector printed in alphabets and numbers and also has a bar code.</li><li>(v) Name of the elector in English and Hindi</li><li>(vi) 'Relation name' printed in English and Hindi.</li></ol> <p><b>Back:</b></p> <ol style="list-style-type: none"><li>(i) 'Sex' printed in English and Hindi.</li><li>(ii) Date of birth / age printed in English.</li><li>(iii) Address printed in English and Hindi.</li><li>(iv) Number and name of assembly constituency, printed in English and Hindi.</li><li>(v) Part number and name, in English and Hindi.</li><li>(vi) Scanned signature of Electoral Registration Officer.</li><li>(vii) Note:- The following notes printed in English and Hindi:-<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></li></ol>



(a state government undertaking/हरियाणा सरकार का उपक्रम)

**Haryana State Electronics Development Corporation Limited**  
**हरियाणा राज्य इलेक्ट्रॉनिक्स विकास निगम लिमिटेड**

The EPIC format/guidelines can be changed / modified as per the guidelines issued by the ECI time to time.

2.1 Execution of Work: The work for preparation/personalization of PVC EPICs will be executed at following District Election Offices as per the schedule at 11 Locations in Haryana. The locations are given as :

Table 1.0 :

Sr. No.	District Head Quarter where infrastructure is to be installed	Adjoining District for which epics have to be prepared
1.	Ambala	Yamunanagar
2.	Kurukshetra	Kaithal
3.	Karnal	Panipat
4.	Sirsa	Fatehabad
5.	Hisar	Jind
6.	Bhiwani	Naruanl & Charkhi Dadri
7.	Rohtak	Jhajjar
8.	Gurugram	Rewari & Nuh
9.	Faridabad	Palwal
10.	Sonepat	-----
11.	Panchkula (Hartron Office)	Panchkula & Chandigarh

2.2 Selected Bidder will depute at-least one trained Computer Professional at each District Headquarter as mentioned-above in the State of Haryana for personalization/preparation of PVC EPICs. Total Man-power to be provided by successful bidder will be 11 (Eleven Only).

2.3 The EPIC's will be prepared through IMAGE PDF files (with color elector's photo) generated by using ECI's ERONET software as per ECI guidelines. The schedule for preparation of PVC EPICs is as under:

i) **During Summary Revision**

During Summary Revision, a large number of new electors are enrolled & EPICs of these electors are to be prepare/ personalize in a short time of span defined by the Election Department, Haryana/Hartron. Therefore, the selected Bidder will have to prepare/personalized these PVC Epics within a period of 15 days as per schedule defined by the ECI/Election Department at District headquarters. However, in case of large volume, Epics can be prepared at Vendor's premises, if not manageable at District Head Quarters.

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

ii) **During Continuous Up-dation**

During continuous up-dation Bidder should have to prepare PVC EPICs on daily basis at the locations as mentioned in clause 2.1 (Table 1.0) and hand over the prepared EPICs to the concerned District Election Offices.

**Minimum Infrastructure required at each Head Quarter:**

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 (quantity may increase/decrease as per the requirement) along-with printing material at all PVC EPIC locations in the State of Haryana:-

**INVITATION TO BID**



(a state government undertaking/हरियाणा सरकार का उपक्रम)

**Haryana State Electronics Development Corporation Limited**  
**हरियाणा राज्य इलेक्ट्रॉनिक्स विकास निगम लिमिटेड**

Moreover, it is the responsibility of the bidder that the printers will be operational for 24 hours and if there is any problem in the printers, the bidder will replace/repair the same within 48 hours.

**3. Bidder Pre-Qualification Criteria:**

- I. This e-tender is open to all firms/companies within India, who are eligible to do business under relevant Indian laws as in force at the time of bidding.
- II. Firm/company declared by GoI, GoH, Supreme Court of India, High Court of States to be ineligible to participate for corrupt, fraudulent or any other unethical business practices shall not be eligible during the period for which such ineligibility is declared.
- III. The concessions/benefits to MSEs and Medium Enterprise are as per Haryana State Public Procurement Policy for MSMEs-2016, issued by Govt. of Haryana, Department of Industries & Commerce vide G.O. 2/2/2016-4IBII(1) dated 20.10.2016 and Amendment Memo No. 2/3/2018 4IB-II dated 23.04.2018. Manufacturing Micro and Small Enterprises (MSEs including Khadi and Village Industries/Units) who have filed "Entrepreneur Memorandum" in Haryana in respect of the quoted items participate directly in tender and do not through any intermediaries (their dealers/agents, distributors), will not subcontract to any other firm and to carry the entire manufacturing at their enterprise. Concerned MSE will be required to submit a copy of "Entrepreneur Memorandum" in respect of its category of Micro/Small issued to the firm by the Industries Department Haryana as a part of PQ bid. Without Entrepreneur Memorandum issued by Concerned District Authority e-bid may not be considered for further evaluation & seems to be technically disqualified.
- IV. Bidder can also be a startup as defined by Govt. of India, Ministry of Micro Small & Medium Enterprises vide policy circular no. 1(2)(1)/2016-MA dated 10.03.2016. In case of startups, the prior turnover and prior experience shall be applicable as defined by Govt. of India, Ministry of Micro Small & Medium Enterprises vide policy circular no.1(2)(1)/2016-MA dated 10.03.2016. The clause of OEM/authorized distributor/ dealer/ agent shall not apply for startups as startups have to bid directly. The concessions/benefits to Startups / First Generation Entrepreneurs are as per Haryana State Public Procurement Policy, issued by Govt. of Haryana, Department of Industries & Commerce vide G.O. 2/2/2016-4IB-II dated 03.01.2019.
- V. Breach of general or specific instructions for bidding, general and special conditions of contract with the concerned department may attract a proceeding to declare a firm/company ineligible for a certain period or certain number of consecutive tender calls.

**VI. Criteria:**

S#	Clause	Document Required
I.	The bidder must be registered in India under the Indian Companies Act 1956/2013 / LLP Act 2003 / Partnership Act 1932 (with GST Registration Certificate) firm and should be in existence in India for at least the last 3 years, as on date of submission of bid.	The bidder shall provide the Certificate of Incorporation for Registered Companies / LLPs / Partnership Deed for Partnership Firms with GST Registration Certificate.
II.	The bidder must be in business of personalization of PVC Cards / PVC Smart Cards and have executed same kind of jobs with in-house facility in India for static printing & variable printing in monochrome & colour from the last two or more financial years.	Copy of Work Orders & Complication Certificate.

**INVITATION TO BID**





(a state government undertaking/हरियाणा सरकार का उपक्रम)

**Haryana State Electronics Development Corporation Limited**  
**हरियाणा राज्य इलेक्ट्रॉनिक्स विकास निगम लिमिटेड**

**INVITATION TO BID**

III.	<p>During last three financial years in any Central / State Government Institution / PSU / Registered Companies / Bank / Registered Educational Institutions / Government Departments / Autonomous Bodies / Examining bodies/Corporate Houses, the bidder should have satisfactorily completed the similar contracts for either of the following: One order must be of minimum 1 Lacs Cards. OR Two orders must be of minimum 50 Thousand Cards each. OR Three orders must of minimum 35 Thousand Cards each.</p>	<ul style="list-style-type: none"><li>• Work Order / Agreement along-with Completion Certificate/ Client Certificate/ Project citations/Define of satisfactory execution &amp; payment recd. etc.</li><li>• In case of on-going projects, the bidder can submit satisfactory reports along with total Card volume for the last three years from the User/Department as well as the work order along with the Completion Certificate/ Client Certificate/ Project Citation/ Satisfactory Execution and Payment Receipt etc. for more than three years.</li></ul>
IV.	<p>The Bidder should have an average turnover at least 1/3<sup>rd</sup> of estimated tender value/Project value during last 3 financial years (2017-18, 2018-19, 2019-20).</p>	<p>Audited Balance Sheet and Profit &amp; Loss account statement of the Bidder for each of the last 3 audited financial years. For F.Y. 2019-20, Provisional Balance Sheet with CA Certificate will also be considered.</p>
V.	<p>The Bidder should have positive net worth (measured as paid-up capital plus free reserves) and should be a profit-making company before tax in each of the last 3 audited F.Y.</p>	<p>Certificate duly signed by Company Secretary of the Bidder confirming the positive net-worth for the last three financial years.</p>
VI.	<p>The Bidder should have currently valid GST Registration Certificate, PAN No., E.S.I.C., P.F. and applicable Labour Law registration / Licenses.</p>	<p>Photocopies of valid registration certificates/licenses should be furnished along with the technical bid.</p>
VII.	<p>The Signatory signing the Bid on behalf of the Bidder should be duly authorized by the Board of Directors of the Bidding Company.</p>	<p>A Certificate from the Company Secretary of the Bidder certifying that the Bid signatory is authorized by the Board of Directors of the Company to do so, with acceptance of board resolution, resolutions number and date to sign the Bid on their behalf or Power of Attorney to be provided by the Bidding company in favour of its representative as evidence of authorized signatory's authority.</p>
VIII.	<p>The Bidder should have at least ISO 9001 Certificate for Quality Assurance.</p>	<p>Attested Copy of Certificate must be attached</p>
IX.	<p>GST Return for F.Y. 2019-20</p>	<p>Attested Copy of Certificate must be attached</p>



(a state government undertaking/हरियाणा सरकार का उपक्रम)

**Haryana State Electronics Development Corporation Limited**  
**हरियाणा राज्य इलेक्ट्रॉनिक्स विकास निगम लिमिटेड**

VII. Others required details:

- Bidder should have cleared his GST dues up to 31st March 2020 to the Government. Copy of GST Return for F.Y. 2019-20 will be provided by bidder.
- The Bidder must have all necessary licenses, permissions, consents, NOCs, approvals as required under law for carrying out its business. Undertaking be provided by the bidder that he has all the requisite approvals / NOCs etc., as required under law to carry out its business.
- Bidder should not be insolvent, in receivership, bankrupt or being wound up, 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;
- Bidder should 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 contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings.

**Note:**

1. Breach of general or specific instructions for bidding, general and special conditions of contract with GoH may attract a proceeding to declare a firm/company ineligible for a certain period or certain number of consecutive tender calls.
2. Sub-contracting of any part of the project is not permitted.
3. The concessions/Benefits are allowed to MSMEs as per Haryana State Public Procurement Policy for MSMEs-2016. The details of Haryana State Public Procurement Policy for MSMEs-2016 can be obtained from website of Directorate of Supplies & disposal Haryana ([http://dsndharyana.gov.in/writereaddata/Document/1\\_93\\_1\\_msme\\_policy.pdf](http://dsndharyana.gov.in/writereaddata/Document/1_93_1_msme_policy.pdf)).
4. For MSME, SSI, Make in India, Start-ups, the turnover, experience and other conditions will be applicable as per Haryana State Govt. Guidelines issued time to time.
5. Bidders are advised to study this RFP document carefully before submitting their proposals in response to this RFP Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications. This RFP document is not transferable.
6. Proposals of bidders who do not conform to above PQ criteria will not be considered for further evaluation and shall be summarily rejected without any separate notice or assigning any reason whatsoever.
7. Due to confidentiality of the documents, no outsourcing of any kind would be allowed. Therefore, the bidder must have requisite infrastructure and capacity to handle entire project without outsourcing the work. The selected bidder will not further sublet the work allotted.
8. An affidavit duly notarized to this effect must be submitted with the bid. Any Bid failing to meet the above stated Qualification criteria shall be summarily rejected and will not be considered for Financial Evaluation.

**INVITATION TO BID**



(a state government undertaking/हरियाणा सरकार का उपक्रम)

**Haryana State Electronics Development Corporation Limited**  
**हरियाणा राज्य इलेक्ट्रॉनिक्स विकास निगम लिमिटेड**

**INVITATION TO BID**

**4. Relaxations to Micro Small and Medium Enterprise registered in Haryana:-**

**A. Concessions/benefits Micro Small:-**

S#	Area as part of qualifying requirements	Concession benefits allowed to MSEs.	Eligibility
1.	Tender Fee	Exemption on the payment of Tender Fee subject to fulfillment of conditions as per eligibility	Manufacturing Micro & Small Enterprises (MSEs) (Including Khadi & village Industries/ Units) who have filed Entrepreneur Memorandum in Haryana in respect of the quoted items, participate directly in tender and not through any intermediaries (their dealers/ agents/ distributors), will not subcontract to any other firm and to carry the entire manufacturing at their enterprise. Concerned MSE will be required to submit the copy of Entrepreneurs Memorandum in respect of its category of Micro/Small issued to the firm by the Industries Department Haryana as part of Technical Bid.
2.	Earnest Money Deposit (EMD)	Exemption on the payment of Earnest Money deposit (EMD) subject to fulfillment of condition as per eligibility.	
3.	Performance Security	90% concession on Performance Security as applicable to other Haryana based firms subject to fulfillment of condition as per eligibility	
4.	Turnover	a. Micro Enterprises: Concession of 80% on Turnover condition imposed as qualifying criteria. b. Small Enterprises: Turnover condition imposed as qualifying	
5.	Past Performance & Experience	Exempted in respect of Past Performance & Experience as part of qualifying Requirement of the tender subject to fulfillment of condition as per eligibility	
6.	Purchase Preference	50% of the total tendered quantity provided quoting price within band of L-1+15% by bringing down their price to L-1 and subject to condition that it agrees to fulfillment of other terms & conditions of the tender and further subject to fulfillment of conditions as per eligibility	



(a state government undertaking/हरियाणा सरकार का उपक्रम)

**Haryana State Electronics Development Corporation Limited**  
**हरियाणा राज्य इलेक्ट्रॉनिक्स विकास निगम लिमिटेड**

**B. Concessions/benefits to Medium Enterprises:-**

S#	Area as part of qualifying Requirements	Concessions/benefits allowed to medium enterprises	Eligibility
i.	Past Performance & Experience	Exemption on Qualifying Requirement of Past Performance & Experience as part of Qualifying Requirements of the tender subject to the tender subject to fulfillments of conditions as per eligibility.	Manufacturing Medium Enterprises of the State that have filed Entrepreneur Memorandum for quoted items in Haryana, participate directly in tender and not through any intermediaries (their dealers/agents/ Distributors), and will not subcontract to any other firm and to carry the entire manufacturing at their enterprise. This concession will be applicable only for one year to newly registered Medium Enterprises or Medium Enterprises of State who are not eligible in State Public Procurement due to eligibility criteria of part performance & Experience. The Firm will be required to submit the detailed information in respect of above through an affidavit as per the format enclosed as Annexure-XI.
ii.	Purchase Preference	10% of the total tendered quality provided quoting price within band of L-1+15% by bringing down their price to L-1 and subject to condition that it agrees to fulfillment of other term & conditions of the tender and further subject to fulfillment of conditions as per eligibility.	

Note: For MSME, SSI, make in India, Start-ups, the turnover, experience, relaxation and other conditions will be applicable as per State Govt. Guidelines issued time to time. Also, the latest notification of State Govt. issued regarding negotiations and other purpose will also be applicable at the time of processing of this tender.

C. The apportionment/ distribution of tendered quantity after negotiations based on the existing instructions and Purchase Preference allowed to MSMEs as above may have different scenarios. The general guidelines for the apportionment of tendered quantity to firms other than MSMEs, MSEs & MEs will be as under:

- I. Purchase Preference to MSMEs will not be applicable if the tendered quantity is only one.
- II. Purchase Preference for Medium Enterprises (MEs) will only be allowed on the quantities in multiple of 10 say 10, 20, 30, and so on. The quantity less than 10 or in between multiple of 10, 20, 30 will not be considered for Purchase Preference to MEs.
- III. Negotiations will be held only with L1+5% firms. MSMEs as per above instructions within the price range of L1+15% will be counter offered to match the finally arrived L1 rate. In case, MSMEs within L1+15% range refuse to match the finally arrived L1 rate than the entire 60% (50% for MSEs and 10% for MEs) of purchase preference will be transferred to L1+5% category firms.
- IV. In case, no Micro & Small Enterprises (MSEs) and Medium Enterprises (MEs) as per the eligibility criteria specified in the above instructions are within L1+15% range, the entire 100% tendered quantity will be distributed as per the existing guidelines.
- V. In case, there are no Micro & Small Enterprises (MSEs) within L1+15% range, the Purchase Preference Quota of 50% of MSEs will stand transferred to open category making it from 40% to 90%.
- VI. In case there are no Medium Enterprises (MEs) within L1+15% range, the Purchase Preference Quota of 10% of MEs will stand transferred to open category making it from 40% to 50%.

**INVITATION TO BID**



(a state government undertaking/हरियाणा सरकार का उपक्रम)

## Haryana State Electronics Development Corporation Limited हरियाणा राज्य इलैक्ट्रॉनिक्स विकास निगम लिमिटेड

- VII. In case, no MSMEs in within L1+5% range and there is one MSE & one ME in L1+15% range and further agree to match the arrived L1 rate, the quantity distribution will be up to 40% for firm other than MSME, up to 50% for MSE and up to 10% for ME and so on.
- VIII. In case, there are MSMEs (both or either MSEs and MEs) within L1+5% range and there are MSEs & MEs in L1+15% range. Negotiations will be carried out with all firms within L1+5% as per the existing guidelines to arrive at finally arrived L1 rate. The finally arrived firm can be any other firm/ MSE/ ME or any / more of these other firm / MSE / ME matches the finally arrived price; in such a situation, apportionment will be done as per the existing instructions of ratio of 70:30 or 50:25:25 & so on. Thereafter, offer will be given to MSE and MEs within L+15% range to match the finally arrived L1 rate and if they agree to match the arrived L1 rate, the apportionment of quantity will have many scenarios for the distribution of tendered quantities. Some of the scenarios and sub-scenarios of quantity apportionment may be as per Annexure-'III' enclosed with this notification. However, there can be many more scenarios depending upon the number of MSMEs within price range of L1+5% and L1+15%.

The above instructions will supersede the instructions as issued vide Industries & Commerce Department Haryana Order No. 2/2/2010-4I IB II of dated 24.03.2015 related to concessions/ benefits to Haryana based Micro & Small Enterprises (MSEs) including Khadi & Village Industrial Units.

These issues with concurrence of Finance Department conveyed vide their U.O. No. 1/48/2016-4FD III/27758 of dated 03.10.2016.

**Note:** The work distribution mentioned at Point No. C of Clause 4 (P/g 20-21) is NOT allowed for this case as the work is related to Election Department. The work has to be allotted to a single bidder for better manageability/ uniformity and is to be completed in given timeline by ECI.

### 5. GENERAL TERMS AND CONDITIONS

- 1) **Period of validity of Bids:** Bids should remain valid for 90 days after the date of opening as prescribed by the Corporation. A bid valid for a shorter period may be rejected by the Corporation as non-responsive.
- 2) **Period of Validity of Rate Contract:** The rate contract shall be valid for one year from the date of award of the contract with the terms & conditions mentioned in the tender document. The validity of rate contract can be extended for further one year on same terms & conditions.
- 3) **Use of Contract Document and Confidentiality of Data:** The Bidder shall not, without the Corporation's prior written consent, disclose the contract, or any provision thereof, or any specification, sample or information furnished by or on behalf of the Corporation in connection therewith, to any person other than a person employed by the Bidder in the Performance of the contract.

The Bidder will not use Document(s) and data 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 Corporation/concerned Department. If at any movement of time, it comes to the notice of the Corporation regarding misuse of Document(s) and election data, the Corporation has the right to cancel your contract and forfeit the EMD deposit and no payment will be made for the work and criminal case will be registered against the party/vendor.

- 4) **Corporation right to accept any Bid or to reject any or all bids:** The Corporation reserves the right to accept or reject any or all bids without assigning reasons.
- 5) Terms and conditions of the Bidder will not be considered as forming part of their Bids.

INVITATION TO BID



(a state government undertaking/हरियाणा सरकार का उपक्रम)

## Haryana State Electronics Development Corporation Limited हरियाणा राज्य इलेक्ट्रॉनिक्स विकास निगम लिमिटेड

- 6) Commercial bid will be opened only for bidders who will qualify in the Pre- Qualification Criteria as mentioned at Clause-3.
- 7) The Bidder must quote for one complete job. Offer for partial part job shall not be considered and bid will be rejected without further reference.
- 8) The Bid Documents are not transferable, and the cost of the tender document is not refundable under any circumstances.
- 9) Telex/E-Mail/Fax/Mobile bids and incomplete bids will be summarily rejected.
- 10) All pages of the Bid submitted must be signed and sequentially numbered by the bidder.
- 11) The bidder shall bear all costs associated with the preparation and submission of the bid proposal.
- 12) The bidder should have to share the address where the EPICs will be prepared.
- 13) Manpower/Computer Operator deployment will be the whole responsibility of the bidder. Maximum two days leave in a month and 20 days in a year shall be allowed beyond this RS. 200/- per day penalty will be imposed by the Corporation.
- 14) The Corporation will open the e-bids in the presence of Bidders/ authorized representatives to attend the tender opening on the mentioned date and time at Haryana State Electronics Development Corporation Limited (HARTRON), HARTRON BHAWAN, Bays No. 73-76, Sector-2, Panchkula. The bidders/representatives, who are present, shall sign the attendance evidencing their presence. The Bidder's representative shall furnish a letter of authority form their principles to attend the bid opening.
- 15) There will be no minimum guarantee of turnout of PVC EPICS and payment thereof.

### 6. Contents of Bid

The Bids prepared by the Bidder shall comprise of the following two components:

- 6.1 Technical Bid comprising the following are to be filled as per the formats provided in the Tender Document.
  - i) Bidder must enclose duly filled and signed Annexure 'A'.
  - ii) Earnest Money
  - iii) Bidders Particulars (Annexure-T1)
  - iv) Bid Form (Annexure-T2)
  - v) Bidder must also enclose the required documents as defined in Pre-Qualification Criteria (Clause 3).
  - vi) Affidavit (Annexure-C)

The Bidders should attach the detailed process flow of the Photo Identity Cards printing and supply work execution with capacity details and technology which will be used for execution the job of personalization & preparation of PVC Epics during Summary Revision and Continuous Up-dation as specified by the Election Commission of India (ECI).

- 6.2 Commercial Bid

Commercial Bid for Preparation of Epics (Annexure-C1).

### 7. Security Deposit:

INVITATION TO BID

IN



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## Haryana State Electronics Development Corporation Limited हरियाणा राज्य इलैक्ट्रॉनिक्स विकास निगम लिमिटेड

EMD of success bidder will be retained as PBG for the Rate Contract Period. In addition to Rs. 2,00,000/-, the successful bidder will also submit additional Performance Security of Rs.3,00,000/- in the form of Performance Bank Guarantee/ Demand Draft within two weeks from the placement of work order. On the event of extension of Work Order the Security deposit/Bank Guarantee may be extended for further extended period. In the event of non-supply of the PVC EPICS in time, this security deposit shall be forfeited. Further, if the Corporation has to get the same or part of it from any other bidder because of failure to supply in full or part by the successful bidder, the difference in payment may be made from this Security Deposit. The Corporation against Security Deposit can also make any other adjustment or default on the part of bidder. The Security Deposit shall be returned only after the specified period and clearance of all dues/payments. No interest will be payable on the Security Deposited by the Corporation.

### **8. 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/HARTRON 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/HARTRON for the replaced PVC EPICs thereafter. If the bidder fails to replace the defective PVC EPICs within 7 days period, the Election Department/HARTRON may proceed to take such remedial actions as may be necessary at the bidder's risk and expense.

### **9. Procedure for Submission of Bid:**

The Bids should be submitted online in two parts i.e. Technical Bid and Commercial Bid as per the format given in the tender document and the respective online envelope available on the portal upto the due date & time.

- a. **Technical bid (stage 1):** - The Technical Bid format as given in the Tender shall be filled, signed and stamped on all pages. Errors if any shall be attested by the Bidders. The Technical e-tender/Bid shall not contain any indications of the Price otherwise the Bid will be summarily rejected. The bidders shall submit the details offered against the tender requirement. The technical should be submitted through e-bids as per schedule as well as hard copy of technical bid along-with the duly signed and stamped tender document downloaded from the website should also be submitted as per timeline given above at O/o Asstt. General Manager (ID), Hartron Bhawan, Bays 73-76, Sector-2, Panchkula.
- b. **Price Bid Form (Stage 2):**-The price bid should be submitted through e-bids as per the online envelope given on the e-procurement portal against this tender. All the Price items as asked in the Tender shall also be filled in the Price Bid Format as given in the Tender and required to be uploaded on the e-procurement portal. The Prices quoted shall be only in INDIAN RUPEES (INR) only. The tender is liable for rejection if Price Bid contains conditional offers.

**Mode of Submission of Bids:**-The Bids shall be submitted electronically on Haryana Govt. e-procurement portal strictly as specified in the Tender document. However, bidder will also submit a hard copy of technical bid to HARTRON upto due date & time of submission of offers.

**Rejection of Bid:**- Bids submitted other than the electronic form on e-procurement portal of Haryana Government shall not be entertained.





(a state government undertaking/हरियाणा सरकार का उपक्रम)

## Haryana State Electronics Development Corporation Limited हरियाणा राज्य इलेक्ट्रॉनिक्स विकास निगम लिमिटेड

### 10. Evaluation of Bids:

An evaluation committee will evaluate the bids of all the bidders both technically and commercially as per the following schedule/pattern.

- a. Only e-Technical bid shall be opened on the day of opening of the bids as per schedule.
- b. Conditional bids shall be summarily rejected.
- c. The Technical bids:-The documents furnished by each bidder with its Technical Bid will be examined to see whether the qualifications and specific requirements mentioned in the tender document are fulfilled.
- d. The Tendering Authority may ask the TENDERERS for additional information, documentation for clarification, technical presentation and/or arrange discussions to verify claims made in pre-qualification cum technical offer documentation. The request for a clarification and the response shall be in writing and no change or substance of the bid shall be sought, offered or permitted. No relative positions will be given, and the committee will decide only according to requirement and its fulfilment. If it is found that the documents submitted by the bidder are not compatible or if the document supplied by the bidder are found to be fraudulent or misrepresenting the facts, it will render the bidder ineligible for further participation in the tender process. The decision of the Tender Committee in this regard is final and binding on the bidder and cannot be challenged.
- e. The bidder shall bear all costs associated with the preparation and submission of the response, including cost of demonstration, benchmarking and presentation for the purposes of clarification of the bid. HARTRON will in no case be responsible or liable for the costs incurred by the bidder, regardless of the conduct or outcome of the tendering process.
- f. The Commercial Bids of those bidders who satisfy the parameters laid out in the Technical Bid will only be opened. The place, date and time of the opening of the e-Commercial Bids shall be notified separately. The commercial bid shall be evaluated for successful Bidders.
- g. Technical and Purchase Committee have right to change the scope & specifications before opening of the commercial offers for the betterment for project. In case the specifications are changed then the bidders will have the right to submit the revised commercial offer.

### 11. RIGHT TO NEGOTIATION:

The Competent Authority reserves the right for negotiation with the bidders as per the prevailing purchase procedures/policy of the State Govt. The negotiation, if required, shall be carried out with the technically qualified within the range of 5% from Lowest Bidder.

### 12. Purchase Process:

Purchase of specific quantity of stores, goods and award of Turnkey Contracts shall be generally determined based on the rates quoted by the L<sub>1</sub> bidder if the quoted rates are found to be reasonable by the indenting Department and negotiations, if any, held with the lowest bidder. However, the negotiations could be held upto L<sub>3</sub> bidder, if the difference between L<sub>1</sub> quoted rate and those quoted by L<sub>2</sub> & L<sub>3</sub> is within 5% of the L<sub>1</sub> quoted rate. In cases where the L<sub>1</sub> bidder refuses to further reduce his offered price and the L<sub>2</sub> or L<sub>3</sub> bidders come forward to offer a price which is better than the prices offered by L<sub>1</sub> bidder, the bidder whose price is accepted becomes the L<sub>1</sub> bidder. However, in such a situation,







(a state government undertaking/हरियाणा सरकार का उपक्रम)

## Haryana State Electronics Development Corporation Limited हरियाणा राज्य इलेक्ट्रॉनिक्स विकास निगम लिमिटेड

the original L<sub>1</sub> bidder may be given one more opportunity to improve upon the discovered price. In case the original L<sub>1</sub> bidder further improves upon the price discovered during the negotiations, he would be treated as the L<sub>1</sub> bidder.

### 13. Billing:

The bill shall be raised in the name of HARTRON and payment shall be released by HARTRON after verification of details from Concerned Authority, receipt of delivery challan with sealed & signed by the concerned authority.

### 14. Penalty for delay

Delay in meeting the timelines define by the Election Department/HARTRON, beyond the due date of delivery, will invite a penalty of Rs 500 per day, in respect to that Assembly Constituency. If the delay is of more than 30 days, then the work may be withdrawn and got executed through other bidder(s) at the risk and expense of the defaulting bidder. Thereafter, the contract will be treated cancelled, Security Deposit will be forfeited, and no payment will be made for the supplied material.

### 15. Subletting of Contract Job

The Bidder will not sublet the job to any other party/vendor.

### 16. Testing of PVC Card quality

The Selected Bidder must be got tested 5 samples of Plastic Cards from the Govt. accredited test Lab and report of the same should be submitted to the corporation.

However, if required, the Corporation will have the right to get the sample tested.

### 17. Payment Terms

- 17.1 Assembly Constituency Wise Bills with signed & stamped receipt from the respective District Election Offices for personalized PVC EPICs will be submitted to the corporation by the selected bidder for the whole work for the State for the summary revision & for the continuous revision.
- 17.2 80% payment of the bills submitted will be released within 45 days.
- 17.3 Balance 20% payment will be released only after the receipt of final verification as well as receipt of 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.
- 17.4 The successful Bidder will pay all the applicable taxes.
- 17.5 Payments under the contract will be made only in Indian currency.
- 17.6 During the delivery period stipulated in the work order, if there is any variation in the statutory levies e.g. Sales Tax, Excise Duty, Custom Duty or GST etc, the same shall be allowed against documentary proof produced by the bidder.
- 17.7 No extra payment resulting from such variation shall, however, be made if the same becomes effective after the expiry of the delivery period originally stipulated in the Work Order.





(a state government undertaking/हरियाणा सरकार का उपक्रम)

## Haryana State Electronics Development Corporation Limited हरियाणा राज्य इलेक्ट्रॉनिक्स विकास निगम लिमिटेड

### 18. Taxes and Duties

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

### 19. Termination for Insolvency

The Election Department/Hartron 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 Corporation has to get the same or part of it from any other bidder because of failure to complete the job in full or part by the successful bidder, the difference in payment may be made from this EMD/Security Deposit. The Corporation against EMD/Security can also make any other adjustment or default on the part of bidder.

### 21. Physical Verification

The Election Department/Hartron may conduct physical verification of the assets indicated by the bidder before opening the financial bid. Bidders should share the detailed process flow of the Photo Identity Cards printing and supply work execution with capacity details at each sub-level of the processing. 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 Up-dation.

### 22. FORCE MAJEURE

Force majeure clause will mean and be limited to the following in the execution of the contract / purchase orders placed by HARTRON :-

- War / hostilities.
- Riot or Civil commotion
- Earthquake, flood, tempest, lightning or other natural physical disaster.
- Restriction imposed by the agencies, which prevent or delay the execution of the order by the agency.

### 23. Arbitration Clause

If any question, difference or objection whatsoever arise in any way connected with or arising out of this instrument or the meaning or operation of any part thereof or the rights, duties or liabilities of either party then save in so far as the decision of any such matter is herein before provided for and has been so decided, every such matter including whether its decision has been otherwise provided for and/or whether it has been finally decided accordingly or whether the contract should be terminated or has been rightly terminated in whole or part and as regards the rights and obligations of the parties as the result of such termination, shall be referred for arbitration of the Principal Secretary to Department of Information Technology Electronics & Communication, Haryana (DITECH) or his nominee and his decision shall be final and binding and where the matter involves a claim amount if any awarded in such arbitration shall be recoverable in respect of the matters so referred.

### 24. Jurisdiction



(a state government undertaking/हरियाणा सरकार का उपक्रम)

**Haryana State Electronics Development Corporation Limited**  
**हरियाणा राज्य इलैक्ट्रॉनिक्स विकास निगम लिमिटेड**

The Civil Court at Chandigarh will have the exclusive jurisdiction in regard to the matter arising out of this agreement.



(a state government undertaking/हरियाणा सरकार का उपक्रम)

Haryana State Electronics Development Corporation Limited  
हरियाणा राज्य इलैक्ट्रॉनिक्स विकास निगम लिमिटेड

BUSINESS DETAILS

(Annexure-'A')

A. BIDDER'S PROFILE

S. No.	Required Details	Remarks
1.	Legal Name of the Company:	
2.	Type of Business:	<input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Joint Venture <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Other
3.	Company Identification No. (CIN)	
4.	Business Address: City District State Zip Code Telephone Nos.: Contact e-mail:	
5.	Registered Address of the Company: Address: City District State Zip Code Contact Person: Telephone Nos.: Contact e-mail: Company Website URL:	
6.	PAN No. TAN No. GST No.	
7.	Has the firm transacted business under any other previous names ? If yes, under which name business transacted	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	Ownership of the Company/Firm: • Whether Company owned or controlled by parent Company ? • If yes, complete the following:  Legal name of the parent company Full address of parent company Street City District State Zip	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.	Relationship with the parent company	<input type="checkbox"/> Subsidiary <input type="checkbox"/> Division

BUSINESS DETAILS



(a state government undertaking/हरियाणा सरकार का उपक्रम)

**Haryana State Electronics Development Corporation Limited**  
**हरियाणा राज्य इलेक्ट्रॉनिक्स विकास निगम लिमिटेड**

**BUSINESS  
DETAILS**

10.	Date of ownership	
11.	Shareholding pattern of Parent Company:	
	<ul style="list-style-type: none"><li>Percentage of shares held by the parent company</li></ul>	
	<ul style="list-style-type: none"><li>Other majority shareholders in the Indian Company</li></ul>	
	<ul style="list-style-type: none"><li>Details of Board of Directors</li></ul>	
12.	Name of Bid and Contract Signing	
	Authority - I Name Designation Contact No. Email: Power of Attorney or resolution of Board of Directors through which authorized as signatory	
	Authority - II Name Designation Contact No. Email: Power of Attorney or resolution of Board of Directors through which authorized as signatory	
13.	<ul style="list-style-type: none"><li>Memorandum of Association and Articles of Association of the Company</li><li>Bye Laws and certificates of registration (in case of registered firm)</li></ul>	
14.	Whether MOA of Bidding Company allows entering into the bid of respective services ? If yes, indicate the relevant clause.	

**B. COMPANY'S FINANCIAL DETAILS**

1.	Authorized Capital of the Indian Company	
2.	Paid up Capital of the Company	
3.	Turnover of the Indian Company for the last three years	
4.	Net worth of the Indian company for last three years	
5.	Profit of the Indian company for last three years	



(a state government undertaking/हरियाणा सरकार का उपक्रम)

**Haryana State Electronics Development Corporation Limited**  
**हरियाणा राज्य इलेक्ट्रॉनिक्स विकास निगम लिमिटेड**

**BUSINESS DETAILS**

6.	Customer references	
7.	Past 1 - 3 year supply record	
8.	Quality certificates received, if any	
9.	Customer approval letters if any	
10.	Awards and recognition received, if any	
11.	After sales support mechanism	

**C. COMPANY'S LEGAL DETAILS**

1.	In the past five years prior to the date of this application, has this entity or any principal of the entity has been deemed to be in default on any contract, or been forcefully terminated from any contract ? If yes, state the names of the entity, relationship to form and the circumstances.  (Submit affidavit)	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Whether an undertaking (Affidavit) submitted that the bidder has not been blacklisted/ debarred by any Central/State Government Department/Organization.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Whether an undertaking (Affidavit) submitted to the effect that there has been no litigation with any Government Department/Organization on account of similar services.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Whether the entity has undergone legal proceedings/arbitration proceedings in the past three years.  If yes, Submit details	<input type="checkbox"/> Yes <input type="checkbox"/> No

**D. Bank details:**

Bank Name	:	
Branch	:	
Bank Account No.	:	



(a state government undertaking/हरियाणा सरकार का उपक्रम)

**Haryana State Electronics Development Corporation Limited**  
**हरियाणा राज्य इलेक्ट्रॉनिक्स विकास निगम लिमिटेड**

Type of Bank Account	:	
IFSC Code	:	

**E. Technical Information about Bidder Company:**

1.	Present installed capacity (per day) for personalization of PVC Cards (Detail of Make & Year of related Machines with capacity per day).	
2.	Capacity Utilization	
3.	No. of PVC cards issued per month currently (with details of each type of cards)	
4.	Experience in Card Personalization (since when, indicate month & year - attach supporting documents, if any)	

**F. Detail of Technical trained Manpower.**

Sr. No.	Level of the Employee	Qualification	Years of Exp.

**G. Entity's Financial Details is given as under:**

Whether the entity is a defaulter in paying any dues to any of the Government Departments	<input type="checkbox"/> Yes
a) If yes, the bidder is not eligible to bid for the tender	
b) If no, affidavit to its effect to be submitted as placed at Annexure - 'C'	<input type="checkbox"/> No

**H. Any other details:**

**BUSINESS DETAIL**

**B**



(a state government undertaking/हरियाणा सरकार का उपक्रम)

**Haryana State Electronics Development Corporation Limited**  
**हरियाणा राज्य इलैक्ट्रॉनिक्स विकास निगम लिमिटेड**

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Date:

Signature of Bidder

Name:

Status/Designation:

(Seal)

Note: Furnish separate profiles, if desired.





(a state government undertaking/हरियाणा सरकार का उपक्रम)

**Haryana State Electronics Development Corporation Limited**  
**हरियाणा राज्य इलेक्ट्रॉनिक्स विकास निगम लिमिटेड**

Annexure-T1

**BIDDERS PARTICULARS\*\***

**BIDDERS SHOULD FURNISH ANSWERS TO ALL THE QUESTIONS BELOW.**

(as eligibility criteria mention at clause 3)

BIDDERS MAY PLEASE NOTE THAT IF THE ANSWER SO FURNISHED ARE NOT CLEAR AND/OR ARE EVASIVE, THE ENTRY WILL BE LIABLE TO BE IGNORED.

1. Tender No. HARTRON/ID/2020/EPIC/01
2. Please indicate :-  
  
Name & full address of your Bankers.
3. Business name and Constitution of the firm.  
  
Is the firm registered under\*\*:-
  - (a) The Indian Companies Act, 1956 (b) The India Partnership Act, 1932 (Please also give name of partners) (c) Any act, if not who are the owners. (Please give full names and address).
4. Do you agree to Sole Arbitration by Financial Commissioner & Principal Secretary to Govt. Haryana, It Department or by some other person appointed by him? (Your acceptance or non-acceptance of this clause will not influence the decision of the tender. It should, however, be noted that on omission to answer the above question will deem as an acceptance of the Clause).
5. For Partnership firms state whether they are registered or not registered under Indian Partnership Act, 1932. Should the answer to this question by a Partnership firm be in the affirmative, please state further:-
  - (a) Whether by the Partnership agreement, authority to refer disputes concerning the business of the partnership to arbitration has been conferred on the partner who has signed the tender.
  - (b) If the answer to (a) is in the negative, whether there is any general power of attorney executed by all the partners of the firm authorizing the partners who signed the tender to refer dispute concerning business of the partnership to arbitration.
  - (c) If the answer to either (a) or (b) is in the affirmative furnish a copy of either the partnership agreement or the general power of attorney as the case may be.

**N.B.:**

- I. Please attach to the tender a copy of either document on which reliance is placed for authority of partners or the partners signing the tender to refer disputes to arbitration. The copy should be attested by a Notary Public or its execution should be admitted by Affidavit on a property stamped paper by all the partners.
- II. Where authority to refer disputes to arbitration has not been given to the partners signing the tender the tenders must be signed by every partner of the firm.

**PARTICULARS**



(a state government undertaking/हरियाणा सरकार का उपक्रम)

**Haryana State Electronics Development Corporation Limited**  
**हरियाणा राज्य इलैक्ट्रॉनिक्स विकास निगम लिमिटेड**

6. Here state specifically that whether the price tendered by you is to the best of your knowledge and belief, not more than 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.

7. Please confirm that you have read all the instructions carefully and have complied with accordingly.

\*\* As per eligibility criteria.

Signature of Witness:

Full name & address of  
Witness in Block letters

Signature of Bidder

- (1) Full name and address of the persons  
Signing (In BLOCK letters)
- (2) \*\*Whether signing as Proprietor/Partner  
Constituted Attorney/duly authorized  
by the Company.  
(seal)

Date:

Place:

**PARTICULARS**



(a state government undertaking/हरियाणा सरकार का उपक्रम)

**Haryana State Electronics Development Corporation Limited**  
**हरियाणा राज्य इलेक्ट्रॉनिक्स विकास निगम लिमिटेड**

(Enclose with Technical Bid)

Annexure-T2

**BID FORM**

Date:     /     /    

To

Managing Director  
Haryana State Electronics Dev. Corpn. Ltd.,(HARTRON)  
HARTRON BHAWAN,  
Bays No. 73-76, Sector - 2,  
Panchkula.

Sir,

Having examined the Bidding Documents of Tender HARTRON/ID/2020/EPIC/01, we, the undersigned, offer for preparation/personalization of PVC EPICs in conformity with the said Bidding Documents for same as may be ascertained in accordance with the Schedule of Prices provided in the Commercial Bid.

We undertake, if our bid is accepted, we supply the material/complete the job as per the schedule defined by the corporation. If our bid is accepted, we will submit a performance bank guarantee for Rs. 3,00,000/- from a Scheduled Bank for the due Performance of the Contract within 02 weeks from the receipt of work order. The said bank guarantee will be valid upto \_\_\_\_\_.

We agree to abide by this bid for a period upto \_\_\_\_\_ from the date fixed for bid opening under Clause 3 of the instructions to Bidders 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 acceptance thereof and your notification of award, shall constitute a binding Control 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 \_\_\_\_\_ 2020 \_\_\_\_\_

Signature & Seal  
(in the Capacity of)

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

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(a state government undertaking/हरियाणा सरकार का उपक्रम)

**Haryana State Electronics Development Corporation Limited**  
**हरियाणा राज्य इलेक्ट्रॉनिक्स विकास निगम लिमिटेड**

(Commercial Bid)

Annexure - C1

**BID LETTER**

To

Managing Director  
Haryana State Electronics Dev. Corpn. Ltd.,(HARTRON)  
HARTRON BHAWAN,  
Bays No. 73-76, Sector - 2,  
Panchkula.

**Ref: Tender No. HARTRON/ID/2020/EPIC/01.**

Sir/Madam,

We declare:

1. We hereby offer the rate as under (exclusive of all Taxes):-

Sr. No.	Description	Unit rate as per Specification of PVC Cards along-with its Printing/personalization as mentioned in the scope of work (Clause - 2)	GST @	Rate per PVC EPIC (Rs.) inclusive of GST	Total
1.	PVC EPIC				Unit Rate with GST x 7,00,000 PVC EPICs

2. We agree to procure the pre-printed PVC card with all security features and specifications defined in the scope of work of the tender at our own cost within 21 days after receipt of work order (Clause-2 & Clause 5 Point No. 13).
3. Period of Delivery: We do hereby undertake, that in the event of acceptance of our bid, the prepared PVC EPICs will be supplied within specified period from the date of Award of order and that we shall perform all the incidental services.
4. Terms and Conditions: The prices quoted will be valid upto \_\_\_\_\_ and are exclusive of all charges.
5. We agree to abide by our offer upto \_\_\_\_\_ from the date fixed for opening of the Tenders and that we shall remain bound by a communication of acceptance within that time.
6. We hereby certify that we have read and understood the terms and conditions of the tender and the conditions of the Contract applicable to the tender and we do hereby undertake to supply as per these terms and conditions.
7. Certified that the Bidder is:

A sole proprietorship firm and the person signing the tender is the sole proprietor/constituted attorney of the sole proprietor.



(a state government undertaking/हरियाणा सरकार का उपक्रम)

**Haryana State Electronics Development Corporation Limited**  
**हरियाणा राज्य इलेक्ट्रॉनिक्स विकास निगम लिमिटेड**

OR

A partnership firm, and the person signing the tender is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/by 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 as per eligibility criteria mention at clause 3. All corrections/deletions should invariably be duly attested by the person authorized to sign the tender document.

7. 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.

Dated: this \_\_\_\_\_ day of \_\_\_\_\_ 2020

Signature of Bidder

Details of enclosures

Full Name: \_\_\_\_\_

Full address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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



(a state government undertaking/हरियाणा सरकार का उपक्रम)

**Haryana State Electronics Development Corporation Limited**  
**हरियाणा राज्य इलेक्ट्रॉनिक्स विकास निगम लिमिटेड**

Annexure-'C'

**AFFIDAVIT**

(To be submitted by bidder on non-judicial stamp paper of Rs. 100/- (Rupees Hundred only to be duly attested by Notary Public))

Affidavit of Mr..... S/o .....  
R/o.....I, the deponent above  
named do hereby solemnly affirm and declare as under:

1. That I am the Proprietor/Authorized signatory of M/s.....having its Head Office/Regd. Office at.....
2. That the information/documents/Experience certificates submitted by M/s.....along with the tender for.....(Name of work)..... to the Corporation are genuine and true and nothing has been concealed.
3. I shall have no objection in case the HARTRON verifies them from issuing authority(ies). I shall also have no objection in providing the original copy of the document(s), in case the HARTRON demand so for verification.
4. I hereby confirm that in case, any document, information & / or certificate submitted by me found to be incorrect / false / fabricated, the HARTRON at its discretion may disqualify / reject / terminate the work order and also forfeit the EMD / All dues.
5. I shall have no objection in case HARTRON verifies any or all Bank Guarantee(s) under any of the clause(s) of work order including those issued towards EMD and Performance Security from the Zonal Branch /office issuing Bank and I/We shall have no right or claim on my submitted EMD before the HARTRON receives said verification.
6. That the Performance Security issued against the Work Order issued by (name and address of the Bank) is genuine and if found at any stage to be incorrect / false / fabricated, the HARTRON shall reject my bid, cancel pre-qualification and debar me from participating in any future tender for three years.
7. That I hereby confirm that my/our firm/company M/s.....have not been convicted of any non-bailable offence, by any of the courts.
8. That I hereby confirm that my/our firm/company M/s.....have not been convicted, or reasonably suspected of committing or conniving at the commission of any offence under any of the laws applicable in the country.
9. That I hereby confirm and declare that none of my/ our group/ sister concern/ associate company is participating/ submitting this tender.
10. That I hereby confirm and declare that my/our firm/company M/s.....has not been black listed/ de-listed or put on holiday by any Institutional agencies/ Govt. Deptt./ Public Sector Undertaking, in the last TWO years.
11. That I hereby confirm and declare that my/our firm/company M/s.....We have paid all rents, royalties and all public demands such as income-tax, sales tax, GST and all other taxes and revenues payable to the Government of India or to the Government of any State or to any local authority and that at present there are no arrears of such rents, royalties, taxes and revenues due and outstanding and that no attachments or warrants have been served on us in respect of sales-tax, income-tax, GST, Govt. Revenues and other taxes.
12. That in the past five years prior to the date of this application, I or any principal of the entity has not been deemed to be in default on any contract or have not been forcefully terminated from any contract of any Organization.
13. That I hereby confirm and declare that my/our firm/company M/s..... that there has been no litigation with any Government department/organization on account of similar services.



(a state government undertaking/हरियाणा सरकार का उपक्रम)

**Haryana State Electronics Development Corporation Limited**  
**हरियाणा राज्य इलैक्ट्रॉनिक्स विकास निगम लिमिटेड**

14. That I hereby confirm and declare that my/our firm/company M/s..... has not undergone any legal proceedings of whatever kind in the past three years.
15. I hereby confirm that in case, any document, information & / or certificate submitted by me found to be incorrect / false / fabricated, the Corporation at its discretion may disqualify / reject / terminate the bid/contract and also forfeit the EMD/Performance Security/ All dues. May take any appropriate legal action against me.

Deponent

**Verification:**

I, ....., the Proprietor/ Authorized signatory of M/s..... do hereby confirm that the contents of the above Affidavit are true to my knowledge and nothing has been concealed there from and that no part of it is false.

Verified at .....this.....day of .....

Deponent