



सत्यमेव जयते

## STATE ELECTION COMMISSION

(Election Authority)

(Jammu & Kashmir Panchayati Raj Act, 1989)

Union Territory of Jammu & Kashmir

2<sup>nd</sup> Floor, Vikas Bhawan, JDA Complex, Jammu

Telephone/email:0191-2473170 [sec-jammukashmir@jk.gov.in](mailto:sec-jammukashmir@jk.gov.in)

REQUEST FOR PROPOSAL (RFP)

**E-NIT No .SEC/Acctts/2024/61**

**Dated: 28/10/2024**

**Name of work:** Printing of Electoral Roll  
for the Panchayats/Urban Local Bodies

***BIDS TO BE SUBMITTED ONLINE ON OR BEFORE: 12 /11/2024.***

**Contact details:**

Particulars	Telephone	Email
State Election Commission, U.T of J&K	+91 1912473170	Sec-jammukashmir@jk.gov.in
e-Procurement Website	<a href="http://www.jktenders.gov.in">www.jktenders.gov.in</a>	

E-NIT No. SEC/Acctts/2024/61

Dated: 28/10/2024

**Subject: Notice inviting e-tender (NIT) for Hiring of Agency for Digital Printing of Photo Electoral Roll and Voter Slips for the Panchayat and Urban Local Bodies of the U.T of J&K.**

The State Election Commission, Jammu & Kashmir, herein after referred to as State Election Commission, J&K, invites online bids through JK Tenders from the interested and eligible bidders in two envelope system for selection of technical agency for **“Digital Printing of Photo Electoral Roll and Voter Slips for the Panchayat and Urban Local Bodies of the U.T of JAMMU & KASHMIR”**.

The last date of bid submission is up to 1:30 PM of 12/11/2024 and the same will be opened online (Technical Bid) at 02:00 PM of 12 /11/2024.

RFP document comprising all details and terms & condition, can be viewed and downloaded from the registered website [jktenders.gov.in](http://jktenders.gov.in) and departmental website [secjk.nic.in](http://secjk.nic.in).

**Pre-bid Meeting will be held on 05/11/2024** The bidders may also e-mail their queries to [sec-jammukashmir@jk.gov.in](mailto:sec-jammukashmir@jk.gov.in) before the afore-mentioned date and time clearly mentioning “Pre-bid Queries” in the subject line. After the expiry of the date and time no queries with respect to the RFP shall be entertained.

All bidders are required to pay a bid processing fee of INR 2000/- (RUPEES TWO THOUSAND ONLY). The Bidder shall have to pay the e-Bid Document Fee in the shape of Treasury receipt (TR)/ Treasury Challan/ DD (Non-refundable) from any Nationalized / Scheduled Bank. Scanned Copy of the same shall be up-loaded with the Technical Bid Documents. Original Copy of the Tender Fee, in case of DD only, hard copy should be submitted in the office of State Election Commission, J&K on or before opening of Techno-Commercial bids. Bid processing fee shall be exempted in case of MSME.

The bidders should, furnish as Earnest Money Deposit (EMD) in the form of a Demand Draft from any Scheduled Bank of **Rs.6,46,000/- (Rupees Six lakh forty-six thousand only)** in favor of Accounts Officer O/o State Election Commission, J&K & payable at Jammu. The proposals received without the EMD will be summarily rejected. The EMD incase of MSME shall be exempted as per rule.

- *In the case of unsuccessful bidders, the EMD will be refunded at the earliest.*
- The EMD is liable to be forfeited in case the bidder backs out from the offer, after submission of the bid or after the acceptance of the offer or fails to sign the contract. No interest shall be payable by the O/O SEC, J&K UT on the Earnest Money Deposited.

The State Election Commission, J&K reserves the right to revise or amend the notice and or the Bid Document, fully or partly. Right to reject any or all offers without assigning any reason thereof is reserved with the State Election commission, J&K.

**Sd/-**  
**B.R. Sharma (IAS Retd.)**  
**State Election Commission**  
**U.T of J&K**

## Schedule of Event

<b>S. No</b>	<b>Event</b>	<b>Date</b>	<b>Time</b>
1	RFP Publish Date	28/10/2024	04:00PM
2	Pre-Bid Meeting	05/11/2024	12:00Noon
3	Start of Bid Submission (in e-procurement portal)	28/10/2024	04:00 PM
4	Last Date of Submission of RFP	12/11/2024	01:30 PM
5	Online opening of RFP (TechnicalBid)	12 /11/2024	02:00 PM

1. If any date specified falls on a holiday, then the next working day or any other day as fixed by the State Election commission, J&K will be considered for the submission and opening the RFP and the time will remain the same.
2. The Schedule indicated above is tentative and the State Election commission, J&K may change any or the entire schedule under intimation to the interested parties.

## E-Tender Document

1. The State Election Commission (SEC), Jammu and Kashmir, invites E-tender from reputed Printers for the digital printing of Photo Electoral Rolls and voter slips for the Panchayat and Urban Local Bodies of the U.T of Jammu and Kashmir.
  - 1.1 The Bids are being invited for selection of agency for the digital printing of Photo Electoral Rolls and voter slips through E-Tender and the bid document can be downloaded from the JK Tenders (<https://jktenders.gov.in>)
  - 1.2 The Prospective Bidder shall have to pay Rupees Two thousand only (Rs.2000/-) as the e-bid document fee in the shape of a Treasury Receipt/Treasury Challan/DD(Non-Refundable) from any Nationalized Scheduled Bank.
  - 1.3 Scanned copies of the e-bid document fee shall have to be uploaded along with the Technical Bid documents. However, in case the e-bid document fee has been paid through non-refundable Demand Draft, the same shall have to be submitted in original in a separate envelope along with a hard copy of the bid documents in the Office of State Election Commission, J&K, Jammu on or before the day and time fixed for the opening of technical bids.
  - 1.4 The Prospective Bidder shall submit the Bid in two Parts namely Technical Bid and Financial bid.
  - 1.5 The Technical and Financial Bids shall have to be submitted within the stipulated timeline.

### 2. Eligibility Criteria of the Bidder: -

#### 2.1 The Prospective bidder shall have to fulfill the eligibility criteria mentioned below: -

S. No	Basic Requirement	Specific Requirements	Documents Required
1.	Legal Entity	Should be a legal entity registered in India for minimum last 3 years, as on the date of submission of bid.	Certificates of incorporation / Registration Certificates

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Hon'ble State Election Commissioner  
State Election Commission, U.T of J&K

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State Election Commission, U.T of J&K

			along with Bylaws/ MoA & AoA or similar legal document.
2.	Printing Unit	The bidder should have in house Printing unit/facility with the capacity to complete the printing job within the stipulated timeline.	Details of Manpower and Machinery. Certified by the CA (with CA's registration number) in the prescribed format.
3.	Financial Turnover	Average Annual Turnover of the agency/bidder during last five financial years, i.e.,2019-20,2020-21,2021-22, 2022-23 and 2023-24 (as per the last published audited balance sheets), should be at least Rs. 2 Crore (Rupees Two Crores) per year.	Audited Financial Statements along with CA Certificate with CA's Registration Number/ Seal clearly defining the turnover. In case of non-availability of audited statements for the year 2023-24, CA certificate of provisional figures should be furnished.
4.	Experience of executing printing work of any Central/State/ U.T/Gov- Deptts	The bidder should have successfully completed at least 3 or more printing works each having a value of Rs.30 lakhs (Rupees thirty lakhs only) or above during the last three years i.e., 2021-22,2022-23 and 2023-24. The printing work should have been executed for any central/State/UT Govt/Deptts.	Related work orders with satisfactory completion certificates clearly defining the value /payment advice issued by the authority as evidence of satisfactory completion of such assignment. Or Related work orders along with documents showing release of Performance Bank Guarantee by the Department as evidence of satisfactory completion of supply order duly certified by

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			the Chartered Accountant (CA).
5.	Statutory Registrations	Should have been registered with: - 1. GSTIN 2. PAN	Valid Registration copy of such certificates shall be enclosed as proof.
6.	Mandatory Undertaking	Should not have abandoned any work or their contracts rescinded during the last three years or black listed by any Central or State Government department or Corporation or Board/PSU/ Semi-Govt organization as on the date of Bid.	An undertaking to this effect should be submitted on the Non-judicial/Stamp Paper of Rs.100/- as per format given in <b>Annexure- "B"</b>
7.	Net Worth	The bidder should have positive <b>net worth during each of the last three (03) Financial Years</b> i.e. FY (2021-22, 2022- 23and2023-24). <b>Note: Net-Worth of any parent, subsidiary, associated or other related entity shall not be considered.</b>	<b>a.</b> Certificate from registered CA. <b>b.</b> Audited balance sheet of respective financial year to be enclosed.
8.	Income Tax	Income tax acknowledgement receipts for the last three financial years ending with 2023-24.	<b>IT Acknowledgement Receipts.</b>

2.2 The Departmental Purchase Committee set up as per the order of the State Election Commissioner, J&K will also function as the Tender Evaluation Committee.

2.3 The Tender Evaluation Committee will determine the eligibility of each Prospective Bidder. The Prospective Bidder shall have to meet all the criteria mentioned above.

2.4 Bidder should upload detailed response along with documentary proof for all above components of the eligibility criteria.

2.5 The firm/agency should submit the 'Bid Acceptance Letter' as per **Annexure- "A"** on

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State Election Commission, U.T of J&K

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- Non-Judicial Stamp Paper of Rs.100 (Rupees one hundred only) along with the bid.
- 2.6 The eligibility of a Prospective bidder shall be ascertained on the basis of the documents submitted in support of the minimum criteria as mentioned above.
  - 2.7 The Prospective Bidder should neither have abandoned any work nor have any of their contracts been rescinded during the last three years. Such abandonment or rescission will be considered as a disqualification towards eligibility.
  - 2.8 They should not be on the blacklist of any Central/State Procurement agency on the date on which bid is submitted.
  - 2.9 An Undertaking in this respect as per para 2.7 and 2.8 above on Non-Judicial Stamp paper of **Rs 100/- (Rupees one hundred only)** as per format prescribed in **Annexure-“B”** has to be furnished by the prospective bidder without which the technical bid shall be treated as “Non-Responsive” and shall be summarily rejected.
  - 2.10 The Tender Evaluation Committee will scrutinize the bids, If any document submitted by a bidder is found to be either manufactured or false, the eligibility of the bidder/tenderer will be rejected at any stage without any further notice.
  - 2.11 Technical and Financial bid of only those bidders as have been found to be eligible as per the above referenced eligibility criteria will be opened and taken up for evaluation.

### **3. Earnest Money Deposit (EMD): -**

- 3.1 The bidder/bidders should, furnish Earnest Money Deposit (EMD) in the form of a Demand Draft/FDR/CDR from any Nationalized/Scheduled Commercial Bank for an amount of **Rs 6.46 lakh (Rupees Six lakhs forty-six thousand only)** drawn in favor of Accounts Officer, State Election Commission, J&K. The bidders can either submit hard copy of Demand Draft /FDR/CDR in the Office of State Election Commission or upload the copy of Demand Draft/FDR/CDR on the JK Tenders. In case, the copy of the Demand Draft/FDR/CDR has been unloaded, the same shall be verified from the concerned bank branch. The proposals received without the EMD will be summarily rejected.
- 3.2 EMD for registered MSME shall be exempted as per rules.
- 3.3 The Earnest Money Deposit (EMD) of all the unsuccessful bidders will be refunded within 30 Working days after the finalization of bid/issue of letter of Award. However, the unsuccessful bidders who have not deposited the hard copy and have

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instead uploaded the copy of the EMD will have to produce the hard copy of the same EMD before Accounts Officer SEC, J&K for seeking refund.

3.4 The EMD is liable to be forfeited in case the bidder backs out from the offer after submission of bid or after the acceptance of the offer or fails to sign the contract.

3.5 No interest shall be payable by the O/o SEC on the EMD.

#### 4. Scope of Work: -

a) There are 6767757 number of electors in the Panchayat Electoral Rolls and 1925543 number of electors in the Municipal electoral Rolls in J&K UT as on date. The number of electors is likely to increase after undertaking revision of electoral rolls.

b) As the work of digital printing of photo electoral roll/Voter Slips has to be completed within the given timeframe, the bidders must possess in house printing unit/facility with the capability to complete the allotted printing job within the stipulated timeline.

c) Detail of approximate no. of sets and leaf's to be digitally printed is as under:

Total no. of leaf to be digitally printed in both side (approximate)	1,01,41,950
Total no. of leaf to be digitally printed in single side (approximate)	46,03,515
The tentative number of sets of electoral rolls to be digitally printed for all Panchayat and Municipal constituencies	<b>25.8lacs</b>

d) The quantity mentioned in the table above is tentative and should not be considered as a commitment by the Commission to allot the work for all these quantities. The Commission will issue the work order as and when the required work arises, and it will have to be executed by the Successful bidder within the stipulated timeline.

e) The scope of work will include but is not limited to the digital printing from PDF files, sorting, stitching work (polling station-wise), and bundling them Panch constituency-wise and Municipal ward wise as the case may be, including their supply at the concerned district headquarters (Dy. DEO office).

f) The PDF files of the electoral roll shall be made available by this Commission along with the job order (print order), which must be collected by the Successful bidder or their duly authorized representatives from the office of the State

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State Election Commission, U.T of J&K

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Election Commission, J&K, U.T.

- g) Printing should be done on A4 75 GSM paper. A certificate should be enclosed as per the format given in **Annexure- "C"**.
- h) The quantity of digital printing may be increased or decreased as per the requirement.
- i) The successful bidder will be required to print the material at their own workplace and shall have to supply the digitally printed electoral rolls at all the Distt. headquarters (Dy. DEO office) UT of J&K.
- j) The Successful bidder shall also have to undertake any other type of printing work for the Commission on the same rates, terms and conditions of the bid.

## 5 **Stipulated time for completion of the work: -**

- (a) The bidder will have to digitally print the photo electoral rolls containing the data of photo electoral rolls from the PDF files given to him/her by the State Election Commission, Office.
- (b) The Successful bidder shall have to complete the work, including delivery of the digitally printed **Electoral rolls to the Distt. Headquarters (Dy. DEOs) within (10) days** from the date of handing over of PDF files and job order in non-election period. However, in election period (i.e., from the date of announcement of elections) **photo electoral rolls/supplementary lists and voter's slips** shall have to be printed **within (07) days** from the handing over of the PDF files.
- (c) The successful bidder will have to prepare and submit a detailed date wise/day wise roadmap for completion of the allotted job within the stipulated timelines.
- (d) For any delay in the supply of printed above materials, the selected successful bidder shall be liable to pay a fine of Rs.5,000/- per day for each day of delay to the State Election Commission, U.T of J&K.
- (e) Successful bidder shall have to ensure the secrecy, security & prevention of misuse of data given to him for printing. Any breach of security of data, or its misuse, would invite severe punitive action, including both, civil & criminal prosecution, as per law, including blacklisting.
- (f) The Successful bidder shall keep informed the office of the State Election Commission, J&K UT of the progress report of photo electoral roll printing and delivery on daily basis. Besides, the successful bidder should nominate a person for regular liaison with SEC office.

## 6. **Bid Evaluation: -**

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State Election Commission, U.T of J&K

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State Election Commission, U.T of J&K

- 6.1 Departmental Level Purchase Committee constituted as per the order of the State Election Commissioner, U.T of JK will also function as the Tender Evaluation Committee for selection of technically qualified bidders. The Tender Evaluation Committee can take the assistance of technically qualified persons for the technical evaluation of bids.
- 6.2 Technical Bids will be opened first and evaluated by the Tender Evaluation Committee. Intending prospective bidders may remain present if they so desire.
- 6.3 During evaluation, the Tender Evaluation Committee may scrutinize the bids and seek clarification/information or additional documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their proposals will be liable for rejection.
- 6.4 During scrutiny, if it comes to the notice of the SEC that the certificates or any other document is found incorrect / manufactured / fabricated/ the bid will be rejected without any prejudice, EMD shall be forfeited and firm will be blacklisted for the period of three years.
- 6.5 The State Election Commission, Jammu and Kashmir reserves the right to cancel the tender at any stage due to unavoidable circumstances and no claim in this respect will be entertained.

## **7. Financial Bid: -**

- 7.1 The Tender Evaluation Committee will open the Financial Bid of only those eligible bidders as have been found to be technically qualified.
- 7.2 The rate quoted by the Bidder in INR (Indian Rupees) should include all related printing costs including GST as applicable. It should also include transportation and insurance cost up to the place of delivery i.e., District Headquarters (Office of District Election Officer). The rate should be quoted in the format given below: -

<b>S. No.</b>	<b>Activity</b>	<b>Rate Quoted (all Taxes including GST) Rates of one leaf (in Rs.)</b>
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Sd/-  
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Hon'ble State Election Commissioner  
State Election Commission, U.T of J&K

Sd/-  
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Secretary,  
State Election Commission, U.T of J&K

1.	Digital Printing of Photo-Electoral Rolls/Voter Slips on A4 Size 75 GSM Paper both Side	
2.	Digital Printing of Photo-Electoral Rolls/Voter Slips on A4Size 75 GSM Paper, Single Side.	
TOTAL		

## 8. PERFORMANCE SECURITY: -

- 8.1 The successful bidders(s) shall furnish Performance Security equivalent to 5% (five percent) of the value of the contract in the form of Bank Guarantee from Nationalized/ Scheduled Commercial Banks issued in Favor of Accounts Officer, State Election Commission, J&K.
- 8.2 The Performance Security shall be valid for three years and will have to be furnished in a physical form (**In Original**) within Ten (10) working days from the date of the declaration of the successful bidder.
- 8.3 The work order will be issued only after the submission of performance security and completion of all other formalities.

## 9. Payment Terms: -

- 9.1 Payment shall be released only after the completion of supply of Digitally Printed Photo Electoral Rolls/Voter Slips at the place of delivery and submission of following documents.
- (i) A certificate in the prescribed format issued by the Dy. District Election Officer (Dy. DEO) to the effect that no. of Sets/leaves of digitally printed electoral rolls/ Voter slips have been received in satisfactory condition without any damage/defect- **Annexure- "D"**.

## 10. Manpower and Equipment: -

- 10.1 The prospective Bidder is required to submit details of manpower and machinery duly certified by the Chartered Accountant that the bidder possess in house printing unit/facility with the requisite capacity to digitally print and

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State Election Commission, U.T of J&K

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successfully complete the supply within the stipulated timelines. The prescribed format is enclosed as **Annexure- "E"**.

10.2 The SEC reserves the right to inspect the Printing Unit/facility of the prospective bidder before issuing the Letter of Award (LOA).

10.3 The Printing Facility/Unit of the Successful bidder may also be inspected by the Committee constituted by the State Election Commission, U.T of J.K. during the digital printing of electoral rolls to check/verify the quality of material and workmanship.

### **11. Transportation arrangement: -**

11.1 The supply of digitally printed electoral rolls/Voter slips etc will have to be completed within the stipulated timeline.

11.2 The successful bidder shall arrange for all means of transport required for carriage and supply of digitally printed electoral rolls/voter slips within stipulated date and time.

11.3 All-risk on account of carriage including loss or damage, if any, during transit will have to be borne by the bidder without any extra claim towards the Commission. The cost of all materials, hire charges, labour for loading, unloading and storing in warehouse, and other charges like all the Taxes including GST etc. will be deemed to have been covered by the rates quoted by the bidder.

11.4 In case it is found during inspection after receipt that the electoral rolls/voter slips are suffering from a printing defect, the supplier shall have to reprint/replace the defective electoral rolls/voter slips etc at his own risk and cost.

### **12. Bidder's Office: -**

12.1 The bidder shall maintain a close liaison with staff of the Commission so that any urgency may be handled properly and promptly.

### **13. No Subletting/Assigning of Agreement:**

13.1 The bidder shall not assign the agreement or sublet any portion of the work.

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State Election Commission, U.T of J&K

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Secretary,  
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**14. Additional Terms and Conditions: -**

- 14.1 Prospective applicants are advised to note carefully the minimum qualification criteria before submitting their bids.
- 14.2 Conditional/ Incomplete tender will not be accepted under any circumstances and will be summarily rejected.
- 14.3 The intending tenderers are required to quote the rate in Indian Rupees (INR).
- 14.4 Escalation of Price on any ground and consequent cost overrun shall not be entertained under any circumstances. Rates should be quoted accordingly.
- 14.5 All Corrigendum's will be uploaded on JK Tenders.
- 14.6 If any bidder is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.
- 14.7 In case the day fixed for opening of bid is declared as a holiday, the bid shall be opened on the next working day.
- 14.8 The unit rate (**Digital printing of Photo Electoral Roll/Voter slip on A4 Size 75 GSM paper both side/Single side**) shall be valid for a period of one year from the issuance of Letter of Award (LOA).
- 14.9 Each and every page of the "Bid" document including enclosures and the supporting documents shall have to be signed by the prospective bidder or by his authorized representative.
- 14.10 The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Commission. The Commission reserves the right to accept or reject any bid without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Tenderer at the stage of Bidding.
- 14.11 The SEC reserves the right to amend or delete any one of the conditions specified in the Notice Inviting Bid after giving due notice.

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Hon'ble State Election Commissioner  
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14.12 The estimated quantity of printing of electoral rolls/voter slips is purely tentative.

The SEC reserves the right to increase or decrease the quantity as per requirement.

14.13 In case of any dispute the decision of the Commission shall be final and binding on all the parties.

14.14 If the L1 Bidder fails or demonstrates inability to supply entire quantity as per the designated requirement within the specified period the SEC reserves the right to allocate the work to the L-2 Bidder or distribute the work among L-2, L-3 and so on, at the L1-Price.

14.15 The Bids will be accepted through JK Tenders portal only. Bids received through any other means will be considered non-responsive. No physical bids will be accepted.

### **15. Charges and fees payable by bidder:**

15.1 The Successful bidder shall receive all notices and pay all fees required to be given or payable to by any statute or any regulation or by-law of any local or other statutory authority which may be applicable to the works and shall keep the Commission free against all penalties and liabilities of every kind for breach of such statute regulation or law.

15.2 The Bidder shall indemnify the Commission from and against all claims, demands, suit and proceedings for or on account of infringement of any patent rights, design, trade mark of name or other protected right in respect of any plant, thing or process used for or in connection with works or temporary works or any of them.

### **16. Commencement of supply:**

16.1 The supply must be taken up within the date as stipulated in the supply order and completed in all respects within the period specified.

### **17. Timely completion of supply:**

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Seal and Signature  
Hon'ble State Election Commissioner  
State Election Commission, U.T of J&K

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17.1 Time for completion of supply as specified in the tender shall be deemed to be the essence of the contract.

17.2 In case the successful bidder is not able to complete the supply within the stipulated timeline, the SEC reserves the right to impose financial penalty, which will be Rs.5,000/- per day of delay. The financial penalty shall be calculated on weekly basis and will be deducted from the payments which have to be released in favour of the successful bidder. In case the successful bidder fails to complete the supply within one week after the completion of the stipulated time, the commission will have the right to forfeit the performance Guarantee of the successful bidder and also take further action to blacklist the defaulting bidder.

## **18. Rejection of Bid:**

State Election Commission JK reserves the right to accept or reject any Bid and/or to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Commission's action.

19. The Contract period will be for one year. However, the State Election Commission may at its own decision extend the period by one or more year.

## **20. Agreement**

Successful bidder shall have to enter into agreement with State Election Commission, U.T of J&K envisaging the full terms and conditions.

## **21. Severability**

In the event that any clause hereof is held to be inapplicable or void, the validity of the other clause/clauses shall not be affected, even if it appears that the present agreement is incomplete in which situation the parties shall attempt to replace the void or unrealizable clause or complete the missing portion with another

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State Election Commission, U.T of J&K

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appropriate provision in respect of the common intention of the parties and the spirit or economic goals of the agreement.

**22. Jurisdiction of Civil Court**

If during the course of the execution of the contract any dispute arises with the successful bidder, the civil court situated in the U.T of Jammu and Kashmir, alone will have jurisdiction over the dispute.

**Sd/-**  
**Seal and Signature**  
**Hon'ble State Election Commissioner**  
**State Election Commission, U.T of J&K**

**Sd/-**  
**Seal and Signature**  
**Secretary,**  
**State Election Commission, U.T of J&K**

**ANNEXURE-A****BID ACCEPTANCE LETTER****(To be given on Non-Judicial Stamp paper of Rs.100 only)**

Date:

To

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Subject: Acceptance of terms and conditions of bid.

Bid Reference No \_\_\_\_\_

Name of Bid work: **Digital Printing of Electoral Rolls/Voter Slips etc.**

Dear Sir,

1. I/We have downloaded / obtained the documents for the above-mentioned bid/work from the JK Tenders.
2. I/We hereby certify that I/we have read the entire terms and conditions of the bid documents from Page No..... to ..... (Including all documents like Annexure(s), Schedule(s), etc....), which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organization to have also been taken into consideration, while submitting this acceptance letter.

Sd/-  
Seal and Signature  
Hon'ble State Election Commissioner  
State Election Commission, U.T of J&K

Sd/-  
Seal and Signature  
Secretary,  
State Election Commission, U.T of J&K

4. I/we hereby unconditionally accept the bid conditions of above-mentioned bid document(s)/corrigendum(s) in its totality/entirety.
5. I/we do hereby declare that as on the date of bid our firm has not been blacklisted/debarred by any Government Department/Public sector undertaking.
6. I/we do hereby declare that our firm/agency has not abandoned any work/Contract nor any of the work/contract has been rescinded/cancelled during the last three years.
7. I/we certify that all information furnished by our firm is true and correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

**(Signature of the firm/agency, with official seal)**

**Sd/-**  
**Seal and Signature**  
**Hon'ble State Election Commissioner**  
**State Election Commission, U.T of J&K**

**Sd/-**  
**Seal and Signature**  
**Secretary,**  
**State Election Commission, U.T of J&K**

**ANNEXURE-B****Declaration for non-blacklisting****(To be given on non-judicial stamp paper of Rs.100/-)**

I ..... Proprietor/Director/Partner/Authorized Signatory of the firm/agency M/s ..... do hereby solemnly affirm that our firm/agency M/s..... has not abandoned any work nor any of the contract has been rescinded during the last three years.

I do further solemnly affirm that as on date our firm/agency has not been blacklisted by any Central or State Government Organization or PSU or other public funded government institution and that we have not faced forfeiture of EMD/PBG by any organization/institution during the past three years.

Name of the Firm/Agency: .....

Signature of the Authorized Signatory: .....

Name of the Authorized Signatory: .....

Place: .....

Date: .....

**Sd/-**  
**Seal and Signature**  
**Hon'ble State Election Commissioner**  
**State Election Commission, U.T of J&K**

**Sd/-**  
**Seal and Signature**  
**Secretary,**  
**State Election Commission, U.T of J&K**

**ANNEXURE-C**

**Declaration for Procurement of Printing Paper  
(on non-judicial stamp paper of Rs.100/-)**

I ..... Proprietor/Director/Partner/Authorized Signatory of the firm/agency M/s ..... do hereby solemnly affirm that we have used the A4 75 GSM Paper for the digital printing of electoral rolls.

Name of the Firm/Agency: .....

Signature of the Authorized Signatory: .....

Name of the Authorized Signatory: .....

Place: .....

Date: .....

Sd/-  
Seal and Signature  
Hon'ble State Election Commissioner  
State Election Commission, U.T of J&K

Sd/-  
Seal and Signature  
Secretary,  
State Election Commission, U.T of J&K

## Annexure: - "D"

### FORMAT FOR CERTIFICATE

It is certified that the Electoral rolls/Voter Slips digitally printed on A4 75 GSM Paper, have been received by this office as per details given below: -

Name of District	No. of Sets				Total Double Side Pages	Total single side Pages	Total Pages Printed	Remarks if any
	Electoral Rolls			No. of Voter Slip				
	Hindi	Urdu	English					

It is further certified that the printed material has been received in good Condition without any printer error/damage and payment may be released in favor of vendor under rules.

**Dy. DEO/Any other officer**

Sd/-  
Seal and Signature  
Hon'ble State Election Commissioner  
State Election Commission, U.T of J&K

Sd/-  
Seal and Signature  
Secretary,  
State Election Commission, U.T of J&K

## Annexure- "E"

### Details OF INFRASTRUCTURE AND MANPOWER

S.no	Location	Manpower	Infrastructure		Remarks
			Computer	Printing Device	
1					
2					

#### Certificate: -

- I. Certified that the above infrastructure and manpower is adequate to complete the allotted job within the stipulated timeline.
- II. Certified that the above information is genuine and based on facts.

Name of Firm Agency.....

Signature of the Authorized Signatory.....

Name of the Authorized Signatory.....

Place: -.....

Date: -.....

Sd/-  
Seal and Signature  
Hon'ble State Election Commissioner  
State Election Commission, U.T of J&K

Sd/-  
Seal and Signature  
Secretary,  
State Election Commission, U.T of J&K

**Sd/-**  
**Seal and Signature**  
**Hon'ble State Election Commissioner**  
**State Election Commission, U.T of J&K**

**Sd/-**  
**Seal and Signature**  
**Secretary,**  
**State Election Commission, U.T of J&K**