

# Government of Punjab

## Department of Elections

(SCO No.29-30, Sector: 17-E, Chandigarh)  
☎ 0172-2704779, 2704701, 27248749 ☎ 0172-2707970

### Tender Document

No. 5060 of 2016-2017

For

**Supply of Voting Compartments for the Punjab Vidhan  
Sabha Elections 2017**

Name of the Bidder	
Address	
Contact numbers of Bidder	
Last Date of submission of tender	14.10.2016 at 01.00 PM
Date of opening of Tender	14.10.2016 at 03.00 PM
Venue for submission/Opening of Tender	<b><u>Office of the Chief Electoral Officer, Punjab</u></b> SCO No. 29-30, Sector: 17-E, Chandigarh

#### **Cost of Tender Document**

Rs. 500/- by cash/Demand Draft in favour of Deputy Chief Electoral Officer, Punjab, payable at Chandigarh.  
(No cheque will be entertained)

**CHIEF ELECTORAL OFFICER, PUNJAB  
S.C.O. 29-30, SECTOR 17-E, CHANDIGARH**

**TENDER NOTICE**

Sealed tender are invited from intending registered firms/ manufactures for supply of 26000 (Twenty six thousand) cardboard or Flex-board Voting Compartments that is opaque and reusable latest by 1.00 PM on 14.10.2016 in favour of Chief Electoral Officer, Punjab, Chandigarh. The tender will be opened at 3.00 PM on the same day i.e. 14.10.2016. The Voting Compartment shall be three folds, each fold having dimension of 36" X 24" X 24" (Length X Width X Height). The Voting Compartments are to be delivered to the Election Store, Punjab, Bara Dari Garden, Patiala latest by 30.11.2016. The Earnest money of Rs. 50000/- (Fifty thousand) in the shape of Bank Draft from any Nationalized Bank in favour of Deputy Chief Electoral Officer, Punjab must accompany the sealed tenders. Approved tenderer will have to deposit 10% amount of the total cost of work order as security money in Fixed Deposit Receipt (FDR) in favour of Deputy Chief Electoral Officer, Punjab of Nationalized Bank valid upto 31.03.2017. If the delivery of the voting compartments will not made upto 30.11.2016 in that case the amount of security deposit will be forfeited and the firm/ manufacture is to be blacklisted for future. The tenderers are suppose to submit a sample of voting compartment in this Department at the time of submitting of tender as per the dimension above. The payment will be made after the receipt of 100% supplies & inspection report. No interest will be paid on earnest money or on security deposit. The under signed reserved the right to reject any or all the bids without assigning any reason. The under signed also reserves the right to allot the work to one or more tenderer on the approved rates. Tender Documents, terms & conditions can be downloaded from this office website: [www.ceopunjab.nic.in](http://www.ceopunjab.nic.in) The cost of Tender Document is Rs. 500/- only.

Date : 29.09.2016  
Place: Chandigarh

V.K.Singh  
Chief Electoral Officer Punjab

**OFFICE OF THE CHIEF ELECTORAL OFFICER, PUNJAB,  
CHANDIGARH**

**TENDER DOCUMENT**

*No.: 5060 of 2016-2017*

**DETAILED TERMS AND CONDITIONS FOR THE Voting Compartments  
FOR PUNJAB VIDHAN SABHA ELECTIONS 2017**

*(Refer: TENDER NOTICE published in newspapers dated 1<sup>st</sup> October, 2016)*

Sealed Tenders are invited from the manufactures/authorized dealers for supply of 26,000 Voting Compartments for the purpose of Punjab Vidhan Sabha Elections 2017 through a tender notice published in the national and regional newspapers. The Voting Compartment shall be made only of cardboard or Flex-board that is opaque and reusable. This shall be in three folds, each fold having dimension of 36”X24”X24” (Length X Width X Height). The instructions issued by Election Commission of India New Delhi (ECI) vide letter no.: 51/8/7/2016-EMS dated 20.09.2016 is annexed as Annexure-1 to this Tender Document. The print material and design of the Voting Compartment is envisaged as Annexure-A & B of the ECI letter dated 20.09.2016.

The bidder will quote rates in the prescribed form attached as Annexure-2 (Financial Bid) to this document. The successful bidder will have to execute the work in compliance of the following Terms and Conditions:-

1. The bidder should have an average annual turnover of Rs. 50.00 Lakhs in the last three financial years. A certificate from a Chartered Accountant firm should be attached with the tender clearly stating the year-wise turnover.
2. Tender document can be purchased from the office of the Chief Electoral Officer, Punjab, SCO 29-30, Sector 17-E, Chandigarh on payment of Rs. 500/- in cash or demand draft in the name of Deputy Chief Electoral Officer, Punjab payable at Chandigarh which will be non-refundable. These documents can also be downloaded from the official website of this department at [www.ceopunjab.nic.in](http://www.ceopunjab.nic.in) in which case a demand draft of Rs. 500/- has to be deposited along with the tender while submitting the tender.
3. The Tender is non transferable and it will be valid only for the year 2016-2017.
4. The bidder has to compliance the instructions of the ECI as per Annexure-1, any diversion of design, specifications will not be accepted and supplies on this account will be rejected.

5. All the bidder shall submit the one sample of each Voting Compartment of Cardboard and Flex Board with technical bid. Each sample must bear quality of the offered stock, stamped and signature of the bidder.
6. The tenderer will be liable to supply the items, as per supply order issued, on or before 30.11.2016 to Election Tehsildar, Incharge Election Store Punjab, Baradari Graden, Patiala as mentioned in Annexure 'A' and "B".
7. All the supplies as per supply order(s) should reach in the office of Election Tehsildar, Incharge Election Store Punjab, Baradari Garden, Patiala on or before 30.11.2016. In the event of failure of supply of Voting Compartments, the difference of excess of cost thus incurred on alternative arrangements will be recovered from the bidder in a suitable manner, and may be deducted from his pending bills, earnest money or security whichever is available.
8. The defected/rejected/sub-standard supplies will be replaced by the bidder within 7 days at his cost and risk, in case of failure, Department will be entitled to make risk purchases without any further reference to bidder.
9. No advance payment will be made to bidder/supplier.
10. No conditional tender will be considered.
11. The Tender will be automatically rejected if submitted incomplete or informally.
12. The financial bid of only those Tenderer(s) will be opened who qualify technically and comply with the main terms and conditions.
13. The supply order will be given to the L-1 bidder.
14. The tender of the bidder who have been black listed a State Government due to any reason will not be entertained. A self declaration on stamp paper of Rs. 5/- will be given by the bidder that he or his company/firm has not been blacklisted by any of the State Government/Central Government. The tender of such bidder will be rejected and when it comes into the notice of the Department.
15. No tender will be accepted without earnest money. The Earnest money is Rs.50.00 thousand. (Rupees fifty thousand only) and will be accepted only in the form of demand draft in favour of the Deputy Chief Electoral Officer, Punjab payable at Chandigarh.
16. The selected Tenderer will have to deposit 10% of the total amount as security deposit in the shape of Fixed Deposit Receipt (FDR) with validity date 31.03.2017 in favour of Deputy Chief Electoral Officer, Punjab, Chandigarh within 5 working days of date of issue of Letter of

Intent. The validity date of security deposit can also be extended, if required.

17. No interest will be payable on the earnest money and security deposit or amount payable to the Tenderer(s) under this contract.

18. The Tenderer must provide photo copy of company/firm's PAN/TAN no. and Bank Account Number along with its branch address.

19. The rates are to be quoted in figures as well as in words in financial bid forms (Annexure-2) for both types of Voting Compartments of Cardboard and Flex-Board. In the case of an ambiguity in figures, the amount written in words will be treated as final. All the cuttings/over writings should be attested by the bidder. The rates quoted should be FOR desination.

20. The Chief Electoral Officer Punjab has full rights to select the type of Voting Compartment to be purchased i.e. Cardboard or Flex-board, keeping in view of quality of samples and rates quoted.

21. The tenders will be addressed to the Chief Electoral Officer, Punjab, Chandigarh.

22. Last date for receiving the filled/complete tenders will be 14.10.2016 at 1.00 PM, which will be opened on the same day at 3.00 PM in the office of the Chief Electoral Officer, Punjab, SCO No. 29-30, Sector:17-E, Chandigarh, in the presence of Tenderer (s) or their authorized representative, who wish to be present. The sealed cover tender must be super scribed with the words "**TENDER FOR SUPPLY OF VOTING COMPARTMENTS FOR PUNJAB VIDHAN SABHA ELECTIONS 2017**" having two envelopes. Envelope 'A' (Technical Bid) will contain all the documents except Annexure '2' (Financial Bid). The Annexure '2' containing financial bid form only will be placed in Envelope 'B' and these two envelopes will further be placed in another sealed cover as elucidated above. Only those bidders' Envelope "B" (Financial Bid) will be opened who as per Envelope 'A' (Technical Bid) are otherwise found eligible.

23. The 90% payment will be made after getting 100% supplies and inspection report of the Committee constituted for verifying the supplies as per order & specification and 10% payment will be made within 30 days in case no defected/rejected/sub-standard supplies is reported by the Committee.

24. All the payments will be made online, bidder has to submit the full details of Company's bank account with Bank name, address, IFS Code, supported by cancelled cheque.

25. The payment of bills will be made after deducting the Tax at source and other statutory taxes as applicable under the Central and State Government Acts/Rules.

26. All the Voting Compartments should reach in the office of Election Tehsildar, Incharge Election Store Punjab, Bardari Garden, Patiala on or before 30.11.2016, in case of failure, the security deposit of the supplier will be forfeited and legal action will be taken in this regard.

27. In case of any dispute the Tenderer will be bound by the decision of the Chief Electoral Officer Punjab, Sole Arbitrator, and further dispute if any will be settled in the Civil Court, having jurisdiction at Chandigarh.

28. The bidder must sign all the pages of this tender document and return the same with the tender to be submitted so as to confirm that he agrees to all the terms and conditions of the document;

29. In case the bidder requires any clarification; he may contact Sh. Sukhdev Lal, Deputy Chief Electoral Officer, Punjab on telephone no. 0172-2728749; 2704701 & on mobile no. 97791-15407.

30. Chief Electoral Officer, Punjab reserves the right to reject all or any of the tender(s) received, and to annul the tendering process without assigning any reason. CEO also reserves the right of negotiations with L-1, if considered necessary.

**Additional Chief Electoral Officer,  
Punjab**

**ELECTION COMMISSION OF INDIA**  
NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

By Speed Post/e-mail

No. 51/8/7/2016-EMS

Dated: 20<sup>th</sup> September, 2016

To  
The Chief Electoral Officers of  
all States & Union Territories.

Sub: Standardized Voting Compartment at Polling Stations- regarding.

Sir,

*Handwritten notes:*  
Head CEO  
Ddce.  
29/9/16  
29/9

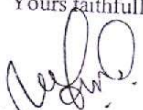
In spite of the specific instructions on material and dimensions of the voting compartment to be used in the polling stations, it has come to the notice of the Commission that in many polling stations, the voting compartments are not erected in desirable manner. While some voting compartments made with cardboards are not of sufficient height, in others, the cloths used were of poor quality and transparent. In some instances, flimsy material like dhoti, lungi, saree, gunny bags etc. have been used to make voting compartment. In such cases, the secrecy of voting could have been compromised.

The Commission has directed that in order to maintain secrecy of vote at the time of poll and uniformity on use of voting compartments, the following instructions shall be strictly followed on Voting Compartment at Polling Stations –

1. The voting compartments shall be made only of cardboard or flex-board that is opaque and reusable. This shall be in three folds, each fold having minimum dimension of 24"X24"X24" (Length X Width X Height). Use of cloth, dhoti, lungi, saree, gunny bags etc. for voting compartment is prohibited so that secrecy of vote is preserved on one hand and also a better look and feel is created.
2. All the three sides of the voting compartments shall be printed as mentioned at **Annexure-A**.
3. If more than one BU is used for poll, the width as well as height of the voting compartment may be increased as per requirement. Where additional Ballot Units are being used for having the number of contesting candidates more than 16, the Presiding Officers should be specifically instructed to arrange the Ballot Units in the manner as shown in the figure enclosed herewith (**Annexure-B**).
4. As the voting compartments are kept on the table and the height of tables should be 2.5 feet as shown in figure enclosed herewith (**Annexure-C**).
5. The ballot unit is to be placed inside the voting compartment on a table. The ballot unit is to be placed in such a way that voters do not find any difficulty in recording their votes. The voting compartment should be located at sufficient distance from the table where the control unit shall be kept and operated. The interconnecting cable between the ballot unit and the control unit has a length of approximately five meters and is permanently attached to the ballot unit. The cable should be so routed that it does not obstruct the movement of voters inside the polling station and they have not to tread or trip over it, but the entire length of the cable should be visible and under no circumstances be

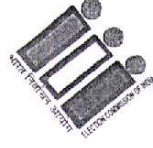
concealed under the cloth or under the table. It has to come out from the back portion of the voting compartment through an aperture cut out at the bottom of back portion of the voting compartment. This aperture should be wide enough so that the portion of the ballot unit, through which the cable comes out is visible from outside. This is necessary to keep a watch that no voter tries to tamper with or damage the cable while inside the voting compartment. However, this aperture in the voting compartment should also not be so wide as to violate the secrecy of voting. While placing the EVM in the voting compartment, it must be ensured without fail that secrecy of voting is not violated. For this purpose, it must be ensured that it is not near the window or the door of the polling station.

Yours faithfully,

  
(Madhusudan Gupta)  
Under Secretary



Annexure - A



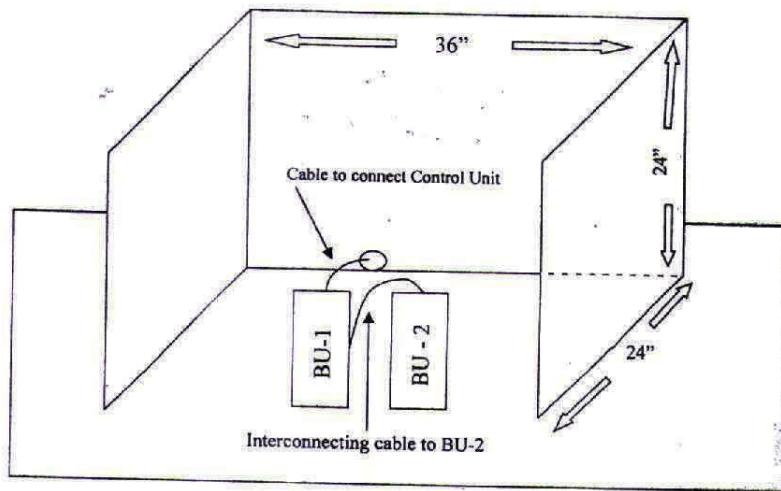
भारत निर्वाचन आयोग  
मतदान कम्पार्टमेंट

ELECTION COMMISSION OF INDIA  
VOTING COMPARTMENT

ON ONE SIDE - FACING THE WEB CAMERA



Name of State/UT:  
AC/PC Name:  
AC/PC Number:  
Date of Poll:  
Polling Station Name:  
Polling Station Number:



## **TECHNICAL BID**

(To be submitted in Envelope-“A”)

<b>Sr. No</b>	<b>Particulars</b>	<b>Particulars to be filled by the Bidder</b>
1.	Name of the firm and Registration No:	
2.	Correspondence Address	
3.	Telephone/Mobile No. with STD code/Email ID wherever applicable	
4.	Registered office location  (Please enclose of municipal certificate/electricity bill/telephone bill in the name of company)	
5.	PAN/TAN details	
6.	Bank Account No. and name of the Bank Branch	
7.	Number and date of receipt vide which tender form was purchased. (Attach copy of receipt)	
8.	Bank Draft No. and Date for Rs. 500/- towards tender fee in case downloaded from official website	
9.	Proof of annual turnover duly certified by chartered Accountant firm for 2013-14, 2014-15 and 2015-16	
10.	EMD details (DD No., dated and name of the issuing bank)	
12	Attach self declaration on Rs. 5/- stamp paper by the bidder that he or his firm has not been black listed by any Central/ State Government.	
13	Experience ( attached proof), as well as Documentary evidence if	

	any, in support of handling single contract worth Rs. 50 lakhs & above during the last 3 years.	
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**Signature of the Tenderer/  
Bidder with Stamp**

**FINANCIAL BID**  
(To be submitted in Envelope-“B”)

**Annexure '2'**

Sr No.	Particulars of Voting Compartment	Material Qty. to be procured/print and rate in Rupees			
		Qty.	Colour & Design of voting Compartment	Rate per Voting Compartment in Figures/Words	
				Cardboard (Unit rate)	Flex-Board (Unit rate)
1	Voting Compartment (36"x24"x24") (Length X Width X Height)	26,000	As per ECI instructions		
VAT @					
<b>Total cost per Voting Compartment</b>					

**Signature of the Tenderer/  
Bidder along with Stamp**