

U.T. of Daman & Diu
Election Department
DAMAN

REQUEST FOR PROPOSAL
FOR

**SUPPLY OF PRE- PRIENTED PVC CARD WITH SECURITY FEATURE FOR THE
VOTERS IN DAMAN & DIU**

**REQUEST FOR PROPOSAL
FOR
PRENTING & SUPPLY OF
PRENTERS AND ELECTORS' PHOTO IDENTITY CARDS
(EPICs)
FOR THE VOTERS IN DAMAN**

**NO.13/23/PVC-CARD/ERMS/2013-14/
.07.2013**

DATE:

1. Introduction:

This RFP (request for proposal) is issued by the Chief Electoral Officer, Election Department, UT OF Daman & Diu, Secretariat, Daman for inviting proposals from the reputed PVC card manufacturing and security Printing companies having capacity and capabilities to supply approximately 1.10 Lakhs PVC, EPIC cards with prescribed security features , within the stipulated time.

The time schedule for various activities flowing from the issue of this RFP (request for proposal) shall be as per below:

1	Date of release of RFP	25/07/2013
2	Last date for receipt of Bid proposal	12/08/2013
3	Date and time for opening Technical bid	13/08/13 (11.00 A.M.)
4	Date and time for opening Price bid	13/8/13 (11.30 A.M.)
	Address for communication/submission of the proposals	Deputy Secretary (Election) Secretariat, Moti Daman-396220

The proposals submitted in the prescribed format as given in the *Annexure 1 & 2* alone shall qualify for evaluation. The proposals shall be filled only in English and be submitted in hard copies alone. The proposals from the interested bidders shall reach the addressee in sealed covers within the stipulated date. The proposals shall be accepted on all working days between 10 A.M. to 5.00 P.M. The Election Department, Secretariat, Moti Daman shall not accept any request, appeal for late submission of the proposals. Any proposal reaching the addressee after the stipulated date shall not be entertained.

There should be two separate bid proposal- Technical and Price, in separate sealed envelops. Both the sealed envelops should then be put inside one sealed envelop. The envelop should be scribed in bold letters 'Bid proposal for supply of Pre – Printed PVC Card with security feature'. All the pages of the bid proposal should be submitted in hard copy, duly signed by the authorized official of the bidder on each page. Bidder's confirmation for acceptance of Election Department's terms and conditions, eligibility & evaluation criteria shall be categorical and the Price bid shall not contradict the technical bid in any manner. Violation of these requirements will disqualify the bidder.

2. Background:

The Election Commission of India had started the scheme - issuing EPICs (Electors' photo identity card) to the electors in the year 1993 with an objective to ensure easy identification of the electors at the time of voting. Comprehensive guidelines were issued by the Election Commission of India for this purpose in May 2000. In view of the major advances in technology in the last 12 years, The Election commission of India has issued fresh directions to ensure better quality cards with stricter security features. As per these fresh guidelines, the EPIC will now be Printed on PVC sheet with prescribed specifications, security features and personalisation details. The EPIC will carry colour photograph of the elector. The photographs of the electors on new cards should be in sharp focus, of high quality, showing natural skin tones and clearly recognizable features. In UT of Daman & Diu there are approximately 1.10 Lakhs electors for whom the EPICs are to be prepared.

3. Scope of the Work

The bidder shall supply Pre –Printed PVC cards with security feature for approximately 1.10 Lakhs voters distributed across 1-Daman & Diu Parliamentary constituencies. The Pre- Printed PVC cards with security feature shall be supplied with prescribed security features details Printed upon them as given in the **paras 4, 5, 6. Of the RFP**. The Pre – Printed PVC cards must be printed with security feature.

The bidder shall deliver the Pre –Printed PVC cards with security feature to CEO, Election Department, Secretariat, Moti Daman at Daman by road transportation by means of vehicles having fire proof, rain proof body subject to such directions and instructions as may be issued by the CEO, Election Department, Secretariat, Daman.

Moti Daman.

4. Stipulated time for completion of the work

Allocated volume of the Pre-Printed security feature PVC cards including transportation and delivery of the PVC card to the CEO, Election Department, Secretariat, Moti Daman shall be completed by the successful bidder in **One months** time from the date of supply of order.

5. Specifications for security Printing:

Specification of Card.

- (i) Card Size: 8.6cm vertical and 5.4cm horizontal with variation permissible of plus or minus 5 per cent.
- (ii) Thickness: 0.8mm

Front:

- (i) Spiral micro letters line (EPIC) in art screen.
- (ii) Three colour guilloche design
- (iii) The national Emblem with guilloche design for invisible Printing which can be seen by ultra violet light
- (iv) The national Emblem Printed on the upper left hand corner and Election Commission of India logo Printed on the upper right hand corner in colour.

Back:

- (i) Relief tint of “Election Commission of India” in bilingual, i.e., English and Gujarati.

6. Eligibility Criteria:-

- a) The rates(s) quoted should be strictly for free delivery at place prescribed by the department and will be valid and operative for supply orders issued on or before 30/06/2014.
- b) Initially, requirement of PVC card is 50,000 and may be extended up to 1.10 Lakh card. The supplier will ensure that the additionally required cards other than initial 50,000 cards have to be supplied

within 10 days after giving supply order by the department without any delay.

- c) The bidder must be Registered Corporation / Company in India for last 3 years i.e. 2010-11, 2011-12, 2012-13.
- d) The bidder must be in a business of large scale Printing, with in house facility in India for static Printing, variable Printing in monochrome & colour for the last three financial years i.e. 2010-11, 2011-12, 2012-13.
- e) The vender should be in business of supply of PVC cards as per the specification of VISA & MasterCard in India for last three financial years i.e. 2010-11, 2011-12, 2012-13.
- f) The bidder should be certified by VISA & Master Card for processing, security feature of PVC card, currently and for last three years i.e. 2010-11, 2011-12, 2012-13. the Certificates should be enclosed with the technical bid.
- g) The revenues from supply of PVC cards including security Printing should be minimum Rs. 10 **crores per** annum during last three financial years i.e. 2010-11, 2011-12, 2012-13. Bidder must produce certified copies of the orders along with the bid.
- h) The Bidder must have supplied 20 million PVC cards with security features per annum during last three financial years i.e. 2010-11, 2011-12, 2012-13. The work order and completion certificate from order placing organization to be enclosed.
- i) The bidder should be certified for minimum ISO 9001:2000 applicable to manufacturing security Banking Cards / Smart cards.
- j) The bidder should be certified for minimum ISO 27001:2005 specification for Information security management system.
- k) The bidder should not have been black-listed by any government or semi government during last three years.
- l) The Bidder or parent company should be a profit making company for the last two financial years i.e. 2011-12, 2012-13. The bidder should submit audited Account statements and balance sheets for the last three financial years i.e. 2010-11, 2011-12, 2012-2013.

Note: The Election Department UT of Daman & Diu will disqualify any bidder who

does not satisfy any of the above eligibility criteria and the Election Department's decision in this regard will be final.

7. Design of the Cards

Open, workable card artwork and design of cards will be provided by the Election Department, Secretariat, Moti Daman as per the direction of the Election Commission of India.

8. General Instructions

The Bidders are requested to go through the instructions, eligibility criteria and technical specifications given in the **RFP**. Failure to furnish all required information duly indexed & page numbered will be at the bidder's risk and may result in the rejection of the bid proposal. Each page of the bid document should be signed by the authorized signatory and seal of the company should be affixed below it, as a token of confirmation, that the tender document has been read and understood. Any clarification required may be sought in writing and may be delivered in person, up to a day Prior to the last date of the receipt of the bid proposals.

9. Amendments to the REP

- i) Before the last date of the receipt of the proposal, the Election Department, Secretariat, Moti Daman may amend any of the RFP conditions as may be desired or wherever Election Department, Secretariat, Moti Daman feels that such an amendment is absolutely necessary. Any such amendments to the RFP conditions will be put on the CEO, Daman's website <http://ceodaman.nci.in>
- ii) The Election Department, Secretariat, Moti Daman at its discretion may or may not extend the due date and time for the submission of bid documents on account of the amendments.

10. Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of the bid proposal. The Election Department, Secretariat, Moti Daman will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the **RFP**.

11. Earnest money deposit

- a) The bidders should, furnish as Earnest Money Deposit (EMD) a Demand Draft from Nationalized Bank /Scheduled Bank for Rs. 15000/- (Rupees fifteen thousand only) payable in favour of 'Chief Electoral Officer, Election Department, Secretariat, Moti Daman, Daman-396220' The proposals received without the EMD will be summarily rejected. In the case of successful bidders, the EMD will be adjusted towards the security deposit

against performance cum guarantee, on request.

- b) In the case of unsuccessful bidders, the EMD will be refunded within one month.
- c) 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 by the CEO, Election Department, UT of Daman & Diu or fails to sign the contract. No interest shall be payable by the Election Department on the Earnest Money Deposited.

12. Submission of tender under two covers system

The **RFP** document can be purchased from the Chief Electoral Officer, Election Department, Secretariat, Moti Daman -396220, by paying Rs.100 (Rupees hundred only). It can also be downloaded from the CEO, Daman & Diu Website <http://ceodaman.nic.in>. In such a case, a DD of Rs.100/ (Rs. one Hundred) in favour of CEO, Election Department, Secretariat, Moti Daman, UT of Daman & Diu will have to be submitted towards the cost of the **RFP** document in the Technical Bid (Part-I) cover. The filled in tender document should be signed on every page by the authorized signatory, with seal of the bidder company affixed below it as a token of confirmation that the tender document has been read and understood. Any corrections or overwriting should also be duly countersigned.

The bid document should be submitted under two separate covers, Technical Bid (Part-I) & Price Bid (Part-II). The Technical Bid (Part-I) should contain bidder's Appraisal, Technology Details, Cost of Form, EMD, and other details as per **Annexure -1**. of the **RFP**. The Price Bid (Part-II) would contain Price quote of the bidder company as per **Annexure-2** of the **RFP**.

The two covers should be sealed separately and marked as '**supply of Pre - Printed PVC cards with security feature for the electors in UT of Daman & Diu (Part-I)**' and '**Price Bid (Part-II)**' respectively. Besides, the Bidder's Name and Address should be printed on the sealed covers.

The two sealed covers should then be kept inside an outer envelope with the Name and Address of the bidder on it and sent to the addressee Deputy Secretary (Election), Election Department, Secretariat, Moti Daman-396220 so as to reach on or before the last due date and time. The outer envelope should be super scribed as '**Bid Proposal**

for supply Pre - Printed PVC Cards with security feature for the electors of UT of Daman & Diu '.

13. Opening of the Tender

Sealed bid proposals received up to 5:00 P.M on 12/08/2013 will be taken up for opening on the appointed day and time. The bid proposals received after the last date and time will not be accepted. **The CEO, Election Department, Secretariat, Moti Daman reserves the right to disqualify any or all the bidders, in case of not being satisfied with the documents furnished or otherwise without assigning any reasons thereof.**

i) The Sealed cover of the Technical Bid (Part-I) will be opened first on the appointed date and time in presence of the representatives of the bidders who chose to remain present. The technical bid will be evaluated as per the terms and conditions of the **RFP**

ii) Sealed cover of the Price Bid (Part-II) will be opened on the appointed day and time only in respect of those bidders who qualify in the Technical bid. The bidders who qualify in the Technical bid may remain present at the time of the opening of Price bid if they chose so.

14. Arriving of at L1 rate:

The per card L1 rate includes cost of Pre- Printed PVC Cards with security feature. The Price quoted will be inclusive of taxes. The L1 rate would be arrived at by considering the lowest Price.

- Rate per card quoted by all the eligible bidders will be ranked in ascending order. The lowest being the first and so on.
- The lowest rate quoted will be taken as the L1 rate.
- No conditional rate will be accepted.

15. Other Conditions

The bidder should submit the proposal only in the **RFP** Form issued by the Office of the **Election Department, Secretariat, Moti Daman** or in the form downloaded from the website <http://ceodaman.nci.in> and www.nprocure.com as a token of acceptance of the RFP conditions, each page the tender document should be duly signed with company's seal affixed below the signatures.

Any condition put forth by the bidder other the conditions mentioned by in the RFP notice will be treated as Null and Void.

The person or persons signing the bid proposal shall enclose the authorization from the MD

of the bidding company, authorizing him to sign the bid on behalf of the bidder. **No consortium bid shall be entertained.**

The bid proposals specifying additional conditions or proposing modification to the **RFP** conditions will be treated as conditional and summarily rejected.

Election Department reserves the right to reject any bid proposal without assigning any reasons thereof, and the same shall not be questioned on any ground, whatsoever.

Sub-contracting of the awarded work in any manner will amount to a breach of the contract. Such bidders would be disqualified and their bid would be summarily rejected.

Time is the essence of the contract. The Election Department reserves the right to cancel the order placed on any bidder and assigns the work to anyone else at the risk and cost of the aforesaid bidder in case of delay, non-compliance to specifications or any other valid reason.

16. Performance cum Guarantee Deposit

The successful bidders shall deposit as security against performance cum guarantee an amount equivalent to 10% of the value of the order in the form of Bank Guarantee (valid for 1 year) issued by any of the Nationalized Bank / Scheduled Bank, within 7 days from receipt of supply order from Election Department. On the request of the successful bidder, the Earnest Money Deposit will be adjusted against the security deposit payable by the bidder. If the Security Deposit is not paid within time specified, the Earnest Money Deposit remitted by the bidder shall be forfeited. In such case, the Election Department shall be entitled to get the work executed from elsewhere and recover the consequential loss sustained from the bidder due to getting the work executed either by other bidder or by a bidder selected through the process of re-tendering.

17. Terms of Payment

The payment shall be made within two months of the receipt of the Pre – Printed PVC cards with security feature by the Chief Electoral Officer, Secretariat, Moti Daman, in respect to a Parliamentary Constituency. No payment shall be made for faulty Pre- Printed PVC cards with security feature from the specifications. The bidder shall be liable to replace them free of cost.

18. Taxes and Duties

The Price quoted will be inclusive of all applicable taxes and duties. TDS would be deducted as per dictates of statutory requirements.

19. Termination for Insolvency

The Election Department 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. Warranty of quality and quantity of Pre-Printed PVC cards with security feature supplied.

The successful bidder shall warrant that the Pre-Printed PVC cards with security feature are Printed as per specifications mentioned in the tender, conform to the specified design and there are no defects of security featurization.

Upon receipt of notice from the Election Department, Secretariat, Moti Daman for defective material, the successful bidder shall, within 7 days of receipt of the notice, replace the defective Pre- Printed PVC cards, free of cost. The bidder shall take over the defective Pre- Printed PVC cards at the time of their replacement. No claim whatsoever shall lie on the Election Department, Secretariat, Moti Daman for the replaced Pre-Printed PVC cards thereafter. If the bidder fails to replace the defective Pre- Printed PVC cards within a reasonable period, the Election Department, Secretariat, Moti Daman may proceed to take such remedial actions as may be necessary, at the bidder's risk and expense.

21. Penalty for delay

Delay in meeting the timelines, beyond the due date of delivery, will invite a penalty of Rs 5,000 per day. If the delay is of more than 15 days, then the work may be withdrawn and got executed through other bidder (s) at the risk and expense of the defaulting Printer.

22. Force Mejeure

Should any force majeure circumstances arise, each of the contracting parties be excused for the non-fulfillment or for the delayed fulfillment of any of its contractual obligations, if the affected party within 7 days of its occurrence, informs the other party in writing.

Force Majeure shall mean fires, floods, natural disaster or other acts such as war, turmoils, strikes, sabotage, explosions, and quarantine restriction beyond the control of either party.

It is understood and agreed between the parties hereto that the rights and obligations of the parties shall be deemed to be in suspension during the continuance of the force majeure event as aforesaid and the said rights and obligations of the parties shall automatically revive upon the cessation of the intervening force majeure event. The period within the rights and obligations of the parties under suspension due to the force majeure event shall not be considered as a delay with respect to the period of delivery and / or acceptance of delivery under the contract.

Notwithstanding the provisions of the immediately foregoing clauses, it is further understood and agreed between the parties hereto that in the event of any force majeure persisting for an uninterrupted period of exceeding 1 (one) months, either party hereto reserves the right to terminate this contract by Prior written notice of 7 (seven) days to the other party of the intention to terminate the same without any liability other than reimbursement on the terms provided in this agreement for goods received.

23. Arbitration

The dispute or difference arising between the Election Department and the bidder relating to any matter arising out of or in connection with the execution of the supply of EPICs and Printers work assigned to the bidder, then the same shall be referred to the sole Arbitrator appointed by the CEO, Election Department, UT of Daman & Diu. The decision of the Arbitrator shall be final and binding on both the parties subject to the proviso that the Arbitrator shall give reasoned award. The seat of arbitration shall be in Guwahati.

24. Jurisdiction of civil court: If during the course of the execution of the contract any disputes arise with the successful bidder, the civil court situated in the District of Daman alone will have jurisdiction over the dispute.

Sd/-
Chief Electoral Officer
Election Department, Secretariat, Daman
UT of Daman & Diu
Daman

**TECHNICAL BIL
(OFFER COVERING LETTER)**

**To,
The Deputy Secretary (Election)
Election Department,
Secretariat, Moti Daman
Daman-396220**

**Subject: Request for Proposal (RFP) No..... Dated for supply of
Pre-Printed PVC cards with security feature for the Electors of UT of
Daman and Diu.**

Dear Sir,

1. We have examined the REP No..... dated and subsequent per bid clarification/medications/revisions issued by the Election Department and we offer to execute the work- ‘ **Supply of Pre-Printed PVC Cards with security feature for the Electors of UT of Daman & Diu**’ as per the terms, conditions and technical specifications spelt out, and in accordance with the Price quoted, in the Price bid. We agree that the evaluation criterion is fair and binding on us.

2. While submitting this bid, we certify that:

- Prices in the Prices in the Price bid have been arrived without agreement with any other bidder of this RFP for the purpose of restricting competition.
- The Prices in the Price bid have not been disclosed and will not be disclosed to any other bidder of this RFP.
- We have not induced nor attempted to induce any other bidder to submit or not submit a bid for restricting competition.
- The rates quoted by us in the Price Bid, cover all the activities required in execution of the work as defined in the RFP and subsequent Pre bid clarifications/modifications/revisions furnished by the Election Department, Secretariat, Moti Daman without any exception.
- We agree to the splitting of order in the proportion as stated in the RFP at the discretion of the Election Department, Secretariat, Moti Daman
- We agree by the evaluation methodology of the Election Department, Secretariat, Moti Daman, which is quite fair and acceptable to us.

- We also agree for the change in scope of works
3. We agree to abide by this offer till 180 days from the last date stipulated by the **RFP** for submission if the bid and our offer shall remain binding upon us and may be accepted by the Election Department, Secretariat, Moti Daman any time before the expiry of that period.
 4. Until a formal contract is prepared and executed, this offer, together with the Election Department's written acceptance thereof/purchase order/letter of intent/award order shall constitute a binding contract between us.
 5. We certify that the information/data/particulars furnished in our Bid Proposal are factually correct. We also accept that in the event of any information/data/particulars proving to be incorrect, The Election Department, Secretariat, Moti Daman will have the right to disqualify us from the bid.
 6. We undertake to comply with the terms and conditions of the RFP and subsequent Pre bid clarifications/modifications/revisions furnished by the Election Department in writing. We understand that the Election Department, Secretariat, Moti Daman may reject any or all of the offers without assigning any reason whatsoever.

Yours faithfully,

(Name and Designation)

For and on behalf of seal

Enclosures-

1. Authorization letter
2. Eligibility Criteria duly marked yes/no
3. General information
4. Detail of Key Senior officials
5. Financial indicators of the company
6. Staff
7. Technical information
8. Detail plan of execution of the work
9. Details of processing, security featurisation, personalization, stuffing, dispatch etc

ANNESURE-1(a)

AUTHORIZATION LETTER

**To,
The Chief Electoral Officer
Election Department
Secretariat, Moti Daman
Daman-396220**

Subject: Authorization letter for signing the bid proposal and representing the Bidder.

Reference: Your RFP. No. Dated.

Sir,

Kindly refer to your RFP No. Dated asking for submission of bid proposals for executing the work relating to **‘supply of Pre-Printed PVC Cards with security feature for the Electors of UT of Daman & Diu’** In the matter it is submitted that Mr/ Ms is hereby authorised to sign the bid proposals (Technical bid and Price bid) on behalf of our organization. He/ She is also authorized to represent and take decision on behalf of our organization in all the proceedings relating to the RFP under reference. A Xerox copy of the Power of Attorney vesting such authority in Mr/ Ms is enclosed herewith.

Signature is attested below

Specimen signature of the representative

Signature of MD

ANNEXURE-1(b)

**Eligibility Criteria
To be duly marked Yes/ No**

1. The Bidder must be Registered Corporation / Company in India for last 3 years i.e. 2010-11, 2011-12, 2012-13.

(Yes /No)

If yes the documentary Proof be attached.

2. The must be in a business of large scale Printing, with in house facility in India for static Printing, variable Printing in monochrome & colour for the last three financial years i.e. 2010-11, 2011-12, 2012-13.

(Yes /No)

If yes the documentary Proof be attached.

3. The vender should be in business of supply of PVC cards and PVC cards Printers as per the specification of VISA & MasterCard in India for last three financial years i.e. 2010-11, 2011-12, 2012-13.

(Yes /No)

If yes the documentary Proof be attached.

4. The bidder should be certified by VISA & Master Card doe processing, security feature of PVC card, currently and for last three years i.e. 2010-11, 2011-12, 2012-13. the Certificates should be enclosed with the technical bid.

(Yes /No)

If yes the documentary Proof be attached.

5. The revenues from supply of PVC cards and PVC cards Printers, including security Printing should be minimum Rs. 10 **crores per** annum during last three financial years i.e. 2010-11, 2011-12, 2012-13. Bidder must produce certified copies of the orders along with the bid.

(Yes /No)

If yes the documentary Proof be attached.

6. The Bidder must have supplied 20 million PVC cards with security features per

annum during last three financial years i.e. 2010-11, 2011-12, 2012-13. The worker order and completion certificate from order placing organization to be enclosed.

(Yes /No)

If yes the documentary Proof be attached.

7. The bidder should be certified for minimum ISO 9001:2000 applicable to manufacturing security Banking Cards / Smart cards.

(Yes /No)

If yes the documentary Proof be attached.

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

(Yes /No)

If yes the documentary Proof be attached.

9. The bidder should not have been black-listed by any government or semi government during last three years.

(Yes /No)

If yes the documentary Proof be attached.

10. The Bidder or parent company should be a profit making company for the last two financial years i.e. 2011-12, 2012-13. The bidder should submit audited Account statements and balance sheets for the last three financial years i.e. 2010-11, 2011-12, 2012-2013.

(Yes /No)

If yes the documentary Proof be attached.

Note:-The Election Department, Secretariat, Moti Daman, Daman will disqualify any bidder who dose not satisfy any of the above eligibility criteria and the Election Department's decision in this regard will be final.

(Name and Designation)
For and on behalf of seal

ANNEXURE-1(c)

Bidder Company to provide the following information-

Sl. No.	Item	Details
1.	Company's name	
2.	Nature of business	
3.	Company address	
4.	Date of incorporation	
5.	Year of commencement of business	
6.	Sales tax /VAT/Service Tax Registration No.	
7.	Income Tax PAN No.	

(Name and Designation)
For and on behalf of seal

ANNEXURE-1(d)

Details of Key Senior Officials/Senior Officials / Directors/ of the Bidder Company

Name	Designation	Qualification	With the Co. Since	Line of experience	Contact details

(Name and Designation)
For and on behalf of seal

ANNEXURE-1 (e)

Financial Indicators of the Bidder Company

(Rs in Lakhs)

Item	2010-11	2011-12	2012-23
Total Income			
Profit before Tax			
Profit after Tax			
Share Capital			
Capital & Reserves			

(Name and Designation)
For and on behalf

seal

ANNEXURE-1(f)

MANPOWER INFORMATION OF BIDDER COMPANY

1	Total number of employees (engaged for Card related activities)	
2	Break up of employees <ul style="list-style-type: none">- Sales- Administrative- Technical- Implementation staff- Labour used on contract basis, if any	

(Name and Designation)
For and on behalf

ANNEXURE- 1 (g)

Technical Information About Bidder Company

1	Present installed capacity (per day) for personalization of PVC Cards (Details of Make & year of related Machines with capacity per day)	
2	Capacity Utilization	
3	No of cards issued per month currently (with details of each type of cards (like Debit/ Credit Cards, Smart cards – issued per month with details of each variants)	
4	Experience in Card Personalization (since when, indicate month & year – attach supporting documents, if any)	
5	Dispatch Management (If Yes, give no. of Cards dispatched per day)	
6	Stuffing of Cards & Collation (how done)	
8	MIS a) Types of MIS (List various types) b) Periodicity (daily, weekly, monthly or customized)	
11	Rejection percentage of personalized cards	
12	Inventory control and management – Details of system in place.	
13	Security controls for Card personalization	
16	System Architecture (Details to be attached)	
17	Internal Audit System	
18	Pre and post quality control checks	
19	CCTV details	

ANNEXURE-1(h)

Detail note on A to Z process and plan to be adopted for execution of the work, including specifications of the machines, equipments to be used, MIS reporting to the Election Department about progress of the work.

Name and Designation)
For and on behalf

Seal

ANNEXURE-1(i)

Detail note on the sites relating to processing, security featurisation, personalization, stuffing, dispatch etc

(Name and Designation)
For and on behalf

Seal

PRECE BID

RATES TO BE QUOTED ON PER CARD BASIS**(inclusive of all taxes, duties, surcharge etc)**

Serial number	Activity	Cost in Rs (per card)
1	Base card	
2	Security feature Printing	
3	Personalization Printing	
4	Window envelop and stuffing	
5	Packaging	
6	Transportation	
7	Others	
8	Quoted rate (aggregate of 1 to 7)	

(Name and Designation)
For and on behalf

Seal