

OFFICE OF THE CHIEF ELECTORAL OFFICER, HARYANA
30-BAYS BUILDING (3rd FLOOR), SECTOR 17-B, CHANDIGARH-160017

Tender Form No. _____ /13

Annexure D1

BIDDER'S PARTICULARS

(to be given in separate envelope I with EMD as this would be examined before opening the bid and the gaps would be required to be filled in advance)

(BIDDERS SHOULD FURNISH ANSWERS TO ALL THE QUESTIONS BELOW. BIDDERS MAY PLEASE NOTE THAT IF THE ANSWERS SO FURNISHED ARE NOT CLEAR AND/OR ARE EVASIVE, THE ENTRY WOULD BE LIABLE TO BE IGNORED.)

1. Business name and Constitution of the firm.

1.1 Name of Office:	
1.2 Full address of office	
1.3 Full address of work place of your firm	
1.4 No. of Branches:	
1.5 Nature of Business:	
1.6 Telephone Nos. (O): Mobile No.:	
1.7 Income Tax PAN No:	
1.8 Sales Tax No. /or VAT No.	
(2) Turnover in the last three financial years duly verified by the CA:	2010-11, ` _____ (Please attach 2011-12, ` _____ copies of audited

OFFICE OF THE CHIEF ELECTORAL OFFICER, HARYANA
30-BAYS BUILDING (3rd FLOOR), SECTOR 17-B, CHANDIGARH-160017

Tender Form No. _____ /13

	2012-13, ` _____ operating A/cs)
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3. Bank details	
Bank Name:	
Branch:	
Bank Account No:	
Type of Bank Account:	
Name of Account holder:	

4. Is the firm registered? If yes, under which Act:
 - (a) The Indian Companies Act, 1956 (b) The Indian Partnership Act, 1932 (Please also give name of partners) (c) Any other Act.
5. Name of the owners / promoters / partners (Please give full names and address).
6. For Partnership firms state whether registered or not registered under the Indian Partnership Act, 1932. please state:-
 - (a) Whether by the Partnership agreement, authority to sign the tender document and to refer disputes concerning the business of the partnership to arbitration has been conferred on the partner(s) 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 sign and 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.

**OFFICE OF THE CHIEF ELECTORAL OFFICER, HARYANA
30-BAYS BUILDING (3rd FLOOR), SECTOR 17-B, CHANDIGARH-160017**

Tender Form No. _____ /13

- (d) **Names, Addresses etc. of Partners/Members/Directors (For information about more persons, please add separate sheet(s) in the format given below):**

(i) Details of Partners/ Members/ Directors:	
(ii) No. of Partners/ Members/ Directors:	
(iii) Full Name:	
(iv) Name of Premises/Building/Village (with full address):	
(v) Date of Incorporation/ Agreement/ Partnership:	
(vi) If premises located outside of Haryana State then write the distance in Km. from the border of Haryana:	
(vii) Income Tax PAN No.	
(viii) Sales Tax No. / or VAT	

7 Details of High speed Laser Printers:

Sr. No.	Make of the Machine	Year of Installation	Printing Size of the Machine	No. of pages printed at a time	Capacity per day (8 hours)

**OFFICE OF THE CHIEF ELECTORAL OFFICER, HARYANA
30-BAYS BUILDING (3rd FLOOR), SECTOR 17-B, CHANDIGARH-160017**

Tender Form No. _____ /13

8. Location area of the working premises where machines are installed (Please mention address, space available, various in-house facilities available etc.) and distance from Haryana border of premises located outside Haryana State					
9.Total Declared capacity of pages per day:					

N.B.

- (1) Please attach to the tender a copy of the document on which reliance is placed for authority of partner or the partner(s) to sign the tender and to refer disputes to arbitration. The copy should be attested by a Notary Public or its execution should be admitted by Affidavit on a stamped paper by all the partners.
 - (2) Where authority to sign the tender document and to refer disputes to arbitration has not been given to the partner(s) signing the tender the tenders must be signed by every partner of the firm.
10. **Have you/ the firm ever been blacklisted by any Govt. Department/ office? If yes, please give details. If no, please mention 'No' specifically.**
11. I/We have read all the instructions carefully and undertake to abide by the same.

**OFFICE OF THE CHIEF ELECTORAL OFFICER, HARYANA
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Tender Form No. /13

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:

RECEIPT

Received FDR in original bearing No. dated amounting
to Rs. 200000/- from the Chief Electoral Officer, Haryana on

Signature

Name

Address.....

.....

.....

**OFFICE OF THE CHIEF ELECTORAL OFFICER, HARYANA
30-BAYS BUILDING (3rd FLOOR), SECTOR 17-B, CHANDIGARH-160017**

Tender Form No. /13

Annexure-D2

BID LETTER
(To be given in sealed Envelope)

To

Chief Electoral Officer, Haryana
30 Bays Building, Sector 17-B,
Chandigarh.

Ref: Tender for printing of multiple copies-2013.

Sir,

We declare:

1.1 I/We hereby offer to do the printing job of A-4 size (both side printing) on 80 GSM as per ISI specification No. 1848-1991 amended up to date Quality white paper on High Speed Laser Printer using **original toners** at the following rate: -

a. `.....per page for multiple copy upto 15 Copies

b. `.....per page for upto copy more than 15 Copies

(One leaf consists of two pages)

The above rates are inclusive of F.O.R. delivery at the district headquarters.

1.2 Per day capacity _____ pages (..... copies of each).

2. Period of Delivery: I/We do hereby undertake that in the event of acceptance of my/our bid, the printing job would be completed within the stipulated period. The delivery of the printed material shall be made to the concerned district as per directions of the Chief Electoral Officer, Haryana.

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Tender Form No. /13

3. Term of Delivery: The prices quoted are inclusive of paper as specified High Speed Laser Printing, Stitching, Taxes if any and all other charges / expenses including freight and Octroi etc.
4. I/We agree to abide by this bid for **at least two years from the date of receipt of work allotment order and shall be extendable for further one year with mutual consent**. Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof would constitute a binding Contract between us.
5. 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.
6. 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.

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.

7. I/We undertake, if my/our bid is accepted, to commence the work immediately on receipt of the order and to complete printing job specified in the Contract within the stipulated period calculated from the date of receipt of the order. If my/our bid is accepted we would submit a fixed deposit from a Scheduled Bank for a sum equivalent to 10% of the Contract Price or Rs. 5 Lacs whichever is higher for the due Performance of the Contract.

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Tender Form No. /13

8. I/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 as mentioned in the tender document.
9. I/We understand the stipulation regarding making of payment of pages which remain blank. Our rate per page inclusive of all expenses (paper + printing + overheads including taxes) is (_____) per page and payment of blank pages will not be charged.

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

Dated: this _____ day of _____ 2013

Signature of Bidder

Details of enclosures

Full Name: _____

Full address: _____

Telephone No. _____

E-mail: _____

Fax No. _____