



OFFICE OF THE CHIEF ELECTORAL OFFICER, DELHI  
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No.25/CEO/SVEEP/NIT/Bus Wrapping /2021/

Dated: ..../07/2021

**e-Tender Notice for Printing, Installation/Wrapping, maintenance and removal of Voter Awareness Creatives on Buses/Metro Trains/Cars and other suitable mediums during various occasion such as Special Summary Revision, Lok Sabha/Vidhan Sabha Elections.**

On-line tenders are invited under two bids system for Printing, Installation/Wrapping, maintenance and removal of Voter Awareness Creative's on Buses/Vans/Cars and other suitable mediums during various occasion such as Special Summary Revision, Lok Sabha/Vidhan Sabha Elections for a period of one year, from Reputed Agencies/Firms having experience of at least three years in Printing, Installation/Wrapping, maintenance and removal of Media Creatives on Buses, Vans, Cars etc. and Other similar works to the departments of Central Govt./State Govt., PSUs etc.

A Bid Security Declaration shall have to be submitted with Technical Bid.

Tender documents complete in all respect, must be uploaded on the website <https://govtprocurement.delhi.gov.in> before last date & time of submission of tender. The Schedule of tender is as under:-

| SCHEDULE OF TENDER                                       |   |
|--|---|
| Tender Enquiry No.                                       |   |
| Name of the Tender                                       | Printing, Installation/Wrapping, maintenance and removal of Voter Awareness Creative's on Buses/Metro Trains/Cars and other suitable mediums during various occasion such as Special Summary Revision, Lok Sabha/Vidhan Sabha Elections |
| Estimated Annual value of the work                       | ₹75,00,000/- (Rupees Seventy Five Lakh Only)  |
| Date of Release of Tender through e-procurement solution | 13 <sup>th</sup> August, 2021   |
| Pre-bid meeting /conference                              | 17 <sup>th</sup> August, 2021 at 1.00 pm  |
| Last date for submission of online tender                | 1 <sup>st</sup> September, 2021 upto 01:00 PM   |
| Date of opening of technical bid                         | 1 <sup>st</sup> September, 2021 at 03:00 PM   |
| Date of opening of Financial bid                         | 3 <sup>rd</sup> September 2021 at 1.00 pm   |

The Tender document can be downloaded from the website <https://govtprocurement.delhi.gov.in> and/or CEO Delhi's Website [www.ceodelhi.gov.in](http://www.ceodelhi.gov.in)

(Lalit Mittal)  
Election Officer (SVEEP)



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**Terms and conditions of e-tendering for Printing, Installation/Wrapping, maintenance and removal of Voter Awareness Creative's on Buses/Vans/Cars and other suitable mediums during various occasion.**

On-line tenders are invited under two bids system for Printing, Installation/Wrapping, maintenance and removal of Voter Awareness Creative's/other media creative's on Buses/Vans/Cars and other suitable mediums during various occasion such as SSR, Elections for a period of one year from Reputed Agencies/Firms having experience of at least three years in Printing, Installation/Wrapping, maintenance and removal of Media Creative's on Buses/Vans/Cars and other suitable mediums or other similar work to the departments of Central Govt./State Govt. , PSUs etc.

The tender can only be submitted online on the website <https://govtprocurement.delhi.govt.in> before the last date and time of submission of tender mentioned in the schedule of the tender. The schedule of tender is as follows:

**1. Schedule of Tender:**

| SCHEDULE OF TENDER                                       |  |
|--|--|
| Tender Enquiry No.                                       |  |
| Name of the Tender                                       | Printing, Installation/Wrapping, maintenance and removal of Voter Awareness Creative's on Buses/Metro Trains/Cars and other suitable mediums during various occasion such as Special Summary Revision, Lok Sabha/Vidhan Sabha Elections etc. |
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| Date of opening of Financial bid                         | 3 <sup>rd</sup> September 2021 at 1.00 pm  |

**2. The name of the work, estimated value of work, EMD required are as under :**

| S.No | Name of the work and specifications required                       | Estimated value of the work of 1 year (in ₹) | Earnest money deposit (in ₹) | money required |
|------|--|--|------------------------------|----------------|
| 1.   | Printing, Installation, Wrapping, maintenance and removal of Voter | ₹75,00,000/-                                 | Bid Declaration              | Security is    |

|  |   |  |                              |
|--|---|--|------------------------------|
|  | Awareness Creative's/Other media creative on Buses/Metro Trains/Cars and other suitable mediums during various occasion such as Special Summary Revision, Lok Sabha/Vidhan Sabha Elections etc. |  | required with Technical Bid. |
|--|---|--|------------------------------|

3. **Eligibility criteria** :

The basic eligibility criteria for submission of bids are as follows :-

- (i) The bidder must be a reputed Firm/Company/Agency who deals in Printing, Installation/Wrapping, maintenance and removal of Media Creative's on Buses/Metro Trains/Vans/Cars and other suitable mediums & Other similar works for a period of at least preceding three (03) financial years in India i.e. 2018-2019 , 2019-2020 and 2020-2021.
- (ii) The Firm/Company/Agency must be incorporated or registered in India under the relevant laws during preceding three financial years.
- (iii) The bidder's average annual turnover from the activity of Printing, Installation/wrapping, maintenance and removal buses, metro trains, cars etc. & Other similar works should not be less than ₹37,50,000/- (Rupees Thirty Seven Lakh Fifty Thousand Only) per year during the last three preceding financial years i.e. 2018-2019 , 2019-2020 and 2020-2021.
- (iv) The bidder shall have an experience and past performance of Printing, Installation/Wrapping, maintenance and removal buses, metro trains, cars etc. & Other similar works during preceding three financial years in any Government Department /Public sector undertaking (PSUs) as given below:
  - (a) Three similar completed works of amount not less than ₹30.00 lakh.
  - (b) Two similar completed works of amount not less than ₹37.50 lakh.
  - (c) One similar completed work of amount not less than ₹60.00 lakh.
- (v) The bidder must have prior experience in executing work of Printing, Installation/Wrapping, maintenance and removal of media creative's on buses, metro trains, cars etc. & other similar works (No Sub contracted experience shall be allowed).

- (vi) The bidder blacklisted by any of the Govt. Department/Organization is not eligible to participate in the tender.
- (vii) The bidder must have valid PAN No. under IT Act, & valid GST No. under Goods & Service Tax Act.

A bidder must fulfill all criteria mentioned above in Para-3 (Eligibility Criteria), failing which bidder shall not be considered for opening of Financial Bid.

**4. Technical and Financial Bid :**

- (i) The bidder should submit online Technical Bid and Financial Bid.
  - A. Technical Bid - It should contain the document as mentioned in the Clause 4 (ii) below.
  - B. Financial Bid - Should have only price / rate quoted by the bidder.
- (ii) The Bidder shall submit following documents along with the Technical Bid:
  - a. Performa for Bidder's particulars (Duly filled and signed as per Annexure- I).
  - b. Performa for Technical Bid
  - c. Performa for Past experience/ works executed
  - d. Performa for details of Turnover (Annexure- II).
  - e. Self-attested copy of Valid Registration certificate of Firm/Company/Agency.
  - f. Self-attested copy of Valid PAN No. of the Firm/company/Agency.
  - g. Self-attested copy of Valid GST No. of Firm/Company/Agency.
  - h. Letter of Authorized Signatory
  - i. Details of the turnover from activity of similar nature work for last preceding 3 years in the format attached of (Annexure-II). A statement in the prescribed format should also be submitted in this regard in the Technical Bid.
  - j. Proof of experience (work orders etc.) supported by documents from the concerned organizations (Government/Public Sector Undertakings) duly filled to be submitted in the Technical bid.
  - k. Bid Security Declaration should be submitted with Technical Bid.
  - l. An Undertaking to the effect that the Firm/Company/Agency has not been blacklisted by any of the Department/Organizations of the Govt. of India/State Govt./Government of

NCT of Delhi/PSUs and no criminal case is pending against the said Firm/company/Agency.

- m. Proof of experience and past performance of Printing, Installation/Wrapping, maintenance and removal of SVEEP materials on buses, metro trains, cars etc. & Other similar works for preceding three financial years in any Government Department /Public sector undertaking (PSUs) as given below and proof to this effect should be submitted in technical bid.
- I. Three similar completed works of amount not less than ₹30.00 lakh.
  - II. Two similar completed works of amount not less than ₹37.50 lakh.
  - III. One similar completed work of amount not less than ₹60.00 lakh.
- n. All documents/Annexures uploaded/submitted in Technical & Financial bids should be duly signed and stamped by authorized signatory of bidder.

5. **Scope of Work:** The work of printing, installation/wrapping, maintenance and removal of SVEEP material are done by office of Chief Electoral Officer-Delhi during Special Summary Revision, Lok Sabha/ Vidhan Sabha Election and any special initiative/event/activity undertaken by the office of Chief Electoral Officer-Delhi. Work for wrapping of buses is allocated on centralized for all over Delhi comes under the jurisdiction of this office. The buses for wrapping are made available by Delhi Transport Corporation and/or DIMTS (Cluster Buses) and their numbers vary and decided on the basis of mutual consent of DTC/DIMTS and office of CEO-Delhi subject to availability of Funds/Buses for this purpose. The buses are wrapped on available space on left and back side.

6. **Penalty For Delay :**

- (i) The bidder should be able to complete the work of printing, installation/wrapping and removal of SVEEP creative's/materials/Voter awareness messages/Media Creative's from Buses within stipulated time/very short notice.
- (ii) For any delay in the printing, installation/wrapping and removal, the contractor shall be liable to pay a fine of ₹25,000/- (Rupees Twenty Five Thousand) per day for each day of delay.

## **7. Other terms & Conditions :**

- (i) The bidder must quote rates for printing, wrapping/installation, maintenance and removal of creative on per square feet basis. The rates quoted shall be valid for a period of one year from the date of acceptance of the tender and may be extendable for one more year, if required, by mutual agreement on the same terms and condition. The rate quoted should be inclusive of all Taxes and levies, but excluding of GST which will be paid as per Govt. norms.
- (ii) 100 micron self-adhesive vinyl sheet with composite resin will be used for wrapping of Buses/Vans/Cars etc. The bidders will submit sample of vinyl sheet to be used in wrapping in a sealed envelope.
- (iii) The rate must be all inclusive for printing, fixing/installation/wrapping, repairing, removal of vinyl sheet.
- (iv) The successful bidder has to contact the Bus Depot where work of installation/wrapping of buses will be done.
- (v) The amount shall be paid after completion of work on production of bill with list of Buses with registration numbers and photographs of buses fixed with Vinyl Sheets.
- (vi) The payment shall be subject to authentication/verification from the concerned depot on the actual number of buses/make wrapped.
- (vii) The successful bidder will submit list of Buses used for wrapping of SVEEP material within two days of completion of wrapping/installation of SVEEP material on these buses to this office, so that the Committee/ Officers of CEO-Delhi can monitor this activity.
- (viii) The vendor will be fully responsible for any damage on paints on buses or any material damage on buses due to wrapping/installation, removal of vinyl sheet and will repair that at his own cost at the level of satisfaction of the DTC/DIMTS. No extra amount will be paid to vendor by CEO-Delhi Office.

- (ix) The bidder must have capacity/ sufficient capability to carry out the work. The bidder will not be allowed to delegate/transfer/ assign the contract or any part thereof to some other party.
- (x) The bidder who is allotted the work of printing, installation/wrapping and removal of SVEEP material/ Media Creative's on buses shall have to deposit a Performance Security Deposit equivalent to 10% of the value of work allotted in the form of a Bank Guarantee/Fixed Deposit in a Bank in the name of the DDO, CEO, Delhi. In case of failure on the part of contractor to execute the work as per terms & conditions and to the full satisfaction of the CEO, the Performance Security Deposit furnished by him shall be forfeited to the Government. Besides it, firm may also be blacklisted.
- (xi) The successful bidder shall depute at least one liaison officer/manager to deal & co-ordinate with the Officers of CEO-Delhi/the Vehicle/Bus providing agency such as DIMTS/DTC etc.
- (xii) The Chief Electoral Officer, Delhi reserves the right to inspect venues/units where the job is being executed either by herself/himself or any other officer(s) authorized by her/him.
- (xiii) The tender must be submitted online on the website <http://govtprocurement.delhi.gov.in> before the last date & time prescribed for submission of tender. Tenders will not be accepted if sent by post or any other medium, under any circumstances.
- (xiv) The Chief Electoral Officer, Delhi reserves the right to accept or reject one or all the tenders or accept any tender in part, without assigning any reason thereof.
- (xv) The Chief Electoral Officer, Delhi also reserves the right to make panel of agencies at the approved and accepted lowest (L-1) rates. The Chief Electoral Officer, Delhi also reserves the right to award work to more than one bidder at the approved and accepted rate.
- (xvi) The successful bidder will have to sign an agreement with the CEO-Delhi or with any other officer authorized by him/her before the execution of the work and within seven working days of offer for award of work.

- (xvii) The department reserves the right to cancel the tender or to withhold payment in the event of non-commencement or unsatisfactory performance by the successful bidder. The performance guarantee of bidder shall also be forfeited. In such eventuality, the Department further reserves the right to get the work done from open market at the cost of the contractor and the tenderer may be black listed by the department for a period of three years to participate in any kind of tender.
- (xviii) The Department reserves the right to terminate the tender at any time without assigning any reason.
- (xix) The incomplete, ambiguous bids as well as the bids received, which do not confirm with the above terms and conditions will be summarily rejected.
- (xx) Each and every document up-loaded along with bid should be signed by the Authorized signatory of the Company/Firm/Agency and same should be up-loaded along with bid.
- (xxi) The Firm/Company/Agency whom the work has been awarded should have sufficient capacity to carry out the work. The bidder will not be allowed to delegate/transfer/assign the contract or any part thereof to some other party.
- (xxii) Any person who is in Government service or an employee of the Department should not be made a partner to the contract, by the bidder directly or indirectly in any manner whatsoever.
- (xxiii) No advance payment will be made in any circumstances.
- (xxiv) The successful bidder will submit an undertaking that he will use the material for wrapping as specified in tender document.
- (xxv) The Department reserves the right of getting done testing of the material used for wrapping on random basis from any government approved lab. Payment of upto four testing in one year in entire Delhi shall be reimbursed by bidder to the office of CEO-Delhi.
- (xxvi) The bidder should have adequate number of technical support staff in Delhi.
- (xxvii) The pre-bid meeting/conference will be held on 17<sup>th</sup> August 2021 at 1.00 pm in Conference Hall of office of CEO-Delhi.



**Arbitration clause :**

- (i) In the event of any question, dispute or differences arising between the parties relating to interpretation and application of provision of this agreement, such disputes or differences shall be resolved amicably with the mutual consultations and on failure to do so shall be referred for arbitration. Decision of the Arbitrator to the agreement in this regard shall be final and binding upon both the parties. The cost of arbitration will be bear by both parties on equal basis.
- (ii) The parties shall continue to perform their obligations under this agreement during arbitration proceedings. The location for arbitration will be within NCT of Delhi. Arbitration procedure will be as per Indian Arbitration and Conciliation Act, 1996. Further, the power to appoint an Arbitrator vests with Lt. Governor of Delhi.
- (iii) Any dispute shall be subject to exclusive jurisdiction of Delhi Courts.

(Lalit Mittal)  
Election Officer (SVEEP)

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All the terms & conditions (Sl.No.1 to 7) are accepted and binding on me/us.

(Signature of the bidder)  
(Rubber seal)

**PERFORMA FOR BIDDER'S PARTICULARS (Enclose with technical Bid)**

|     |   |                                  |
|-----|---|----------------------------------|
| 1   | Name of Work/Tender   |                                  |
| 2   | Name of the Firm/Company/Agency   |                                  |
| 3.  | Permanent office Address of the Firm/Company/Agency.                                      |                                  |
| 4.  | Telephone Number of Firm/Company/Agency:<br>Office<br>Mobile No.<br>Fax no.<br>Email ID   | _____<br>_____<br>_____<br>_____ |
| 5.  | Office address in Delhi/NCR (if any)  |                                  |
| 6.  | Telephone Number of Delhi office<br>Office<br>Mobile No.<br>Fax no.<br>Email ID           | _____<br>_____<br>_____<br>_____ |
| 7.  | Name of all Directors/Partners/Proprietor etc.  |                                  |
| 8.  | Name & Designation of Authorized signatory  |                                  |
| 9.  | Telephone Number of Authorized signatory :<br>Office<br>Mobile No.<br>Fax no.<br>Email ID | _____<br>_____<br>_____<br>_____ |
| 10. | PAN No.   |                                  |
| 11  | GST No.   |                                  |

**Declaration by the bidder:**

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

**(Signature of the bidder)**  
**Name of bidder (with seal)**

**PERFORMA FOR DETAILS OF TURNOVER**

| Sl. No. | Year | Turnover for wrapping of Buses, Trains, Cars etc. or other similar work |
|---------|------|---|
| 1       |      |   |
| 2       |      |   |
| 3       |      |   |

**Declaration by the bidder:**

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

**(Signature of the bidder)**  
**Name of bidder (with seal)**

**FINANCIAL BID**

| <b>S.<br/>No</b> | <b>Item/Work</b>  | <b>Rate per Sq.<br/>Feet.</b> (The rate quoted should be inclusive of all Taxes and levies, but excluding of GST) |
|------------------|---|---|
| 1.               | <p>Rate per Sq. feet for printing, Installation/Wrapping, maintenance and removal of Voter Awareness Creative's/Media Creative's on Buses/Vans/Cars and other suitable mediums on 100 micron self-adhesive vinyl sheet with composite resin</p> <p>Note: The rate quoted should be inclusive of all Taxes and levies, but excluding of GST which will be paid as per Govt. norms.</p> |   |

(Signature of Bidder)

Place:

Date: