

**OFFICE OF THE CHIEF ELECTORAL OFFICER, PUNJAB,
SCO NO.29-32, SECTOR 17-E, CHANDIGARH.**

Please find below a copy of notice inviting quotations from the specified empanelled vendors of O/o CEO, Punjab and also the O/o Controller of Printing and Stationary, Punjab along with Annexure A , B and C containing the proforma for the submission of quotations, the terms and conditions and a scanned copy sample of Envelope respectively.

Copy of Notice inviting quotations

Subject: Procurement of designed Envelopes-Regarding.

Sealed quotations are required for the supply of Envelopes with the following specifications:

1	Qty. of Envelopes:	5,50,000
2	Size of Envelope:	23.368 CM X 10.395 CM
3	Printing	Multicolour printing on both side of envelope
4	Paper to be used	100 GSM
5	Quality of the paper	Mat finished Art Paper
6	Content to be printed	Sample of the same may be obtained from Shri Arush Sharma, ACFA o/o the Chief Electoral Officer, Punjab (A scanned copy of the same is attached with this letter as Annexure C)
7	Rate should be quoted without GST, but in addition also quote the applicable rate of GST in percentage alongside separately.	Rate of the Envelope should be quoted with paper in prescribed performa as attached as Annexure A herewith.
8	Maximum time period for supply of complete order.	Within 5 days from the date of issue of work order.

Quotations are required to be submitted physically in a sealed Envelopes in the prescribed performa attached herewith as Annexure A by dropping the same in the sealed box kept in the Conference Room, First Floor, Office of Chief Electoral Officer, Punjab, SCO No. 29-32, Sector-17 E, Chandigarh as per the following schedule:

Sr. No	Event	Date	Time
1.	Start of submission of quotations in the sealed box as described above.	07-01-2022	11:00 AM
2.	Closing of submission of quotations.	08-01-2022	03:00 PM

3.	Opening of quotations.	08-01-2022	04:00 PM
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The terms and conditions regarding this supply order and also scanned copy of the sample Envelope are attached herewith as annexures B and C respectively.

You can examine the sample of envelope in the office of Mr. Arush Sharma ACF&A. His contact no. is 98760-43105 and you may also contact for any further queries. You can also see above details in the website of Chief Electoral Punjab at the URL <https://www.ceopunjab.gov.in>


Joint CEO(RS) 6/1/2022


Joint CEO (IP)


ACF&A 6/1/22

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ਜਾਂ ਭਾਰਤ ਭਰ ਭਰ ਪੂਰੇ ਪੰਜਾਬ

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CHIEF ELECTORAL OFFICER
PUNJAB



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ਪੂਰੇ ਪੰਜਾਬ

ਪੰਜਾਬ ਦੇ
ਨਵੇਂ ਆਗੂ

ਪੰਜਾਬ ਦੇ ਨਵੇਂ ਆਗੂ

ਪੰਜਾਬ ਦੇ ਨਵੇਂ ਆਗੂ

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ਭਾਰਤ ਚੋਣ ਕਮਿਸ਼ਨ

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Voter Helpline App



cVIGIL App



PwD App



[www.voterportal.eci.gov.in](https://voterportal.eci.gov.in)

ਸਾਡੇ ਵੋਟਰ ਬਣਨ:
ਜਾਕਤਦਾਰ, ਸਰੋਤ, ਸੁਰੱਖਿਅਤ ਅਤੇ ਜਾਗਰੂਕ

ਵੱਲੋਂ:

ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ-ਕਮ-ਜ਼ਿਲ੍ਹਾ ਚੋਣ ਅਫਸਰ

@TheCEOPunjab



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ਡਾਊਨਲੋਡ ਕਰੋ
ਵੋਟਰ ਹੈਲਪਲਾਈਨ ਐਪ

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Subject: Procurement of designed Envelopes-Regarding.

TERMS AND CONDITIONS FOR THE SUPPLY OF MULTICOLORED DESIGNED ENVELOPES

FOR PUNJAB VIDHAN SABHA ELECTIONS 2022

1. The quality of supplied stock of Envelopes shall be liable to be got inspected/tested by the Committee or Laboratory as decided by the Competent Authority. And, if any level any stock received is not found up to the mark, the supplies so received shall be rejected. However, if the supplies received comprise minute deviation then it may be accepted after imposing penalty as deemed fit by the Competent Authority. In such a case decision of the Chief Electoral Officer, Punjab, Chandigarh will be final.
2. The successful vendor who is found eligible for supplying the order shall be required to submit a security deposit @ 10% of the work order amount rounded to Rs. 100 at the upper side in the form of a FDR in favour of the Chief Electoral Officer Punjab. Failure to submit the requisite security deposit immediately after opening of bids, shall render the bid of the concerned vendor liable to be rejected.
3. The supplier to whom the work order is given is required to strictly follow the colour, design, print material, paper quality and logos of the Election Commission of India.
4. The supplier to whom the work order is allotted shall be liable to supply the Envelopes within 05 days from the date of issue of supply order to Election Tehsildar, In charge Election Store Punjab, Baradari Garden, Patiala.
5. In the event of failure of supply of the prescribed Envelopes within the stipulated period of supply, the difference of excess of cost thus incurred on alternative arrangements will be recovered from the Vendor in a suitable manner, and may be deducted from his pending bills, or security deposits whichever is available with the O/o Chief Electoral Office Punjab.
6. The successful vendor shall be liable to replace the defective/rejected/sub-standard supplies within 2 days at his cost and risk. In case of failure to do so, this office will be entitled to make risk purchases without any further reference to Vendor at his risk and cost.
7. The rates quoted by the vendor shall be valid for 2 months.
8. No advance payment will be made. The Vendor is required to submit the Tax Invoice clearly stating basic rate and GST for release of payment. The 90% payment will be made after getting 100% supplies and inspection report of the



Annexure-B''

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.

9. All the payments will be made online. The payment of bills will be made after deducting the TDS and other statutory taxes as applicable under the Central and State Government Acts/Rules.
10. In case of any dispute the Vendor 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.
11. The CEO Punjab reserves the right to alter any of the above Terms & Conditions or reject any or all the bids at his sole discretion without assigning any reason.



ACF&A
O/o CEO Punjab

Subject: Procurement of designed Envelopes-Regarding.

Proforma for submission of Quotation

The Bidder will quote rates in INR (Words & Figures) as per the proforma:

Sr No	Particulars of Supply Order	Material Qty. to be procured/print and rate				
		Quantity to be supplied	Rate per Envelope excluding GST in INR	Rate of applicable GST(in %)	Amount of applicable GST Rate (in INR)	Total rate per envelope including GST (in INR)
1	Multi-coloured printed double side designed envelope (100 GSM), on Mat finished Art Paper size 23.368 CM X 10.395 CM	5,50,000				

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