



NIT No. 718 /2017/ Elec (D)

Date: 07 / 08 / 2017

**NOTICE INVITING TENDER (2<sup>nd</sup> Call)**

Sealed offers are invited from willing, bonafide, competent, reputed & eligible agencies having own setup and experience in **processing of Electoral Roll and EPIC** under Election setup at District / Sub-Division level for work as detailed below in connection with ensuing SRER-2018 and Continuous Updation, 2018 and associated activities for Roll and EPIC related data processing work through ERMS (which may be converted into ERO Net soon):

Sl No.	Description of Work	Rate (In Rs.) including all taxes
1	Complete Data Entry of Forms : a) Data Entry of Form-6/6A/7/8/8A (in English & Bengali) at Block / ERO / SDO Level. b) Printing of checklist after data entry c) Entry of master data of enquiry officer d) Assigning enquiry officer to each and every form e) Updating enquiry officer report f) Updation of ERO decision g) Final uploading of Forms	(Rate to be quoted per Form basis)
2	Scan / Capture of Image from Forms	(Rate to be quoted per photo)
3	Scanning of documents	(Rate to be quoted per page)
4	Printing of extra checklists from ERMS	(Rate to be quoted per page for simplex printing)
5	Preparation of EPIC, including all materials except holograms with 2 sets of delivery challan.	(Rate to be quoted per EPIC)

The agencies should submit the documents (duly attested) as mentioned in the **Technical Bid Form** along with Agencies Offering Rates (AOR) in the name of the Agency.

The AOR must submit the **Technical Bid & Financial Bid** in two **different sealed envelopes** and the **said two envelopes must again be inserted into another sealed envelope.**

The AOR must enclose one **Demand Draft amounting to Rs. 40,000=00 (Rupees forty thousand) only** drawn in favour of "DISTRICT MAGISTRATE, NORTH 24 PARGANAS" as **Earnest Money** along with the Technical Bid. The Earnest money will be refunded back on final completion of the Tender process, only on proper claim by the tenderer. **Application without Earnest Money will summarily lead to rejection of the Bid.** AOR who participated in the 1<sup>st</sup> Call bearing NIT No. 653/2017/Elec(D) dated 18.07.2017 and whose Demand Draft are yet to be released, need not attach fresh Demand Draft in Financial Bid. For claim of any exemption otherwise, proper documents are to be furnished in support of such claim.

Upon receiving the sealed quotations, the **Technical Bid** only will be taken out and examined in presence of intending quotationers or their representatives. If any AOR fails to fulfil the criteria set forth for Technical Bid, then the **Financial Bid** will not be accepted for consideration into the Tender process. No agency will be allowed to participate in the tender process having report of being penalized either on financial and administrative ground by any Government Deptt. / Office.

**P.T.O.**

The schedule of submission and opening of tender documents is as follows:

Description	Date	Time	Place
Last date of submission of Tender	16.08.2017	Upto 2:00 PM	Office chamber of the Additional District Magistrate (General), North 24 Parganas, 1 <sup>st</sup> floor of Administrative Building, Barasat, North 24 Parganas
Opening of Technical Bid	16.08.2017	At 3:00 PM onwards	
Opening of Financial Bid	16.08.2017	At 3:30 PM onwards	

The "Intending AOR", if selected as a vendor, must comply exactly with the same rate quoted for all articles for supply of any volume upto 1 (one) year from the date of acceptance of the rate(s).

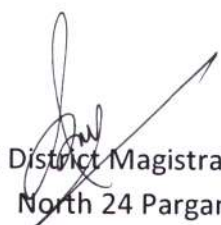
Details for the Tender will be available in the website [www.north24parganas.gov.in](http://www.north24parganas.gov.in) and in the Office Notice Board of District Election Section, North 24 Parganas, Barasat. However, print out of Technical Bid Form and Financial Bid Form downloaded from website will only be allowed to be used for submission of Bid.

The agencies should quote the rates against each item in their own letter head along with all supporting papers and submit the same in sealed envelope subscribed with the NIT Number and date, and the same is to be dropped in the box kept for the purpose in District Election Section, North 24 Parganas during office hours within 2:00 PM on 16.08.2017.

The specifications of the work, Terms and Conditions are enclosed in Annexure-A and B respectively with this NIT.

The selected agency shall submit copy of valid 15 digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017 before issuance of Work Order.

The undersigned reserves the right to allot any agency to work or to reject any or all of the offers without assigning any reasons whatsoever.


  
Additional District Magistrate (Election)  
North 24 Parganas

Memo No: 718(12)/2017/ Elec. (D)

Date: 07/08/2017

Copy Forwarded for information with a request for wide publicity to:

1. The Learned District Judge, North 24 Parganas
2. The Secretary Zilla Parishad, North 24 Parganas
- 3-7. The Sub-Divisional Officer (All), \_\_\_\_\_ Sub-Division.
8. The Officer-in-Charge, District Election Section, North 24 Parganas.
9. The Nezarath Deputy Collector, North 24 Parganas
10. The District Information and Cultural Officer, North 24 Parganas
11. The District Informatics Officer, North 24 Parganas with a request to put up on the District Website.
12. CA to the District Magistrate, North 24 Parganas.

  
Additional District Magistrate (Election)  
North 24 Parganas



**Annexure-A**  
**Specifications of Work**

**Data entry of Forms, control table entry, checklist, photo and documents scanning, disposal entry, uploading and generation of Photo Electoral Roll etc.**

1. Data entry of Form 6/6A/7/8/8A in both English and Bengali including scanning of documents and photographs of Form 6/6A/7/8/8A, assigning of Enquiry Officer and entry of enquiry report, Disposal entry after decision of ERO/AERO, generation of checklist - all through ERMS. All data entry to be done at block/charge offices during SRER period.
2. Preparation of EPIC (including 2 sets of challan) through ERMS incorporating actual address of elector.

**EPIC Specifications:**

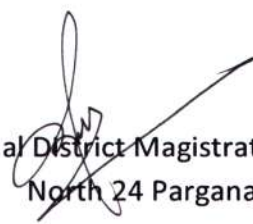
1. EPIC size will be 8.4 cm vertical, 5 cm horizontal with photo size 2.4 cm X 1.8 cm as per layout generated by EPIC module of ERMS.
2. Paper quality for simplex printing and folding 80 GSM / for duplex printing 165 GSM.
3. Black printing with original toner at minimum 1200 X 1200 DPI.
4. Lamination on both sides by polyester film of 125 micron thickness.
5. Affixing of Security Hologram (to be provided). Maintaining Hologram Register.

**Time Frame:**

1. Real time data entry of forms including scanning of photographs and documents, generation of checklist and correction entry from checklist at Block/Charge offices. All computers with well trained manpower and accessories to be deployed at designated Block/Charge offices prior to start of Summary Revision.
2. Disposal Entry- On real time basis and within 7 days of disposal by ERO in any case.
3. EPIC Preparation – with 15 days for Summary Revision and on real time basis for Continuous Updation.

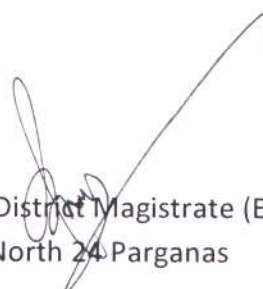
**Computer Configuration:**

1. Computer with minimum 500 GB HDD, minimum 2 GB RAM, Core i3 and above processor.
2. Windows 7 / 8/ 10, updated Antivirus, MS Office, Acrobat Reader, .Net Framework 3.5, Crystal Report runtime 8 or higher.
3. 500 VA UPS with desktop computer (not required if laptop is used).
4. A4 colour Scanner upto 600 DPI resolution, digital camera for colour photo capture, High speed printer for checklist / report generation.

  
Additional District Magistrate (Election)  
North 24 Parganas

**Annexure-B**  
**Terms and Conditions**

1. The work of Summary Revision / Continuous Updation and other EPIC / Roll related activities will be done at Block / Charge / Sub-Division / District Level as per requirement.
2. All data entry works, EPIC preparation and activities to be done through appropriate ERMS modules (which will be converted into ERO Net very soon) in online mode only as specified by the Office of the Chief Electoral Officer, West Bengal.
3. Logistic setup like Computer / UPS / Laptop / Printer / Scanner / Camera with sufficient numbers of manpower should be deployed accordingly. Machines should have Windows 7 or higher version of Operating System, updated Antivirus, Preloaded MS Office, Acrobat Reader, .Net Framework 3.5, Crystal Report runtime 8 or higher.
4. Internet connectivity is essential for data entry work in ERMS. It is the responsibility of the agency to set up computers with internet connections. However, Sub-Division / Block authority may allow the agency to use the connectivity of their offices in case of remote areas.
5. No transportation charge will be borne by this office. Necessary accommodation for operators / managers has to be arranged by the selected agency at their own cost for the purpose.
6. As time of essence of the contract, the works should be completed within due time.
7. Payment will be made after successful completion of all works within due time and after receiving certificates from the concerned SDO / ERO. S.T. / I.T. / Other (if any) deductions will be made from bills as per existing rules.
8. Payment will not be disbursed if the selected agency fails to complete the assigned work at any stage and legal action may be taken against the agency.
9. Agencies black listed / WO cancelled due to unsatisfactory performance by any Government Office / left the work in breach of contract will be debarred from taking part in the tender process.
10. Sample copy of lamination pouch, EPIC paper should be submitted along with the tender paper.
11. Credential (successful completion) or experience certificate of work on **processing of Electoral Roll and EPIC** for order values exceeding Rs. 5,00,000=00 (Rupees five lakh) only for one year within the financial year 2015-2016 and 2016-2017 should be submitted along with tender paper.
12. This office is not bound to accept the lowest rate and this office can seek explanation or cost benefit analysis from the agencies if the rate quoted by them is found to be higher than prevalent market rate.
13. The undersigned reserves the right to distribute the work among different agencies, depending upon the volume of work and time at the disposal for carrying out the job.
14. The undersigned reserves the right to reject any or all the rates tendered without assigning any reasons.

  
Additional District Magistrate (Election)  
North 24 Parganas



# TECHNICAL BID FORM

In response to the NIT No. \_\_\_\_\_/2017/Elec(D) dated \_\_\_\_\_.08.2017 for processing of Electoral Roll and EPIC under District Election Section, North 24 Parganas

Name of the Firm / Agency : .....

.....

Address : .....

.....

.....

.....

Name of Contact Person With Designation : .....

Contact Number : .....

**Attached alongwith this paper are the following documents, duly self attested only in the name of the Agency (Declare in Yes / No)**

1. Current Trade License for 2017-2018 : .....

2. Income Tax Return for the Assessment Year 2016-2017 : .....

3. Professional Tax Challan with current validity (2017-2018) : .....

4. Credential (Successful completion) Certificate of work on **processing of Electoral Roll and EPIC** for order values exceeding Rs. 5,00,000=00 (Rupees five lakh) only for one year within the financial year 2015-2016 and 2016-2017 from any Government Department.

: .....

**Details of Earnest Money Deposited for an amount of Rs. 40,000=00 (Rupees Forty Thousand) Only.**

Drawee Bank : .....

Drawee Branch : .....

Draft Number : .....

Date : .....

Date: \_\_\_\_\_/\_\_\_\_\_/2017

Place: \_\_\_\_\_

\_\_\_\_\_  
**Signature of the Authorized Representative of  
the AOR with Seal**

## FINANCIAL BID FORM

In connection with the NIT No. \_\_\_\_\_/2017/Elec(D) dated \_\_\_\_\_.08.2017 for processing of Electoral Roll and EPIC under District Election Section, North 24 Parganas

Sl No.	Description of Work	Rate (In Rs.) including all taxes
1	Complete Data Entry of Forms : a) Data Entry of Form-6/6A/7/8/8A (in English & Bengali) at Block / ERO / SDO Level. b) Printing of checklist after data entry c) Entry of master data of enquiry officer d) Assigning enquiry officer to each and every form e) Updating enquiry officer report f) Updation of ERO decision g) Final uploading of Forms	(Rate to be quoted per Form basis)
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Date: \_\_\_\_\_/\_\_\_\_\_/2017

Place: \_\_\_\_\_

\_\_\_\_\_  
Signature of the Authorized Representative of  
the AOR with Seal