

Government of West Bengal
Office of the District Magistrate & District Election Officer
Dakshin Dinajpur, Balurghat
Election Section

No 174 /Elec

Date 24-03- 2017

NOTICE INVITING TENDER NO-04/2016-17

Sealed Tenders are invited from the bonafide agencies/Service Providers having own setup and experience in Processing of Electoral Roll and EPIC under Election setup at District Level for Pre-Revision Activities in connection with Continuous Updation 2017, Permanent EPIC centre at both the Sub-Divisions of this district, ensuing SRER-2018 and associated activities for Roll and EPIC related data processing work through ERMS software on behalf of the District Magistrate & District Election Officer, Dakshin Dinajpur.

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

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 marked with the NIT Number and date addressed to the District Magistrate & District election Officer, Dakshin Dinajpur and the same is to be dropped in the box kept for this purpose in the District Election Section, Dakshin Dinajpur Collectorate w.e.f. **24.03.2017 to 05.04.2017** from **11 a.m. to 2 p.m.** and it will be opened at **3.00 p.m. or thereafter on the same day i.e. on 05.04.2017** in the chamber of the Officer-in-Charge, Election Section, Collectorate, Dakshin Dinajpur. Any tender received beyond the schedule date and time shall not be entertained under any circumstances. Rates should be quoted inclusive of all statutory taxes and duties. Part tenders will not be considered.

Sl. No.	Description of work	Rate including all taxes and all other charges (in figures as well as in words)
1.	Complete Data Entry (in English & Bengali font) through ERMS Software in different Module or other ECI/CEO Site/Server as provided by the ECI/CEO, WB (where required) for Form 6, 6A, 7, 8 & 8A during continuous updation and SRER at both Block /Sub-Division/ District level, Generation of Checklist & Printing, all corrections, disposal entries and Re Printing of Checklist etc. all complete. Rate to be quoted per Forms basis only	
2.	Scanning of documents and photograph, Merging, Flagging off of all forms, Uploading to the Central Server etc. and printing of checklist, any other work as per instruction of ECI/CEO, WB all complete. Rate to be quoted per Form only	
3.	Preparation of EPIC during SRER, Continuous Updation and at Permanent EPIC Centre at both the Sub-Divisions (including 2 sets of delivery Challan). Rate to be quoted per EPIC only	

The authority reserves the right to accept or to reject the lowest or any rates or all the tenders or issue work order partly without assigning any reason whatsoever.


Addl. District Magistrate (Genl)
Dakshin Dinajpur

23/3/17

Copy forwarded for information and taking necessary action with a request to publish the same in the notice Board for wide circulation.

1-20) The District Election Officer (all).

21) The Superintendent of Police, Dakshin Dinajpur, Balurghat.

22) The Addl. Executive Officer, D.D. Zilla Parishad, Balurghat.

23) The Dist. Land and Land Reforms Officer, Dakshin Dinajpur.

24-25) The Sub-Divisional Officer, Balurghat, /Gangarampur at Buniadpur, Dakshin Dinajpur

26-33) The Block Development officer, BLG/KSD/HRP/BANS/GMP/TPN/HILI/KMJ, D/Dinajpur.

34-35) The Chairman, Balurghat Municipality/ Gangarampur Municipality, Dakshin Dinajpur.

36) The D.I.O., NIC, with a request to upload the NIT in the Dist. Website.


37) The D.I.C.O, Dakshin Dinajpur with a request to Publish the Tender Notice atleast two Daily (One Bengali and one English) News Paper.(Matter enclosed)

38) The C.A. to the D.M. & DEO, D/Dinajpur with request to put up.

39) The C.A. to the AD.M. (Genl), D/Dinajpur.

40) Notice Board of the District Magistrate, Dakshin Dinajpur.

41) The _____.


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Annexure A

Specifications of Work

Data Entry of different types of Forms, Control Table Entry/ Updation, Checklist Generation & Printing, Photo and Documents scanning, disposal entry and uploading and generation of Photo Elector Roll etc.

Data entry of Form 6, 6A, 7, 8, 8A (both English & Bengali Font) including scanning of documents and photographs of Form 6, 6A, 7, 8, 8A during Continuous Updation & SRER 2018, entry of Enquiry Report, Disposal entry after decision of ERO/AERO, Generation of checklist and Correction of wrong entries all through online ERMS data entry software provided by CEO, West Bengal. All data entry will be done at Block Offices and disposal entry at ERO/Block /District Level office during SRER 2018.

1. Preparation of EPIC (including 2 Sets of delivery challan) through ERMS software provided by CEO, West Bengal for Form 6 / Form 8 /Form-8A accepted during Continuous Updation /SRER .
2. Data entry of Form 6, 6A, 7, 8, 8A (both English & Bengali) including scanning of documents and photographs of Form 6, 6A, 7, 8, 8A during continuous updation period after SRER 2017 is completed, entry of Enquiry Report, Disposal entry after decision of ERO/AERO, Generation of checklist and Correction of wrong entries all through online ERMS data entry software provided by CEO, West Bengal. All data entry and disposal entry will be done at ERO end during continuous updation.
3. Generation of duplicate EPIC through EPIC Module of ERMS software provided by CEO, West Bengal in Permanent EPIC Centre(PEC) at both the Sub-Divisions.

EPIC Specifications:

1. EPIC size will be 8.4cm x 5 cm 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 -80GSM / for duplex printing-165GSM.
3. Black printing with original toner at minimum 1200x1200 DLI.
4. Lamination on both sides by polyester film of 175 micron thickness.
5. Affixing of Security Hologram (to be provided) . Maintaining Hologram Register duly authenticated at all PECs.

Time Frame for SRER 2018:

1. As per time schedule framed by the E.C.I./ CEO, west Bengal

Computer configuration:-

1. Computer with minimum 500 GB HDD, minimum 4 GB RAM, Core i3 or above processor above 2 GHz.
2. Windows 7/8/10 (only 64 bit, antivirus , MS Office, Acrobat Reader, Crystal Report Runtime 10.5 or higher
3. 1 x USB 2.0 port (for Cypto-token), 1 x USB 3.0 port, RJ 45 Port (LAN) and Wireless LAN(802.3 b/g/n).
4. 500 VA UPS with computer (not required if laptop used)
5. A4 Colour Scanner up to 600 dpi resolution, digital camera for Colour Photo Capture, High speed printer for checklist / report generation

Requirement of computers with trained Data Entry Operators (both Bengali and English typing)

1. During SRER 2018 (Till Final disposal entry is completed and checklist tallied)
 - a. Total 32 Computers for Blocks / ERO/ DEO end with trained and skilled Operators knowing both English and Bengali (in script) Typing.
 - b. Total 16 nos. A4 Colour scanners, 16 nos. of digital camera and 12 nos. of High Speed A4 laser printer
2. During Continuous Updation
 - a. 14 Computers at DEO/ERO end with trained and skilled Operators knowing both English and Bengali (in Script) Typing.
 - b. Total 10 nos A4 Colour scanners, 10 nos. digital camera and 10 nos. High speed A4 laser printer at DEO/ERO end
3. For PEC(Permanent EPIC Centre)
 - a. Total 6 Pcs (@1 per PEC) with trained and skilled Operators knowing both English and Bengali (In Script) Typing.
 - b. Total 3 nos A4 Colour scanners, 3 nos digital camera, 3 nos 1200 dpi A4 laser printer, 3 nos Lamination Machine (@ 1 each per PEC)


Addl. District Magistrate (Genl)
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ANNEXURE-D
Terms and Conditions

1. The Agencies should have experience in Data Entry of different types of Forms, Control Table Entry/Updation, Checklist, Photo and Documents scanning, disposal entry and uploading and generation of Photo Elector Roll / Preparation of EPIC through ERMS Module.
2. **Experience Certificate / Credentials in Roll Revision Work / Preparation of EPIC should be produced with the Tender papers. Credential or Experience Certificate of the same type of work at District level for at least two years (one of which should be within last 2 calendar years) should be submitted along with tender papers.**
3. **Local Agencies from Dakshin Dinajpur/ Uttar Dinajpur/Malda to be given priority.**
4. The work of Pre-Revision activities /Continuous Updation of Electoral Rolls-2017/ SRER -2018/ Permanent EPIC Centre/ EPIC Preparation/Roll related work will be done at Block/ Sub-Divisional /District Level as per guideline of the E.C.I/ CEO, West Bengal.
5. All work of Pre-Revision activities /Continuous Updation of Electoral Rolls-2017/ SRER -2018/ Generation of EPIC will be done through appropriate modules of ERMS in online/ offline mode only as specified by the CEO, West Bengal. Necessary Training at CEO Office must be attended by the technical expert of selected Vendor at his cost as and when required.
6. Internet connection will be provided by the Agency for connecting to web Server for online entry / Uploading of data during SRER 2018 or during Continuous Updation-2017 and PEC setup .
7. The selected agency should arrange permanent setup at Sub-Divisional Level for PEC work and at District Headquarter for Continuous Updation works. The operators of the selected agency must be available on all Working days and Holidays when Election Section is kept open as per exigencies to be communicated by the System Manager/ Asstt. System Manager. Necessary accommodation for Operators /Managers has to be arranged by the by the selected Agency at their own cost for the purpose.
8. The rate offered by the Agencies will be valid upto 31.03.2018 or one year from the date of acceptance whichever is later.
9. The intending agent/supplier shall have to submit the self-Attested recent photo copies of PAN Card, Income Tax Return, Professional tax Clearance Certificate, Current Return of VAT Registration Certificate.
10. Penalty at the rate of 5 (five) times the offered rate for data entry under item serial 1 & 2 will be deducted for every error detected after corrected checklist is provided to the vendor during payment of bill. 1% of the bill value will be deducted for every day of delay in execution of the work beyond permissible limit.
11. Earnest money amounting to Rs. 10,000=00 (Rupees ten thousand) only in Demand Draft / Bank guarantee in favour of District Magistrate, Dakshin Dinajpur has to be submitted along with the tender papers.
12. Full and Final rate including Service Tax / VAT, as applicable, will only be quoted. Income Tax will be deducted from Bill as per Norms.
13. Agencies black listed / WO cancelled due to unsatisfactory performance by any Govt. office will be debarred from taking part in the tender process.
14. **Sample copy of lamination pouch, EPIC paper should be submitted along with tender paper.**
15. **This office is not bound to accept the lowest rate & 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.**
16. **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.**
17. **The undersigned may reject any or all the rates tendered without assigning any reasons.**
18. The Agency should be responsible for the genuineness of the Data Entry Operators provided by them and any irregularity or malfunction with the Roll Database will be dealt strictly.


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