



Government of West Bengal
Office of the District Magistrate, Purulia
Election Section

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e - NOTICE INVITING QUOTATION
No- 001/Elec, Dated 04/06/2020

E- quotations on behalf of the District Magistrate, Purulia are invited under Two Bid System viz. Technical Bid and Financial Bid from the reputed EDP agencies / service providers, having own setup and experience in processing of Electoral Roll under Election setup at District Level for Continuous Updation of Electoral Roll and SRER-2021 and work at four Permanent EPIC Centre(PEC) and associated activities for Roll and EPIC related data processing work through ERONET.

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

1. The agencies should quote the rates against each item in their own letter head along with all supporting papers and submit the Technical bid and Financial bid duly digitally signed by the bidder in technical and financial proposal concurrently **within the stipulated date and time through the website <https://wbtenders.gov.in>.**

The quotation (technical bid) will be opened in presence of tenderers at 3.15 PM on 22.06.2020 at the Office Chamber of Officer-In- Charge, District Election Section Purulia.

Rates should be quoted inclusive of all statutory taxes and duties. Part tenders will not be considered.

Sl. No.	Description of Work	Rate including GST (in figures as well as in words)
1.	i. Complete Data entry (in English & Bengali) through ERONET including scanning of documents and photography (where required) for Form 6, 7, 8 & 8A during Continuous Updation and SRER-2021, all corrections, & enquiry report entry at both Block & ERO end and generation of PDF of EPICs etc. <i>Services are also required to provide assistance to AEROs & EROs while they work through their respective login (AERO & ERO) like BLO assigning, final disposal by AERO/EROJ. Rate to be quoted per Form basis only.</i> ii. Printing of checklist of all applicants.	
2.	Photo Voter Slip (per page) with perforation.	
3.	Printing of Photo Electoral Rolls in digital printing A4 size milky white 80 GSM paper both side 60 image i.e. 30 image in each side.	
4.	Digital printing of additional checklist or Electoral Rolls in A4 size (single side & both side)	
5.	Rate of data entry operator per day with logistics like Computer, Printer etc. for additional deployment if required during the programme period	

The authority reserves the right to accept or to reject the lowest or any rates or all the tenders without assigning any reason whatsoever. Rates quoted shall remain valid for one year.

SS
Addl. District Magistrate (Elec)
Purulia

Date 04/06/2020

Memo No. 174/41/Elec.

Copy forwarded for information and necessary action for wide circulation to:-

1. The S.D.O (All) for wide publicity.
2. The E.R.O. (All) for wide publicity.
3. The D.I.O, NIC, Purulia with a request to upload this tender notice to the District Website for wide publicity.
4. The D.I.C.O, Purulia.
5. The District Election Officer (Other districts).
6. C.A. to District Magistrate, Purulia.
7. P.A. to Addl. District Magistrate (Elec), Purulia.

SS
Addl. District Magistrate (Elec)
Purulia

Annexure A
Specifications of Work

• Data Entry of forms, control table entry, checklist, photo and documents scanning, disposal entry uploading and generation of Photo Elector Roll etc.

1. Data entry of Form 6, 7, 8 & 8A (both English & Bengali) including scanning of documents and photographs of Form 6, 7, 8 & 8A during Continuous Updation & SRER-2021 and printing of checklist of all applicants, all corrections & enquiry report entry at both Block & ERO end etc. Services are also required to provide assistance to EROs & AEROs while they work through their respective login (ERO&AERO). The entire process will be done through online ERONET data entry software as directed by CEO, West Bengal.
 - i. All data entry and disposal entry will be done at ERO / Concerned SDO Offices' end during Continuous Updation and at respective BDO offices and EROs' end during SRER-2021.
2. PDF Generation of EPICs during Continuous Updation & SRER-2021 for all the cases against accepted form-6, form-8 & form-8A through online ERONET/ERMS as directed by CEO, west Bengal.
- 3.
4. PDF Generation of EPICs for duplicate EPIC through online ERONET/ERMS as directed by CEO, west Bengal at PECs at Purulia District Head Quarter and at 3 out-line Sub-Divisions of Purulia District viz Jhalda, Manbazar and Raghunathpur Sub-division.

Time Frame for Continuous Updation and SRER-2021:

1. Real time data entry of forms including scanning of photographs and documents, generation of Checklist and correction entry from corrected checklist during **Continuous Updation and SRER-2021**. All computers with well trained manpower and accessories to be deployed at designated SDO / ERO offices prior to start of **Continuous Updation** (as will be informed from CEO, WB) and additionally at respective BDO Offices **during SRER-2021**.
2. Disposal Entry – On real time basis and within 2(two) days of disposal by ERO in any case.
3. EPIC generation- Within the stipulated time period as per schedule (as will be informed from CEO, WB).

Computer configuration:

1. Computer with minimum 500 GB HDD, minimum 4GB RAM, Core i3 or above processor above 2GHz.
2. Windows 7 / 8 / 10 (only 64 bit), Antivirus, MS Office, Acrobat Reader, Crystal Report Runtime 10.5 or higher.
3. 500 VA UPS with computer (not required if laptop used).
4. A4 Colour Scanner up to 600 DPI resolution, digital camera for colour Photo capture, High speed printer for checklist / report generation.
5. **No scanning will be allowed through mobile phone.**

Requirement of computers with trained operators (both Bengali & English typing) :

1. During Continuous Updation.

- a.) 1 computer set including 1 A4 laser printer & 1 colour scanner to be provided to each EROs end along with a well trained operator. The scale of installation of above mentioned machines will be as follows.
 - i. 2 sets at DEO end
 - ii. 3 sets at the end of SDO, Raghunathpur
 - iii. 2 sets at the end of SDO, Jhalda
 - iv. 2 sets at the end of SDO, Manbazar

No scanning will be allowed through mobile phone.

b) During SRER-2021

At least one computer set including one 4A laser printer & one colour scanner to be provided at each and every BDOs' end and also at EROs' and DEO's end. The scale of installation of above mentioned machines will be as follows:

- i. 1 set each at BDO's end. Total 20 sets.
- ii. 2 sets at DEO end.
- iii. 3 sets at the end of SDO, Raghunathpur.
- iv. 2 sets at the end of SDO, Jhalda
- v. 2 sets at the end of SDO, Manbazar

No scanning will be allowed through mobile phone.

For PEC at District HQ and at 3 outline Sub-Divisions viz Jhalda, Manbazar and Raghunathpur Sub-division:-

- a.) 1 PC with trained and skilled operator knowing both English & Bengali (In Script) typing at each PEC.


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Purulia


Annex-B
Terms and conditions

2. The work of Continuous Updation, SRER-2021 and other EPIC generation / Roll related work will be done at District / Sub-Divisional / Block level as per requirement mentioned in the specifications.
3. All work of Continuous Updation, SRER-2021, generation of EPIC and generation of Photo Electoral Roll (PER) will be done through appropriate modules of online ERONET/ERMS data entry software as directed by CEO, West Bengal. Necessary training at CEO office must be attended by technical expert of selected vendor at his cost from time, as may be required.
4. Internet Connection will be provided by this office for connecting to Web Server for Online entry/ Uploading of data during Continuous Updation, SRER-2021, PEC setup and need not be arranged by vendor.
5. The selected agency should arrange permanent set up at sub-divisional level for PEC work and at EROs' end (SDHQ /DHQ) for Continuous Updation works and at BDOs' end during ERER-2021. The operators of the selected agency must be available on all working days and on all days when Election Section is kept open during Normal office hours and later as per exigencies which will be communicated by O/C Election. Necessary accommodation for operators / managers has to be arranged by the selected agency at their own cost for the purpose. **The requirement of machines and manpower as indicated in Annexure-A may likely to increase as per the situation, specifically at Blocks' end and the agency has to deploy more machines and manpower on emergency basis.**
6. The rate offered by the tenderers shall be valid upto one year. Full and final rate including GST, as applicable, shall only be quoted. Income Tax will be deducted from Bill as per Norms.
7. 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 paper.
8. Agencies black listed / Work Order cancelled due to unsatisfactory performance at any Govt. office or left the work in breach of contract, shall be debarred from taking part in the tender process
9. Along with the original Tender, the agency has to submit all the updated documents in respect of Income Tax clearance & PAN, Professional Tax clearance certificate, GST Registration etc.
10. Earnest money amounting to Rs. 50,000.00 (Rupees fifty thousand) only in favour of "District Magistrate, Purulia" has to be submitted in the form of NeT Banking/ NEFT through e-Tender Portal of Government of West Bengal (<https://wbtenders.gov.in>.)
11. The Financial Bid should contain the rate offered by the Agency for each and every item separately as mentioned in the NIQ.
12. Technical bid and financial bid duly digitally signed by the bidder shall be submitted in technical and financial proposal concurrently **within the stipulated date and time through the website <https://wbtenders.gov.in>.**
13. Tenders will be opened in presence of applicants who may like to be present at that time. The Technical Bid will be opened at 3.15 pm on 22.06.2020 at the Chamber of the O/C Election, Purulia. If the office happens to be closed on the date of opening of the bid as specified, the bid will be opened on the next working day at the same time and venue. Financial Bid of the technically qualified bidder will be opened after evaluation of the Technical bid.
14. 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.
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.

Last date and time of submission of quotations : 20.06.2020 upto 3.00 pm

Date and Time of opening of technical bid : 22.06.2020 at 3:15 pm.

Date and Time of opening of financial bid : 23.06.2020 time 12:00 hrs.


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