



No 202 /Elec(D)

Dated : 19.02.20

NOTICE INVITING EXPRESSION OF INTEREST

Sealed Expression of Interest are invited from willing, bonafide, competent, reputed & eligible agencies having own set up and experience in data entry and data processing in ERO Net and preparation of EPIC under Election Setup at District / Sub Division level for generation of EPIC pdfs through ERO Net for ongoing SRER 2020 and Continuous Updation 2020. :-

Job Specification

| SL No | Job description | Rate (in Rs) Inclusive all taxes and GST |
|-------|---|--|
| 1. | Generating AC wise and PS wise EPIC pdfs from ERO Net under direct supervision of ERO/AEROs of relevant AC along with generation of Count report/Checklist/Delivery Challan/Distribution List and delivery to EROs in Hard Disk (Rate to be quoted per part) | |

The rates will have to quote separately both in figures and in words.

The Agencies Offering Rate (AOR) should submit the documents (duly self attested) as mentioned in the Technical Bid Form & Financial Bid Form in the name of the Agency.

The AOR should quote rates for each item inclusive of all taxes for printing and supply of items. The rate shall be inclusive of cost of delivery charges to any offices within this district and incidental charges, if any. Rate quoted once shall be considered as rate inclusive all taxes i.e GST, IT etc and no change of rate once quoted shall be entertained under any circumstances.

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 5,000.00 (Rupees Five 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 after completion of the Tender process, only on proper claim by the tenderer. Application without Earnest Money will summarily lead to rejection of the Bid. Proper documents are to be furnished in case of claiming exemption from the same.

Upon receiving the sealed quotations, the Technical Bid only will be taken out and examined in presence of intending tenderer 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.

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

| Description | Date | Time | Place |
|-----------------------------------|------------|--------------------|--|
| Last date of submission of Tender | 27/02/2020 | Upto 2:00 PM | Office chamber of the Additional District Magistrate (General), North 24 Parganas, 1 st Floor or Administrative Building, Barasat, North 24 Parganas |
| Opening of Technical Bid | 27/02/2020 | At 3:00 PM onwards | |
| Opening of Financial Bid | 27/02/2020 | At 3:30 PM onwards | |

The "Intending AOR", if selected as a vendor, must comply exactly with 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 and in the Office Notice Board of District Election Section, North 24 Parganas, Barasat.

The agencies should quote the rates against each item in their own letter head along with all supporting papers along with experience certificate for similar nature of Job issued only through Govt/Semi Govt/Local bodies/PSUs and submit the same in sealed envelope subscribed with the Expression of Interest number and date and the same is to be dropped in the box kept for the purpose in Office chamber of Additional District Magistrate (Election), North 24 Parganas during office hours within 2:00 PM on 27/02/2020.

For selection of agency / agencies, sum total of rates quoted for individual modules of the ERO Net will be considered.

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. The undersigned may divide the entire work among more than one agencies at the lowest rate without assigning any reason(s) to anybody.

Scope of Work

1. Brief description of work with specifications

In connection with preparation of EPIC, the job comprises of generation of EPIC pdfs from already approved Form 6, 8,8A from designated location as provided by SDO/ERO. Providing EPIC pdfs to EROs in AC wise and PS wise Folder.

During continuous Updation period, the said work shall have to be done from Permanent EPIC Centers at Sub Divisions round the year.

The job is to be performed as per the guidelines of Election Commission of India (ECI), instruction/specifications given in this tender and subsequent instructions issued/to be issued by ECI/CEO/DEO/ADM(Election)/ERO from time to time.

2. The process of generating EPICs and Printing of Photo Electoral Roll will involve the following operations:

- i. Generating partwise EPIC pdfs for approved Form 6, Form 8, Form 8A and 001 (if any)
- ii. Printing of Checklist of electors whose entries are updated and newly entered during the summary revision or continuous updation and of dispute/new electors photographed during the period.
- iii) Providing EPIC pdfs in Hard disk.

3. Preparation of EPIC pdf:-

The Elector's Photo Identity Card (EPIC) pdf shall be prepared using the ERO Net EPIC printing Utility, which may be supplied/approved by the ECI/CEO. The EPIC shall be prepared with the following specifications:

4. Following will be the minimum requirements in terms of hardware and software:-

- i. Specification of Computer/Laptop: Intel Core i3 or above system with minimum 500 GB HDD, 8 GB RAM and DVD/CD-writer with 15" colour monitor or above.
- ii. Minimum no. of Computers to engaged:

| Sub-Division | Approximate no. of computers/Laptops with operators (immediate after finalization of Tender) |
|------------------------|---|
| Barasat Sadar (7 Acs) | 7 x 1 = 7 PCs |
| Basirhat (8 ACs) | 8 x 1 = 8 PCs |
| Bongaon (4 ACs) | 4 x 1 = 4 PCs |
| Barrackpore (12 ACs) | 12 x 1 = 12 PCs |
| Bidhananagar (2 ACs) | 2 x 1 = 2 PCs |

Agency must submit a list of data entry operators within days of final acceptance of the rate. Submit the operator list stating the name of operator, mobile no. and EPIC no. as Identity Proof. Additional data entry operator and computer must be deployed at the time of huge volume of work during SRER or Continuous Updation or Pre-Revision Activity to complete the entire work in schedule time fixed by the CEO, West Bengal/District Magistrate/Additional District Magistrate, Election / Officer-in-Charge, Election.

- iii. Operating System: Windows- Professional or more with Service Pack (Original/Licensed).
- iv. Laser Printer: Minimum 20 ppm speed with minimum 600 dpi resolution or above
- v. Backup Device: High Capacity Hard-Disk, DVD/CD-Writers for each AC.
- vi. Power Backup UPS with each computer: Three /Four hours power backup Device.
- vii. Anti-Virus for each computer with license.

Time Frame:

EPIC pdf Preparation – Immediately after Final Publication for Summary Revision and on real time basis for Continuous Updation.

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 pdf preparation and activities to be done through appropriate ERO Net modules in online mode only as specified by the Office of the Chief Electoral Officer, West Bengal.
3. Logistic setup like Computer/laptop/UPS / Laptop/ Printer with sufficient numbers of manpower should be deployed accordingly. Machines should have Windows 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 work in ERONet. 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 / Work Order 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. Credential Certificate in the form of Payment certificate only having value of Rs. 1,00,000/- (Rupees 1 lakh) only or above of 2018-19.as detailed in technical bid of 2018-2019 shall be submitted alongwith tender paper.
11. 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.
12. 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
13. The undersigned reserves the right to reject any or all the rates tendered without assigning any reasons.

Additional District Magistrate(Election)
North 24 Parganas
Dated : 19.02.20

Memo No 202/1(11)Elec(D)

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. 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 Informatics Officer, North 24 Parganas with a request to put up on the District Website.
11. CA to the District Magistrate, North 24 Parganas.

Additional District Magistrate(Election)
North 24 Parganas

TECHNICAL BID FORM

In connection with the Expression of Interest No. Dated for in data entry and data processing in ERO Net and related activities 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 2019-20 :
 - 2. GST Registration Certificate :
 - 3. Income Tax Return for the assessment Year 2019-20. :
 - 4. Professional Tax Challan with current validity upto 31.03.2020. :
 - 5. Credential Certificate in the form of payment Certificate of works having value Rs 1,00,000/- or above in the Financial Year 2018-2019 from any Govt. office. :
- [1.Credential Certificate of work of data entry in ERO Net and related activities]
Credential Certificate shall be issued in office letter head of the issuing office with legible letters and designation of issuing officer shall also be legible.] :

Details of Earnest Money Deposited for an amount of Rs 5,000.00 (Rupees Five Thousand) only.

Drawee Bank:

Drawee Branch:

Draft Number:

Date :

Date : _____

Place : _____

Signature of the Authorized Representative of the AOR with Seal

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ERO Net Specification

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|-------|--|--|
| 1. | Generating AC wise and PS wise EPIC pdfs from ERO Net under direct supervision of ERO/AEROs of relevant AC along with generation of Count report/Checklist/Delivery Challan/Distribution List and delivery to EROs in Hard Disk <i>(Rate to be quoted per part)</i> | |

Signature of the Authorized Representative of the
AOR with Seal