



"Greater Participation for a
Stronger Democracy"

Government of West Bengal
Office of the District Election Officer & District Magistrate
North 24-Parganas, Barasat
(District Election Section)

No: E-14015/5/2012-ELEC/21914/2

Date: 19.07.2012

1/2/12

NOTICE INVITING TENDER

Sealed offers are invited on behalf of District Magistrate, North 24-Parganas by the undersigned only from willing bonafide, competent, reputed & eligible Agencies, having adequate experience in "EPIC preparation & Data Entry of Electoral Roll from Manuscript" (In both language) for preparation of Photo Electoral Roll in Government Offices, for the items required as denoted in the enclosed list mentioned as Annexure-I.

Offers will be received till 17.08.2012 upto 02.00 p.m. at this office (Except Government Holidays).

All Agencies Offering Rates (AOR) should submit the following documents (duly attested only) in the name of the Agency.

- 1) Current Trade License for 2012-2013.
- 2) Value Added Tax (VAT) Registration Certificate.
- 3) Income Tax Return for the Assesment year 2011-1012.
- 4) Permanent Account Number (PAN) Card.
- 5) Professional Tax Registration Certificate.
- 6) Professional Tax Challan with current validity.
- 7) Credential (Successful Completion) Certificate of similar nature for order values exceeding Rs. 5.00 lakh (Rupees

Five lakh) in the last financial year (2011-2012) from any Government Department only.
Formats & Sample can be seen & examined by AOR, any time during office hours from the District Election Section, North 24-Parganas, Barasat.

The AOR should quote rates inclusive of all taxes for supply of any volume, also must include cost of delivery charges to any offices within this district & incidental charges (if any).

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

All AOR must enclose along with the Technical Bid, Demand Draft in favour of "DISTRICT MAGISTRATE, NORTH 24 PARGANAS" for an amount of Rs.50,000.00 (Rupees Fifty thousand) only, as Earnest Money. The Earnest money will be refunded back on final completion of the Tender process, only on proper claim by the tenderer. Non submission of Earnest Money will summarily lead to rejection of the Bid. Also, proper documents are to be furnished in case of claiming exemption from the same.

Upon receiving te sealed quotations, the Technical Bid only will be taken out & exained on 17.08.2012 at 4.00 p.m. in presence of intending quotationers or their representatives . If any AOR fails to fulfill the criterial set forth for Technical Bid, then the Financial Bid will not be accepted for consideration into the Tender process.

The Financial Bid for the selected AOR only, will be opened on 17.08.2012 at 4.00 p.m.

The "Intending AOR" if selected as a supplier, 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).

Furthermore the selected ~~supplier~~ will be required to submit a Security Deposit immediately on receiving the Agreement of Enlistment from this end, vide Demand Draft in favour of "DISTRICT MAGISTRATE, NORTH 24-PARGANAS" for an amount of Rs. 1,00,000.00 (Rupees One lakh) only, to be retained with this office until completion of the contract period. The contract will be terminated if the selected supplier fails to submit the Security Deposit.

Details for the Tender will be available in the website www.north24parganas.gov.in and the Office Notice Board of District Election Section, North 24-Parganas, Barasat. However, print out of Technical Bid Form & Financial bid Form downloaded from website will only have to be used for submission of Bid.

The sealed offers (Both Technical & Financial Bid) should only be submitted in the proper Tender paper along with a forwarding letter addressed to the undersigned in the own letter Head of the AOR. Notice Inviting Tender Number & Date must be written in bold on the sealed envelope.

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

Neel
Additional District Magistrate(Election)
North 24-Parganas, Barasat
3/1/12

No: E-14015/5/2012-ELEC/21914/2

Dated. 19.07.2012.

Copy forwarded for information with a request for wide publicity to the:

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- 1) Learned District Judge, North 24-Parganas.
- 2) Secretary Zilla Parishad, North 24-Parganas.
- 3-7) Sub-Divisional Officer, Barasat, Barrackpur, Basirhat, Bongaon & Bidhannagar.
- 8) Officer-in-Charge, District Election Department, North 24-parganas
- 9) Nazareth Deputy Collector, North 24-Parganas.
- 10) District Information & Cultural Officer, North 24-Parganas. **He is requested to arrange for brief referral advertisement of the Tender Notice in 3(Three) leading daily newspaper of which one must be in Bengali.**
- ✓11) District Informatics Officer, National Informatics Centre, and North 24-Parganas with a request to put up on the District Website.
- 12) C.A to District Magistrate, North 24-Parganas.

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Additional District Magistrate(Elec)
North 24-Parganas, Barasat.

TECHNICAL BID FORM

**In response to the NIT No.: No: E-14015/5/2012-ELEC/21914/2 Date: 19.07.2012 of
District Election Department, North 24 Parganas**

Name of the Firm :

Address :

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.....

.....

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 2012 - 2013 :
- 2) Value Added Tax (VAT) Registration Certificate :
- 3) Income Tax Return for the Assessment Year 2011 - 2012 :
- 4) Permanent Account Number (PAN) Card :
- 5) Professional Tax Registration Certificate :
- 6) Professional Tax Challan with current validity :
- 7) Credential (Successful Completion) Certificate for order values exceeding ` 5.00 (Rupees Five) Lakh, in a Single Order in the last Financial Year (2011 - 2012) from any Government Department only :

Details of Earnest Money deposited for an amount of ` 50,000.00 (Rupees Fifty Thousand) only

Drawee Bank : Drawee Branch :

Draft Number : Date :

Date:

Place:

**Signature of the
Authorised Representative
With Seal**

FINANCIAL BID FORM
IN CONNECTION WITH NOTICE INVITING TENDER NO. E-14015/5/2012-ELEC/21914/2 dated.19.07.2012
FOR DATA ENTRY FROM MANUSCRIPTS OF SUPPLEMENTARY LIST IN ENGLISH AND BENGALI AND
PREPARATION OF ELECTORAL PHOTO IDENTITY CARD (EPIC)

Sl. No	Particulars	Unit	Price (in Rs.)
1	Data Entry from Manuscripts of Supplementary List in English and Bengali. [Conditions: Sec Pt.A.]	Rate Per Record	Rs.....(in words) (Rupeesonly)
2(a)	Preparation of Electoral Photo Identity Card (EPIC) from Digitized Photo [Camera] captured by ERO/AERO. [Conditions: See Pt.B.]	Rate Per Record	Rs.....(in words) (Rupeesonly)
2(b)	Preparation of Electoral Photo Identity Card (EPIC) from picture [Hard Copy] to be scanned. [Conditions: See Pt.B.]	Rate Per Record	Rs.....(in words) (Rupeesonly)
2©	Rate against 2.(a) including digital photography by cameraman provided by agency. [Conditions: See Pt.B]	Rate Per Record	Rs.....(in words) (Rupeesonly)

Pt. A.

1. The Agency has to establish one computer for each Assembly Sub-Division Head Quarter Setup.
2. The Agency has to process for Addition of Elector [Name and be written both in Bengali and in English] / Deletion of Elector / Elector.
3. The Agency has to submit checklist of supplement for
4. The Agency has to submit the Supplement Database to the before the date fixed by the Chief Electoral Officer, West
5. Any mismanagement of Data will impart penalty to the Agency.

Pt. B.

1. The Agency has to establish one or more computers as will be
2. The Agency has to setup one Scanner Machine & one Sub-Division Head Quarter Setup for scanning of Photograph Forms and further integration to Image Data Base.
3. The Agency has to process the EPIC image [Digitized Version scanned materials from each respective SDO Office. Relevant placed back to the respective SDO office(s).
4. All images collected / downloaded in respective SDO Office(s) in Computer in that very evening at Sub-Division Head Quarter
5. No Transportation cost will be admissible from this end.
6. No separate remuneration for use of Data Entry Operator for
7. Complete Preparation of EPIC should be completed within 07 the date of collection of EPIC image. Completed EPIC are to respective SDOs/BDOs after sorting of EPIC and forms.
8. Any mismanagement of Data will impart penalty to the
9. EPIC preparation includes Merging with data base, delivery of base to CEO Office, Digital printing of Image in prescribed printed image, affixing of Fascile and hologram supplied from

Date:
Place :

Signature of tenderer(s) along with seal