



**NOTICE INVITING PRE-QUALIFICATION - CUM -TENDER (TWO COVER SYSTEM)**

**NOTICE INVITING E-TENDER NO. 02/ELEC/2021-22**

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**1. STATEMENT OF PURPOSE AND BID OUTLINE**

- ❖ e-Tender is hereby invited on behalf of District Magistrate & District Election Officer, North 24-Parganas for the following work by two covers system (e-Procurement) from willing, bonafide, competent, reputed & eligible agencies having own set up and experience in data entry and form processing in ERO Net and preparation of EPIC pdf under Election Setup at District / Sub Division level in connection with ensuing SRER- 2022 and Continuous updation, 2022 (tentatively for One year) and associated activities for Roll and EPIC related data processing work through ERO Net.
- ❖ The aim is to obtain quality data entry work in limited timeline.
- ❖ The works will start from Draft publication of SRER-2022 until completion of Continuous Updation-2022. However, the final time line will be specified in the work order.
- ❖ Last year more than 7 lakhs applications were received during Summary Revision & Continuous Updation period. All related works will be done in all Blocks and Sub-division level as per the direction of the authority. Permanent EPIC Centre will run at Sub-Divisions (5 no) level.
- ❖ As a whole, Data Entry and other associated activities will be undertaken for the following forms :-
  - a) Addition (Through Form 6/6A)
  - b) Deletion (Through Form 7)
  - c) Correction ( Through Form 8)
  - d) Transposition (Through Form 8A)
  - e) EPIC pdf generation (for form 6/8/8A & 001)
  - f) Generation of Electoral Roll and prepared pdf ( with / without image) of electoral roll Assembly Constituency wise.

## 2. SCOPE OF WORK

### ONLINE DATA ENTRY IN ERO NET AND GENERATION OF EPIC PDF.

- ❖ Online Data entry (in ERONET) in both Bengali & English language Form 6, Form 7, Form 8, Form 8A for inclusion, deletion, modification, transposition of electors including three sets of checklist printing, assignment of Polling Station and related master data entry of Enquiry Officer, appointment of Enquiry Officer, Approval and Rejection under ERO's module, updation of checklist, verified data on the portal (including ERO / AERO/ BLO & Concerned as per statutory format and table at ERO net) and Control Table Correction in the Photo Electoral Roll and all related works of different modules of ERMS & ERONET as per the direct supervision of Electoral Registration Officers.
- ❖ Scanning and uploading of all Forms/documents in ERONET.
- ❖ Preparation EPIC pdf, incorporation of actual address (if needed) and generation of log sheet and challan through EPIC module in ERMS/ERONET in online mode as per software specified by ECI.
- ❖ One permanent EPIC Centre (operational on 8 hourly basis everyday) shall be established by the agency at Sub Division Head quarters (5Nos) till the date decided by DEO/ADM(Election) /SDO /ERO, North 24-Parganas. This centre shall be operational at least for one year. The payment for the same shall be made as per the no. of EPIC pdfs prepared and any additional cost to be incurred by the bidder for operation of this centre should be included in the rate for preparation of EPICs. No extra charge shall be payable for this centre.
- ❖ Generation & printing of Online Challan for Duplicate EPIC/Lost EPIC for delivery to the Electors in PEC setup as per software options available at that time.
- ❖ Generation of Electoral Roll pdf from ERO Net through the approved modules of ECI.
- ❖ Uploading of the finally approved data of ERO into the module provided from ECI.
- ❖ The Photograph of the Elector will either be collected from them (a passport size Colour photograph with clearly recognizable features on white background through BLO or by taking digital photograph of the elector with a digital camera in colour jpeg format. Photograph shall be frontal view and shall be taken in the manner so as to maximize the area covering the face of the elector so that the concerned. The resolution of input images shall not be less than 320x240 pixels & Photograph should be size of 3.2cm(vertical) and 2.4 cm (horizontal) and face are should cover > 70% of the image.
- ❖ Performing any other related works entrusted upon them.
- ❖ All the work will be undertaken at Sub-Divisional HQs, Block HQs or at any place as assigned time to time by the authority.

## 3. TIMELINE OF TENDER

PARTICULAR	DATE & TIME
Date of publication of E-NIT	04/10/2021 at 18.00 hrs.
Document download start date and time	04/10/2021 at 18.00 hrs.
Document download end date and time	04/10/2021 upto 18.00 hrs.
<b>Bid submission start date</b> and time	05/10/2021 at 10.00 hrs.
<b>Bid submission end date</b> and time	16/10/2021 upto 15.00 hrs.
Technical Bid opening	18/10/2021 at 15.00 Hrs
Opening of Financial Bid	After Scrutiny

**ELIGIBILITY CRITERIA**

- ❖ **Experience:** The Bidder must be a company/firm, registered under The Companies Act,1956/The Partnership Act 1932 or a Proprietary one with valid trade license applicable in North 24 Parganas. **Bidders should have experience in Online data entry in ERO Net.**
- ❖ **Mandatory documents:** Bidder must accompany self-attested **copies** of valid PAN card, GST registration certificate with most updated GST Return File( at least last quarter of 2021-21), current Professional Tax clearance challan, audit report of last three financial years and the latest I.T. return (2020-21).
- ❖ **Credentials:** **Credential** Certificate in the form of Payment Certificate of works having value of Rs. 8,00,000/- (Rupees eight lakh) only or above any of the financial year (last three years) 2020-21/2019-20/2018-19 from any Government Department / Government office ( Cumulative values of the works will not be considered) . **Credential Certificate of only Data Entry in ERO Net and associated other activities only** related to data entry viz Scanning, printing of Checklist etc will be considered. Value of other works should not be mixed with said works in the credential certificate and if other works are mixed with data entry related works as stated above, authority may not allow such credential. Bidder should submit the credential certificate of electoral database related works for three years in ERO net.

Actual submission of claims and objections ( both online & offline) in the last year was as follows :-

<i>Category of Forms</i>	<i>SRER 2021</i>	<i>Continuous Updation 2021</i>
Form -6	328475	47377
Form-7	46164	19141
Form-8	263340	56255
Form-8A	40543	3561
<b>Total</b>	<b>678522</b>	<b>126334</b>

An approximate ( Not exhaustive) estimate of proposed electoral works during one year is :-

Sl. No.	Name of the Work	Approx. work Value
01.	Date Entry & other related activities SRER 2022 .	Rs. 40,00,000.00
02.	Continuation Updation & other related activities _ 2022	Rs. 8,00,000.00

- ❖ **Annual turnover:** The willing agency must have an average annual (Financial year wise) turnover of minimum Rs. 40,00,000/- (Rupees forty lakh) only for the past **THREE** consecutive years.
  - ❖ **EMD:** The intending Bidder must upload scanned copy of one Demand Draft amounting to Rs 60,000.00 ( Rupees Sixty Thousand) only drawn in favour of "DISTRICT ELECTION OFFICER & DISTRICT MAGISTRATE, NORTH 24 PARGANAS" as Earnest Money during filling up the e-tender document. Bidder has to physically submit the Demand Draft accompanied with a forwarding letter with due signature of the bidder in a sealed envelope to the District Election Section, North 24 Parganas at New Administrative Building (1<sup>st</sup> Floor), Barasat, Kolkata-700124 in any working day before opening date of Technical Bid i.e. 18.10.2021 15.00 Hrs. Offers not accompanied by the scanned copy of Demand draft along with original demand draft will summarily be rejected. To avail exemption on EMD, the bidder must submit (upload) proper documents during participation in the tender process subject to the condition that other necessary terms and conditions as stated in the tender notice must be fulfilled. The earnest money deposited will be forfeited in cases as per the following :
    1. The Bidder withdraws from tender after opening of tender or after acceptance.
    2. The selected Bidder fails to accept work order, refuses either wholly or partly the offer that would be made by the undersigned.
    3. The selected Bidder fails to do the work or supply materials as perspecification.
- N.B. ) In case a bidder does not match the criteria for eligibility as mentioned above, his financial bid will not be opened.**

## 5. TECHNICAL ITEMS NEEDED

- ❖ **Specification of Computer/laptop:** At least (seven) computers per AC alongwith high speed internet, Intel Core i7 or above system with minimum 1 TB HDD, 8 GB RAM and DVD/CD-writer with 15" colour monitor or above, UPS (minimum 500VA). One Computer or two computers/laptops in each AC must have 16 GB RAM. Scanner will be well equipped with internet connectivity among computer through hub/ router.
- ❖ **Minimum no. of Computers to engaged:**

Sub-Division	Approximate no. of computers/laptops with operators (immediate after finalization of Tender)
Barasat Sadar ( 7 ACs)	6 x 7 = 42
Basirhat ( 8 ACs)	8 x 7 = 56
Bongaon ( 4 ACs)	4 x 7 = 28
Barrackpore ( 12 ACs)	12 x 7 = 84
Bidhananagar ( 2 ACs)	3 x 7 = 21

- ❖ Minimum two Digital Camera is to be used for each Assembly Constituency having minimum resolution of 640x480 pixels.
- ❖ **Operating System:** Windows-7 Professional or more with Service Pack (Original/Licensed).
- ❖ **Laser Printer:** Minimum 20 ppm speed with minimum 600 dpi resolution or above
- ❖ **Backup Device:** High Capacity Hard-Disk for each AC.
- ❖ Scanner: Minimum 600 dpi resolution
- ❖ Power Backup UPS with each computer: Three /Four hours power backup Device.
- ❖ Anti-Virus for each computer with license.

## 6. MANPOWER NEEDED

- ❖ Agency must submit a list of data entry operators (who knows both English and Bengali typing) within 7 days of final acceptance of the e-tender. Submit the operator list stating the name of operators (DEO), mobile no. and EPIC no. and Adhar no. as Identity Proof. **Police Verification will be done for the all operators engaged by the agency .** Additional data entry operators and computers must be deployed within 48 Hrs 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.
- ❖ Data entry operators must be Higher Secondary passed with one year computer course passed and having good typing skill in English & Bengali (inscript).
- ❖ The Supervisors of the entire computerization work must also be Higher Secondary passed with one year computer course passed and have technical expertise in working and managing election related software and web applications [Documentary proof of the qualification of the personnel are mandatory]. **At least one supervisor per AC will be required to oversee the work.**
- ❖ The data entry operators should report to the District / respective Sub-Divisional Officer / ERO's Office/ Block Office as and when required.
- ❖ Venue of data entry will be communicated by the District Election Officer / Sub- Divisional Officer/ Electoral Registration Officer.
- ❖ There will be minimum 7(seven) no of Data Entry Operators per ACs and in addition to that 3 nos. of Data Entry Operators per AC to be kept in reserve.

## 7. EVALUATION OF THE FINANCIAL BID

- ❖ After the evaluation of technical competence, The office of the District Election Officer and District Magistrate, North 24 Parganas will upload in the e-tender website the names of ONLY those agencies whose proposals meet the requisite criteria indicating that ONLY their financial proposals will be opened. The notice of Financial Bid will be put in the e-tender website accordingly.
- ❖ All bidders must keep in mind that the LI should be selected taking into account the lowest value of THE TOTAL ITEM RATE; the lowest rate against individual item mentioned in BOQ will NOT be considered.
- ❖ The names of the agencies and the offered prices will be recorded when the financial proposals are opened, and a copy of this record will be retained. The details of financial bid is given hereunder:--

SL No	Job description	Rate (in Rs) Inclusive all taxes and GST
1.	Data entry (in English & Bengali) through ERO Net for Form 6, 6A,7, 8 & 8A uploading of photo and documents from Operator level. (Rate to be quoted per entry)	
2.	Data Entry for Form EPIC-001. (Rate to be quoted per entry)	
3.	Corrections from Checklist in Data Entry Operator user ID. Entry of BLO report (Rate to be quoted per entry)	
4.	Assignment of Part, Section, BLO from AERO user Generation of checklist in AERO user (three types). Incorporation of Supervisor remark from supervisor user. Incorporation of AERO remarks in AERO User. Giving hearing schedule if required from ERO User. Incorporating ERO's decision & E Roll updation. Generation of EPIC No for newly enrolled elector. (All Works in item no 3 should be undertaken under supervision of relevant authorized Officer e.g. ERO/AERO/Supervisor etc. ) ( Rate to be quoted per entry)	
5.	Black and White Printing of Checklist ( A4 size ,Milky White 70 GSM paper) Rate for printing one Simplex page: Rate for printing one Duplex page:	
6.	Scanning of Photos and attachments and uploading . (Rate to be quoted per photo)	
7.	Scanning of Documents (Rate to be quoted per page)	
8.	Preparation of EPIC pdf from ERO Net, (Rate to be quoted per EPIC only)	
9.	Printing of epic logsheet and challan per part.	
10.	Generation of part wise Electoral Roll pdf from ERO Net (Rate to be quoted per part pdf only)	

## **8. TERMS & CONDITION**

- ❖ The rate should be quoted for each item as per specification mentioned against each in the list both in figure & words simultaneously. The rate should be inclusive of all taxes and carriage. The decision of the undersigned as regards quality of the work/ materials supplied will be final.
- ❖ The successful Bidder will have to deposit Rs. 60,000/- (Rupees Sixty thousand) as security money which will be refunded only after completion of entire work/ supply.
- ❖ Income tax will be deducted from the bill as per Govt. norms
- ❖ This is Election urgent. As time is the essence of the contract, the works should be completed within due time. Failure of any part of compliance of the order will attract prevailing election rules with penal provisions.
- ❖ The Bidder will have to supply the all materials as per work order at their own cost at any/all the Sub-Divisional H.Q.s or any/all offices of EROs or Block Offices within this district.
- ❖ No transportation or fooding 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.
- ❖ Internet connectivity is essential of data entry work in ERO Net. It is responsibility of the Agency to setup computers/ laptops with internet connections. However, Sub-Division/Block authority may allow the agency to use connectivity of their offices.
- ❖ During any kind of printing, original cartridge must be used.
- ❖ This office shall have the right and discretion to terminate the contract and forfeit the security money deposited in the event of any sort of breach of contract.
- ❖ The District Administration shall have the right to accept or reject any tender without assigning any reason.
- ❖ Previously terminated or suspended or black listed agencies from this district or any other district or CEO, WB or any other Government organizations due to their illegal work as **well as their negligence to work properly WILL NOT BE ALLOWED to take part in this proceeding in his/ her name or in new name/ entity.** An affidavit in this regard should be submitted.
- ❖ Payment of bill will be made as per availability of fund. No claim for delay of payment due to non availability of fund will be entertained.
- ❖ Payment will be made after successful completion of all works within due time and after receiving certificates from the concerned SDO/ERO.
- ❖ At the time of payment of each bill, necessary deduction will be made as per Govt. norms.
- ❖ This office is not bound to accept lowest rate and this office can seek explanation or cost benefit analysis from the agencies if rate quoted by them is found to be higher than prevalent market rate.
- ❖ BIDDER INFORMATION FORM duly filled should be uploaded, if not tender will be treated as cancelled.
- ❖ **After finalization of Vendor a non- disclosure agreement must be signed in terms of Memo No. 1114-Home (Elec), dated-16-04-2018 of the Chief Electoral Officer, West Bengal.**
- ❖ The authority reserves the right to split the work among multiple agencies as per approved rate.

Intending bidders may download tender documents from e-procurement portal of the website <http://wbtenders.gov.in> as per the schedule mentioned above. District Election Officer and District Magistrate, North 24 Parganas does not take any responsibility for the delay caused due to non-availability of internet connection or network congestion or any other causes beyond the control of District Magistrate, North 24 Parganas.

The pre-qualification documents (technical documents) will be opened on 18/10/2021 at 15.00 hours by the Addl. District Magistrate (Election), North 24 Parganas in presence of bidders.

The District Election Officer and District Magistrate, North 24 Parganas reserves the right to reject or cancel any or all pre-qualification documents and bid documents without assigning any reason whatsoever.

Additional District Magistrate (Election)  
North 24 Parganas

Memo No : 02 /Elec(D)

Dated : 04.10.2021

Copy forwarded for information with the request to display the tender notice in his office notice board to :-

1. The Additional District Magistrate (Dev)/LR/Treasury for information.
2. The Sub-divisional Officer, Barasat/ Bongaon/ Barrackpur/ Basirhat/ Bidhannagar
3. The Nezarat Dy. Collector, North 24 Parganas Collectorate.
4. The District Information & Cultural Officer, North 24 Parganas for wide publicity with the request to publish the said notice to three daily newspapers in English, Bengali & Hindi. Copy of the notice to be published in daily newspaper is attached herewith.
5. DIO, NIC, North 24 Parganas with a request to publish the notice in the District Website
6. C.A. to District Magistrate & District Election Officer, North 24-Parganas.

Additional District Magistrate (Election)  
North 24 Parganas

## FORM FOR THE TECHNICAL PROPOSAL

To,  
The Additional District Magistrate (Election),  
North 24 Parganas,

I / We hereby submit the Technical Bid for the District, North 24-Parganas for execution of the work as mentioned in this Tender document.

Sl. No.		
1.	Name of the Bidder:	
2.	Constitution of the bidder ( weather company / partnership etc. Attached copy of Registration, partnership deed / Articles of Association / Bye-Laws of the Company / Firms.)	
3.	Address ( In Capital letters only)	
4.	Contacts :	
	Office :	
	Residence :	
	Fax :	
	e-mail:	
	Mobile Number :	
5.	Name of Chief Executive Officer with Telephone Number :	
6.	Year of Establishment :	
7.	Name(s), Contact Number and address(s) of Proprietor(s) or Partners or Directors	
8.	Other branches / agencies of the bidder in the state of West Bengal. (enclosed list, if any)	
9.	Demand Draft Number :	
10.	Whether claiming for exemption of EMD (IF Yes then upload necessary documents)	
11.	GST Registration No. & Latest GST Return	
12.	Income Tax PAN /GIR No. of the Firm / Company / Agency	
13.	Income Tax clearance certificate	
14.	Tan No. of the Firm / Company / Agency	
15.	TIN No. of the Firm / Company / Agency	
16.	Turnover of the Last 3 years	
17.	Audit Report of the Last 3 years	
18.	Name & Address of the Banker	
19.	List of Major orders executed ( Details be given separately)	
20.	Past experience in Data Entry in ERO Net (This is to be supplied alongwith Documentary evidence)	
21.	Credential in the form of Payment Certificate of any of the FY amounting at least 8 lakh of 2018-2019 or 2019-2020 or 2020 – 2021	
22.	Work in hand with documentary evidence	
TECHNICAL INFORMATION :		
23.	<b>Available Facilities :</b>	
No. of Employees		
Technical :		
Non-Technical :		
<b>(Details be given separately)</b>		
Available Infrastructure		



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24	Total number of Computers / Laptops with minimum 1 TB Hard Disk and 4 GB RAM or above.	
25	Operating System (Original)	
26	Number of Digital Camera as available	
27	Number of Laser Printers (20 ppm 600 dpi or above) available	
28	Number of additional sets of equipments, if any, proposed to be procured ( give details)	
29	Time of required to place the equipments on the job	
30	Backup facilities	
31	Software support	
32	Generators with capacity	

I/We accept the terms and conditions mentioned in the tender document

Signature of the Bidder  
with stamp and date