



"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)

Memo No: E-14012/2/2013-ELEC /78256

Dated: 10.07.2013

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 to Electoral Roll from Manuscript (in both language) for preparation of Photo Electoral Roll to Government Offices, for the items required as noted in the enclosed list mentioned as Annexure-I.

Offers will be received till 13.08.2013 up to 02.00 p.m. at this office (excluding Government Holidays).

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

- 1) Current Trade License for 2013-2014.
- 2) Value Added Tax (VAT) Registration Certificate.
- 3) Income Tax Return for the Assessment year 2012-1013
- 4) Professional Tax Challan with current validity.
- 5) Credential (Successful Completion) Certificate of similar nature for order values exceeding Rs.2.00 lakh (Rupees two lakh) in the last financial year (2012-2013) from any Government Department.

Formats & Sample can be seen & examined by AOR, any time during office hours at the District Election Section, North 24-Parganas, Barasat.

The AOR should quote rates for entire District or any one or more than one Sub-Division, inclusive of all taxes for supply of volume. It 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.20, 000.00 (Rupees twenty 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.** 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 & examined on 13.8.2013 at 2.30 p.m. in presence of intending quotationers or their representatives. If any AOR fails to fulfill the criteria set forth for **Technical Bid**, then the **Financial Bid will not be accepted** for consideration into the Tender process. No Agency will be allowed to participate in the tender process having report of being penalized either on financial or on administrative ground by any Government Deptt. / Office.

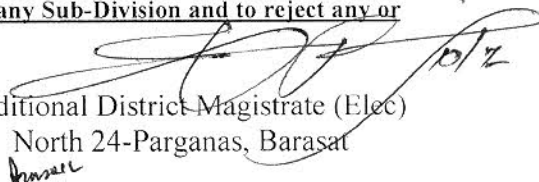
The **Financial Bid** for the selected AOR only, will be opened on 13.8.2013 at 2.30 p.m.

The "Intending AOR" if selected as a supplier, must comply **exactly with the same rate quoted for all articles**, for supply of any volume up to 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. However, print out of **Technical Bid Form & Financial bid Form** downloaded from website will only be allowed to be used for submission of Bid.

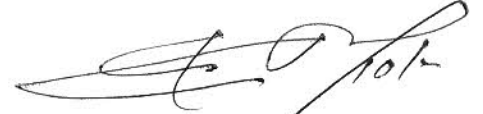
The sealed offers (Both Technical & Financial Bid) should only be submitted in the proper Tender paper along with a forwarding letter addressed to the undersigned in the own letter Head of the AOR. Notice Inviting Tender Number & Date must be written in bold on the sealed envelope.

The undersigned reserves the right to allot any agency to work at any Sub-Division and to reject any or all of the offers without assigning any reasons whatsoever.


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

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

- 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
- 11) District Informatics Officer, National Informatics Centre, North 24-Parganas
with a request to put up on the District Website.
- 12) C.A to District Magistrate, North 24-Parganas.



Additional District Magistrate (Elec)

North 24-Parganas, Barasat

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TECHNICAL BID FORM

**In response to the Memo No.: No: E-14012/2/2013-ELEC/78256/1(12) Date: 10.07.2013 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 2013 – 2014 :
- 2) Value Added Tax (VAT) Registration Certificate :
- 3) Income Tax Return for the Assessment Year 2012 – 2013 :
- 4) Professional Tax Challan with current validity :
- 5) Credential (Successful Completion) Certificate for order values exceeding 2.00 (Rupees Two lakh) in the last Financial Year (2012 – 2013) from any Government Department. :

Details of Earnest Money deposited for an amount of 20,000.00 (Rupees Twenty 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-14012/2/2013-ELEC/78256 dated.10.07.2013 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.	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 Constituency at each Sub-Divisional Head quarter Setup
2. The Agency has to process for Addition of Elector [Name be written both in Bengali and in English] / Deletion of Elector.
3. The Agency has to submit checklist of supplement for checking.
4. The Agency has to submit the Supplement Database to the District Election Office before the date fixed by the Chief Electoral Officer, West Bengal.
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 required for each Assembly Constituency at each Sub-Divisional Head Quarter Setup.
2. The Agency has to setup one Scanner Machine & one Sub-Division Head Quarter Setup for scanning of Forms and further integration to Image Data Base.
3. The Agency has to process the EPIC image [Digitized scanned materials from each respective SDO Office. placed back to the respective SDO office(s).
4. All images collected / downloaded in respective SDO Office(s) should be merged in Computer in that very evening at Sub-Divisional Heqad Quarter Setup.
5. No Transportation cost will be admissible from this end.
6. No separate remuneration for use of Data Entry Operator for preparation of EPIC.

7. Complete Preparation of EPIC should be completed the date of collection of EPIC image. Completed EPIC respective SDOs/BDOs after sorting of EPIC and forms.
8. Any mismanagement of Data will impart penalty to the Agency.
9. EPIC preparation includes Merging with data base, base to CEO Office, Digital printing of Image in printed image, affixing of Fascile and hologram supplied from ERO's end.

Date:
Place :

Signature of tenderer(s) along with seal