



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

NOTICE INVITING E-TENDER NO. 01/Elec(North)/2019-2020

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1. STATEMENT OF PURPOSE AND BID OUTLINE

- ❖ The District Election Officer and District Magistrate, North 24 Parganas intends to print Electors' Photo Identity Cards (EPICs) on PVC sheet with prescribed specifications, security features and personalized details. The PVC EPIC will carry colour photograph of the elector.
- ❖ The aim is to print good quality PVC EPICs by observing the rules and regulations of the ECI.
- ❖ The works will start from final publication of SRER-2020, Continuous Updation-2020. However, the final time line will be specified in the work order.
- ❖ There are more than 76 lakh electors in 33 Assembly Constituencies in this District as on date. On an average, approximately 2 to 3 lakh EPIC / Voter ID cards are issued annually including both for the Special Summary Revision period as well as the Continuous Updation period. There are 5 (Five) Sub-Divisions in this District. During Summary Revision & Continuous Updation period, EPICs are generated from 5 (Five) Sub-Divisional H.Qs i.e Barasat Sadar, Bidhannagar, Barrackpore, Basirhat and Bongaon. As a whole, the PVC EPIC Cards will be issued to the electors under following categories:-
 - a) New Electors (Through Form 6)
 - b) Correction in details (Through Form no 8)
 - c) Change of Address within AC(Through Form 8A)
 - d) Duplicate EPIC (Through Form 001)

Therefore, online tenders are hereby invited for a period of One year, under two bid system for engaging service provider firm / Company /Agency for printing and supply of personalized PVC EPIC Cards.

2. SPECIFICATIONS OF PVC EPICs

2.A. Specifications for Cards:-

1. Cards to be printed on PVC sheet.
2. Card Size - 8.6 cm vertical and 5.4 cm horizontal with variation permissible of plus or minus 5%
3. Thickness - 0.6 mm to 0.8 mm
4. Card should be round cornered.

2.B. Specifications for Security Printing:

Front Side:

5. Spiral Micro Letters line (EPIC) in art screen.
6. Three colour guilloche design.
7. The National Emblem with guilloche design for invisible printing which can be seen by ultra-violet light.
8. The National Emblem printed on the upper left hand corner and the logo of the Election Commission of India printed on the upper right hand corner in colour.
9. The words "Election Commission of India" in bilingual i.e. in English and Bengali on the top.
10. "Elector Photo Identity Card" in bilingual i.e. in English and Bengali below the words "Election Commission of India"
11. Space for colour photograph of the electors of size 3.2 cm (vertical) and 2.4 cm (horizontal).
12. An invisible alpha-numeric code to be in-built in the card.

Back Side:

1. Relief tint of "Election Commission of India" in bilingual i.e. in English and Bengali.
2. The following notes to be printed in English and Bengali at the bottom:

Note:

1. Mere possession of this card is no guarantee that you are elector in the current electoral roll. Please check your name in the current electoral roll before every election.
2. Date of birth mentioned in this Card shall not be treated as proof of age / D.O.B. for any purpose other than registration in electoral roll.

2.C. Personalisation

Front Side:

13. Coloured photo of the elector of size 3.2 cm (vertical) and 2.4 cm (horizontal) in the space provide for the purpose
14. EPIC no. of the elector printed in alphabets and numbers and also as a bar code
15. Name of the elector in English and "Vernacular"
16. 'Relation name' printed in English and "Vernacular"

Back Side:

1. 'Sex' printed in English and "Vernacular"
2. 'Date of Birth / Age' printed in English
3. 'Address', printed in English and "Vernacular"
4. 'No. & Name of Assembly Constituency' printed in English and "Vernacular"
5. 'Part to. & name' in English and "Vernacular"
6. Scanned signature of Electoral Registration Officer'

2.D. Image Specification and Lamination:-

The photographs of the elector on new cards should be in sharp focus, of high quality with appropriate brightness & contrast and showing natural skin tones of the elector's face and clearly recognizable features with following resolution and size.

Details	Specification
Image Format	JPEG
Image Resolution	320 x 240 pixels (standard e-mail mode of Digital Cameras) in Colour Portrait mode in aspect ratio of 4:3
Image Size	3.2 cm Vertical x 2.4 cm Horizontal

3. SCOPE OF WORK

ONLINE EPIC PREPARATION THROUGH MODULE OF ECI AND PRINTING OF EPIC ON PVC SHEET AS SPECIFIED BY THE ECI

- ❖ The Election Commission of India has mandated printing of EPICs through ERO Net plat form only.
- ❖ As per the guidelines and provisions in the system, the EPIC will have to be printed on PVC sheet with prescribed specifications, security features and personalization details.
- ❖ Pre-printed non personalized PVC cards (**As per specification mentioned Item No.2 “SPECIFICATIONS OF PVC EPICS” Point No. 2A and 2B**) will be provided by the District as per requisition.
- ❖ There is no need of affixing a hologram on the card.
- ❖ Online generation of the EPICs and delivery of EPICs at specified places.
- ❖ Necessary personalization (**As per specification mentioned Item No. 2 “SPECIFICATIONS OF PVC EPICS” Point No. 2C and 2D**) based on available electoral roll data through ERO Net under the direct supervision of District / Sub-Division / Electoral Registration Officer within the office premises.
- ❖ Generation and printing of EPIC delivery challan.
- ❖ Printing of the EPIC will be as specified by the Election Commission of India without slightest deviation.

4. SCHEDULE OF IMPORTANT DATES

PARTICULAR	DATE & TIME
Date of publication of E-NIT	16/01/2020 at 18.00 hrs.
Document download start date and time	16/01/2020 at 18.00 hrs.
Document download end date and time	29/01/2020 upto 15.00 hrs.
Bid submission start date and time	17/01/2020 at 15.00 hrs.
Bid submission end date and time	29/01/2020 upto 15.00 hrs.
Technical Bid opening	03/02/2020 at 15.00 hrs.
Opening of Financial Bid(Subject to Decision of Tender Committee)	06/02/2020 at 15.00 hrs

5. 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 printing of PVC card related works and printing work related to Election.
- ❖ **Mandatory documents:** Bidder must accompany self-attested **copies** of valid PAN card, GST registration certificate, current Professional Tax clearance challan, audit report of last three financial years and the latest I.T. return (2018-19).
- ❖ **Credentials:** Bidder should enclose the credential certificates of printing work related to Election from any Government Department and credential certificates of printing of PVC card related works of any Government Department. It is to be mentioned here that the total volume of work will be approximately Rs. 45,00,000/- [Forty five lakhs only]- An

approximate (not exhaustive) estimate of proposed electoral works during next **one** year are **mentioned below** -

Sl. No.	Name of the work	Approx. work value in Rs.
1	SRER 2020	37,50,000=00
2	Continuous Updation 2020	7,50,000=00
	Total	45,00,000=00

Intending Bidders must produce credentials of two (2) similar nature of work (**i.e Printing work related to Election and printing work related to PVC card of any Government Department**) issued by **Government Offices / Semi Government offices / Statutory bodies / Govt Undertaking offices** and each of the minimum value of 30% i.e. Rs. 13,50,000=00 (Rupees thirteen lakh fifty thousand) only of the estimated amount put to tender during 5 (Five) years consecutively prior to the date of issue of this tender notice.

- ❖ **Annual turnover:** The willing agency must have an average annual (financial year wise) turnover of minimum Rs. 45,00,000/- (Rupees forty five lakh) only for the past THREE consecutive years.
- ❖ **EMD:** **The intending Bidder must upload scanned copy of one Demand Draft amounting to Rs 90,000.00 (Rupees Ninety 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 (1st Floor), Barasat, Kolkata-700124 in any working day before opening date of Technical Bid i.e. 03/02/2020 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 per specification.

N.B.: In case a bidder does not match the criteria for eligibility as mentioned above, his financial bid will not be opened.

5.A. TECHNICAL ITEMS NEEDED

- ❖ AC wise Application wise EPIC pdfs have to be generated from ERO Net or any utility given from CEO Office or Election Commission. It is ESSENTIAL to engage AT LEAST TWO (02) computers per AC during the time of generation from the agency and the computer set should have the following requirements like --- monitor (TFT), RAM (more than 8 GB), hard-disk drive (more than 1TB), DVD writer (combo), UPS (minimum 500VA), scanner well equipped with inter-connectivity among computers through hub/router. **Agency will be needed to deploy at least two PVC Printers per AC**. The computers shall have to be deployed at the District/ SDO's office / ERO's office or as directed, along with PVC printers and all other accessories required for EPIC printing. The requirement of Computers and PVC printers may increase as per submission of applications or requirement, which will have to be complied by the agency within two days of communication of such requirement.
- ❖ Agency have to use Licensed operating system (Windows 7 or 10), Licensed and updated Antivirus, adobe distiller and any other software / applications as may be required at all the installed computers.

5.B. MANPOWER NEEDED

- ❖ Data entry operators must be Higher Secondary passed with one year computer course passed and having good typing skill in English & Bengali. [Documentary proof of the qualification of the personnel is MANDATORY]. They will be required to generate EPIC PDFs from ERO Net/ utility given from CEO Office and any other work as assigned. **At least two Data Entry Operators per AC will be required for generation EPIC PDF.**
- ❖ The Supervisor of the entire computerization work must also be Higher Secondary passed with one year computer course passed and enable much have technical expertise in working and managing election related software and web applications [Documentary proof of the qualification of the personnel is MANDATORY]. **At least one supervisor per AC will be required to oversee the preparation, printing and delivery.**
- ❖ The data entry operators should report to the District / respective Sub-Divisional Officer / ERO's Office as and when required.
- ❖ In addition to the above, at least 05(five) nos of data entry operators are to be kept in reserve for tackling any sort of emergency situation arising during the course of the entire work.
- ❖ Venue of data entry will be communicated by the District Election Office/Sub- Divisional Office/ Electoral Registration Officer.

6. 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	Details of the item to be quoted	Unit
1	Preparation, printing & Supply of PVC EPIC	Per EPIC

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. 90,000/- (Rupees ninety 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. order.
- ❖ This is Election urgent. 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 within this district.
- ❖ 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.
- ❖ At the time of payment of each bill, necessary deduction will be made as per Govt. norms.
- ❖ BIDDER INFORMATION FORM duly filled should be uploaded, if not tender will be treated as cancelled.
- ❖ Time is the essence of this of the contract. The successful contractors must complete the supply work within the time specified as per direction of the authority for completion of the work.No extension of the time will be allowed except in the special case. If any contractor fails to complete the supply work within the stipulated time the work order issued in his favour will be cancelled will be cancelled without assigning any reason thereof. The undersigned may also proceed to get balance supply work completed by any other means including through other contractors. The excess expenditure, if any, due to such step would be recoverable from the unpaid bills/security deposit of the bidder. These apart from any other penal measure the undersigned may take include blacklisting of the contractors.
- ❖ Arbitration will not be allowed. Clause No 25 of Condition of Contract of WB Form No.2911(ii) has been omitted as per PWD Notification No. 558/SPW dt 13.12.2011.
- ❖ **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 selected vendor must submit the list of Data Entry Operators to be engaged in Sub-Divisions with a copy of their original ID proof .Police Verification will be done for the operators to be engaged.
- ❖ After **finalization of Vendor**, the vendor must engage skilled technical person at the offices of the SDOs and at the Offices of the BDOs as and when needed.

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 03/02/2020 at 15.00 hours by the Addl. District Magistrate (Election), North 24 Parganas. Bidders may remain present at the time of opening of technical bid. .

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 document without assigning any reason whatsoever.



Additional District Magistrate (Election)
North 24 Parganas

Memo No : 40(₹) /Elec(D)

Dated : 16-01-2020 /

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

1. The Executive Officer, North 24 Parganas Zilla Parishad.
2. The District Land & Land Reforms Officer, North 24 Parganas.
3. The Sub-divisional Officer, Barasat/ Bongaon/ Barrackpur/ Basirhat/ Bidhannagar
4. The Nezarat Dy. Collector, North 24 Parganas Collectorate.
5. 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.
6. DIO, NIC, North 24 Parganas with a request to publish the notice in the District Website
7. C.A. to D.M., North 24 Parganas



Additional District Magistrate (Election)
North 24 Parganas

FORM FOR THE TECHNICAL PROPOSAL

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

Sir,

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

1	Name of the Bidder:	
2	Constitution of the Bidder (Whether Company/Partnership etc. Attach copy of Registration, Partnership Deed/ Articles of Association / Bye Laws of the Company/Firm)	
3	Address (In capital letters only)	
4	Contacts:	
	Office :	
	Residence:	
	Fax:	
	E-mail:	
	Mobile No.	
5	Name of Chief Executive Officer and Telephone No.	
6	Year of Establishment	
7	Name(s), contact number and address(s) of proprietor or partners or Directors	
8	Other branches/agencies of the Bidder in the state of West Bengal. (Enclose list if any)	
9	Demand Draft No.	
10	GST No.	
11	Income Tax PAN/GIR No. of the firm/Company/Agency	
12	Income tax clearance certificate	
13	TAN No. of the firm/Company/Agency	
14	TIN No. of the firm/Company/Agency	
TECHNICAL INFORMATION:		
15	Available Facilities:	
	No. of Employees	
Technical: Non-Technical: (Details be given separately)		
	Number of card production centres and places thereof	

Available Infrastructure	
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16	Total number of computers with minimum 500 GB HDD or above	
17	Operating System (original)	
18	Number of Digital/ CCD Camera as available	
19	Number of Laser Printers (20 ppm 600 dpi or above) available	
20	Number of additional sets of equipments, if any, proposed to be procured (give details)	
21	Time required to place the equipments on the job	
22	Backup facilities	
23	Software support	
24	Generators with capacity	
25	Turnover of the Last 3 years	
26	Name and Address of the Banker	
27	List of major orders executed (Details be given separately)	
28	Past experience (This is to be supplied along with Documentary evidenced	
29	Work in hand with documentary evidence.	

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

**Signature of the Bidder
with stamp and date**

N.B Attach extra sheet wherever necessary. All documents /Annexures uploaded /submitted in Technical & Financial bids should be duly signed and stamped by authorized signatory of bidder.