

# Government of West Bengal

Office of the District Election Officer & District Magistrate  
Murshidabad, Berhampore  
Election Section

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

NOTICE INVITING E-TENDER NO. MSD/ELEC/01/2018-19

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### PART 1 - STATEMENT OF PURPOSE AND BID OUTLINE

- The District Election Officer and District Magistrate, Murshidabad intends to make error-free electoral roll by preparing electoral database through software approved by the Election Commission of India (referred as ECI) for Murshidabad district.
- The avowed aim is to publish error free electoral roll, preparation of good quality EPIC and to run all the five Permanent EPIC Centres (PEC) smoothly by observing the rules and regulations of the ECI.
- The works will start from Pre-revision entries of 2018 and thereafter SRER 2019, General Election 2019, Pre-revision entries 2019, SRER 2020, Pre-revision entries 2020 and any mid-term election work if needed; However, the final time line will be specified in the work order.

### SCOPE OF WORK

#### SCANNING OF DOCUMENTS AND PHOTOGRAPHS

- Scanning of each and every statutory form along with the attached documents and uploading the same in the ERMS & ERONET.
- Scanning of photographs of applicants pasted in the statutory forms. Specification of the photographs will be like this: face area should cover >75% of the image and colour mode should be 320 X 240 pixels 400 dpi.
- Naming and filing of images as approved by the EROs.

**ONLINE DATA ENTRY OF FORMS THROUGH SUMMARY MODULE OF ERMS AND  
ERO NET**

- Online data entry of all statutory forms both in Bengali and English with generation of two sets of checklist through the online ERMS & ERONET system.
- Printing of two sets of checklists (with photograph and/ or without photograph) by the vendor as and when required.
- Updation of checked and verified data on the portal.

**ONLINE DISPOSAL THROUGH ERO MODULE OF ERMS & ERO NET**

- Online data entry of the details of the Enquiry Officer.
- Assigning polling station wise statutory forms to the respective Enquiry Officer.
- Entry of the decision of the AERO and ERO with the final comment of “accepted/rejected” to each of the statutory form entered.
- Uploading of the finally approved data of ERO into the server provided by the ECI.

**ONLINE GENERATION OF PDF FOR THE PHOTO ELECTORAL ROLL AND  
PRINTING**

- Generation of PDF of the photo electoral roll through roll printing module of ERMS.
- The PDF are to be generated polling station wise for a particular Assembly Constituency.
- Printing of error-free Photo Electoral Roll in digital printing for all the polling stations. 1.A4 size milky white 75 GSM paper both side 60 images, i.e, 30 in each page, 2. A4 size milky white 75 GSM paper one side 30 images.

**ONLINE EPIC PREPARATION THROUGH EPIC MODULE AND PRINTING OF EPIC  
AS SPECIFIED BY THE ECI**

- Assigning “justified” EPIC numbers to the newly enrolled electors.
- Online generation of the EPICs of newly enrolled electors and for correction cases.
- Generation and printing of 02 (TWO) sets of EPIC delivery challan and EPIC distribution list with photo.
- Printing of the EPIC will be as specified by the Election Commission of India without slightest deviation. Based on the presently available guidelines, following measures to be taken.
- Quality of the printing paper for EPIC : At least 80 GSM of reputed brand
- Size and quality of the photograph will be : 2.4 X 1.8 cm/320X240 pixel
- Size of the EPIC will be : 5.0 cm horizontal x 8.4 cm vertical
- Printing of EPIC in all respect should be carried out using original toner of branded printer.
- Lamination pouch of EPIC should be at least 125 micron thick.
- EPIC should not be less than 165 GSM. Where EPIC produced by single side printing, paper should not be less than 80 GSM (Polyester Film for lamination the EPIC should be at least 125 micron thick.)

## SCHEDULE OF IMPORTANT DATES

<u>PARTICULAR</u>	<u>DATE &amp; TIME</u>
Date of publication of E-NIT	05/07/2018 at 18.00 hrs.
Document download start date and time	05/07/2018 at 18.00 hrs.
Document download end date and time	25/07/2018 upto 14.00 hrs.
Bid submission start date and time	05/07/2018 at 18.00 hrs.
Last date and time of online submission of technical bid and financial bid	25/07/2018 upto 14.00 hrs.
Date and time of opening of technical bid at the office of the DEO & DM Murshidabad	27/07/2018 at 15.00 hrs.

### ELIGIBILITY CRITERIA

- Experience:** The Bidder must be a company, registered under The Companies Act, 1956/ The Partnership Act, 1932 or a Proprietary one with valid trade license applicable in Murshidabad. Bidders should have a minimum (six) years of experience **exclusively in electoral database management related works.**
- Mandatory documents:** Tenderer must accompany **self-attested copies** of valid PAN card, GST registration certificate, Professional Tax clearance challan (2017), audit report of last three financial years and the latest I.T. return (2017).
- Experience:** Tenderer should enclose the credential certificate **similar nature of work** of minimum **Rs.1,50,00,000/- (Rupees one and half crore) YEARLY** in electoral database related works. **Such credentials should be exclusively from any Government Department. It is to be mentioned here that the total volume of work will be approximately Rs. 3,50,00,000/- Crore [three and half crore]. An approximate (not exhaustive) estimate of proposed electoral works during next two years are mentioned below –**

Sl. No.	Name of the work	Approx. work value in Rs.
1	Pre-revision entries of 2018	4000000
2	SRER 2019	8000000
3	General Election 2019	5000000
4	Pre-revision entries 2019	4500000
5	SRER 2020	8000000
6	Pre-revision entries 2020	4500000
7	Any mid -term election work if needed	1000000
	Total	35000000

- **Annual turnover:** The willing agency must have an **average annual (financial year wise) turnover of minimum Rs. 2,50,00,000/- (Rupees two and half crore)** only for the past **THREE** consecutive years for similar nature of works.
- **EMD: Rs. 2,00,000 (Rupees two lakh) only** to be deposited **ELECTRONICALLY** during filling up the e-tender document. **Offers not accompanied by the EMD will summarily be rejected.** The earnest money deposited will be forfeited by the Government in case--
  1. The tenderer withdraws from tender after opening of tender / after acceptance.
  2. The selected tenderer fails to accept work order, refuses either wholly or partly the offer that would be made by the undersigned.
  3. The selected tenderer 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.**

#### **A. TECHNICAL ITEMS NEEDED**

- It is **ESSENTIAL** to engage **ATLEAST TWO** computers per AC during the time of entry and the computer set should have the following requirements like --- monitor (TFT), RAM (more than 2GB), hard-disk drive (more than 1TB), DVD writer (combo), UPS (minimum 500VA), scanner well equipped with inter-connectivity among computers through hub/router. The computers shall have to be deployed at the SDO's/BDO's office as and when required.
- Essential software like operating system, updated Antivirus, abode distiller etc. must be provided as and when will be required.

#### **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 for each (PEC) as well as at each Block Development Office as per requirement. [Documentary proof of the personnel is **MANDATORY**]
- The Supervisor of the entire computerized work must have graduate degree in computer application (like BCA, BSc Comp Sc/Application etc) and enable much have technical expertise in DBMS software. He should have minimum 02 years' experience to handle large and huge data entry work and managing DBMS. [Documentary proof of the personnel is **MANDATORY**]
- The data entry operators should report to the respective Sub-Divisional Officer/Block Development Officer 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.
- Any other data entry work, i.e. control table correction, uploading of map and other related work is to be done by the data entry operators engaged as mentioned above.
- Venue of data entry will be communicated by the District Election Office/Sub-Divisional Office/Block Development Office.

#### **EVALUATION OF THE FINANCIAL BID**

- **After the evaluation of technical competence, The office of the District Election Officer and District Magistrate, Murshidabad 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 L1 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:--

SI No	Details of the item to be quoted	Unit
1	Printing of photo electoral roll in digital printing (simplex)	Per page
2	Printing of photo electoral roll in digital printing(duplex)	Per page
3	Data entry work of manuscript in Bengali in ERMS	Per entry
4	Data entry work of manuscript in English in ERMS	Per entry
5	Data entry work of manuscript in Bengali in ERONET	Per entry
6	Data entry work of manuscript in English in ERONET	Per entry
7	Scanning of forms with all documents	Per elector
8	Merging of all forms with all documents in ERMS & ERONET	Per elector
9	Scanning &merging of photograph from EPIC-001	Per elector
10	Deletion of electors through ERMS	Per elector
11	Deletion of electors through ERONET	Per elector
12	BLO tagging (part wise) and AERO & ERO disposal and final uploading of data	Per elector
13	Printing of checklist part wise without photo	Per page
14	Preparation and printing of EPIC including all materials except hologram	Per EPIC
15	Engagement of skilled technical person at Permanent EPIC Centre at the office of the SDO and as and when needed at the office of BDO	Per person per day
16	Printing of photo voter slip	pages
<b>Note :</b> (Sl No.15)	<b>The rate of the skilled technical person should be as fixed by the Government time to time; however, the vendor will only seek the amount after the District Administration finalises the number of persons engaged during work.</b>	

### **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 tenderer will have to deposit Rs. 2,00,000/- (Rupees two lakh) as security money which will be refunded only after completion of entire work/supply and submission of receipt challan along with bill.
- 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 tenderer 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 the Block H.Q.s 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.


- To ensure trouble-free and quality data entry for a district as big as Murshidabad, priority will be given to the agencies having credential/experience of working at a district having at least 12 ACs. Obviously their credentials will be verified.
- 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.
- After finalisation 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 vendor must submit the list of Data Entry Operators with a copy of their original ID proof. Police verification report of the Data Entry Operators engaged in Sub Division Office and Block Development office.

Intending bidders may **download** tender documents from e-procurement portal of the website <http://wbtenders.gov.in> from **05/07/2018 from 18.00 Hours to 25/07/2018 up to 14.00 hours**. The pre-qualification and bid documents duly filled in all respect should be submitted through on-line ONLY to the District Election Officer, Murshidabad up to **18.00 Hours (as per server clock) on 25/07/2018(Tuesday)**. District Election Officer and District Magistrate, Murshidabad does not take any responsibility for the delay caused due to non-availability of internet connection or traffic jam etc.

Necessary earnest money will be deposited by the bidder electronically online – through his net banking enabled bank account, maintained at any bank offline – through any bank by generating NEFT/ RTGS challan from the e-tendering portal [<https://etender.wb.nic.>]. Intending bidder will get the beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective bank as per the beneficiary name and account no, amount, beneficiary's bank name & IFS Code and e-Proc ref no. Intending bidders who want to transfer EMD through NEFT/RTGS must read the instruction of the challan generated from e-procurement site. Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of payment of EMD. Bidders eligible for exemption of EMD as per Govt. rule may avail the same and necessary documents regarding the exemption of EMD must be uploaded in the EMD folder.


The pre-qualification documents (technical documents) will be opened on **25/07/2018 (Tuesday) at 15.00 hours** by the Addl. District Magistrate (Election), Murshidabad in presence of bidders.

The District Election Officer and District Magistrate, Murshidabad 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  
 Murshidabad, Berhampore

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

- The Executive Officer, Murshidabad ZillaParishad.
- The District Land & Land Reforms Officer, Murshidabad.
- The Sub-divisional Officer, Sadar / Lalbagh / Domkal / Kandi / Jangipur.
- The Nezarat Dy. Collector, Murshidabad Collectorate.
- The District Information & Cultural Officer, Murshidabad for wide publicity with the request to publish the said notice to two daily newspapers. Copy of the notice to be published in daily newspaper is attached herewith.
- DIO, NIC, Murshidabad with a request to publish the notice in the District Website
- C.A. to D.M.

  
Additional District Magistrate, Election  
Murshidabad, Berhampore

## FORM FOR THE TECHNICAL PROPOSAL

(Only the original form as issued by the District Election Officer's office shall be accepted)

To,  
The Additional District Magistrate (Election),  
Murshidabad,

Sir,

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

1	Name of the Tenderer:	
2	Constitution of the Tenderer (Whether Company/Partnership Firm 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 tenderer in the state of West Bengal. (Enclose list if any)	
9	Amount of Earnest Money Deposit	
10	GST No.	
11	Income Tax P AN/GIR No.	
12	Income tax clearance certificate	
TECHNICAL INFORMATION:		
13	Available Facilities:	
	No. of Employees	
	Technical:	
	Non-Technical:	
<b>(Details be given separately)</b>		
	Number of card production centres and places thereof	



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

Attach extra sheet wherever necessary.

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

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