



GOVERNMENT OF WEST BENGAL

Office of the District Election Officer & District Magistrate, Murshidabad
DISTRICT ELECTION SECTION
New Administrative Building, Room No. 206, 1st floor, Berhampore, Murshidabad
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**NOTICE INVITING PRE-QUALIFICATION - CUM -TENDER
(TWO COVER SYSTEM)**

NOTICE INVITING E-TENDER NO. 05 /ELEC/2019-2020

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PART 1 - STATEMENT OF PURPOSE AND BID OUTLINE

- The District Election Officer and District Magistrate, Murshidabad shall print Electors' Photo Identity Cards (EPICs). For the purpose, Pre printed PVC sheets with security features shall be provided; over which personal details and colour photograph of the elector shall need to be printed and cut by the vendor.
- The avowed aim is to provide good quality PVC EPICs by observing the rules and regulations of the ECI.
- The work shall include SRER-2020, Continuous Updation-2020 till draft publication of next SRER 2021 and any mid-term election work as needed. The actual time line will be specified in the work order.

SPECIFICATIONS OF PVC EPICs

A. Specifications for Cards required:

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.

B. Details pre-primed on PVC sheets:

Front Side:

1. Spiral Micro Letters line (EPIC) in art screen
2. Three colour guilloche design

3. The National Emblem with guilloche design for invisible printing which can be seen by ultra-violet light
4. 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
5. The words "Election Commission of India" in bilingual i.e. in English and Bengali on the top.
6. "Elector Photo Identity Card" in bilingual i.e. in English and Bengali below the words "Election Commission of India"
7. Space for colour photograph of the electors of size 3.2 cm (vertical) and 2.4 cm (horizontal).
8. An invisible alpha-numeric code to be in-built in the card.

Back Side:

1. 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.

C. Printing to be done by the vendor

Front Side:

1. Coloured photo of the elector of size 3.2 cm (vertical) and 2.4 cm (horizontal) in the space provide for the purpose
2. EPIC no. of the elector printed in alphabets and numbers and also as a bar code
3. Name of the elector in English and Bangla
4. 'Relation name' printed in English and

Back Side:

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

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

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 platform 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 in A & B) 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 of newly enrolled electors and for correction cases.
- Necessary personalization (As per specification mentioned in C & D above) 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. Based on the presently available guidelines, following measures to be taken.

SCHEDULE OF IMPORTANT DATES

<u>PARTICULAR</u>	<u>DATE & TIME</u>
Date of publication of E-NIT	17/01/2020 at 18.00 hrs.
Document download start date and time	17/01/2020 at 18.00 hrs.
Document download end date and time	31/01/2020 upto 18.00 hrs.
Bid submission start date and time	17/01/2020 at 18.00 hrs.
Last date and time of online submission of technical bid and financial bid	31/01/2020 upto 18.00 hrs.
Date and time of opening of technical bid at the office of the D.E.O. & D.M. Murshidabad	03/02/2020 at 13.00 hrs.

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 licence. **Bidders should have experience in printing of PVC card related works.**
- **Mandatory documents:** Tenderer 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:** Tenderer should enclose the credential certificates of **electoral database related works** of minimum Rs.80,00,000 (Rupees eighty lakh) in one year from any

Government Department and credential certificates of printing of PVC card related works from any Government Department. It is to be mentioned here that the total volume of work will be approximately Rs.98,00,000/- [Rupees ninety-eight lakh]. 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	84,70,000=00
2	Continuous Updation 2020	13,30,000=00
Total		98,00,000=00

Intending tenderers should produce credentials of

- (i) a similar nature of work of the minimum value of Rs. 40,00,000=00 (Rupees forty Lakh) only of the estimated amount put to tender during 5 (five) years prior to the date of issue of this tender notice; or,
- (ii) two (2) similar nature of work, each of the minimum value of Rs. 30,00,000=00 (Rupees thirty lakh) only of the estimated amount put to tender during 5 (five) years prior to the date of issue of this tender notice; or,
- (iii) one single running work of similar nature which has been completed to the extent of Rs. 78,00,000=00 (Rupees seventy-eight lakh) only or more and value of which is not less than the desired value at (i) above.

- **Annual turnover:** The willing agency must have an average annual (financial year wise) turnover of minimum Rs.2,50,00,000/- (Rupees two crore fifty lakh) only for the past THREE consecutive years for electoral database related works.
- **EMD: Rs.2,00,000=00 (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. 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 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.
- Cost of tender paper Rs. 5000/- (five thousand).

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 ONE (01) 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 District / SDO's office / ERO's office as and when required along with PVC printers (**Thermal Printer**) and all other accessories required for EPIC printing.
- 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. [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 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.

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	Preparation and printing 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 tenderer will have to deposit Rs. 3,00,000/- (Rupees three 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 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.
- **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.**
- **After finalisation 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. 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.**

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, 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 03/02/2020 at 13.00 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.



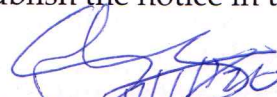
**Additional District Magistrate (Election)
Murshidabad**

Memo No : 25 /05/ELEC/2019-2020

Dated : 17 /01/2020

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

- The Executive Officer, Murshidabad Zilla Parishad.
- The District Land & Land Reforms Officer, Murshidabad.
- The Sub-divisional Officer, Sadar /Domkal /Kandi /Jangipur /Ialbagh.
- 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**

FORM FOR THE TECHNICAL PROPOSAL

To,
The Additional District Magistrate (Election),
Murshidabad

Sir,

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

1	Name of the Tenderer:	
2	Constitution of the Tenderer (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 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: (Details be given separately)	
	Number of card production centres and places thereof	

Available Infrastructure		
14	Total number of computers with minimum 500 GB HDD or above.	
15	Operating System (original)	
16	Number of PVC Card Printer available	
17	Number of additional sets of equipments, if any, proposed to be procured (give details)	
18	Time required to place the equipments on the job	
19	Backup facilities	
20	Software support	
21	Generators with capacity	
22	Turnover of the Last 3 years	
23	Name and Address of the Banker	
24	List of major orders executed (Details be given separately)	
25	Past experience (This is to be supplied along with Documentary evidence).	
26	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**

