

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

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

NOTICE INVITING E-TENDER NO. MSD/ELEC/01/2017-18

For and on behalf of the Murshidabad District, the District Election Officer & District Magistrate, Murshidabad, invites sealed item rate tenders for following work by two cover system up to 18.00 hours 15-09-2017 (Friday). Pre-qualification documents in a separate cover and Bid document with schedule rate in another cover are to be submitted by the bonafide/eligible agencies who satisfy the terms and conditions set out in pre-qualification document.

- a) **Online Data entry of Forms 6, 6A, 7, 8 & 8A for Special Summary Revision of Electoral Roll 2018, Continuous updation & work at VFC & PEC.**
- b) **Scanning of photographs and other documents for Forms 6, 6A, 7, 8 & 8A and uploading the same.**
- c) **Online Data entry for assigning forms to the Enquiry officer and entry of ERO/AERO decision and uploading of approved data in the server.**
- d) **Online EPIC assign and generation of EPIC cards.**
- e) **Online PDF generation of the Photo Electoral Roll.**
- f) **Preparation of EPIC with Lamination**

TIME LINE OF TENDER

Sl No	Description	Important Date	
		From	To
1.	Submission of Tender	06-09-2017 from 09.00 hours	15-09-2017 up to 18.00 hours.
2.	Opening of Technical Bid	18-09-2017 at 11.00 hours	
3.	Opening of Financial Bid	20-09-2017 at 11.00 hours	

ESSENTIAL AND PREFERENTIAL CRITERIA NEEDED

Sl No	Name of Document		
1	All documents must be self attested before uploading	Properly filled up forms of technical proposal [Envelop-A], and Financial Proposal (BOQ)	ESSENTIAL
2		Valid PAN card in the name of bidding agency	
3		Last Income Tax return filed.	
4		VAT/GST Registration Certificate	
5		Updated Trade Licence with valid Registration document	
6		Professional Tax Clearance challan (2016-17)	
7		Credential certificate amounting to at least Rs. 60,00,000/-(Rupees sixty lakh) only per year for Election related Govt. work during last 5(five) financial years.	
8		EMD of Rupees one Lakh	
9		Balance sheet and other relevant documents regarding yearly turnover of similar Govt. Works of Rs. 1,00,00,000/- (Rupees one crore) only	
10		Declaration in Affidavit mentioning Non-Black Listing/ Non-Suspension of the Agency by any Govt. Dept.	
11	Credential certificates from multiple districts during the same time of work will be preferred	DESIRABLE	
12	Since our district has 22 Assembly Constituencies, credential of work at minimum 12 (TWELVE) assembly constituencies will be preferred.		
13	ISO standardisation of the agency, if done, shall be preferred.		

ELIGIBILITY CRITERIA

A. TECHNICAL ITEMS NEEDED

- Hardware like monitor (TFT), RAM (more than 2GB), hard disk(more than 1TB), DVD writer (Combo),UPS (minimum 500VA), Scanner (Well equipped)with inter-connectivity among computers through Hub/Router per A.C. at each SDO Office, No. of machine per A/C at each sub-division
- Software like operating system, updated Antivirus, abode distiller etc. as and when will be required.

B. MANPOWER NEEDED

- Staff providing for data entry operator must be Higher Secondary passed with one year computer course passed and having good typing skill in English & Bengali for each Permanent EPIC (PEC) Centre as well as at each Block Development Office as per requirement. [Documentary proof of the personnel necessary]
- The Supervisor of the entire computerized work must have graduate degree in Computer application (like BCA, BSC com Sc/Application etc) and enable much to technical expertise in DBMS software. He has minimum 2 Yrs experience to handle Large and huge data entry work and manage DBMS. [Documentary proof of the personnel is necessary as per the order of the commission]
- The data entry personnel should report to the respective Sub-Divisional Officer/Block Development Officer as and when required.
- In addition to the above, at least 5 (five) nos. of data entry personnel 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 personnel engaged as mentioned above.
- Data entry venue will be communicated by the District Election Office/Sub-Divisional Office/Block Development Office.

C. TERMS AND CONDITION .

- The Bidder must be a company/ Firm, registered under companies Act, 1956 / The partnership Act-1932 or a Proprietary one with valid trade licence .
- Bidders should have a minimum 6 (six) years of experiences in election related such works.
- 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.
- Tender must accompany with self attested copies of valid PAN Card, GST Registration Certificate, Professional Tax Clearance challan (2016-17) and credential certificate amounting to Rs. 60,00,000/-(Rupees sixty lakh) only for such Election related Govt. work per year in last at least 5(five) financial years.
- Tenderer also deposit Rs. 1,00,000/- (one Lakh) only as earnest money electronically: online
- The earnest money deposited will be forfeited by the Government in case.
 1. The tenderer withdraw tender after opening of tender / after acceptance.
 2. The selected tenderer fails to accept work order, refuse 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.
- The successful tenderers will have to deposit Rs. 1,00,000/- (Rupees one Lakh) as Security money which will be refunded only after completion of entire work/supply and submission of receipt challan along with bill.
- The Security money will be forfeited by the government in case :
 1. The selected tenderer fails to accept work order, refuse either wholly or partly the offer that would be made by the undersigned
 2. The selected tenderer fails to do the work or supply materials as per specification.
- Tenderer also enclosed sufficient documents regarding yearly turn over for similar Govt. Works of Rs. 1,00,00,000/- (Rupees one crore) only for successive 3 (three) years .
- I. Tax & GST 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 prevalent election rules with penal provisions.
- The tenderer will have to supply the all materials as per work order at their own cost at the 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 at least 12 A.C.s in five districts. Obviously their credentials will be verified.**
- **Previously terminated or suspended or black listed from Election Work from this district or any other district or CEO, WB or any Government organization due to their improper work as well as their negligence to work properly would not be eligible 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.

SCOPE OF WORK:

ONLINE DATA ENTRY OF FORMS THROUGH SR MODULE OF ERMS

- Online Data entry for Form 6, 6A, 7, 8, 8A both in Bengali using Unicode Font & English version with generation of 2 (two) sets of checklist through the online ERMS system.
- Printing of checklists at designated location provided by ERO/AERO.
- Updating of entered data as per corrected checklists at designated location provided by ERO/AERO.

SCANNING OF DOCUMENTS AND PHOTOGRAPHS

- Scanning of documents for each form and uploading the same in the ERMS
- Scanning of photographs of electors pasted in Form 6, 6A, 8 & 8A at designated location provided by ERO/AERO. Specification: Face area should cover >75% of the image Colour Mode 320X240 pixels 400 dpi.
- Naming & Filing of images as per instructions issued by the DEO/ERO

ONLINE DATA ENTRY THROUGH ERO MODULE OF ERMS

- Online data entry of the Enquiry Officer details.
- Assigning polling station wise Forms (6, 6A, 7, 8 & 8A) to the Enquiry Officer.
- Entry of the AERO and ERO decision of Accept/Reject to each of the forms entered.
- Uploading of the finally approved data of ERO into the server.

ONLINE EPIC PREPARATION THROUGH EPIC MODULE MAINTAINING ITS QUALITY

- Assigning EPIC numbers to the newly enrolled electors.
- Online generation of the EPIC cards of newly enrolled electors and for correction cases etc.
- Generation and printing of 2 (Two) sets of EPIC delivery challan and distribution list with photo.
- EPIC card Paper quality: 80 GSM with reputed band
- Photo Size: 320X240 pixel/ 2.4 X 1.8 cm
- EPIC Size: 5.0 cm horizontal x 8.4 cm vertical
- Printing in all respect should be using original Toner
- Lamination pouch 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.)

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

- Generation of PDF file of the Photo Electoral Roll through Roll printing module of ERMS.
- The PDF files are to be generated polling station wise for a particular Assembly Constituency.
- Printing of Photo Electoral Rolls in digital printing. 1.A4 size Milky white 75 GSM paper both side 60 images ,ie. 30 in each page, 2. A4 size Milky white 75 GSM paper one side 30 images ,
- Printing of check list part wise without photo. A4 size Milky white 75 GSM paper

FINANCIAL BID

Sl No	Name of works In cluding Size/Quality	Class of Contractors	Rate (excluding Service Taxes) per unit	Earnest Money (Rs.)	Approx. quantity
1	Printing of Photo Electoral Rolls in digital printing. (simplex)	Bonafied Outsiders	pages	1,00,000/-	5663
2.	Printing of Photo Electoral Rolls in digital printing.(duplex)		pages		113260
3	Data Entry Works of Manuscript in Bengali.		Nos		300000
4	Data Entry Works of Manuscript in English.		Nos		300000
5	Scanning & Marging of Forms with all documents per elector		Nos of Elecotors		300000
6	Scanning & Marging of photographs from EPIC-001.		Nos		300000
7	Printing of check list part wise without photo		pages		16989
8	Preparation of EPIC including all materials except hologram		Nos		300000
9	Engagement of Technical Person at Permanent EPIC Centre and the office of the SDO/BDO.		Nos		31

Intending bidders may **download** tender documents from e-procurement portal of our website <http://wbtenders.gov.in> from **06/09/2017 at 09.00 Hours to 15/09/2017 up to 18.00 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 15/09/2017** (Friday). 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 or: 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 & Account No., Amount, Beneficiary Bank name & IFSC Code and e-Proc Ref No. Intending bidder who wants 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) alone will be opened on **18/09/2017 (Monday) at 11.00 hours** by the Addl. District Magistrate (Election), Murshidabad in presence of bidders.

On **20-09-2017 at 11.00 hours** the financial bid document of the technically qualified bidders will be opened. No individual intimation will be given. Name of the qualified bidders will be displayed **in the office notice board**.

Available Infrastructure		
14	Total number of computers with minimum 500 GB HDD or above.	
15	Operating System	
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**