

**GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT ELECTION OFFICER &
DISTRICT MAGISTRATE, ALIPURDUAR
(DISTRICT ELECTION SECTION)**

NOTICE INVITING TENDER

The District Election Officer & District Magistrate Alipurduar is inviting the Sealed Tender/ Quotation from willing bonafide competent, reputed and eligible Agencies for the work of data entry of Format-I to Format-VIII i.c.w. Online ERONET for SRER – 2018. The tenderer should have the skilled manpower with required computer sets for doing such E.Roll related work within the stipulated period as fixed by the Election Commission of India. Further, the tenderer should also have experience in similar nature of work (election data entry work) for a minimum period of 2(two) years (Credentials/ Successful Completion Certificate from any Govt. Dept./Office only to be submitted).

Description of the work:-

Format-I to Format-VIII in ERONET:-

Entry of individual Elector's data extracted from BLO house to House survey in online ERONET in form of Format-I to Format-VIII.

The work is to be executed at each of the seven (7) nos. of block headquarters for rural A.C.s as per following details.

District	Sub Division	Assembly Segment	Nature of AC	Location Of Work	Total No of Parts
Alipurduar	Alipurduar Sadar	10- Kumargram(ST)	Rural	Kumargram BDO Office	180
			Rural	Alipurduar II BDO Office	115
		11- Kalchini(ST)	Rural	Kalchini BDO Office	228
			Rural	Alipurduar II BDO Office	25
		12 -Alipurduars	Rural	Alipurduar I BDO Office	230
			Rural	Alipurduar II BDO Office	43
		13- Falakata(SC)	Rural	Falakata BDO Office	241
			Rural	Alipurduar I BDO Office	21
		14- Madarihat(ST)	Rural	Birpara Madarihat BDO Office	168
			Rural	Dhugguri BDO Office	51

Requirement of equipment and skilled operators:

1. Computer Set : 21 (twenty one)(including 2 sets for reserve) nos. of computer sets for Block level are required including UPS (in good condition).

2. Computer Specification : OS: Windows 7(trial version not accepted) or higher version, Processor: Core i3 with 4GB RAM, HDD 500 GB, Monitor 18.5", Keyboard, Mouse, Ethernet card, Nero 7, MS Office 2007 & Team Viewer/Ammy Admin (ver 3).

3. Computer Operators : Computer operators to be employed round the clock. All the 21 (twenty one) operators shall be well expert in error free data entry in ERONET.

4. Printer : High speed Laser Jet printers are required- 7 (seven) for Data Entry period(One for each block).

5.All computers must to be kept protected with the registered antivirus software.

6. 1 (One) hotspot modem backup is to be kept in readiness.(Net Connectivity will be provided departmentally)

Earnest Money Deposit:-

The Tenderer / Quotationer will have to deposit an amount of Rs. 20,000/- (Rupees twenty thousand only) in the form of demand draft in favour of the District Magistrate, Alipurduar payable at Alipurduar, as earnest money. The EMD furnished with the tender will be retained as performance security for successful/selected bidder/ tenderer.

The Two-Bid System:-

Tender document should be submitted in two (02) parts as Technical bid & Financial bid. The two bids should be submitted in sealed covers separately, written clearly **Technical Bid & Financial Bid** on the top of the covers, in a big sealed envelope, superscribed- "Quotation for Data Entry for Format-I-VIII".

Technical Bid:

Technical bid should consist of tender paper, and photocopy of valid documentary evidences and credentials as follows :

- i) Current trade license
- ii) VAT registration certificate.
- iii) Income tax return for assessment year 2017-2018.
- iv) Permanent Account number (PAN) card.
- v) Professional tax registration certificate.
- vi) Professional tax challan with current validity.
- vii) Credential certificate showing experience in similar kind of work of online data entry.
- viii) Agency/Company registration number.
- ix) C & SSI registration no (for C SSI units).
- x) EMD in the instrument of bank draft.

The tender paper should be signed on each page by the agency's authorized official with seal.

Financial Bid:

Financial bid will be opened of only those bidders who fulfill all the conditions spell out in the instant NIT and thus qualify in the technical bid.

- ii) The financial bid should have only prices/rates. Rates be quoted, inclusive of all taxes like VAT, Service tax, Service Charges, etc , as per the given table-

Sl No	Description	Unit	Rate
1	Format-I	Per data entry	
2	Format-II	Per data entry	
3	Format-III	Per data entry	
4	Format-IV	Per data entry	
5	Format-V	Per data entry	
6	Format-VI	Per data entry	
7	Format-VII	Per data entry	
8	Format-VIII	Per data entry	

The rates tendered will remain valid for a period of one year with effect from the date of acceptance of the tender and may be extendable, if required.


Terms & Conditions

1. The bidder is required to furnish an undertaking that it has no previous background of having defaulted while undertaking any previous work of the Government or its entities.
2. The agency must provide one muster supervisor/trainer at each block for software who must have minimum two years Certificate course / Diploma from any recognized institution and who will in due course monitor the progress of work at each Block level/ERO level.
3. The working place will be the concerned Block's BDO Office.
4. IT/VAT and other deductions shall be made from the bill at source as per rules.
5. No extra claim will be entertained in any circumstances. In case of any deviation/irregularity, the security money will be forfeited without any further explanation to the agency.

6. Work is to be completed within specific time limit as would be intimated by the District District Election Officer & Magistrate, Alipurduar. No extension of time would be allowed.
7. The authority reserves the right to cancel or reject the quotations in whole or in part or can divide the work/supply between a numbers of agencies without assigning any reasons whatsoever. The authority is not bound to accept the lowest tender.
8. The successful bidder will make an engagement contract with the undersigned on a non judicial stamp paper worth Rs.10/- before issue of the work order.
9. In the event of breach /violation or contravention of any terms and conditions contained herein by the selected agency/company/contractor. The security deposit shall be forfeited and the firm/company shall be blacklisted and penal action shall be taken in addition to termination of contract.

The sealed quotations will be received in the Sealed Tender Box kept in the District Election Section of this office on working days, excluding Sundays and Holidays, from 11-00 am to 4-00 pm on & from 11-12-2017 (Monday).The deadline for submission of quotation will be 2-00 pm on 19-12-2017 (Tuesday) and the Tender Box will be opened at 3-00 pm on the same day in the Office Chamber of the undersigned.


For further details, log on to www.alipurduar.org or contact the District Election Section, Collectorate Buildings, Alipurduar.


**District Election Officer
&
District Magistrate
Alipurduar
Dated 11/12 /2017**

Memo No. Elec/ 167 /17

Copy forwarded for information and necessary action to-

- 1) The Chief Electoral Officer, West Bengal
- 2) The Sub-Divisional Officer, Sadar, Alipurduar, with request to put up on Notice Board for wide publicity
- 3-7)The Electoral Registration Officer,A.C.
- 8)The Nezarath Deputy Collector, Alipurduar with request to put up on Notice Board for wide publicity.
- 9-15)The Block Development Officer,.....Dev. Block with request to put up on Notice Board for Wide publicity.
- 16)The DICO, Alipurduar, with request to put up on Notice Board for wide publicity
- 17)The DPM, DeGS, Alipurduar with request to upload the notice in district website.
- 18)The CA to the District Election Officer & District Magistrate, Alipurduar
- 19)The PA to the Additional District Magistrate (Election), Alipurduar
- 20)Office Notice Board
- 21) Office file


**District Election Officer
&
District Magistrate
Alipurduar**

FORMAT-I

AC-(No./Name) _____ Part-(No./Name) _____ Section-(No./Name) _____
 Household Seq No. _____ EXISTING FAMILY _____ Y/N _____ NEW FAMILY/NEW HOUSE
 H.No. _____ Postal Address _____
 Name of Head of Family _____ S.No. _____ Gender _____ RelName* _____ RelType[✓] _____ Mob: _____ Mob type\$ _____ Alt No.@ _____ E-mail _____

1 Existing electors in the Roll - Details of enrolled members -

Name	S.No.in roll	Mob	Mob Type	Email	Modification of entries, if any (Mention reference of Form 8)	Dead (Mention reference of Form 7)	Permanently Shifted (Mention reference of Form 7)

*Rel Name: Name of Relative
 ✓Rel Type: Type of relationship, like father, husband etc.
 @ Alt. No.: Alternative number (landline tel.no./alternative mobile no.)
 \$Mob type: Type of mobile, like android or ordinary

Format II

UNENROLLED MEMBERS (BORN ON OR BEFORE 01/01/2000)

Name	Rel Name	S.No. of Rel	Rel Type	Mobile	Mob Type	Email	Mention reference no. of Form 6

2

*Rel Name: Name of Relative

✓Rel Type: Type of relationship, like father, husband etc.

@ Alt. No.: Alternative number (landline tel.no./alternative mobile no.)

\$Mob type: Type of mobile, like android or ordinary

Format III

3 - ELIGIBLE VOTERS ON 01/01/2019 (DOB between 2/1/2000 to 1/1/2001)

Name	DOB/Age	Gender	Rel Name	S.No. of Rel	Rel Type	Mobile	Mob Type	Email	Whether Student or not	Student Address

* Rel Name: Name of Relative

✓ Rel Type: Type of relationship, like father, husband etc.

@ Alt. No.: Alternative number (landline tel.no./alternative mobile no.)

\$Mob type: Type of mobile, like android or ordinary

FORMAT IV

ENROLLED OVERSEAS ELECTORS

4

Name	S.No.in roll	DOB/Age	Gender	Passport No.	Relation Name	S.No. of Relation	Rel Type	Nation/Area Code	Mob	Mob Type	Email

- *Rel Name: Name of Relative
- ✓Rel Type: Type of relationship, like father, husband etc.
- @Alt. No.: Alternative number (landline tel.no./alternative mobile no.)
- \$Mob type: Type of mobile, like android or ordinary

FORMAT V

5

UNENROLLED OVERSEAS INDIANS

Name	DOB/Age	Gender	Passport No.	Relation Name	S.No.of Relation	Mobile	Mobile Type	Email	Mention reference no. of Form 6 A

*Rel Name: Name of Relative

✓Rel Type: Type of relationship, like father, husband etc.

@ Alt. No.: Alternative number (landline tel.no./alternative mobile no.)

\$Mob type: Type of mobile, like android or ordinary

FORMAT VI

Existing Polling Station

Sr no. & Name of Polling Station	Address of Polling station	Whether located in Govt. building or Private building	Whether located within distance of 2kms from electors house	Whether located at ground floor	Whether the elector has to cross any river/nullah to reach the polling station	Whether the polling station is easily accessible

FORMAT VII

Alternative building for probable polling station in same polling area

Name of building	Address of building	Whether located in same polling area	Whether govt. or private building	Whether more convenient than the existing polling station	* Lat/Long of the building	* Photograph of the building

7

*Lat/Long and photograph will be uploaded by the BLO with smart/android mobile through mobile app

FORMAT VIII

Post office within the same polling area

Name & address of post office	Details of Pin code(s) being currently catered by of the post office	* Lat/Long of the building	* Photograph of the building

8

*Lat/Long and photograph will be uploaded by the BLO with smart/android mobile through mobile app