

**GOVERNMENT OF WEST BENGAL**  
**OFFICE OF THE DISTRICT MAGISTRATE AND DISTRICT ELECTION OFFICER, ALIPURDUAR**  
**P.O. ALIPURDUAR COURT, PIN-736122**  
**E-mail: deoalipurduar@gmail.com**

Memo no. 112/XXII.../Elec

Date: 18/02/2022

NIT No 03/ Elec/2021-2022

**NOTICE INVITING TENDER FOR DATA ENTRY RELATED WORK**

Sealed tender is hereby invited from the reputed and bonafied dealers/ suppliers for electoral data entry related works, as per specification enclosed in Annexure-A.

1. The tenderers will have to furnish up-to date clearance certificate of I.T, & GST number with their tender papers, PAN Card,. No tender paper will be accepted without the I.T & G.S.T certificate & PAN Card.
2. The tender paper will be received till **24.02.2022** up to **2.00 p.m** and opened on the same date at **3.00 p.m** at office of the Addl. District Magistrate (Election), Alipurduar. The tenderers may remain present at the time of opening the box of quotation, if they intend to do so.
3. The rates will have to be tendered both in figures and on words and any scratches errors of overwriting must bear initial/signature of the tenderers on it. Any deviation would make the tender paper liable for cancelation, as decided by the competent authority.
4. The tenderers should have one sealed envelope containing necessary documents for technical bid and one sealed envelope quoting the rate for financial bid. Both the envelopes must be put inside one mother envelope should properly be sealed and put into the tender dropping box.
5. The Sealed mother envelope should be addressed to "The District Magistrate, Alipurduar" and dropped in the drop box to be kept in the office of the Election Section, Dooars Kanya, Alipurduar (Room No 205) on all working days within working office hours. Tender received through any other means will be rejected.
6. Not more than one tender would be accepted from one dealer or supplier and if such thing happened, all his tenders will be rejected.
7. The undersigned also reserves the exclusive right to accept or reject any/ all the quotation without assigning any reason whatsoever.
8. Certain conditions regarding the printing of Forms along with the format of tender is enclosed in Annexure-A. The average of the items mentioned in Annexure -A will determine the lowest bidder in the Financial bid.
9. The rate should be inclusive of GST and all other taxes.
10. The agency should provide required number of computer sets & other items, internet connection & data entry operators at the block headquarters & at district Head Quarters as per requirement without fail.

Enclosed: As Stated

  
**Additional District Magistrate (Election)**  
**Alipurduar**

Memo no. 112/15/199.../Elec

date: 18/02/2022

Copy forwarded for information and wide publicity to:

1. CA to the District Magistrate, Alipurduar.
2. The Block Development Officer (All), Alipurduar.
3. DIO, NIC with a request to publish in the district website.
4. Office notice board.
5. Office file

  
**Additional District Magistrate (Election)**  
**Alipurduar**

Annexure-A

Sl.no	Description of Activity	Unit	Offered rate(In Rs)
1	Data entry for addition of all rolls both vernacular(Bengali & English) with uploading of electors photographs and documents (In Case of Offline forms) up to disposal(data entry, Assigning part, form processing and disposal)( rollback too and reprocessing, if necessary)	Per data entry	
2	Data entry for modification, deletion, transposition of all rolls both vernacular(Bengali & English) with uploading of electors photographs and documents (In Case of Offline forms) up to disposal( data entry, Assigning part, form processing and disposal)( rollback too and reprocessing, if necessary)	Per data entry	
3	Assistance in forms processing (Assigning part, field verification up to disposal to AEROs/EROs of online forms (6/6A/7/8/8A)( rollback too and reprocessing, if necessary)	Per data entry	
4	Uploading of claims and objections in CEO/ECI website and generation and printing of checklist(2 sets) of roll data entry works etc.	Part wise	
5	Work of data processing & final data uploading in election server through various modules	AC wise	
6	Check copy Roll PDF & Generation of final roll PDF and generation of EPIC	Part wise	
7	Generation of final PDF of EPIC	Per EPIC	

Additional District Magistrate (Election)

Alipurduar

