

TENDER NOTICE

No. 252 /Elec.,

Dated : 25.5.2015

Sealed tender for Data Entry & EPIC Preparation (including photo taking, scanning & merging) of Photo Electoral Rolls, 2015 for 23- Darjeeling Assembly Constituency under Sadar Sub Division is hereby invited from the bona fide Computer Vendors having previous experience in execution of such type of works. Necessary documents in support of their experience on the similar work of Data Entry & EPIC Preparation of Photo Electoral Rolls along with I.T./ S.T. clearance certificate and documents regarding Service tax registration should also be submitted. The Terms and conditions is as follows:



1. There shall be one good condition computer installed per Assembly Constituency. If need be, more shall be installed to complete tasks within time give.
- One scanner, one lamination machine and one printer per Assembly Constituency should be installed.
- Two Data Entry Operator for each Assembly Constituency should be engaged.
- The Data Entry Operator should invariably have knowledge of the Devnagari Scripts
- The team shall report daily to the Officer-in-Charge, Election and Sub Divisional Officer on the progress of work
- There should be separate person engaged for lamination work for each Assembly Constituency.
- Only milky white 75 GSM paper for PER and for EPIC preparation govt. norms should followed.
- Only original sealed toner cartridge should be used.
- After completion of work the database and challan of the EPIC and Photo Electoral Roll will be delivered to this office.
10. The EPIC shall be checked by the ERO Concerned. Costs shall not include damaged or wrong EPIC.
11. The bill along with PER/ EPIC Challan duly certify by programme in charge from the vendor side should be submitted to the office of the undersigned for necessary payment of the same.

Tenders should be submitted to this office at Election Section till 01:00 pm on 22.06.2015 The tenders will be opened on the same day at 03:00 pm in presence of Additional District Magistrate (Election) / Officer-in-Charge, Election Department. The Tenderers may remain present at the time of opening of tender.

The tender should be dropped in the Tender box to be kept in the Chamber of Officer-in-Charge, Election Department, Darjeeling. Tender should be submitted in sealed envelope super scribed with "Tender for Data Entry & EPIC Preparation of Photo Electoral Rolls, 2015" and should be addressed to the District Magistrate and District Election Officer, Darjeeling. Entire Data Entry & EPIC Preparation (including photo taking, scanning & merging) of Photo Electoral Rolls works should be completed within stipulated time and the softcopy handed over to the concerned authorities at the places as maybe mentioned later.

The undersigned reserves the right to accept or reject any tender or all tenders without assigning any reason whatsoever. The undersigned also does not bind himself to accept the lowest rate tender and shall use discretions in accepting higher rate than the lowest one with a view to ensuring the quality of work and timely complete of the same.

TYPE OF WORK – DATA ENTRY

The rate should be quoted for Data Entry & EPIC Preparation as mentioned hereunder below :

SI No.	Nature of work	Rate
1.	Data Entry of details of Electors in Devnagri / English	per record
2.	Data Entry and EPIC preparation with materials in Devnagri / English	per record with photo taking of elector
3.	Data Entry and EPIC preparation with materials in Devnagri / English	per record without photo taking of elector
4.	Data Entry and EPIC preparation with materials in Devnagri / English	per record with photo scanning

[Signature]
for District Magistrate
And
District Election Officer
Darjeeling.

**GOVERNMENT OF WEST BENGAL,
OFFICE OF THE DISTRICT MAGISTRATE, DARJEELING
(ELECTION SECTION)**

Memo no. 252(10) /Elec.,

Dated : 25-05-2015

Copy forwarded for information to :-

1. The Additional District Magistrate (Election), Darjeeling
2. The Sub Divisional Officer, Siliguri/ Kalimpong/ Kurseong/ Darjeeling (Sadar).
3. The District Information Officer, Darjeeling with a request to make necessary arrangement for the wide publicity of the same through leading news papers (English/ Nepali/ Bengali and Hindi).
4. CA to DM, Darjeeling
5. The District Informatics Officer, NIC, D.M's Office, Darjeeling. *to*
6. The Superintendent of Post Office, Darjeeling with a requested to display the same in the notice board for the general information to the public.
7. The Officer in Charge, Railway Station, Darjeeling to display the same in the notice board for the general information to the public.
8. Kutchor Notice Board, Darjeeling
9. Notice Board, Election Section, Darjeeling.
10. OC

[Signature]
for District Magistrate
And
District Election Officer
Darjeeling.