Government of West Bengal
Office of the District Magistrate and District Election Officer
Darjeeling

NIQ No 02 / Elec. Date: ...11../01../2018

QUOTATION NOTICE

Sealed Quotations are invited from reputed and resourceful firms or agencies for online data entry of Format-I to Format-VIII i.e. ERONET portal for Darjeeling district. The agencies should have the skilled manpower with required computer sets for doing such roll related work within the stipulated period as scheduled by Election Commission of India. Agency may submit the quotation for individual subdivision only.

The nature and volume of work are specified as under :-

1. Darjeeling Sub-Division:
   a. Total Nos. of Assembly Constituencies = 1 no.
   b. Total No. of parts (Polling Stations) = 317 nos.
2. Kurseong Sub-Division:
   a. Total Nos. of Assembly Constituencies = 1 no.
   b. Total No. of parts(Polling Stations) = 292 nos.
3. Siliguri Sub-Division:
   a. Total Nos. of Assembly Constituencies = 3 no.
   b. Total No. of parts(Polling Stations) = 769 nos.

Formats to be entered in the ERONET Portal

<table>
<thead>
<tr>
<th>Formats</th>
<th>Purpose</th>
<th>Number of Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>Format I</td>
<td>For collection of details of existing electors of household with mobile no., mobile type, e-mail ID of the electors. BLOs to collect forms for correction of existing entries or deletion of entries for dead or permanently shifted electors. A special reference no. is to be given for the forms collected during the special drive as follows: SpID/State Code/AC No/PS No/Serial No</td>
<td>18</td>
</tr>
<tr>
<td>Format II</td>
<td>For collection of information on un-enrolled members and for distribution and collection of Form 6 to/from them. A reference number shall also be given to the Form 6 in similar lines as stated above.</td>
<td>9</td>
</tr>
<tr>
<td>Format III</td>
<td>For collection of details of prospective eligible voters w.r.t. 01.01.2019 qualifying date.</td>
<td>11</td>
</tr>
<tr>
<td>Format IV</td>
<td>For collection of details of enrolled overseas electors.</td>
<td>14</td>
</tr>
<tr>
<td>Format V</td>
<td>For collection of details of un-enrolled overseas Indians. In respect of un-enrolled overseas Indian the family members will be distributed with Form 6A with reference number.</td>
<td>11</td>
</tr>
<tr>
<td>Format VI</td>
<td>For collection of details of existing polling stations.</td>
<td>8</td>
</tr>
<tr>
<td>Format VII</td>
<td>For collection of details of alternative building for probable polling station in the same polling area.</td>
<td>6</td>
</tr>
<tr>
<td>Format VIII</td>
<td>For collection of details of post office within the same polling area</td>
<td>4</td>
</tr>
</tbody>
</table>

[Signature]
The rate quotation shall be submitted in Annexure-I along with the following documents:-

i) Valid Trade License,
ii) PAN details
iii) Up-to-date Income Tax Return Certificate.
iv) Credential Certificate to be submitted that the similar nature of work was done previously.

### Annexure-I

<table>
<thead>
<tr>
<th>SL. No</th>
<th>Description</th>
<th>Unit</th>
<th>Name of the Sub-Division</th>
<th>Rate (in Rupees)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Format-I</td>
<td>Per house hold entry</td>
<td>Specify the Name of Sub-Division(s) where agency intended to work</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Format-II</td>
<td>Per Data Entry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Format-III</td>
<td>Per Data Entry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Format-IV</td>
<td>Per Data Entry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Format-V</td>
<td>Per Data Entry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Format-VI</td>
<td>Per Data Entry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Format-VII</td>
<td>Per Data Entry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Format-VIII</td>
<td>Per Data Entry</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Last Date of Time of Submission of Quotation**: 19.01.2018 Upto 02.00PM

**Date and Time of opening Quotation**: 19.01.2018 at 03.00PM

**Place**: Siliguri SDO Office

Acceptance of lowest rate is not obligatory and undersigned reserves the right to accept or reject any or all the quotations without assigning any reason thereof.

### Terms & Condition:

1. Intending agencies will have to submit rate quotation for above mentioned items. Quotation should be accompany necessary papers in support of Valid Trade License, credential, experience of previous work;
2. The Quotation complete in all respect will have to be submitted in the Tender Box which will be kept at the Office Chamber of OC Election, Siliguri;
3. Quotation will be opened in presence of quotator who may like to present at the time;
4. Undersigned reserves the right to accept or reject any or all the quotations without assigning any reason thereof;
5. The authority may offer full work or part work and agency will be bound to obey that work order.
6. The working place will be concerned block office of sub-divisional office.
7. The work is to be completed within schedule time. No extension time will be allowed.

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for District Magistrate Darjeeling

**Memo No.: 10....../1 (17 )/ Elec.,**

**Date: 11.../01.../2018**

Copy forwarded for information and wide publicity to:

1. The AEO, Siliguri Mahakuma Parishad.
2-4. The Sub-Divisional Officer, ___________ (All)
5. The Nazareth Deputy Collector, O/o DM, Darjeeling. (All)
6-13. The Block Development Officer, ___________ (All) Block
14. C.A. to District Magistrate & District Election Officer, Darjeeling
15. P.A. to Addl. District Magistrate, Darjeeling
16. All Office Notice Board.

for District Magistrate Darjeeling