

**GOVERNMENT OF WEST BENGAL**  
**OFFICE OF THE DISTRICT MAGISTRATE & DISTRICT ELECTION OFFICER , DARJEELING**

**NOTICE INVITING e-QUOTATION (2<sup>nd</sup> Call)**

**NOTICE INVITING ELECTRONIC QUOTATION NO.: 07/NleQ/19-20 Date: 05.11.2019**

Online quotations (2<sup>nd</sup> Call) are hereby invited from willing bonafide competent, reputed and eligible and well experienced agencies for the work of data entry and other related works i.c.w. Data Entry of Electoral Roll in **ERONET against claims and objection including suo-motu deletion and generation of checklist thereof including that of the shifted deletion request received from other ACs, EPIC generation** in connection with SUMMARY REVISION of Photo Electoral Roll with respect to qualifying date 01/01/2020 & Continuous Updation with respect to qualifying date 01/01/2020 / BLO House to House Survey w.r.t **01.01.2020** and other types of data entry works as notified by the ECI/CEO W.B from time to time and preparation of epic against the issuance of ECI EPIC 001 forms at Permanent EPIC Centers at the office of the EROs/SDO concerned under the supervision of the respective Electoral Registration Officers of Nos **25-Matigara & Naxalbari (SC) / 26-Siliguri / 27-Phansidewa (ST) under Siliguri A.C of Darjeeling district.** The tenderer/bidder/ quotationer should have the skilled manpower with efficient typing skill in English, Bengali & Nepali , as the case may be , 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/ bidder/quotationers should also have experience in similar nature of work for three years at least.

The intending tender/quotationer / bidders may visit the office notice board of DM & DEO, Darjeeling, or district website “darjeeling.gov.in” or “<https://www.wbtenders.gov.in>” for the quotation notice & other details but submission of bid will be through the “<https://www.wbtenders.gov.in>” website only.

- a. For e-QUOTATION, intending tender/ quotationer / bidder may download the quotation document from the said website directly with the help of their Digital Signature Certificate. Earnest money shall be deposited by the intending tender/quotationers/bidders by way of **e- payment** in favour of District Magistrate, Darjeeling in the same website only.
- b. Both Technical Bid & Financial Bid should be submitted in Technical & Financial Folder concurrently duly digitally signed by the quotationer / bidder only through <https://www.wbtenders.gov.in>

**TYPE OF WORK – ONLINE DATA ENTRY AND PREPARATION OF E.P.I.C**

The rate should be quoted for printing as mentioned hereunder below:

| SI No | Description   | Unit                         | Rate |
|-------|---|------------------------------|------|
| 1     | Control table updation under the Supervision of the ASM at the Sub-Divisional/District Head Quarter   | Part wise                    |      |
| 2     | Data entry for addition/modification on the roll in both vernacular <b>(Bengali &amp; English as the case may be)</b> with approval at all stages (including that of Supervisors' Stage) against each and every <b>offline</b> claims and objection in form <b>6 &amp; 8, data entry</b> , Generation of Checklist for offline and online forms , scanning & uploading of checklists duly signed by the <b>BLO &amp; Supervisor and applicants ( if the applicant's signature is found to be ABSENT , the checklist to be uploaded leaving the signature of applicant after the expiry of at least 07 days clear days from the date of issuance of relevant notices in form 12 , 15 as the case may be and the claims and objections will be rejected with the approval of ERO) scanning &amp; uploading of electors' photograph as per the 100 dpi of ECI</b> and affixing thereof on the relevant forms subsequently & entry for BLO Register and data entry related work as per the instruction of the CEO, W.B & ECI. | Per data entry ( PER RECORD) |      |
| 3     | Data entry for addition / deletion with approval at all stages (including that of Supervisors' Stage) against each and every <b>offline</b> claims and objection in form <b>7 &amp; 8A</b> , data entry against suo motu deletion /shifting deletion request from other ACs Generation of Checklist of all off line and online forms , scanning & uploading of checklists duly signed by the <b>BLO &amp; Supervisor and applicants ( if the applicant's signature is found to be ABSENT , the checklist to be uploaded leaving the signature of applicant after the expiry of at least 07 days clear days from the date of issuance of relevant notices in form 12 , 13, &amp; 14 as the case may be and the claims and objections will be rejected with the approval of ERO) &amp; scanning &amp;</b>   | Per data entry ( PER RECORD) |      |

|   |   |                           |  |
|---|---|---------------------------|--|
|   | uploading of electors' photograph as per the 100 dpi of ECI and affixing thereof on the relevant forms subsequently & entry for BLO Register and data entry related work as per the instruction of the CEO,W.B & ECI.   |                           |  |
| 4 | Scanning of ECI notified Document required in support of form 6 & 8 & Uploading of the same in ERONET. and to be meticulously stored in a External Drive also. <b>Under no circumstances , unauthorized documents to be uploaded.</b> <i>The DEOs of the vendor will be supplied the list of such documents by the vendors positively. The list of such documents needs to be downloaded from the electoral roll manual or may be procured from the ERO office.</i> | Per Document (PER RECORD) |  |
| 5 | Preparation of EPIC :<br>1) Taking printout, 2) Affixing Hologram<br>3) Stamping of Facsimile of ERO, 4) Plastic covering (pouch) and lamination of EPIC,5) Printing of AC wise Epic delivery challan along with EPICs bundles block and part wise  | Per EPIC preparation      |  |
| 6 | Roll PDF Preparation (Supplement)   | Part wise                 |  |
| 7 | Roll PDF Preparation (Draft)  | Part wise                 |  |

**Description of the work:-**

1. Digitization of individual applicant's offline claims and objection Form 6 , 6A 7, 8 & 8A in ERONET including feeding of relative 's /neighbor's EPIC as linkage from the additional linkage annexure attached to form 6.
2. Master Data Entry in ERONET and assigning online part wise Enquiring Officers, Supervisors etc. and uploading of final approved data in database in presence of AERO & ERO.
3. Scanning and uploading of all ECI notified documents submitted along with th application forms.
4. Scanning of photos from Form 6,6A,8,
5. Merging of photos in the respective web based application.
6. Preparation of EPIC from ERONET, its Printing & Lamination including 02 sets of delivery challan and distribution list with photo.( lamination materials will be provided by the vendor)
7. Generation and printing of check list for each claims and objection, finally approved and rejected list and check copy roll in connection with roll data entry work (Paper and Cartridge will be provided by the concerned Block Office/SDO Office).

**Data Entry in ERONET (Online application)**

- Intensive/Summary Revision Data Upload Application.
- ERO / AERO Application.
- Integration and E Roll printing application (PDF Generation).
- Elector's Photo Identity Card preparation and Printing application.
- Searching Module (Web/ Mobile based) Control Table Management Module

**(B)Electoral Roll Data Entry ( Types of Forms)**

- Form 6 - For inclusion of name in Electoral Roll.
- Form 6A - For inclusion of name in Electoral Roll ( for over seas electors)
- Form 7 - For objection to inclusion of name in Electoral Roll.
- Form 8 - Application for objection to particulars entered in the Electoral Roll.
- Form 8A - Application for transposition of entry in Electoral Roll. (Within AC).

In addition to above, any other data entry work relating to control table management, Polling Station Rationalization works etc as when as directed by election commission of India may be entrusted to the agency for data entry work.

The work is to be executed at each Subdivision Head Quarters or Block headquarters for **25-Matigara & Naxalbari (SC) / 26-Siliguri / 27-Phansidewa (ST) under Siliguri A.Cs** as directed by the respective EROs.

**Requirement of equipment and skilled operators:**

| <b>DEOs required for SRER-2020</b> |                              |             |                           |                      |
|------------------------------------|------------------------------|-------------|---------------------------|----------------------|
| District                           | AC No and Name               | No of AEROs | Block / Municipality Name | DEO required Atleast |
| Darjeeling                         | 25-Matigara & Naxalbari (SC) | 10          | Matigara                  | 3                    |
|                                    |                              |             | Naxalbari                 | 3                    |
| <b>Total</b>                       |                              |             |                           | <b>6</b>             |
| Darjeeling                         | 26-Siliguri                  | 10          | SMC                       | 4                    |
| <b>Total</b>                       |                              |             |                           | <b>4</b>             |
| Darjeeling                         | 27-Phansidewa (ST)           | 10          | Phansidewa                | 3                    |
|                                    |                              |             | Khoribari                 | 2                    |
| <b>Total</b>                       |                              |             |                           | <b>5</b>             |
| <b>Total DEO required</b>          |                              |             |                           | <b>15</b>            |

INFORMATION REGARDING DATA ENTRY OPERATOR ENGAGED FOR SRER-2020 THROUGH AGENCY ( to be submitted by the finally selected vendors immediately after the issuance of the work order ):-

| SL. NO | BLOCK/ MUNICIPALITY FOR WHICH ENGAGE | NAME OF DATA ENRY OPERATOR | FATHER'S NAME | FULL ADDRESS | EPIC NO | MOBILE NO. | Aadhar No | PHOTO |
|--------|--------------------------------------|----------------------------|---------------|--------------|---------|------------|-----------|-------|
|        |                                      |                            |               |              |         |            |           |       |
|        |                                      |                            |               |              |         |            |           |       |
|        |                                      |                            |               |              |         |            |           |       |

**1. Computer Set :** Sufficient nos. of computer sets for Block level (During SRER Period) & for Sub-Division level (During SRER & continuous updation period) are required including UPS (in good condition). If it is provided by the blocks/SD, then no payment will be made to vendors. **So proper account of it duly certified by the BDO/SDO/ERO is to be submitted at the times of the submission of the bills.**

**2. Computer Specification :** OS: Windows 8 (64 bit) or higher version, Processor: Core i3 with 4GB RAM, HDD 500 GB, Monitor 18.5", Nero 7, MS Office 2007 & Team Viewer/Ammy Admin (ver 3.5) with licensed updated Anti-virus.

**3. Computer Operators :** Computer operators to be employed round the clock. All the operators shall be well expert in error free data entry in both English and Nepali language. The details to be furnished accordingly. No payment to the data entry operator engaged by the vendors will be paid from the end of the Blocks /Sub-Divisions/Districts.

**5. Printer :** High speed Laser Jet printers are required for SRER Period for continuous updation period. If it is provided by the blocks/SD, then no payment will be made to vendors. **So proper account of it duly certified by the BDO/SDO/ERO is to be submitted at the times of the submission of the bills**

**6. Lamination Machine :** Sufficient lamination machines to be provided by the vendor/agency.

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

8. One (TB) external hard disk for data backup is to be kept in readiness.

**10. Net Connectivity will be provided by the Blocks/Sub-Division/District.**

## Important Date and Time:

| Sl. No. | Particulars                                    | Date & Time             |
|---------|--|-------------------------|
| 1       | Date of uploading of NIQ documents(Online)     | 05.11.2019              |
| 2       | Start date of downloading of documents(Online) | 06.11.2019 at 09:00 hrs |
| 3       | Last date of downloading of documents(Online)  | 12.11.2019 at 18:00 hrs |
| 4       | Start date of submission of bid(Online)        | 06.11.2019 at 09:00 hrs |
| 5       | Last date of submission of bid(Online)         | 12.11.2019 at 18.00 hrs |
| 7       | Opening date of Technical Bid(Online)          | 15.11.2019 at 11:00 hrs |
| 8       | Date of Scrutiny of Technical Bid(Offline)     | 18.11.2019 at 12:00 hrs |
| 9.      | Opening date of Financial Bid(Online)          | To be notified later    |
| 10.     | Date of Scrutiny of Financial Bid(Offline)     | To be notified later    |

## Terms & Conditions:

1. The Quotation application should accompany the following documents:

*[To be attached in Technical Folder: docs (i) to (vi)]*

- i. Earnest Money amounting to Rs. 10,000/- (Rupees Ten Thousand) only submitted online (NEFT/RTGS)
- ii. Up to date and valid PT/IT clearance certificate and PAN Card along with IT returns for the last three years. (self attested) copy is to be enclosed along with the application.
- iii. Certificate of previous experience if any, be enclosed.
- iv. Credentials of similar nature of work in public or private sector in the past two years.
- v. *The "Cyber security Regulation" (CSR) containing the sample format of "Non Disclosure Agreement" (NDA) is enclosed herewith for your reference. A compliance report before the issuance of work order on execution of the "Non-Disclosure Agreement" (NDA) mentioning the name(s) of the outsourced resources/agencies is to be submitted at the concerned section for information of the Commission. Work order will be issued after the execution of NDA.*
- vi. *There will be proper police verification of all temporary and casual data entry operators proposed to be engaged by vendors for the purpose of data entry. So the engagement of them for this work is provisional to the report of the police verification.*

*[To be attached in Financial Folder: docs (Vii).]*

## BOQ Attached in the e-Quotation.

1. Tenure of the approved quotation will be valid till the beginning of **SRER-2021**.
2. Financial bids of those bidders who qualify in technical bid will only be opened. Dates, if changed, due to unavoidable circumstances, will be published in the said websites and the office notice board only without any individual intimation.
3. The willing bidders may remain present at the time of opening the quotation.
4. The authority reserves the right to cancel the Quotation due to unavoidable circumstances and no claim in this respect will be entertained.
5. A bidder's bid will be out-rightly rejected with a forfeiture of his earnest money if it comes to the notice of the quotation inviting authority during scrutiny that the credential or any other papers of a bidder are not genuine.

6. There shall be no provision of Arbitration.
7. Successful quotationer / bidder will have to execute an agreement bond with the District Authority.
8. Quotation Committee reserves the right to accept or reject any or all the rates without assigning any reason thereof. It is to be noted that the quotations dropped by any person who is reported to have criminal backgrounds will be summarily rejected.
9. Offline Scrutiny of Technical Bid and Financial Bid will be held at the office of the District Magistrate, Darjeeling.

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

**Memo No. 1129/Ele/2019-20**

**Date : 05.11.2019**

**Copy forwarded for information to:-**

1. -4. The Sub Divisional Officer, Siliguri/Darjeeling/Kurseong/Mirik
2. -13The Block Development Officer (All)
2. The DPLO Darjeeling for necessary action.
3. The District Informatics Officer, NIC, DM's Office, Darjeeling for wide publicity at District Website.
4. Kutchery Notice Board, of the office of the DM& DEO Darjeeling.
5. Notice Board, Election Section, Darjeeling.
6. Office Copy

Sd/-  
**Additional District Magistrate (Elec)  
Darjeeling**