

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

NOTICE INVITING e-QUOTATION

**NOTICE INVITING ELECTRONIC QUOTATION NO.:** *D.S./NIQ/19-20* Date-*25/09*/2019

Online quotations 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:

| Sl 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 (Bengali & English as the case may be) 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</b> ( if the applicant's signature is found to be <b>ABSENT</b> , the checklist to be uploaded leaving the signature of applicant after the expiry of at least 07 days clear days from the date of <b>issuance of relevant notices in form 12 , 15</b> as the case may be and the claims and objections will be rejected with the approval of ERO) scanning & uploading of electors' photograph as per the <b>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</b> ( if the applicant's signature is found to be <b>ABSENT</b> , the checklist to be uploaded leaving the signature of applicant after the expiry of at least 07 days clear days from the date of <b>issuance of relevant notices in form 12 , 13, &amp; 14</b> as the case may be and the claims and objections will be rejected with the approval of ERO) & scanning & uploading of electors' photograph <b>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) |      |
| 4     | Scanning of <b>ECI notified Document required in support of form 6 &amp; 8</b> & 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. 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.</b>  | 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:**