



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

NOTICE INVITING e-QUOTATION

**NOTICE INVITING ELECTRONIC QUOTATION NO.: 03/NieQ/ELE/20-21**      **Date – 29/09/2020.**

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** in connection with SUMMARY REVISION of Photo Electoral Roll with respect to qualifying date 01/01/2021 & Continuous Updation with respect to qualifying date 01/01/2021 and other types of data entry works as notified by the ECI/CEO W.B from time to time and generation of epic against the issuance of ECI EPIC 001 forms at Permanent EPIC Centres 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, 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 as mentioned below including GST:**

<b>Stage Wise Data Entry Work</b>		
<b>Particulars</b>	<b>Unit</b>	<b>Rate</b>
Data Entry of Form 6 & 8 in Vernacular (Bengali) & English Language	Per Entry	
Data Entry of Form 7, 8A & 001	Per Entry	
Checklist Generation & Printing (Offline & Online 6, 7, 8, 8A Forms)	Per page	
Scanning applicants photographs and ECI notified Document required in support of form 6, 7, 8, 8A (Online & Offline) & Uploading of the same including BLO Checklist in the ERONET	Against Per Forms	

Part wise Test Copy PDF & Supplement Roll PDF Generation (Total Parts for 25-Matigara & Naxalbari(SC) / 26-Siliguri / 27-Phansidewa(ST) A.C (800 parts)	Per Part	
Part wise Integrated Roll (Draft) PDF Generation (Total Parts for 25-Matigara & Naxalbari(SC) / 26-Siliguri / 27-Phansidewa(ST) A.C (800 parts)	Per Part	
Part wise PVC EPIC PDF Preparation Generation for Form 6, 8, 8A & 001* (applied at Permanent EPIC Centre)  *Work for 001 EPIC generation to be continued throughout the year.	Per EPIC	

**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 the application forms.**
4. Scanning of photos from Form 6,6A,8,
5. Merging of photos in the respective web based application.
6. **Generation of EPIC from ERONET for further printing of PVC EPIC at Saraswati Press**

**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 **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:**

DEOs required for SRER-2021					
District	AC No and Name	No of AEROs	Block / Municipality Name	DEO required At-least (Previous Requirement)	Remark
Darjeeling	25-Matigara & Naxalbari (SC)	10	Matigara	6	However such requirement may increase as per the direction of concerned EROs
			Naxalbari	4	
<b>Total</b>				<b>10</b>	
Darjeeling	26-Siliguri	10	SMC	8	
			<b>Total</b>		
Darjeeling	27-Phansidewa (ST)	10	Phansidewa	6	
			Khoribari	4	
<b>Total</b>				<b>10</b>	
<b>Total DEO required</b>				<b>28</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 ENTRY 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. All computers must to be kept protected with the **registered antivirus software**.
7. One (TB) external hard disk for data backup is to be kept in readiness.
8. **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)	01.10.2020 at 16.15 HRS
2	Start date of downloading of documents(Online)	02.10.2020 at 09.00 HRS
3	Last date of downloading of documents(Online)	09.10.2020 up to 18.00 HRS
4	Start date of submission of bid(Online)	02.10.2020 at 09.00 HRS
5	Last date of submission of bid(Online)	09.10.2020 up to 18.00 HRS
6	Opening date of Technical Bid(Online)	12.10.2020 at 11.00 HRS
7	Opening date of Financial Bid(Online)	To be notified

**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.*
- vii. **The quoted rate should be including of GST.**

*[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: 280/1(17)/Elec.,

*Date : 29.09.2020*

**Copy forwarded for information to:-**

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

**Additional District Magistrate (Elec)  
Darjeeling**