

NOTICE INVITING TENDER NO. 03 /2020-21

No. 302 /Elec

Dated: 16 /10/2020

In cancellation of previous tender bearing no. 02/20-21 dt. 07/10/2020, re-tender and E-Tender is hereby invited for the items mentioned in the enclosed Annexure - I from the reputed Company / Distributor / Agency / Service provider / Trader/ Dealer having own setup and experience and credentials in Processing of Electoral Roll for Data Entry on ERONET (Both Offline & Online forms)/Generation of PDF copy of Supplement/Mother Roll & Generation of PVC EPIC for successful completion of following articles by two cover system. Pre-qualification documents in a separate cover and Bid documents with rate in another cover are to be submitted.

Schedule of Bid:-

1) Date of publishing	:	16.10.2020
2) Date by which download will be started	:	17.10.2020 at 3:00pm
3) Submission / uploading of Tender	:	17.10.2020 at 3:30pm
4) Closing of submission of Tender	:	10.11.2020 at 3:00pm
5) Technical Bid opening date	:	10.11.2020 at 4:00pm
6) Financial Bid opening date	:	12.11.2020 at 3:00pm

Venue :-

Technical Bid opening venue : Office Chamber of ADM (Elec.), D/Dinajpur.

Financial Bid opening venue : Office Chamber of ADM (Elec.), D/Dinajpur.

Eligibility Criteria for participation in tender & information to Bidders: -

Self-attested copies of Pan Card, Professional Tax Clearance, GST Registration Certificate, Registered co-operative society must upload the Bye-Laws and other papers and submit the same with full address of their authorized person to sign the tender documents along with technical bid papers. During scrutiny of Technical Bid / Tender documents if it is found that any information is incorrect then the Technical Bid / Tender documents will be rejected without assigning any reason thereof. The Tender Committee for Data Entry on ERONET and other will have sole discretion to decide the eligibility of the Company / Distributors / Agency / Service provider / Traders / Dealer etc. on the basis of his submitted documents and the decision of the tender committee will be final in this respect. All papers will be verified with original papers as and when required.

Intending bidders have to submit their bid online through e-procurement cover system in the website www.wbtenders.gov.in. The EMD / Earnest money should be submitted through online in favour of the District Magistrate, Dakshin Dinajpur.

Intending bidders should know the fact that the rates in the BOQs are inclusive of all duties, taxes, royalties, delivery etc.

All the related documents are to be produced IN ORIGINAL to this office as and when asked for.

General terms and condition of Tenderer:-

- 1) The contract shall be valid for 01 (one) year which may be extended subject to fulfillment of the satisfactory execution of work.
- 2) All the intending tenderers are requested to read the terms and conditioned carefully.
- 3) Each bidder shall submit only one tender.
- 4) Rs. 25,000/- (Rupees twenty five thousand) only as earnest money is to be submitted through e-procurement cover system in the website www.wbtenders.gov.in in favour of the District Magistrate, Dakshin Dinajpur. The earnest money of unsuccessful bidder would be refunded automatically within a period of 15 (fifteen) days from the date of finalization of tender.

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- 5) Technical Part :- Attested scanned photo copy of documents is to be submitted in the web portal and within sealed tender also :- i) I.T. return for latest financial year and PAN Card ii) Registration of the firm/ Organization / Dealer etc. iii) Trade license iv) GST Registration Certificates v) Credential Certificate (minimum of Rs. 2,00,000) for the said works.
- 6) Financial Part : Item specification and rate should be submitted in prescribed format. The amount should be included of all taxes, transportation and other costs etc.
- 7) The authority serves the right not to accept the lowest bid on any controversial ground.
- 8) The authority serves the right to accept the quotations partly or fully or average rate or to reject the same without assigning any reasons.
- 9) No payment will be made before the work or for half done work.
- 10) The payment will be released only after completion of the said work and obtaining satisfactory certificate from the authority.
- 11) Tax will be deducted as per existing norms.
- 12) Escalation claimed by the agency will not be entertained by the authority.
- 13) "Non-Disclosure Agreement" to be submitted as per Cyber Security Norms, against successful tenderer approved by the authority.
- 14) The tenderers should submit their rate(s) on basis of the Annexure-I.
- 15) If in course of execution of works, it may happen that some of the steps mentioned in column 3 of Annexure-I omitted, then payment will be made proportionately.
- 16) The entire work is to be performed in a stringent time bound manner as specified by CEO Office, West Bengal and Election Commission of India. No relaxation will be entertained in this matter.


Additional District Magistrate (Elec)
Dakshin Dinajpur

Memo No. 302/1(3)
/Elec

Date: 16-10-2020

Copy forwarded for information and taking necessary action with a request to publish the same in the notice board for wide circulation.

1. The Superintendent of Police, Dakshin Dinajpur, Balurghat.
2. The Addl. Executive Officer, DDZP, Balurghat.
3. The District Land & Land Reforms Officer, Dakshin Dinajpur.
- 4-5. The Sub-Divisional Officer, Balurghat /Gangarampur at Buniadpur, Dakshin Dinajpur.
- 6-13. The Block Development Officer, Balurghat/Hil/Kumarganj/Tapan/Gangarampur/
Banshihari/ Kushmandi / Harirampur, Dakshin Dinajpur.
14. The Administrator, Balurghat Municipality, Balurghat.
15. The Chairman, Gangarampur / Buniadpur Municipality, Dakshin Dinajpur.
16. The D.I.O., NIC, with a request to upload the NIT in the District Website.
17. The D.I.C.O., Dakshin Dinajpur with a request to publish the NIT two local
Newspapers (Matter enclosed).
18. The C.A. to District Magistrate, Dakshin Dinajpur
19. The C.A. to Addl. District Magistrate (Elec), Dakshin Dinajpur
21. The _____


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Additional District Magistrate (Elec)
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Annexure - I

Description of Data Entry on ERONET (Both Offline & Online forms)/Generation of PDF copy of Supplement/Mother Roll & Generation of PVC EPIC.

Sl. No	Key Roll of Activity	Description of work	Rate including all taxes and all other charges in Rs	Remarks, if any
1	Data Entry Operator/Vendor level	Complete Data Entry (in English & Bengali font) on ERONET Software(both Offline & Online) in different Module or other ECI /CEO Site/Server as provided by the ECI/CEO, WB (where required) for Form 6, 6A, 7, 8 & 8A during continuous updation and SRER at both Block / Sub-Division / District level. Steps: Data Entry/Scanning & Uploading of Application forms/other documents attached with Original forms./Assign of BLOs/Part/Section using AEROs credential on ERONET./Printing of BLOs checklist-One time from ERONET./Updating of BLOs checklist- after Correction using OPERATOR credential./Updating of BLOs comments against each forms./ Forwarding of each forms to next level i.e. Supervisor/AEROs level.	Rs. _____/- per form (6,6A,7,8,8A etc.)	OPERATOR Credential to be provided by AERO/ERO's end OTP related issues specially BLOs checklist generation to be provided by AERO's
2	Supervisor level	Checking & Updating of BLOs verified forms / Self decision entry/forwarding of each forms to next level i.e. AEROs level.	Rs. _____/- per form (6,6A,7,8,8A etc.)	OTP related issues will be solved by the AEROs/EROs at Block Level.
3	AEROs level	Checking & Updating of BLOs/Supervisor verified forms / Self decision entry/forwarding of each forms to next level i.e. EROs level./Rejection or Acceptance of Forms on ERONET./Rollback of Forms if needed. /Others work entrusted by ERO.	Rs. _____/- per form (6,6A,7,8,8A etc.)	OTP related issues will be solved by the AEROs/EROs at Block Level.
4	EROs level	Checking & Updating of BLOs/Supervisor/AEROs verified forms / Self decision entry./Rejection or Acceptance of Forms on ERONET. Rollback of Forms if needed./Merging on E.Roll./Generation of EPIC in case of fresh forms./Generation of List of Form-9/10/11/11A from ERONET for public discloser./Finally generation of check copy of Supplement/Mother Roll & necessary correction, if required./ Finally generation of softcopies of PDF of Supplement/Mother Roll(with image &without image) & handover the same at the District Level. Others entrusted work by CEO/ECI	Rs. _____/- per form (6,6A,7,8,8A etc.)	OTP related issues will be solved by the EROs at his /her jurisdiction.
	Generation of PVC EPIC	<u>Entry of 001 forms on ERONET./ Approval of 001 forms for PVC EPIC printing on ERONET./</u> <u>Finally generation of softcopies of PVC EPIC (with merge & individual in pdf format) using ER-Printing module & handover the same at the District Level.</u>	Rs. _____/- (per part)	OTP related issues will be solved by the EROs at his /her jurisdiction.


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