NOTICE of inviting TENDER

Sealed tenders are invited from the bonafide and reputed registered Firms who have previous experience in Data Entry Works in both Bengali and English in ERO NET Software in respect of **Form No. 6, 6A, 7, 8, 8A** for enrolment in the Electoral Roll and other works as detailed below during Continuous Up-dation and SRER Programme on the basis of following terms and condition:

**A. Different Works of ERO NET**
1. Date wise Entry of all Forms.
2. Data Entry of offline Forms received (6, 6A, 7, 8 & 8A) in the “Data Entry Operator” Role to digitize & filing preliminary scrutiny format.
3. Assigning of Part / Section / BLO of the received Forms in the “AERO” Role.
4. Scanning of the Forms along with the documents submitted as per scanning guidelines. Checking of scanned documents through scan quality checker software & generation of report of scanning and after the completion of checking, all scanned documents including Form and photograph should be uploaded by the Data Entry Operator in the “Data Entry Operator” Role.
5. Cropping of photograph from the scanned forms as per photo cropping guideline.
6. Generation of BLO checklist for field verification against the forms received.
7. Entry of BLO field verification report in the “Data Entry Operator” Role.
8. Incorporation of data correction if any in the Forms received after the BLO field verification report.
9. Top Sheet correction.
10. Incorporation of Supervisor’s remark in the received Forms and submission to the AERO for further process in the “Supervisor” Role
11. Sending deletion request to the other ERO and submission to the ERO for further process in the “AERO” Role
12. ERO’s approval and incorporate the approval on the Database in the “ERO” Role.
13. Generation of PDF for printing of 1st check list, 2nd check list and Final Check list.

**B. Different Works of ERO NET for preparation of EPIC.**
1. Part wise Assigning of EPIC for newly enrolled electors.
2. Generation of EPIC for accepted Form 6, 8 & 8A.
Terms & Condition

I. Technical:
1. At least 1 Data Entry Operator, well conversant in English & Bengali inscript language typing per 25 Polling Station and 1 skilled person per 50 Polling Station for scanning documents are to be deployed as and when required.
2. The scale of man power deployment as mentioned above should be maintained for 24 hours during the entire period of Special Summary Revision.
3. Block wise separate person should be deployed for scanning of Forms along with other documents and uploading of documents.
4. Data entry of all Forms (i.e. 6, 6A, 7, 8, 8A) received during SRER should be completed within 10 days from the last date of submission of Forms.
5. Each & every filled in Form i.e. 6, 6A, 7, 8, 8A should be filled up during data entry in ERO NET by the data entry operator.
6. Supply of 1 (one) Computer / Laptop per 25 Polling Station with standard configuration, UPS back up & up dated antivirus for data entry at Block Level / Sub-Division Level and 1 scanner per 50 Polling Station.

II. Financial:
7. Earnest money to the tune of Rs. 50,000/- (Rupees Fifty Thousand) only is to be deposited through Demand Draft along with tender papers in favour of the District Magistrate & District Election Officer, Nadia.
8. Selected vendor shall have to deposit Rs. 1,00,000/- (Rupees One Lakh) as Security money of the works.
9. The rates (including GST) as fixed in this tender shall remain valid for two years from the date of issuance of engagement letter.
10. No payment will be made for wrong entry / double entry.
11. Credential Certificate above Rs. 8 Lakh (RUPEES EIGHT LAKH) regarding Data Entry Works as mentioned above to the Govt. Offices should be submitted along with the Tender.
12. Penalty at the rate of 5 (five) times the offered rate for data entry under item serial 3 & 5 will be deducted for every error detected after corrected checklist is provided to the vendor during payment of bill. 1% of the bill value will be deducted for every day of delay in execution of the work beyond permissible limit.
13. Payment will be made only for error-free entry as per certificate issued by concerned Block Development Officer and Electoral Registration Officer

III. Submission Procedure:
14. Copy of Trade License, Up-to-date GST returned copy, Up-to-date Income Tax, Professional Tax Clearance Certificate should be submitted with tender papers.
15. Sealed Tender papers should be submitted in the specified box to be kept in the Chamber of the Officer-in-Charge, District Election Section, Nadia up to 02.00 P.M. on 18.08.2020.

16. No tender will be accepted beyond the date and time fixed.
17. Tender Documents shall be submitted in 2 (two) parts, as Technical Bid and Financial Bid. Technical Bid should consist of Tender Paper, Technical specification and all
desired documentary evidences; while Financial Bid should contain “Form of Financial Bid”. These two Bids should be submitted in a big envelope.

18. A declaration should also be submitted with the tender papers that the tender paper is being submitted by the tenderer after well conversant in all respect as well as terms and condition of the work.

IV. Miscellaneous:

19. All tenders will be opened in the Chamber of the Additional District Magistrate (Election), Nadia at 02.30 P.M. on the same day i.e. on **18.08.2020**.

20. The tenderer or his/her authorized representative may remain present there.

21. The authority reserves every right to accept or reject any or all the tenders as well as rates of above works without assigning any reason.

22. Legal action will be taken against the selected vendors if He / She fails to complete the works, in question, in time.

23. The prepared Materials /List will have to be delivered before the respective SDOs / EROs / BDOs as the case may be, by the approved bidder at his / her won cost with proper receipt within the stipulated timeline to be fixed by the DM & DEO, Nadia.

24. Technical eligibility of the tenderers should be mentioned as per Eligibility Criteria and Technical Specification duly signed by the tenderers and be submitted with the tender papers.

Additional District Magistrate (Election), Nadia.

Memo. No.: 6/49/1(49)/TENDER/Elec.  
Dated: 04/08/2020.

Copy forwarded for information with a request to display the same on your office Notice Board for wide publicity to :-

1) Hon’ble District Judge, Nadia.
2) Sabhadhipati, Nadia Zilla Parishad, Krishnagar, Nadia.
3) Superintendent of Police, Krishnanagar Police District, Nadia.
4) Superintendent of Post Offices, North Division, Nadia.
5) Superintendent of Post Offices, South Division, Kalyani, Nadia.

6-9) Sub-Divisional Officer : Tethata / Sadar / Ranaghat / Kalyani, Nadia.


33) Nezarath Deputy Collector, Nadia Collectorate.

34) District Employment Exchange Officer, Krishnagar, Nadia.


40) District Informatics Officer, NIC, Nadia Collectorate with a request to incorporate the same ( all tender Documents) in the website of District Magistrate, Nadia immediately for wide publicity.

41) Agricultural Income Tax Officer, Krishnagar, Nadia with a request to make necessary arrangement for widespread publicity of the same through Cable Network throughout this district immediately.

42) District Information & Cultural officer, Krishnagar, Nadia with a request to arrange for wide circulation, Sub-Division wise, of the same through local Newspapers for wide publicity immediately.

43-44) DA- Allotment / DA- Bill of District Election Section, Nadia Collectorate.
File No. NAD-17099/1/2019-ELEC SEC

45-46) CA and PA to District Magistrate & District Election Officer, Nadia.
47-48) PA to Additional District Magistrate (Election) / (General) / (Development) / (Zilla Parishad), Nadia.
49) Office Notice Board, District Election Section, Nadia Collectorate.

Enclo. : As stated above.

Additional District Magistrate (Election), Nadia.

MEMO. NO. C57 /1(49)/1(1)/Tender/Elec. Dt. 4 / 8 /2020.

Copy forwarded for favour of kind information:
1) The Chief Electoral Officer, West Bengal, Home Department, Election Branch, 21, N.S. Road, Kolkata- 700 001.

Additional District Magistrate (Election), Nadia.
1. ELIGIBILITY CRITERIA:

- The bidder must be a company / firm registered under the Companies Act, 1956/ the Partnership Act, 1932 or a proprietary one; having valid trade license. Attested documentary evidences should be enclosed.
- The bidder must be having at least ten (10) employees in their Pay Roll.
- Experience of Data Entry in Bengali / English is also essential. (Documentary evidence should be enclosed).
- The tenderer who has been blacklisted in past by any Government Organization in India would not be eligible to take part in this proceeding in his/her name or in new name/entity. An affidavit in this regard should be submitted.
- The tenderer must provide a master trainer for software must be having minimum two (2) years certificate course / Diploma from any recognized Institute.
- The tenderer must provide 1 (one) technical person having knowledge of computer hardware.
- The tenderer must provide 1 (one) supervisor per Sub-Division for four Sub-Divisions of this District having minimum qualification like Higher Secondary+2(two) years computer Course +1 (one) year’s experience of similar activities.
- The tenderer must provide operator having minimum qualification like Matriculation + 6(six) months computer course + Knowledge of typing in Bengali/English/as required by ERO/AERO.
- The tenderer must use Hardware and Software as per the specifications mentioned under Technical Specification.

2. TECHNICAL SPECIFICATIONS:

(i) Hardware requirements:
- Newly formatted Windows 10 machine with minimum 4(four) GB or above RAM, 1 TB Hard disk, DVD Writer.
- Colour Monitor
- UPS
- Scanner (A4 size, 6000dpi)
- Computer / Laptop per 25 Polling Station with standard configuration as mentioned at Block / Sub-Division Level and 1 scanner per 50 Polling Station.
- 4 GB RAM
- HDD 1 TB

(ii) Software requirements:
- Operating System – Windows 10
- Licensed updated Antivirus
- Abode distiller.

(Signature of Bidder with Seal & Date)
TO
The District Magistrate &
The District Election Officer, Nadia.
Krishnanagar, Nadia.

Sub: SUBMISSION OF TENDER FOR THE WORKS IN ERO NET.


Sir,

I / We, having examined the Tender document and understood its content, hereby submit my/our Application for Qualification for the aforesaid work. The Application is unconditional and unqualified.

Name of the Applicant :-
Name of the Agency / Farm :-
Office Address :-
Contact Details :-
e-mail ID :-
Amount & Check / DD No.
of the Earnest Money deposited :-

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particulars of Works in ERO NET</th>
<th>RATES OFFERED FOR CONSOLIDATED WORK (including GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Different Works of ERO NET mentioned under “A”</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Different Works of ERO NET for preparation of EPIC mentioned under “B”</td>
<td></td>
</tr>
</tbody>
</table>

Yours faithfully,

(Signature of Bidder with Seal & Date)