

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

REF. No.: 624/TENDER/ELEC. DT.: 12/10/2012.

**1. TENDER DOCUMENTS FOR**

- (A) DATA ENTRY FOR BOTH VERNACULAR & ENGLISH LITERATURE FROM MANUSCRIPTS OF DRAFT / SUPPLEMENT / FINAL LISTS
- (B) CORRECTION FOR ELECTORAL INFORMATION IN ENGLISH LITERATURE
- (C) MOBILE NUMBER ENTRY IN ENGLISH LITERATURE
- (D) PHOTO MERGING & EPIC PREPARATION
- (E) CAPTURING, SCANNING OF PHOTOGRAPHS & IMAGE MERGING AND EPIC PREPARATION
- (F) DIGITAL PRINTING OF PHOTO ELECTORAL ROLL FOR BOTH - (a) FOR SINGLE SIDE SINGLE PAGE AND (b) FOR BOTH SIDE SINGLE PAGE.  
[PAPER SPECIFICATION :: A4 / 75GSM / MILKY WHITE].

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(Signature of Bidder with Seal & Date)

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REF. No.: 624 / TENDER / ELEC. DT.: 12 / 10 / 2012.

(Signature of Bidder with Seal & Date)

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**GOVERNMENT OF WEST BENGAL**  
**OFFICE OF THE DISTRICT MAGISTRATE & DISTRICT ELECTION OFFICER,**  
**NADIA (District Election Section)**

Memo. No. : 624 /TENDER/Elec.      Dated : 12 / 10 /2012.

**TENDER NOTICE**

Sealed Tenders are invited in Two-envelope system by the undersigned for (A) DATA ENTRY FOR BOTH VERNACULAR & ENGLISH LITERATURE FROM MANUSCRIPTS OF DRAFT / SUPPLEMENT / FINAL LISTS, (B) CORRECTION FOR ELECTORAL INFORMATION IN ENGLISH LITERATURE, (C) MOBILE NUMBER ENTRY IN ENGLISH LITERATURE, (D) PHOTO MERGING & EPIC PREPARATION, (E) CAPTURING, SCANNING OF PHOTOGRAPHS & IMAGE MERGING AND EPIC PREPARATION and (F) DIGITAL PRINTING OF PHOTO ELECTORAL ROLL FOR BOTH - (a) FOR SINGLE SIDE single page AND (b) FOR BOTH SIDE single page [Paper specification:: A4 / 75GSM / Milky White].

Tender Documents / Forms can be obtained from the office of the District Magistrate & District Election Officer, Nadia (District Election Section, Nadia) - or downloaded from the District Magistrate, Nadia's Website [<http://nadia.gov.in>]. Necessary information is also detailed below / enclosed herewith for information and necessary action.

| Sl. No. | DESCRIPTION   | DATE   | TIME   |
|---------|---|--|--|
| 01.     | Procurement of Tender Documents / Forms.  | Up-to 30-10-2012 (except Saturdays, Sundays & Holidays). | 10:30 A.M.to 5:00 P.M.                           |
| 02.     | Last Date of submission of Tender Documents/ Forms.   | On 31-10-2012  | Up to 01:00 P.M.                                 |
| 03.     | Opening of Tender Documents / Forms.  | On 31-10-2012  | At 02:00 P.M.                                    |
| .004.   | Pre-bid meeting with intending bidders  | On 19.10.2012  | At 02.00 P.M. at the chamber of A.D.M.(Election) |
| 05.     | Tender Box will be kept / available in the office chamber of the Addl. District Magistrate( Election), Nadia, 1st Floor, C-Block, Administrative Building, Nadia Collectorate for dropping the Tender Papers. |  |  |

The Tender Documents / Papers / Annexure-I should be signed & sealed on each page by the Bidder before submission. Credential regarding above works [(A)+(B)+(C)+(D)+(E)+(F) as referred in Page-1] along with up to date Certificates/Challans on Income Tax, VAT, Professional Tax, Audit Report of the firm for last 3-years shall be submitted with the Tender documents.

Tender Documents shall be submitted in two (2) parts, as Technical Bid and Financial Bid. Technical Bid should consist of Tender Paper, Technical specification, earnest Money deposit amounting to Rs.20,000=00 (Rupees Twenty thousand) only in the form of D.D. in favour of District Magistrate & District Election Officer, Nadia and all desired documentary evidences; while Financial Bid should contain "Form of Financial Bid". These two Bids should be submitted in a big envelope. Selected Bidder will have to submit security money to the tune of Rs.50,000=00 (Rupees fifty thousand) only immediately after receiving the work order i.e. by the next working day from the date of receipt of said working order without fail. Otherwise the said work order will be treated as cancelled without assigning any reasons thereof. The security money will be forfeited if he/she/agency fails to complete the works, in question, in time.

[Continued Page-4]

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**(Signature of Bidder with Seal & Date)**

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The District Magistrate & District Election Officer, Nadia reserves all the rights to accept or reject any or all the Tenders as well as the rates of above works without assigning any reasons at any stage of time. **Payment will be made only on error-free materials.**

Approved Bidder will fully be responsible to provide updated Technical Specifications / adequate machineries & manpower as directed by Chief Electoral Officer, West Bengal and District Authorities to complete the works in question within the stipulated timeline to be fixed therein.

All prepared materials of above will have to be delivered before the respective Sub-Divisional Officers / Electoral Registration Officers, as the case may be, by approved Bidder at his/her/agency own cost with proper receipt following the stipulated timeline without fail.

All above works [(A)+(B)+(C)+(D)+(E)+(F) as referred in Page-1] shall be done at all outlying Sub-Divisional Offices, respective Block Development Offices and at District Election Office, Nadia under the aegis of respective Sub-Divisional Officers, Electoral Registration Officers, Block Development Officers concerned and District Authority also.

Only working place / space will be provided as Logistic support to approved Bidder. All other supports to be required to complete the said works [(A)+(B)+(C)+(D)+(E)+(F) as referred in Page-1] will fully and invariably be arranged by approved Bidder himself/herself. The undersigned also reserves the right to cancel work order any time, if it is seen that the products or functions are not up to the mark and it is certified to be so declared by the competent authority.

Approved Bidder will be liable to submit daily progress report of said work during the ongoing process before respective Sub-Divisional Officers, Electoral Registration Officers, Block Development Officers concerned and District Authority also.

No Tender will be accepted beyond the date & time fixed as above. Tenders will be opened on 31.10.2012 at 02:00 p.m. hours in presence of the Bidders or his/her/agency authorized representatives in the office chamber of Additional District Magistrate (Election), Nadia.

All the intending Tenderers shall take note that quality of output against functions enumerated above is a point of utmost importance, urgency and obligation on the part of authorities. Quality of work shall not be compromised at any stage of the programme.

Accordingly, it is reiterated that EPICs prepared shall have to conform with qualities and specification to be mentioned in due course of time if it is seen that any EPIC or any activity does not fulfill the condition of quality & specification, following consequences shall be unleashed:

(1) The approved vendor shall have to prepare the EPIC afresh without any cost in due time frame; (2) The Work Order shall be summarily rejected & (3) Penal & punitive action including blacklisting shall be initiated against the concerned vendor.

**The rates once finalized & accepted, after observing all formalities, may be terminated without showing any reasons by District Magistrate & District Election Officer, Nadia at any stage.**

Place : Krishnagar

Date : 12 / 10 / 2012.

  
**DISTRICT MAGISTRATE**

&

**DISTRICT ELECTION OFFICER, NADIA**

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**(Signature of Bidder with Seal & Date)**

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**Memo. No. : 624 /1(50)/TENDER/Elec. Dt. 12 / 10 /2012.**

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, Nadia.
- 4) Superintendent of Post Offices, North Division, Nadia.
- 5) Superintendent of Post Offices, South Division, Kalyani, Nadia.
- 6-9) Sub-Divisional Officer : Tehatta / Sadar / Ranaghat / Kalyani, Nadia.
- 10-26) Block Development Officer : Karimpur-I/Karimpur-II/Tehatta-I/ Tehatta-II/ Kaliganj/Nakashipara/Chapra/Nabadwip/Krishnagar-I/ Krishnagar-I/Santipur/ Ranaghat-I/Ranaghat-II/Krishnaganj/Hanskhali / Chakdaha / Haringhata.
- 27-28) Post Master : Head Post Office, Krishnagar/Court Post Office, Krishnagar.
- 29-31) Post Master : Nabadwip / Ranaghat / Kalyani Post Office, Nadia.
- 32) Nezarath Deputy Collector, Nadia Collectorate.
- 33) District Employment Exchange Officer, Krishnagar, Nadia.
- 34-38) Treasury Officer : Try. No.-I & II, Krishnagar/Tehatta/Ranaghat/ Kalyani.
- 39) 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. You are also requested to present in the office chamber of A.D.M. (Election), Nadia on 31-10-2012 by 2:00 p.m. without fail.
- 40) 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.
- 41) 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.
- 42-43) DA- Allotment / DA- Bill of District Election Section, Nadia Collectorate.
- 44-45) CA and PA to District Magistrate & District Election Officer, Nadia.
- 46-49) PA to Additional District Magistrate (Election) / (General) / (Development) / (Zilla Parishad), Nadia.
- 50) Office Notice Board, District Election Section, Nadia Collectorate.

**Enclo. :As stated above.**

*Aravinda Chosh*  
**DISTRICT MAGISTRATE**

&

**DISTRICT ELECTION OFFICER, NADIA**

MEMO. NO. 624 /1(50)/1(1)/Tender/Elec.

Dt. 12 / 10 /2012.

Copy forwarded for favour of kind information to:

**1-2) Joint Chief Electoral Officer / Officer on Special Duty (IT), Office of the Chief Electoral Officer, West Bengal, Home (C & E) Department, Election Wing, 21, N.S. Road, Kolkata- 700 001.**

*Aravinda Chosh*  
**DISTRICT MAGISTRATE &  
DISTRICT ELECTION OFFICER, NADIA**

**(Signature of Bidder with Seal & Date)**

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### 3. ANNEXURE-I

PROFORMA FOR SUBMISSION OF RATES OFFERED BY THE  
BIDDER:

=====

REF. No.: 624 / TENDER / ELEC. DT.: 12 / 10 / 2012.

| SL. NO.    | PARTICULARS OF WORK   | RATES OFFERED                    |
|------------|---|----------------------------------|
| 1          | 2   | 3                                |
| (A)        | DATA ENTRY FOR BOTH VERNACULAR & ENGLISH LITERATURE FROM MANUSCRIPTS OF DRAFT / SUPPLEMENT / FINAL LISTS. | (PER DATA ENTRY)<br>Rs.          |
| (B)        | CORRECTION FOR ELECTORAL INFORMATION IN ENGLISH LITERATURE.   | (PER DATA ENTRY)<br>Rs.          |
| (C)        | MOBILE NUMBER ENTRY IN ENGLISH LITERATURE.  | (PER DATA ENTRY)<br>Rs.          |
| (D)        | PHOTO MERGING & EPIC PREPARATION.   | (PER EPIC)<br>Rs.                |
| (E)        | CAPTURING , SCANNING OF PHOTOGRAPH & IMAGE MERGING AND EPIC PREPARATION.                                  | (PER EPIC)<br>Rs.                |
| (F)<br>(a) | DIGITAL PRINTING OF PHOTO ELECTORAL ROLL FOR SINGLE SIDE SINGLE PAGE (A4 PAPER / 75GSM / MILKY WHITE).    | (SINGLE SIDE SINGLE PAGE)<br>Rs. |
| (F)<br>(b) | DIGITAL PRINTING OF PHOTO ELECTORAL ROLL FOR BOTH SIDE SINGLE PAGE (A4 PAPER / 75GSM / MILKY WHITE).      | (BOTH SIDE SINGLE PAGE)<br>Rs.   |

(Signature of Bidder with Seal & Date)

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#### **4. ABBREVIATIONS & DEFINITIONS:**

- ECI means Election Commission of India, New Delhi
- CEO means Chief Electoral Officer, West Bengal
- DEO means District Magistrate & District Election Officer of Concerned District
- ERO means Electoral Registration Officer of the concerned Assembly Constituency
- Bidder/tenderer means who have quoted the tender
- Vendor – the tenderer whose tender is accepted and who executes the agreement with the DEO shall be called Vendor and the term shall include his/her hers executors, administrators & assignees.
- EPIC means Elector's Photo Identity Cards (prepared as per guidelines of the ECI)
- 'Rate contract' means the agreement entered into between the DEO and the Vendor, as recorded in the agreement/contract form signed by the parties including all the attachments and appendices thereto and all documents incorporated by reference therein for said work in agreed time period.
- Price means the price payable to the vendor for full and satisfactory performance of its contractual obligations.
- Deliverables means input data form, CDs/DVDs, Checklists, etc. Provided by the CEO/DEO/ERO as well as outputs, data CDs/DVDs as per tender document and further instructions to be issued by the ECI/CEO/DEO within prescribed time limits
- SLA means the State Level Agency of the CEO, West Bengal
- AC means Assembly constituency

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**(Signature of Bidder with Seal & Date)**

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## **5. 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 payroll.
- 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 should enclose attested copies of PAN & valid Professional Tax Clearance Certificate.
- 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 having minimum qualification as mentioned below :
  - (a) @ 2(Two) Supervisors per Sub-Division for four Sub-Divisions of this District;
  - (b) Higher Secondary+2(two) years computer Course +1(one)year's experience of similar activities.
- The tenderer must provide operator having minimum qualification as mentioned below:  
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.



## 6. SCOPE OF WORK DELIVERABLES:

### (A) DATA ENTRY

- Data entry in Bengali / English / as required by ERO/AERO for additions/ modifications/ deletions from Manuscripts of the Supplementary list at designated location provided by ERO/AERO.
- Laser printing of checklists (without photo) at designated location provided by ERO/AERO/District Authority.
- Updating of entered data as per corrected checklists at designated location provided by ERO/AERO/District Authority.
- Time frame for the work.

#### DELIVERABLES:

- Hard copies of Check Lists;
- Delivery of Data backup DVD/CD of Supplements in the format prescribed by the CEO/SLA.

### (B) SCANNING OF PHOTOGRAPHS

- Scanning of photographs of electors pasted in Forms submitted by applicants at designated location provided by ERO/AERO.
- Specification : Face area should cover > 75% of the image;  
Colour Mode;  
320X240 pixels;  
400 dpi.
- Naming & Filing of Images as per instructions issued by the DEO/SLA;
- Time frame for the work;

#### DELIVERABLES

- Delivery of image data DVD/CD in the format prescribed by the CEO/SLA.

***Application software along with printed guidelines for all of the above-noted jobs will be provided by the CEO/DEO/SLA to the vendors.***

## **7. TERMS & CONDITIONS OF BID:**

- No consumables will be provided by the CEO/DEO/ERO/SLA.
- Rates should be quoted considering all and every scope/s of the tendered jobs.
- The DEO reserves the right to accept or reject any or all the tenders or accept any tender in part without assigning any reason thereof.
- The DEO/SLA may provide standard software for entire work as developed by the SLA however the standard software shall remain the property of O/o the CEO. The field staff of the vendors may be required to attend training on use of the application software as organized by the SLA.
- Any company/tenderer shall submit only one tender only once. No company/tenderer shall be allowed to submit more than one bid in the said tender in any other name of the company.
- The vendor will have to pay security deposit @ Rs. 5,000.00 per District within seven days of acceptance of tender in the form of performance bank guarantee or FDR/s of any nationalized bank (to be pledged in favour of the DEO of the concerned district).
- All works under or in course of execution or executed in pursuance of the contract shall at a times be open for inspection and supervision of the CEO/DEO & his/her subordinates/SLA.
- The vendor shall provide required personnel for the work and shall make payment of their wages/salaries and shall be responsible for any claim regarding compensation or damages arising out of any accident during the course of their employment.
- The vendor will perform the work with diligence. The vendor shall submit progress reports in prescribed format to the DEO, SDO, ERO & BDO at regular intervals.
- The vendor shall execute the whole and every part of the work in the most substantial and workman like manner, in strict accordance and specifications. The vendor shall also conform exactly fully faithfully to the designs, specimen and instructions in writing relating to the work assigned by the DEO issued from time to time during the execution of the work.
- No advance payment shall be given to the vendors for undertaking the work, payment will be made by DEO only on full completion of work and upon prior certificates of quality by SDOs and on delivery on time of outputs as prescribed herein.
- The vendor shall not be entitled to claim any compensation from the CEO/DEO for the loss suffered by him/her on account of delay for whatsoever reasons including inter-alia. Force Majeure. Act of God (Vis major). Act of enemies of the State or any other reasonable cause beyond the control of the CEO/DEO.
- All works noted in Tender Documents [(A) to (F)] shall be done at the office of respective SDO, ERO, BDO & District Election, Nadia, as directed by the authority.
- That if any question, difference or objection, whatsoever, arises in any way connected with or arising out of this instrument or the manning or operation of any part thereof or rights, duties or liabilities of either party then save in so far as the decisions of any such matter is herein before provided for and has been so decided every such matter shall be referred for arbitration to the CEO and his decision shall be final and binding.
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**(Signature of Bidder with Seal & Date)**

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## 8. TENDER FORM

TO  
THE DISTRICT MAGISTRATE  
&  
DISTRICT ELECTION OFFICER, NADIA

**Sub. :** TENDER NOTICE NO. 624 /TENDER/ELEC. DATED  
12 / 10 / 2012 (A) DATA ENTRY FOR BOTH  
VERNACULAR & ENGLISH LITERATURE FROM MANUSCRIPTS OF  
DRAFT / SUPPLEMENT / FINAL LISTS, (B) CORRECTION FOR  
ELECTORAL INFORMATION IN ENGLISH LITERATURE, (C)  
MOBILE NUMBER ENTRY IN ENGLISH LITERATURE, (D) PHOTO  
MERGING & EPIC PREPARATION, (E) CAPTURING / SCANNING  
OF PHOTOGRAPHS & IMAGE MERGING AND EPIC PREPARATION  
and (F) DIGITAL PRINTING OF PHOTO ELECTORAL ROLL FOR  
BOTH - (a) FOR SINGLE SIDE SINGLE PAGE AND (b) FOR BOTH  
SIDE SINGLE PAGE [PAPER SPECIFICATION:: A4 / 75GSM / Milky  
White].

Sir,

Pursuant to the aforesaid Tender Notice, I/we hereby  
submit Tender for the aforesaid works and strictly in  
accordance with the specifications and instructions of the  
District Magistrate & District Election Officer, Nadia and as per  
Terms & Conditions of the contract attached hereto.

-----  
Signature of Tenderer(s) along with Seal

Date :

Place :

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Details : \_\_\_\_\_

\_\_\_\_\_  
(Signature of Bidder with Seal & Date)

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## **9. TECHNICAL SPECIFICATIONS :**

### **(A) Hardware requirements:**

- Newly formatted Pentium IV machine with minimum 1(one) GB or above RAM, 160 GB Hard disk, DVD Writer.
- Colour Monitor
- UPS
- Scanner (A4 size, 6000dpi)
- 2 (Two) or above machines per Assembly Constituency at each Sub-Division in consultation with Sub-Divisional Officers.
- 3 GB RAM
- HDD 320 GB

### **(B) Software requirements:**

- Operating System - Windows XP service pack 2
- Licensed updated Antivirus
- Abode distiller.