

Proceeding of the Pre-bid meeting held on 19.10.2012 at 2-00 P.M. in the office chamber of Additional District Magistrate (Election), Nadia in connection with the Tender Notice No. 624/ TENDER/ELEC. Dated 12.10.2012 for the works of Data Entry of Electoral information , Scanning, merging, preparation and lamination of Photos etc.related to SRER, 2013.

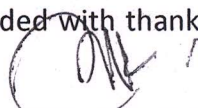
Representatives of Universal Solutions, IT- PRO, IKF, M/s Subrata Saha , M/S SB Computers together with Additional District Magistrate(Election),Nadia ,Officer-In-Charge, Dist, Elec. Section were present in the meeting.

ADM (Election) , Nadia presided over the meeting. Firstly he thanked to all the members present in the meeting . Thereafter, he requested Officer-In-Charge, District Election Section to discuss the salient points of the tender.

As per direction of ADM(Election), Nadia Officer-In-Charge, District Election Section initiated discussion about the Papers /documents to be submitted with the tender by the tenderer . After discussion the following decisions were taken.

1. Up-to-date IT Return or Challan.
2. Up-to-date VAT Return and VAT Registration.
3. Up-to-date Challan on Professional Tax.
4. Valid Trade Licence.
5. Audit Report for last 3 years (2009-10/ 2010-11/ 2011-12).
6. Credential Certificate (Work order with payment Certificate). Credential Certificate for the work of Electoral matters and preparation of EPIC will only be accepted.
7. Earnest money of Rs. 20,000/- (Rupees Twenty Thousand)only in the name of DM & DEO, Nadia will be submitted with the Tender.
8. SSI Unit may be exempted from earnest money subject to submission of the Govt. order.
9. An Affidavit to the effect that the Firm has not been declared blacklisted by any Government Organisation.
10. Xeroxed Copy of Pay Roll having at least 10 (ten) employees must be submitted.
11. Tender must be dropped within the stipulated time and date by the Tenderer as fixed by the authority in the Tender Notice.
12. Rates for correction of Title Page and correction of data of Form-8 should be mentioned separately.
13. Only working space will be provided to the selected tenderers for their works.
14. Quality of data entry ,Photograph scanning, and preparation of EPIC must be maintained.
15. Entire work must be done and completed by the selected Agency within the time limit fixed by the authority in the work order, failing which penalty shall be imposed upon the defaulting tenderer.
16. Technical specifications as mentioned in the Tender Notice must be maintained .

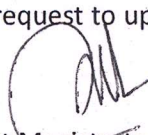
As there was no other issue for discussion, the meeting ended with thanks to and from the chair.


Additional District Magistrate (Election)
Nadia

Memo. No. 657 /Elec.

Dated. 19/10/2012

Copy forwarded to the District Informatics Officer, NIC, Nadia with request to upload the same in the website of the District Magistrate, Nadia for wide publicity.


Additional District Magistrate (Election)
Nadia