

OFFICE OF THE  
DISTRICT MAGISTRATE & COLLECTOR  
SOUTH 24 PARGANAS

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**NOTICE INVITING PRE-QUALIFICATION-CUM-TENDER: (3<sup>rd</sup> Call)  
(TWO COVER SYSTEM)**

**NOTICE INVITING E-TENDER NO. 05/ELEC/2023-2024**

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**PART 1 - STATEMENT OF PURPOSE AND BID OUTLINE**

- The District Election Officer and District Magistrate, South 24 Parganas intends to make error-free electoral roll by preparing electoral database through software approved by the Election Commission of India (referred as ECI) for South 24 Parganas district. The aim is to obtain quality data entry work in limited timeline.
- e-Tenders is hereby invited from willing, bonafide, competent, reputed & eligible agencies having own set up and experience in data entry and form processing in ERO Net, generation of EPIC pdf and printing of Electoral Roll under Election Setup at District / Sub Division level in connection with ensuing Annual Summary Revision with qualifying date 01.01.2024 and thereafter for preparation of supplement list for next three qualifying dates i.e. 01.04.2024, 01.07.2024 and 01.10.2024 and continuous updation in between along with associated activities for Roll and EPIC related data processing work through ERO Net. Work to be considered tentatively for one year, may the approved agency be considered for next year, if work done satisfactorily for this year.
- Works will be done in all Blocks and Sub-divisions. Permanent EPIC Centre will run at Sub-Divisions.
- The works will start from Annual SRER with qualifying date 01.01.2024 till draft publication of next Annual SRER with qualifying date 01.01.2025 and any mid-term election work if needed; However, the final time line will be specified in the work order.
- ❖ As a whole, Data Entry and other associated activities will be undertaken for the following forms :-
  - a) Addition (Through Form 6)
  - b) Deletion (Through Form 7)
  - c) Correction, Transposition & Replacement of EPIC ( Through Form 8)
  - d) EPIC pdf generation (for Form 6/8)
  - e) Generation of Electoral Roll part wise pdf (With and Without Image) & Printing of Electoral Roll
  - f) Transmission of EPIC pdf through EPIC transmission portal
  - g) Online entry and disposal of Aadhaar information through Form 6B

## **SCOPE OF WORK**

### **SCANNING OF DOCUMENTS AND PHOTOGRAPHS**

- Scanning of each and every statutory form along with the attached documents and uploading the same in ERONET 2.0.
- Scanning of photographs of applicants pasted in the statutory forms. Specification of the photographs will be like this: face area should cover >75% of the image and colour mode should be 320 X 240 pixels 400 dpi.
- Naming and filing of images as approved by the EROs.

### **ONLINE DATA ENTRY OF FORMS THROUGH OPERATOR LOGIN IN ERONET2.0**

- Online data entry of all statutory forms both in Bengali (Inscript) and English with generation of two sets of checklists through the online ERONET 2.0 system.
- Printing of two sets of checklists (with photograph and/ or without photograph) by the vendor as and when required.
- Updation of checked and verified data on the portal.

### **ONLINE DISPOSAL OF FORMS (ONLINE & OFFLINE) IN ERONET 2.0**

- Online data entry of the details of the Enquiry Officer.
- Assigning polling station wise statutory forms to the respective Enquiry Officer.
- Entry of BLO Enquiry Reports from Checklists.
- Entry of the decision of the AERO and ERO with the final comment of "accepted/rejected" to each of the statutory form entered.
- Uploading of the finally approved data of ERO into the server provided by the ECI.

### **ONLINE GENERATION OF PDF FOR THE PHOTO ELECTORAL ROLL AND DIGITAL PRINTING**

- Generation of PDF of the photo electoral roll through roll printing modules.
- The PDF are to be generated polling station wise for a particular Assembly Constituency.
- Printing of error-free Photo Electoral Roll in digital printing for all the polling stations. 1. A4 size milky white 75 GSM paper both side 60 images, i.e., 30 in each page, 2. A4 size milky white 75 GSM paper one side 30 images.

### **ONLINE GENERATION OF EPIC PDF THROUGH ERO NET 2.0 EPIC MODULE AND TRANSMISSION OF EPIC THROUGH EPIC TRANSMISSION PORTAL FOR PRINTING OF PVC EPIC**

- Generation of PDF of the EPIC roll through printing modules.
- The PDF are to be generated polling station wise for a particular Assembly Constituency.
- The PVC EPICs and address sticker as generated to be uploaded to EPIC transmission portal through ERO Login on periodical basis throughout the year.

### **ONLINE ENTRY OF AADHAR INFORMATION IN ERONET**

- Entry of Aadhaar Information through Form 6B in ERONet /ECI Portal.

## SCHEDULE OF IMPORTANT DATES

PARTICULAR	DATE & TIME
Date of publication of E-NIT	07.10.2023 at 18.00 hrs.
Document download start date and time	07.10.2023 at 18.00 hrs.
Document download end date and time	30.10.2023 upto 14.00 hrs.
Bid submission start date and time	07.10.2023 at 18.00 hrs.
Last date and time of online submission of technical bid and financial bid	30.10.2023 upto 14.00 hrs.
Date and time of opening of technical bid at the office of the DEO & DM South 24 Parganas	01.11.2023 at 15.00 hrs.

## ELIGIBILITY CRITERIA

- **Experience:** The Bidder must be a company/firm, registered under The Companies Act, 1956/The Partnership Act, 1932 or a Proprietary one with valid trade licence applicable in South 24 Parganas. Bidders should have a minimum 5 (five) years of experience **exclusively in electoral database management related works**
- **Mandatory documents:** Tenderer must accompany **self-attested copies** of valid PAN card, GST registration certificate, Professional Tax clearance challan (2022-23), audit report of last three financial years and the latest I.T. return (2022-23).
- **Credentials:** Tenderer should enclose the credential certificates of electoral database related works from any Government Department. It is to be mentioned here that the total volume of work will be approximately Rs. 1,37,00,000/- [Rupees One Crore Thirty Seven lakhs]. An approximate (not exhaustive) estimate of proposed electoral works during next one year are mentioned below -

Sl. No.	Name of the work	Approx. work value in Rs.
1	Annual SRER with qualifying date 01.01.2024 (Roll Printing Rs. 33 Lakh, Data Entry and EPIC pdf preparation Rs. 26Lakh)	59,20,000
2	Continuous Updation 2024 and preparation of supplements for subsequent qualifying dates i.e. 01.04.2024, 01.07.2024, 01.10.2024 (Data Entry, EPIC pdf preparation and preparation of supplement pdfs)	25,80,000
3	Online entry and disposal Aadhaar information through Form 6B in ECI portal	5,00,000
4	Draft publication of SRER 2025 (Roll printing Rs. 33 Lakh; Elector Information Slips Rs. 14 Lakh)	47,00,000
<b>Total</b>		<b>1,37,00,000</b>

### **Intending tenderers should produce credentials of**

- (i) a similar Election related work (Electoral Roll data entry & Printing) of the minimum value of **40% i.e. Rs. 54,80,000=00** (Rupees Fifty Four Lakh Eighty Thousand) only of the estimated amount put to tender completed during last 5 (five) financial years prior to the date of issue of this tender notice; **or**
  - (ii) two (2) similar Election related work (Electoral Roll data entry & Printing), each of the minimum value of **30% i.e. Rs. 41,10,000=00** (Rupees Forty Lakh Ten thousand) only of the estimated amount put to tender completed during last 5 (five) financial years prior to the date of issue of this tender notice;
- **Annual turnover:** The willing agency must have an **average annual (financial year wise) turnover of Rs. 70,00,000/- (Rupees seventy lakh)** only for the past **THREE** consecutive years.
  - **EMD:** **Rs. 2,00,000 (Rupees two lakh) only** to be deposited **ELECTRONICALLY** during filling up the e-tender document. **Offers not accompanied by the EMD will summarily be rejected. To avail exemption on EMD, the bidder must submit (upload) proper documents during participation in the tender process subject to the condition that other necessary terms and conditions as stated in the tender notice must be fulfilled.** The earnest money deposited will be forfeited by the Government in case -
    1. The tenderer withdraws from tender after opening of tender / after acceptance.
    2. The selected tenderer fails to accept work order, refuses either wholly or partly the offer that would be made by the undersigned.
    3. The selected tenderer fails to do the work or supply materials as per specification.

**N.B: In case a bidder does not match the criteria for eligibility as mentioned above, his financial bid will not be opened.**

#### **A. TECHNICAL ITEMS NEEDED**

- It is **ESSENTIAL** to engage **ATLEAST SEVEN (07) computers per AC along with high speed internet connectivity** during the time of entry and the computer set should have the following requirements like --- monitor (1F1), RAM (4 GB or more), hard-disk drive (more than 1TB), DVD writer (combo), UPS (minimum 500VA), scanner well equipped with inter-connectivity among computers through hub/router. The computers shall have to be deployed at the SDO's/BDO's office as and when required.
- Essential software like Original operating system, updated Antivirus, abode distiller etc. must be provided as and when will be required.
- Internet connectivity and allied cost to be borne by the agency.

#### **B. MANPOWER NEEDED**

- Data entry operators must be Higher Secondary passed with one year computer course passed and having good typing skill in English & Bengali for each (PEC) as well as at each Block Development Office as per requirement. [Documentary proof of the personnel is **MANDATORY**]
- The Supervisor of the entire computerized work must have graduate degree in computer application (like BCA, BSc Comp Sc/Application etc) and must have technical expertise in DBMS software. He should have minimum 02 years'

experience to handle large and huge data entry work and managing DBMS. [Documentary proof of the personnel is MANDATORY]. At least one supervisor per AC will be required to oversee the work.

- There should be at least Seven (07) number of data Entry Operators per ACs .The data entry operators should report to the respective Sub-Divisional Officer/Block Development Officer as and when required.
- In addition to the above, at least 3 (three) nos. of data entry operators per AC are to be kept in reserve for tackling any sort of emergency situation arising during the course of the entire work.
- Any other data entry work, i.e. control table correction, uploading of map and other related work is to be done by the data entry operators engaged as mentioned above.
- Venue of data entry will be communicated by the District Election Office/Sub-Divisional Office/Block Development Office.

#### EVALUATION OF THE FINANCIAL BID

- After the evaluation of technical competence, the office of the District Election Officer and District Magistrate, South 24 Parganas will upload in the e-tender website the names of ONLY those agencies whose proposals meet the requisite criteria indicating that ONLY their financial proposals will be opened. The notice of Financial Bid will be put in the e-tender website accordingly.
- All bidders must keep in mind that the L1 should be selected taking into account the lowest value of THE TOTAL ITEM RATE; the lowest rate against individual item mentioned in BOQ will NOT be considered.
- The names of the agencies and the offered prices will be recorded when the financial proposals are opened, and a copy of this record will be retained. The details of financial bid is given hereunder:--

Sl No	Details of the item to be quoted	Unit
1	Printing of photo electoral roll in digital printing (simplex)	Per page
2	Printing of photo electoral roll in digital printing(duplex)	Per page
3	Online Generation of Electoral Roll part wise pdf from ERONet	Per electoral part pdf
4	Generation & Printing of Elector Information Slip / Photo Voter Slip (duplex)	Per page
5	Data Entry Work of Form in Bengali& English in ERONET 2.0	Per entry
6	Scanning of Forms with all documents	Per elector
7	Merging of all forms with all documents in ERONET 2.0	Per elector
8	Deletion of electors through ERONET	Per elector
9	BLO tagging (part wise), Entry of BLO Report and AERO & ERO disposal and final uploading of data	Per elector
10	Printing of Checklist part wise	Per page
11	Generation of EPIC pdf and uploading in EPIC Transmission Portal	Per EPIC
12	Online entry and disposal of Aadhaar information through Form 6B in ECI portal	Per elector

## TERMS & CONDITION

- The rate should be quoted for each item as per specification mentioned against each in the list both in figure & words simultaneously. The rate should be inclusive of all taxes and carriage. The decision of the undersigned as regards quality of the work/ materials supplied will be final.

The successful tenderer will have to deposit **Rs. 2,00,000/- (Rupees two lakh)** as security money which will be refunded only after completion of entire work/supply and submission of receipt challan along with bill.

- Income tax will be deducted from the bill as per Govt. order.
- This is Election urgent. Failure of any part of compliance of the order will attract prevailing election rules with penal provisions.
- The tenderer will have to supply the all materials as per work order at their own cost at any/all the Sub-Divisional H.Q.s or any/all the Block H.Q.s within this district.
- This office shall have the right and discretion to terminate the contract and forfeit the security money deposited in the event of any sort of breach of contract.
- The District Administration shall have the right to accept or reject any tender without assigning any reason.
- **Previously terminated or suspended or black listed agencies from this district or any other district or CEO, WB or any other Government organizations due to their illegal work as well as their negligence to work properly WILL NOT BE ALLOWED to take part in this proceeding in his/ her name or in new name/ entity. An affidavit in this regard should be submitted.**
- Payment of bill will be made as per availability of fund. No claim for delay of payment due to non-availability of fund will be entertained.
- At the time of payment of each bill, necessary deduction will be made as per Govt. norms.
- BIDDER INFORMATION FORM duly filled should be uploaded, if not tender will be treated as cancelled.
- **After finalisation of Vendor a non- disclosure agreement must be signed in terms of Memo No. 1114-Home (Elec), dated-16-04-2018 of the Chief Electoral Officer, West Bengal**
- **The vendor must submit the list of Data Entry Operators with a copy of their original ID proof. Police verification will be undertaken for the Data Entry Operators engaged in Sub Division Office and Block Development office.**
- **After finalisation of Vendor, the vendor must engage skilled technical person at the offices of the SDOs and at the Offices of the BDOs as and when needed. The rate of the skilled technical person should be as fixed by the Government time to time; however, the vendor will only seek the amount after the District Administration finalises the number of persons engaged during work.**

Intending bidders may **download** tender documents from e-procurement portal of the website <https://wbtenders.gov.in> as per the schedule mentioned above. District Election

Officer and District Magistrate, South 24 Parganas does not take any responsibility for the delay caused due to non-availability of internet connection or traffic jam etc.

Necessary earnest money will be deposited by the bidder electronically online - through his net banking enabled bank account, maintained at any bank offline - through any bank by generating NEFT/ RTGS challan from the e-tendering portal [<https://wbtenders.gov.in>] Intending bidder will get the beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective bank as per the beneficiary name and account no, amount, beneficiary's bank name & IFS Code and e-Proc ref no. Intending bidders who want to transfer EMD through NEFT/RTGS must read the instruction of the challan generated from e-procurement site. Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of payment of EMD. Bidders eligible for exemption of EMD as per Govt. rule may avail the same and necessary documents regarding the exemption of EMD must be uploaded in the EMD folder.

The pre-qualification documents (technical documents) will be opened on **01.11.2023 at 15:00** hours by the Addl. District Magistrate (Election), South 24 Parganas in presence of bidders.

The District Election Officer and District Magistrate, South 24 Parganas reserves the right to reject or cancel or partially accept any or all pre-qualification documents and bid document without assigning any reason whatsoever.



**Additional District Magistrate (Election)  
South 24 Parganas**

**OFFICE OF THE  
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SOUTH 24 PARGANAS**

**Office:** 12, Biplabi Kanai Bhattacharya Sarani, Alipore, Kolkata - 700 027  
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**Email:** admgs24p@gmail.com



**Memo No. :** 520/01(7)/ELEC

**Date :** 06.10.2023

Copy forwarded for information with the request to display the tender notice in his office notice board to:

1. The Executive Officer, South 24 Parganas Zilla Parishad.
2. The District Land & Land Reforms Officer, South 24 Parganas.
3. The Sub-divisional Officer, Sadar / Baruipur / Diamond Harbour / Kakdwip / Canning.
4. The Nezarath Dy. Collector, South 24 Parganas Collectorate.
5. The District Information & Cultural Officer, South 24 Parganas for wide publicity with the request to publish the said notice to three daily newspapers. Copy of the notice to be published in daily newspaper is attached herewith.
6. DIO, NIC, South 24 Parganas with a request to publish the notice in the District Website
7. C.A. to D.M., South 24 Parganas.

  
**Additional District Magistrate (Election)  
South 24 Parganas**



### FORM FOR THE TECHNICAL PROPOSAL

(Only the original form as issued by the District Election Officer's office shall be accepted)

To,  
The Additional District Magistrate (Election),  
South 24 Parganas,

Sir,

I/We hereby submit the Technical Bid for the District, South 24 Parganas for execution of the work as mentioned in this Tender Document.

1	Name of the Tenderer:	
2	Constitution of the Tenderer (Whether Company/Partnership etc. Attach copy of Registration, Partnership Deed/ Articles Of Association/ Bye Laws of the Company/ Firm)	
3	Address (In capital letters only)	
4	Contacts:	
	Office :	
	Residence:	
	Fax:	
	E-mail:	
	Mobile No:	
5	Name of Chief Executive Officer and Telephone No.	
6	Year of Establishment	
7	Name(s), contact number and Address(s) of proprietor or partners or Directors	
8	Other branches/agencies of the Tenderer in the state of West Bengal. (Enclose list if any)	
9	Amount of Earnest Money Deposit	
10	GST No.	
11	Income Tax PAN/GIR No.	
12	Income tax clearance certificate	
<b>TECHNICAL INFORMATION:</b>		
13	Available Facilities:	
	No. of Employees	
	Technical:	
	Non-Technical:	
<b>(Details be given separately)</b>		
	Number of card production centres and places thereof	

Available Infrastructure		
14	Total number of computers with minimum 500 GB HDD or above.	
15	Operating System (original)	
16	Number of Digital/ CCD Cameras available	
17	Number of Laminating Machines Available	
18	Number of Laser Printers (20 ppm, 600 dpi or above) available	
19	Number of additional sets of equipments, if any, proposed to be procured (give details)	
20	Time required to place the equipments on the job	
21	Backup facilities	
22	Software support	
23	Generators with capacity	
24	Turnover of the Last 3 years	
25	Name and Address of the Banker	
26	List of major orders executed (Details be given separately)	
27	Past experience (This is to be supplied along with Documentary evidence).	
28	Work in hand with documentary evidence.	

Attach extra sheet wherever necessary.

**I/We accept the terms and conditions mentioned in the tender document.**

**Signature of the Tenderer  
with stamp and date**