

**GOVERNMENT OF WEST BENGAL**  
**OFFICE OF THE DISTRICT ELECTION OFFICER & DISTRICT MAGISTRATE**  
**BIRBHUM**  
**(DISTRICT ELECTION SECTION)**

**NOTICE INVITING QUOTATION**

Sealed rates are invited from the bonafide EDP agencies/service providers having own setup and experience in processing and printing of Electoral Roll and EPIC under Election setup at District Level for data processing and printing work related to Roll and EPIC in connection with ensuing SRER, Permanent EPIC Centre, Continuous Updation and allied activities through ERMS/ERONET on behalf of the District Election Officer & District Magistrate, Birbhum.

The specifications of the work, Terms and Conditions are enclosed in Annexure-A & B respectively with this NIT.

The agencies should quote the rates against each item in their own letter head along with all supporting papers and submit the same in sealed envelope super scribed with the NIT Number and date and the same is to be dropped in the box kept for the purpose in the chamber of the OC Election, 1<sup>st</sup> Floor, Prashashan Bhavan, Suri, Birbhum within 05/06/2018 of 1 PM. The Tenders will be opened in front of the tenderers present at 2 PM on the same day and place. Rates should be quoted inclusive of all statutory taxes and duties. Part tenders will not be considered.

Sl.No.	Description of Work	Rate including all taxes and all other charges (In figures as well as in words)
1	(SRER Period/ Continuous Updation Period) Preparation of EPIC including 2 Sets of Delivery Challan. Rate to be quoted per EPIC only.	
2	(PEC) Preparation of EPIC at 3 Permanent Epic Centres situated at 2 Sub-Divisions and District H.Q. in the District. Rate to be quoted monthly basis for operating all 3 PECs together including all logistics and support.	
3	Printing of Photo Electoral Roll, Voter Slips, and Different types Checklist and similar type materials during revision, continuous updation and election. Both side Black & White printing with photographs on A4 size paper of at least 75 GSM thicknesses with stapling and binding. Prices must be quoted per page for both single and double Page separately.	Simplex
		Duplex

The authority reserves the right to accept or to reject the lowest or any rates or all the tenders or issue work order partly without assigning any reason whatsoever. Rates quoted should remain valid till 30/06/2021.

(5) 29.5.18  
For District Magistrate  
Birbhum

Memo No.: 339(9) /Elec

Dated: 29/5/18. (B)

Copy forwarded for information and necessary action for wide circulation to:

1. Additional Executive Officer, Birbhum Zilla Parishad, Birbhum
- 2-4 Sub Divisional Officers (All), Birbhum
5. DICO, Birbhum for wide publicity
6. Officer In Charge, Election, Birbhum with a request to take necessary steps for arrangements in publishing in the Newspapers.
7. DIO, NIC, Birbhum with a request to upload this tender notice to the district website for wide publicity.
8. C.A. to D.M., Birbhum
9. Office Notice Board

(5) 29.5.18  
For District Magistrate  
Birbhum

(B)

**Annexure A  
Specifications of Work**

Data Entry of form, control table entry, checklist, photo and documents scanning, disposal entry and uploading and generation of Photo Electoral Roll etc.

1. Preparation of EPIC (Including 2 Sets of delivery challan) through the application mentioned/provided from CEO Office, West Bengal.
2. Preparation of duplicate EPIC through the application mentioned/provided from CEO Office, West Bengal at PEC.

**EPIC Specifications**

1. EPIC size will be 8.4 cm x 5 cm with photo size 2.4 cm x 1.8 cm as per layout generated by the application of CEO Office, West Bengal.
2. Paper quality for simplex printing and folding-80 GSM/ for duplex printing- 165 GSM
3. Black printing with original toner at minimum 1200x1200 DPI.
4. Lamination on both sides by polyester film of 125-micron thickness
5. Affixing of Security Hologram (to be provided). Maintaining Hologram Register duly authenticated at all PECs

**Time Frame for EPIC Preparation** :- Within 14 days after completion of SRER or the time frame mentioned by the authority

**Time Frame for Roll Printing** :- Within 5 days after completion of SRER or the time frame mentioned by the authority

**Computer Configuration: -**

1. Computer with minimum 500 GB HDD, minimum 4 GB RAM, Core i3 or above processor above 2 GHz.
2. Windows 7 or Upper (Only 64 bit), Antivirus, MS Office, Acrobat Reader, Crystal Report Runtime 10.5 or higher
3. 1 x USB 2.0 port , 1 x USB 3.0 port, RJ 45 Port (LAN) and Wireless LAN (802.3 b/g/n)
4. 500 VA UPS with computer (not required if laptop used)
5. A4 Colour Scanner (If required) up to 600 dpi resolution, digital cameras (If required) for photo Capture, High Speed Printer (If required) for Checklist/ report generation

Requirement of computers with trained operators for PEC (Both Bengali and English typing knowledge required)

- a. Total 6 Computers (2 Computers at each, SDO Office of Bolpur & Rampurhat and 2 Computers at Dist H/Q)) with trained and skilled persons who are also well versed in public dealings and having sound knowledge in typing in English and Bengali (In Script).
- b. Total 3 A4 laser printers (1200 dpi), 3 Lamination Machines, 3 A4 Scanners (If required), 3 Digital Cameras (If required)
- c. No. of Computers/Scanners/Cameras/Printers etc. may be required to be increased as per demand of the situation.

(R) 29.5.18  
For District Magistrate  
Birbhum

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## Annexure B

### Terms and Conditions

1. The EPIC related work will be done at District H.Q./Sub-Divisional level as per requirement mentioned in the specifications.
2. Generation of EPIC will be done through ERMS / ERONET and the appropriate modules in online mode only as specified by CEO, West Bengal.
3. Internet Connection will be provided by the offices where the work will be done.
4. The selected agency should arrange permanent set up at Sub-Divisional level for PEC. The operators of the selected agency must be available on all working days and on all days when Election Section is kept open during normal office hours and later as per exigencies. Necessary accommodation for operators/managers has to be arranged by the selected agency at their own cost for the purpose.
5. The operators / technical persons deputed by the agency must be well trained.
6. The rate offered by the tenders will be valid up to 31/12/2021 or 3 years from the date of acceptance whichever is later.
7. Crēdential or Experience Certificate of the same type of work at District level for at least two year (preferably last calendar year) should be submitted along with tender paper.
8. Quality of work have to be ensured by the selected agency.
9. 1% of the bill value will be deducted for each day of delay in execution of the work beyond permissible limit.
10. Earnest money amounting to Rs.50,000.00 (Rupees Fifty Thousand only) in demand draft/bank guarantee in favour of "District Magistrate, Birbhum" has to be submitted along with the tender papers.
11. Full and Final rate including Service Tax/GST, as applicable, will only be quoted. Income Tax will be deducted from Bill as per Norms.
12. Agencies black listed/ cancelled due to unsatisfactory performance by any Govt Office will be debarred from taking part in the tender process.
13. Sample copy of lamination pouch, EPIC paper should be submitted along with tender paper
14. Regarding printing of Electoral Roll, Voter Slips etc, the printer must have the capacity to print atleast 5(five) lakh pages per day including stitching.
15. Original ink must be used.
16. Deliveries of printed materials are to be made directly to the district election section or the place instructed by the district election section.
17. This office is not bound to accept the lowest rate & this office can seek explanation or cost benefit analysis from the agencies if the rate quoted by them is found to be higher than prevalent market rate.
18. The undersigned reserves the right to distribute the work among different agencies, depending upon the volume of work and time at the disposal for carrying out the job.
19. The undersigned may reject any or all the rates tendered without assigning any reasons.

For District Magistrate  
Birbhum

