

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

2nd & FRESH NOTICE INVITING TENDER

The District Election Officer & District Magistrate, Birbhum is inviting the Sealed Tender/Quotation from willing bonafide competent, reputed and eligible Agencies for the work of data entry of Format-I to Format-VIII i.c.w. Online ERO NET for SRER-2018. The tenderer should have the skilled manpower with required computer sets for doing such Electoral Roll related work within the stipulated period as fixed by the Election Commission of India. Further, the tenderer should also have experience in similar nature of work (election data entry work) for a minimum period of 2(two) years (Credentials/Successful Completion Certificate from any Govt. Dept./Office only to be submitted).

Description of the work: -

Format-I to Format-VIII in ERO NET: -

Entry of individual Elector's data extracted from BLO house to house survey in online ERO NET in form of Format-I to Format-VIII.

The work will be executed at each of the nineteen (19) nos. of block headquarters or three (3) nos. Sub-Divisional headquarters.

Requirement of equipment and skilled operators:

1. Computer Set: 40 (Forty)(including 2 sets for reserved) nos. of computer sets for Block level are required including UPS (in good condition).

2. Computer Specification: OS: Windows 7 (trial version not accepted) or higher version, Processor: Core i3 with 4GB RAM, HDD 500 GB, Monitor 18.5", Keyboard, Mouse, Ethernet card, Nero 7, MS Office 2007 & Team Viewer/Ammy Admin.

3. Computer Operators: Computer operators to be employed round the clock. All the 40 (forty) operators shall be well expert in error free data entry in ERO NET.

4. Printer: High speed Laser Jet printers are required- 19 (nineteen) for Data Entry period (One for each block).

5. All computers must be kept protected with the registered antivirus software.

6. 1(One) hotspot modem backup is to be kept in readiness. (Net Connectivity will be provided departmentally)

Earnest Money Deposit: -

The Tenderer/ Quotationer will have to deposit an amount of Rs. 20,000/- (Rupees twenty thousand only) in the form of demand draft in favour of the District Magistrate, Birbhum payable at Birbhum, as earnest money. The EMD furnished with the tender will be retained as performance security for successful/selected bidder/tenderer.

The Two-Bid System: -

Tender document should be submitted in two (02) parts as Technical bid & Financial bid. The two bids should be submitted in sealed covers separately, written clearly **Technical Bid & Financial Bid** on the top of the covers, in a big sealed envelope, super scribed- "Quotation for Data Entry for Format-I-VIII".

Technical Bid:

Technical bid should consist of tender paper, and photocopy of valid documentary evidences and credentials as follows:

- i) Current trade license
- ii) VAT/CGST & SGST registration certificate
- iii) Income tax return for assessment year 2016-2017.
- iv) Permanent Account number (PAN) card.
- v) Professional tax registration certificate.
- vi) Professional tax challan with current validity.
- vii) Credential certificate showing experience in similar kind of work of online data entry.
- viii) Agency/Company registration number.
- ix) C & SSI registration no (for C SSI units).
- x) EMD in the instrument of bank draft.

The tender paper should be signed on each page by the agency's authorized official with seal.

Financial Bid :

Financial bid will be opened of those bidders who will qualify in Technical Bid. The financial bid should have only prices/rates. Rates be quoted, inclusive of all taxes like CGST, SGST, Service Tax, Service Charges, etc as per the given table-

Sl. No.	Description	Unit	Rate (In Rupees)
1	Format-I	Per Household Entry	
2	Format-II	Per Data Entry	
3	Format-III	Per Data Entry	
4	Format-IV	Per Data Entry	
5	Format-V	Per Data Entry	
6	Format-VI	Per Data Entry	
7	Format-VII	Per Data Entry	
8	Format-VIII	Per Data Entry	
Total rate offered for each 1-8 format data entry			Rs.

The lowest Bidder in per 1-8 Format data entry will be considered first for awarding the contract. The rates tendered will remain valid for a period of one year with effect from the date of acceptance of the tender and may be extendable, if required upon the approval of the authority.

Terms & Conditions

1. The bidder is required to furnish an undertaking that it has no previous background of having defaulted while undertaking any previous work of the Government or its entities.

2. The agency must provide one master supervisor /trainer having qualification of minimum two years' Certificate course/Diploma who will be competent enough to troubleshoot the software & hardware issues and all over monitor the entire course of activities at each working place.
3. The working place will be the concerned BDO Office or Sub-Divisional Office.
4. IT/ CGST & SGST and other deductions shall be made from the bill at source as per rules.
5. NO extra claim will be entertained in any circumstances. In case of any deviation/irregularity, the security money will be forfeited without any further explanation to the agency.
6. Work is to be completed within specific time limit as would be intimated by the District Election Officer & District Magistrate, Birbhum. No extension of time would be allowed.
7. The authority reserves the right to cancel or reject the quotations in whole or in part or can divide the work/supply between a number of agencies without assigning any reasons whatsoever. The authority is not bound to accept the lowest tender.
8. The authority may offer work order for full work or part work and the agency will be bound to obey that work order.
9. The successful bidder will make an engagement contract with the undersigned on a non-judicial stamp paper worth Rs. 10/- before issuance of the work order.
10. In the event of breach/violation or contravention of any terms and conditions contained herein by the selected agency /company/contractor, the security deposit shall be forfeited and the firm/company shall be blacklisted and penal action shall be taken in addition to termination of contract.

The sealed Tender will be received in the Sealed Tender Box kept in the District Election Section of this office on working days, excluding Sundays and Holidays, from 11-00 AM to 4-00 PM on & from 01/02/2018. The deadline for submission of quotation will be 2-00 PM on 15/02/2018 and the Tender Box will be opened at 3-00 PM on the same day in the office chamber of the Officer In Charge, Election, Birbhum.

Memo No: - 101/28 /Elec.

Dated: 2/2/18

For District Magistrate
Birbhum

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

1. Additional Executive Officer, Birbhum Zilla Parishad.
2. Sub-Divisional Officer _____ (All).
3. Block Development Officer _____ (All).
4. D.I.O., N.I.C., Birbhum with a request to upload this tender notice to the district website for wide publicity.
5. Nezarath Deputy Collector, Birbhum.
6. D.I.C.O., Birbhum for wide publicity.
7. C.A. to D.M., Birbhum.
8. Office Notice Board.

For District Magistrate
Birbhum