



NIT No \_\_\_\_\_ /

Dated : \_\_\_\_\_ /

**NOTICE INVITING TENDER**  
**(2<sup>ND</sup> CALL)**

Sealed offers are invited from willing, bonafide, competent, reputed & eligible agencies having own set up and experience in data entry and data processing in ERMS /ERO Net and preparation of EPIC under Election Setup at District / Sub Division/Block level for the work as detailed below in connection with ongoing SRER- 2019 and continuous updation, 2019 and associated activities for Roll and EPIC related data processing work through ERMS and / or ERO Net. :-

**A. ERMS Specification**

SL. No	Job description	Rate (in Rs) Inclusive all taxes and GST
1.	Data entry (in English & Bengali) through ERMS for Form 6, 7, 8 & 8A and Suo-Motu cases & uploading photo and documents. <i>(Rate to be quoted per entry).</i>	
2.	Generation of checklist (three types) in Summary module. Corrections from Checklist in Summary Module <i>(Rate to be quoted per entry)</i>	
3.	Assigning enquiry officer & enquiry report entry in ERO Module Disposal entries & final uploading in ERO module and uploading etc under supervision of the Official as authorised by AERO/ERO. <i>(Work in item no 3 should be undertaken under supervision of relevant authorised Officer e.g ERO/AERO etc.)</i> <i>(Rate to be quoted per entry)</i>	
4.	Black and White Printing of Checklist ( A4 size ,Milky White 70 GSM paper) <i>Rate for printing one Simplex page:</i> <i>Rate for printing one Duplex page:</i>	
5.	Scanning of Photos <i>(Rate to be quoted per photo)</i>	
6.	Scanning of Documents <i>(Rate to be quoted per page)</i>	
7.	Preparation of EPIC including folding, cutting lamination with specified material and printing 2 Sets of delivery Challan <i>(Work in item no 7 should be undertaken under supervision of authorised Officer e.g ERO/AERO etc.)</i> <i>(Rate to be quoted per EPIC only)</i>	

**B. ERO Net Specification**

SL No	Job description	Rate (in Rs) Inclusive all taxes and GST
1.	Data entry (in English & Bengali) through ERO Net for Form 6, 7, 8 & 8A and Suo-Motu cases & uploading of photo and documents from data Entry Operator User ID. <i>(Rate to be quoted per entry)</i>	
2.	Corrections from Checklist in Data Entry Operator user ID. Entry of BLO report <i>(Rate to be quoted per entry)</i>	

3.	Assignment of Part, Section, BLO from AERO user Generation of checklist in AERO user (three types). Incorporation of Supervisor remark from supervisor user Incorporation of of AERO remarks in AERO User Giving hearing schedule if required from ERO User Incorporating ERO's decision Generation of EPIC No for newly enrolled elector (All Works in item no 3 should be undertaken under supervision of relevant authorised Officer e.g ERO/AERO/Supervisor etc. ) <i>(Rate to be quoted per entry)</i>	
4.	Black and White Printing of Checklist ( A4 size ,Milky White 70 GSM paper) <i>Rate for printing one Simplex page:</i> <i>Rate for printing one Duplex page:</i>	
5.	Scanning of Photos and attachments and uploading <i>(Rate to be quoted per photo)</i>	
6.	Scanning of Documents <i>(Rate to be quoted per page)</i>	
7.	Preparation of EPIC including folding, cutting lamination with specified material and printing 2 Sets of delivery Challan (Work in item no 7 should be undertaken under supervision of authorised Officer e.g ERO/AERO etc.) <i>(Rate to be quoted per EPIC only)</i>	

The Agencies Offering Rate (AOR) should submit the documents (duly self attested) as mentioned in the Technical Bid Form & Financial Bid Form in the name of the Agency.

The AOR should quote rates for each item inclusive of all taxes for printing and supply of items. The rate shall be inclusive of cost of delivery charges to any offices within this district and incidental charges, if any. Rate quoted once shall be considered as rate inclusive all taxes i.e GST, IT etc and no change of rate once quoted shall be entertained under any circumstances.

The AOR must submit the Technical Bid & Financial Bid in two different sealed envelopes and the said two envelopes must again be inserted into another sealed envelope.

The AOR must enclose one Demand Draft amounting to Rs 10,000.00 (Rupees ten thousand) only drawn in favour of "DISTRICT MAGISTRATE, JHARGRAM" as Earnest Money along with the Technical Bid. The Earnest money will be refunded back on after completion of the Tender process, only on proper claim by the tenderer. Application without Earnest Money will summarily lead to rejection of the Bid. Proper documents are to be furnished in case of claiming exemption from the same.

Upon receiving the sealed quotations, the Technical Bid only will be taken out and examined in presence of intending tenderer or their representatives. If any AOR fails to fulfil the criteria set forth for Technical Bid, then the Financial Bid will not be accepted for consideration into the Tender process.

The schedule of submission and opening of tender documents is as follows:

Description	Date	Time	Place
Last date of submission of Tender	29.10.2018	Upto 2: 00 PM	Office chamber of the Additional District Magistrate ( General), Jhargram, Office of the District Magistrate, Jhargram
Opening of Technical Bid	29.10.2018	At 2.30 PM onwards	
Opening of Financial Bid	29.10.2018	At 3:00 PM onwards	

The "Intending AOR", if selected as a vendor, must comply exactly with same rate quoted for all articles for supply of any volume upto 1(one) year from the date of acceptance of the rate(s).

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 subscribed with the NIT number and date and the same is to be dropped in the box kept for the purpose in Office chamber of Additional District Magistrate (Election), Jhargram during office hours within 2 PM on 29.10.2018.

For selection of agency / agencies, sum total of rates quoted for individual works of ERMS and that the ERO Net will be added and the Grand total will be considered for selection of agency / agencies.

The undersigned reserves the right to allot any agency to work or to reject any or all of the offers without assigning any reasons whatsoever. The undersigned may divide the entire work among more than one agencies at the lowest rate without assigning any reason(s) to anybody.

  
Additional District Magistrate (Election)  
Jhargram

Memo No 254/1(18)/Elec(D)

Dated : 11.10 / 2018

Copy forwarded for information with a request for wide publicity to :

1. Secretary Zilla Parishad, Jhargram.
2. Sub-Divisional Officer, Jhargram.
- 3-6. ERO (All), Jhargram District.
7. Officer-in-Charge, District Election Section, Jhargram.
8. Nezarath Deputy Collector, Jhargram.
- 9-16. Block Development Officer (All), Jhargram District.
17. District Information and Culture Officer, Jhargram.
18. CA to the District Magistrate, Jhargram.

  
Additional District Magistrate (Election)  
Jhargram

## Brief description of work with specifications

Online Data entry (in ERMS software & ERONET) in both vernacular & English language from Form 6, Form 7, Form 8, Form 8A for inclusion, deletion and modification of electors including two sets of checklists printing and related master data entry of Enquiry Officer, appointment of Enquiry Officer, Approval and Rejection under ERO's module and Control Table Correction in the Photo Electoral Rolls to be done. All related works of ERMS & ERONET is to be done from the respective District Hq/Sub-Division / Block Office as directed by DEO/ADM (Election)/SDO/ERO/OC, Election within the District of Jhargram. Laser printing of lists for Approved/Rejected and checklists at specified locations as directed by the authority shall also be done. This work includes updating of entered data as per corrected checklists along with approved/rejected list at designated location provided by the authority.

In connection with preparation of EPIC, the job comprises of obtaining a clear passport size photograph from the Application Form during the summary revision and/or continuous updation process, carrying out updation in the Photo Electoral Roll based on settlement of claims and objections received after publication of integrated and consolidated draft Photo Electoral Roll. The work includes correction of address of electors as described into the forms like Form 6, Form 8, Form 8A and printing of checklist of EPIC at designated location provided by DEO/ADM(Election)/SDO/ERO/ OC, Election.

During Summary Revision of Photo Electoral Rolls, the above-mentioned works shall have to be done from District Hq/Sub Division / Block Offices/ such other offices as directed by the authority following the schedule of ECI / CEO, West Bengal / Authority.

During continuous Updation period, the said work shall have to be done from Permanent EPIC Centers at District Hq/Sub Division round the year.

The job is to be performed as per the guidelines of Election Commission of India (ECI), instruction/specifications given in this tender and subsequent instructions issued/to be issued by ECI/CEO/DEO/ADM (Election)/ERO/ OC, Election from time to time.

### 2. Work of data entry and generation of EPICs will involve the following operations:

- i. Scanning and uploading of ERO's signature in ERO's module.
- ii. Updation of electoral rolls during the summary revision or continuous updation and Printing of Checklist of electors whose entries are updated. Report generation of the list using relevant data and image details.
- iii. Online printing of EPIC (in EPIC module in ERMS) for New/Lost/Correction sought by electors on **80 GSM white paper**.
- iv. Capturing of photographed images and Scanning of images of collected passport size photographs into computers.
- v. Editing of data (including alternation if any in other entries), at the time of processing on the card format.
- vi. Printing of Checklist of electors whose entries are updated and newly entered during the summary revision or continuous updation and of dispute/new electors photographed during the campaign.
- vii. Incorporating corrections after verification of checklist by BLO/designated Government official.
- viii. Printing of error free EPIC cards.
- ix. Cutting of Printed cards to proper sizes.
- x. Fixing of holograms and entering the hologram numbers in the database through the application.
- xi. Lamination of cards using Lamination pouch of **not less than 175 micron thickness**.
- xii. Handing over of cards to designated Govt. official and obtaining acknowledgement.
- xiii. Data Entry from several Forms of special summary revision and continuous updation and generate checklists. Report generation by using relevant data.
- xiv. Taking proper back up of the images.
- xv. MIS report generation by using relevant data.

### 3. Preparation of EPIC :-

The Elector's Photo Identity Card (EPIC) shall be prepared using the standard software online, which may be supplied/ approved by the ECI/CEO/SLA. The entries in the EPIC shall be printed both in vernacular as well as English. Since the data i.e., names, addresses etc. shall be available in vernacular in the original database, the agency may have to translate/enter the same in English, However, where applicant supplies data English, the same shall be entered correctly without any sort of customizations.

### **The EPIC shall be prepared with the following specifications:**

#### A. Photography:

1. EPICs shall be prepared either by collecting a passport size photograph from the elector/BLO / authorized Officer after due verification of the elector under the signature of BLO or by taking a digital photograph with a digital camera. The digital photograph image storage format shall be in Color JPEG (i.e. as per specifications of the Joint Photographic Experts Group) and images shall be stored in the computer Hard Disk with .JPG Extension as per ECI guidelines.

3. The photography shall be done at DPL centres and door to door. The elector to be photographed shall be identified by the Govt. representative on the basis of Photo Electoral Roll available with him.

4. The photographs shall be a frontal view and shall be taken in the manner so as to maximize the area covering the face of the elector and has to be clear and distinct so that the concerned elector can be easily identified. In any case the area covered by the elector's face should be at least 75% of the area of the photograph, so that the features are clearly recognizable.

5. The resolution of input images shall not be less than 640X480 pixels & aspect ratio should be 4:3 in portrait mode.
6. The size of the photograph on EPICs should be of 32mm (Vertical) by 24mm (Horizontal). A variation in size of plus or minus 10% will be permissible. However, the relative proportion (Aspect ratio) of the photographs should not be changed under any circumstances.
7. Adequate care shall be taken in respect of illumination, background etc., to ensure good quality of coloured images in white background for acceptable legible printing on paper.
8. The disk space needed for the storage of one image shall not exceed 20 KB/as per guideline (s) to be received from ECI/CEO Office from time to time..

**B. Data to be entered on the EPICs:**

1. The EPIC shall be printed as per the Guidelines of Election Commission of India.
2. The actual name and address of the Electors in the EPIC as they have submitted in their claim forms both in English and vernacular has to be entered using the Data Entry & EPIC software subject to the approval from the authority.
3. The card shall be on milky white paper of thickness not less than 80 GSM of size. 5.0 cms horizontal and 8.4 cms vertical and the card shall be produced by single side printing on paper and folding the same before lamination. It will be the responsibility of the selected agency to get approval from the competent authority about quality of the paper to be used for printing EPICs. The applicable fee (if any) for approving the quality of paper will be borne by the vendor.

Specification Size : 5.0 cm X 8.4 cm,  
 Dimension of the Photograph : 2.4 cmX1.8 cm.  
 Resolution of the Photograph :320 X 240 pixels with 75% of the area of the photograph covered by full frontal face in a light background.

**4. Following will be the minimum requirements in terms of hardware and software:-**

- i. Specification of Computer: Intel Core i3or above system with minimum 500 GB HDD, 4 GB RAM and DVD/CD-writer with 15" colour monitor or above. ( PC not laptop)
- ii. Minimum no. of Computers to engaged:

<b>Approximate no. of computers with operators          (immediate after finalization of Tender)</b>
<b>4 PCs per block i.e. 32 PCs for 8 blocks</b>

Agency must submit a list of data entry operators (who knows English and Bengali typing) within 7 days of final acceptance of the rate. Agency shall submit the operator's list stating the name of operator, mobile no., residential address and details of computer knowledge of those operators along with photo copies of Aadhaar and EPIC of those operators. Additional data entry operator(s) and computer(s) must be deployed at the time of huge volume of work during SRER or Continuous Updation or Pre-Revision Activity to complete the entire work withinin schedule time fixed by the CEO, West Bengal/District Magistrate & District election Officer/Additional District Magistrate (Election)/ERO/Officer-in-Charge, Election.

- iii. Operating System: Windows-7 Professional or morewith Service Pack (Original/Licensed).
- iv. Scanner: Minimum 600 dpi resolution.
- v. Laser Printer: Minimum 20 ppm speed with minimum 600 dpi resolution or above
- vi. Minimum two Digital/Web Cameras is to be used for each Block having minimum resolution of 640x480 pixels.
- vii. Backup Device: High Capacity Hard-Disk, DVD/CD-Writers for each AC.
- viii. Cutting Machine: Good Quality Cutting Machines are required
- ix. Power Backup UPS with each computer: Three /Four hours power backup Device.
- x. Anti-Virus for each computer with license.

**5. Time Frame:**

1. Real time data entry of forms including scanning of photographs and documents, generation of checklist and correction entry from checklist at District Hq/Sub- Division/Block during Summary Revision.
2. Disposal Entry- On real time basis and within 7 days of disposal by ERO in any case.
3. EPIC Preparation – with 15 days for Summary Revision and on real time basis for Continuous Updation.

Terms and Conditions

1. The work of Summary Revision / Continuous Updation and other EPIC/ Roll related activities will be done at District Hq/Sub- Division/Block as per requirement.
2. All data entry works, EPIC preparation and activities to be done through appropriate ERMS / ERO Net modules in online mode only as specified by the Office of the Chief Electoral Officer, West Bengal/District Election Officer.
3. Logistic setup like Computer/ UPS / Laptop/ Printer/ Scanner / Camera with sufficient numbers of manpower should be deployed accordingly. Machines should have Windows 7 or higher version of Operating System, updated Antivirus , Preloaded MS office, Acrobat Reader. Net Framework 3.5 Crystal Report runtime 8 or higher.
4. Internet connectivity is essential of data entry work in ERMS/ERO Net. It is the responsibility of the agency to set up computers with internet connections. However, Sub -Division / Block authority may allow the agency to use the connectivity of their offices in case of remote areas.
5. No transportation charge will be borne by this office. Necessary accommodation for operators/ managers has to be arranged by the selected agency at their own cost for the purpose.
6. As time of essence of the contract, the works should be completed within due time.
7. Payment will be made after successful completion of all works within due time and after receiving certificates from the concerned SDO / ERO. S.T./ I.T. / Other ( if any) deductions will be made from bills as per existing rules.
8. Payment will not be disbursed if the selected agency fails to complete the assigned work at any stage and legal action may be taken against the agency.
9. **The Agency Offering Rate (AOR) has to submit one declaration in stamp paper (min. Rs.10) that it is not blacklisted by any Govt. Office/Agency due to unsatisfactory / for leaving the with breach of contract.**
10. Sample copy of lamination pouch, EPIC paper should be submitted immediately after receiving work order/engagement.
11. Credential Certificate in the form of Payment certificate only having value of Rs. 5,00,000/- ( Rupees five lakh) only or above with respect to work done in the financial year of 2017-18 as detailed in technical bid shall be submitted alongwith tender paper.
12. This office is not bound to accept the lowest rate and 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.
13. 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.
14. **As the activities of SRER 2019 has already been started, the selected agency may be assigned a part of the data entry work (s) or/ and entire work of a part of the district/ any AC/Block.**
15. The undersigned reserves the right to reject any or all the rates tendered without assigning any reasons.



Additional District Magistrate (Election)

Jhargram

**TECHNICAL BID FORM**

In connection with the NIT No. .... Dated ..... for in data entry and data processing in ERMS/ERO Net and preparation of EPIC in Jhargram District.

Name of the Firm/ Agency : .....

Address : .....

Name of Contact Person With Designation : .....

Contact Number : .....

**Attached alongwith this paper are the following documents, duly self attested only in the name of the Agency (Declare in Yes/ No)**

1. Current Trade License for 2018-19
2. GST Registration Certificate
3. Income Tax Return for the assessment Year 2017-18.
4. Professional Tax Challan with current validity upto 31.03.2019.
5. Credential Certificate in the form of payment Certificate of works having value Rs 5,00,000/- or above in the Financial Year 2017-2018 from any Govt. office.

[1.Credential Certificate of work of data entry in ERMS/ ERO Net and and related activities e.g Scanning, Printing of Checklists and preparation of EPICs will only be accepted. Value of other works shall not be mixed with said works in the credential certificate.If other works are mixed with data entry related works as stated above, authority may not allow such credential.

6. Credential Certificate shall be issued in office letter head of the issuing office with legible letters and designation of issuing officer shall also be legible.] :
7. Declaration in stamp paper (min. Rs.10) by the Director / Partner/Proprietor of the organization clearing declaring that the AOR has not been blacklisted by Central / State/UT Government or any other Government Agency and has not been charged /prosecute by court of Law for any fraudulent activity.

**Details of Earnest Money Deposited for an amount of Rs 10,000.00 (Rupees ten thousand) only.**

Drawee Bank: ..... Drawee Branch: .....

Draft Number: ..... Date : .....

Date : \_\_\_\_\_

Place : \_\_\_\_\_

Signature of the Authorized Representative of the AOR with Seal

**FINANCIAL BID**

In connection with the NIT No. ....Dated .....for in data entry and data processing in ERMS, /ERO Net and preparation of EPIC in Jhargram District.

**A. ERMS Specification**

SL No	Job description	Rate (in Rs) Inclusive all taxes and GST
1.	Data entry (in English & Bengali) through ERMS for Form 6, 7, 8 & 8A and Suo-Motu cases & uploading photo and documents. <i>(Rate to be quoted per entry).</i>	
2.	i) Generation of checklist (three types) in Summary module. Corrections from Checklist in Summary Module <i>(Rate to be quoted per entry)</i>	
3.	Assigning enquiry officer & enquiry report entry in ERO Module Disposal entries & final uploading in ERO module and uploading etc under supervision of the Official as authorised by AERO/ERO. <b>(Work in item no 3 should be undertaken under supervision of relevant authorised Officer e.g ERO/AERO etc. )</b> <i>( Rate to be quoted per entry)</i>	
4.	Black and White Printing of Checklist ( A4 size ,Milky White 70 GSM paper) <i>Rate for printing one Simplex page:</i> <i>Rate for printing one Duplex page:</i>	
5.	Scanning of Photos <i>(Rate to be quoted per photo)</i>	
6.	Scanning of Documents <i>(Rate to be quoted per page)</i>	
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**B. ERO Net Specification**

SL No	Job description	Rate (in Rs) Inclusive all taxes and GST
1.	Data entry (in English & Bengali) through ERO Net for Form 6, 7, 8 & 8A and Suo- Motu cases & uploading of photo and documents from data Entry Operator User ID. <i>(Rate to be quoted per entry)</i>	
2.	Corrections from Checklist in Data Entry Operator user ID. Entry of BLO report <i>(Rate to be quoted per entry)</i>	
3.	Assignment of Part, Section, BLO from AERO user Generation of checklist in AERO user (three types). Incorporation of Supervisor remark from supervisor user Incorporation of of AERO remarks in AERO User Giving hearing schedule if required from ERO User Incorporating ERO's decision Generation of EPIC No for newly enrolled elector <b>(All Works in item no 3 should be undertaken under supervision of relevant authorised Officer e.g ERO/AERO/Supervisor etc. )</b> <i>( Rate to be quoted per entry)</i>	
4.	Black and White Printing of Checklist ( A4 size ,Milky White 70 GSM paper) <i>Rate for printing one Simplex page:</i> <i>Rate for printing one Duplex page:</i>	
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