

Government of West Bengal
Office of the District Election Officer
Jalpaiguri

NIT no.165/Elec.

Date : 09/02/2009

Tender Notice

Sealed tenders are invited in two-envelope system by the undersigned for (a) scanning, merging, printing and preparation of EPIC of photographs for the residual/ new electors and (b) merging, printing and preparation of EPIC of photographs taken by EROs/AEROs.

Date of Submission of Tender paper	Opening of Price bids & Technical bids
19/02/2009 & 20/02/2009 from 11:00 a.m. to 2:00 p.m.	25/02/2009 at 3:00 p.m.

Tender forms can be obtained from the Office of DEO and website: www.jalpaiguri.gov.in
Technical bid should consist of Tender paper, financial bid should contain only 'form of financial bid'. These two bids should be submitted in a big envelope.

Mode of earnest money deposit:

- Demand Draft/Banker's Cheque drawn in favour of the undersigned or NSC duly pledged amounting to Rs.2,500/-. No other mode of E/M shall be entertained. Engineers' co-operative societies are not required to deposit any earnest money.
- Before submission of bid, the bidder must get his signature attested on the contract form by witness, failing which the tender may be rejected.

ELIGIBILITY CRITERIA

- The bidder must be a company/ firm, registered under the Companies Act, 1956/ the Partnership Act, 1932 or a proprietary one; having valid trade license. *Attested* documentary evidences should be enclosed.
- Experience of data entry in Bengali is also essential.
- The tenderer who has been blacklisted in past by any Government Organization in India would not be eligible to take part in this proceeding in his/ her name or in new name/ entity. An affidavit in this regard should be submitted.
- The tenderer should enclose 'attested copies' of PAN & valid Professional Tax Clearance Certificate.
- The tenderer must provide a master trainer for software must be having minimum two (2) years certificate course / Diploma from any recognized institute.
- The tenderer must provide one (1) technical person having knowledge of computer hardware.
- The tenderer must provide one (1) supervisor having minimum qualification as mentioned below:
Higher Secondary + two (2) years computer course + one (1) year experience of similar activities.
- The tenderer must provide operator having minimum qualification as mentioned below:
Matriculation + six (6) months computer course + knowledge of typing in Bengali/English/Devnagiri/as required by ERO/AERO.

Scanning of Photographs, and / or merging & preparation of EPIC

- Scanning of photographs of electors pasted in Form-001C at designated location provided by ERO/AERO.
Specification: Face area should cover >75% of the image
Colour Mode
320X240 pixels
75 dpi
- Naming & Filing of images as per instructions issued by the DEO/SLA
- Merging & photograph to be done in the computer of Agency.
- Printing of EPIC to be done only at the PEC Computer.
- Cutting, fixing of hologram, lamination of EPICs to be done in PEC.
- Time frame for the work : 13th March, 2009.

Deliverables :

- Delivery of image data DVD/CD in the format prescribed by the CEO/ SLA
- Delivery of EPICs alongwith distribution list to be done.

Application software alongwith printed guidelines for all of the above-noted jobs will be provided by the DEO/ SLA to the vendors.

TERMS & CONDITIONS OF BID

- No consumables will be provided by the CEO/ DEO/ ERO/ SLA.
- Rates should be quoted considering all and every scope/s of the tendered jobs.
- The DEO reserves the right to accept or reject any or all the tenders or accept any tender in part, without assigning any reason thereof.
- The CEO/ SLA may provide standard software for entire work as developed by the SLA. However, the standard software shall remain the property of O/o the CEO. The field staff of the vendors may be required to attend training on use of the application software, as organized by the SLA.
- Any company/ tenderer shall submit only one tender only once. No company/ tenderer shall be allowed to submit more than one bid in the said tender in any other name of the company.
- The vendor will have to pay security deposit @ Rs.2,500/- per District within seven days of acceptance of tender in the form of performance bank guarantee or FDR/s of any nationalized bank (to be pledged in favor of the DEO of the concerned district).
- All works under or in course of execution or executed in pursuance of the contract shall at all times be open for inspection and supervision of the CEO/ DEO & his/ her subordinates/ SLA.
- The vendor shall provide required personnel for the work and shall make payment of their wages/ salaries and shall be responsible for any claim regarding compensation or damages arising out of any accident during the course of their employment.
- The vendor will perform the work with diligence. The vendor shall submit progress reports in prescribed format to the DEO at regular intervals.
- The vendor shall execute the whole and every part of the work in the most substantial and workman like manner, in strict accordance with specifications. The vendor shall also conform exactly, fully faithfully to the designs, specimen and instructions in writing relating to the work assigned by the DEO, issued from time to time during the execution of the work.

- No advance payment shall be given to the vendors for undertaking the work. Payment will be made by DEO on full completion of work and upon prior certificates of quality by SLA and on delivery on time of outputs as prescribed herein.
- The vendor shall not be entitled to claim any compensation from the CEO/ DEO for the loss suffered by him/ her on account of delay for whatsoever reasons including inter-alia: Force Majeure, Act of God (Vis major), Act of enemies of the State or any other reasonable cause beyond the control of the CEO/ DEO.
- That if any question, difference or objection, whatsoever, arises in any way connected with or arising out of this instrument or the manning or operation of any part thereof or rights, duties or liabilities of either party then save in so far as the decisions of any such matter is herein before provided for and has been so decided, every such matter shall be referred for arbitration to the CEO and his decision shall be final and binding.

Additional District Magistrate(Election), Jalpaiguri

NIT no.165(8)/Elec.

Dated, Jalpaiguri, the 09/02/2009

Copy forwarded for information and wide publicity to:

- 1) The Commissioner, Jalpaiguri Division.
- 2) The Chief Electoral Officer, West Bengal, 21, NS Road, Kolkata-1.
- 3) The Superintendent of Police, Jalpaiguri.
- 4) The Additional Executive Officer, Jalpaiguri Zilla Parishad.
- 5) The District Land & Land Reforms Officer, Jalpaiguri.
- 6) The Sub-Divisional Officer, Alipurduar/ mal/ Sadar Sub-Division.
- 7) The Electoral Registration Officer, (all) A.C., Jalpaiguri.
- 8) The Block Development Officer, (all) Block, Jalpaiguri.

Additional District Magistrate(Election), Jalpaiguri.

. ABBREVIATIONS & DEFINITIONS

- ECI means Election Commission of India, New Delhi.
- CEO means Chief Electoral Officer, West Bengal.
- DEO means District Magistrate & District Election Officer of concerned District.
- ERO means Electoral Registration Officer of the concerned Assembly Constituency
- Bidder/ tenderer means who have quoted the tender.
- Vendor - the tenderer whose tender is accepted and who executes the agreement with the DEO, shall be called Vendor and the term shall include his/ her heirs, executors, administrators & assignees.
- EPIC means Elector's Photo Identity Cards (prepared as per guidelines of the ECI).
- 'Rate Contract' means the agreement entered into between the DEO and the Vendor, as recorded in the agreement/ contract form signed by the parties, including all the attachments and appendices thereto and all documents incorporated by reference therein for said work in agreed time period.
- Price means the price payable to the vendor for full and satisfactory performance of its contractual obligations.
- Deliverables means input data form, CDs/ DVDs, Checklists, etc. provided by the CEO/ DEO/ ERO; as well as outputs, data CDs/ DVDs as per tender document and further instructions to be issued by the ECI/ CEO/ DEO within prescribed time limits.
- SLA means the State Level Agency of the CEO , West Bengal
- AC means assembly constituency.

Tender Form

Serial no.....

Not transferable

To : The District Election Officer, Jalpaiguri.

Sub: Tender notice No. 165/Elec. Dt.09/02/2009

(a) scanning, merging, printing and preparation of EPIC of photographs for the residual/ new electors and (b) merging, printing and preparation of EPIC of photographs taken by EROs/AEROs

Sir,

Pursuant to the aforesaid Tender Notice, I/We hereby submit tender for the aforesaid works within the duration of contracts and strictly in accordance with the specifications and instructions of the District Election Officer, Jalpaiguri and as per terms and conditions of the contract attached hereto.

Date :

Signature of tenderer(s) along with seal

Place :

Name : Designation :

Address :

Contact Details :

A. Technical Specifications

Hardware requirements

- Newly formatted Pentium IV machine with minimum one (1) GB or above RAM, 160 GB Hard disk, DVD Writer.
- Color Monitor
- UPS
- Scanner (A4 size, 600dpi)
- One (1) machine per AC at Jalpaiguri district Headquarters.

Software requirements

- Operating System – Windows XP service pack 2
- Updated Antivirus
- Adobe distiller

B. Financial Bid

Sl. No.	Particulars	Unit	Price (in Rs.)
1.	(a) scanning, merging, printing and preparation of EPIC of photographs for the residual/ new electors	Per record	Rs. (in words) (Rupeesonly)
2.	(b) merging, printing and preparation of EPIC of photographs taken by EROs/AEROs	Per Photo	Rs. (in words) (Rupeesonly)

Declaration:

I, hereby, declare that, I have carefully gone through the notice inviting Tender and terms & condition detailed therein. Should this tender be accepted I undertake to abide by all such norms stipulated regarding time-frame & specification.

Date :

Signature of tenderer(s) along with seal

Place :

Opened on this day and the bid is hereby.....

Dy. Collector in charge, Election Section

Additional District Magistrate (Election)