

DISTRICT ELECTION OFFICE, BALASORE

REQUEST FOR PROPOSALS (RFP)

Ref: No. 336

dt. 02.07.2018

The District Election Officer & Collector (DEO), Balasore proposes to select one Computer firm for the revision of Electoral Rolls and preparation of Electors Photo Identity Cards (EPIC)

The DEO invites Request For Proposal (RFP) from eligible Computer/ Data Entry firms for under taking.

1. Data entry work relating to preparation of Electoral Rolls.
2. Scanning of documents.
3. Printing of Elector's photo Identity Cards (EPICs) &
4. Preparation of multiple copies of Electoral Roll as per the RFP documents
5. Setting up permanent / Temporary Centre at District / Sub-Division level/ Tahasil level.

The tender documents are available in the website www.baleswar.nic.in. Interested bidders can download the tender documents from the website and submit the bid duly filled in alongwith the tender document fee of Rs. 500/- (Rupees five hundred) only and EMD Rs. 6,000/- (Rupees Six thousand) only in shape of a Demand Draft in favour of Deputy Collector Election, Balasore payable at State Bank of India, Main Branch, Balasore. It is also available in the O/O DEO & Collector, Balasore on submission of tender cost of Rs. 500/- & receipt therein should be submitted with the bid.

Canvassing in any form shall be liable for disqualification.

The Bidders are to submit the tender paper & on before 10.7.2018 at 3 P.M by Registered Post / Speed Post and will be opened on 10.07.2018 at 4.30 P.M in the office chamber of DEO & Collector, Balasore. No RFP will be received after due time. The bidders and authorised person/agent on behalf the bidders may remain during opening of the tender.

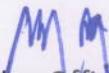
DEO & Collector, Balasore reserves the right ^{to accept} or reject any or all the tenders without assigning any reason thereof.


District Election Officer & Collector,
Balasore

Memo No. 337 /Elec

dt. 02.07.2018

Copy forwarded to the Advertising Manager, The Samaj, Balasore/ The Sambad, Balasore / The Times of India, Bhubaneswar for information and necessary action. They are requested to publish the above Request For Proposal sent herewith in the Daily Samaj/Sambad all Odisha edition & in Times of India in all editions (Odisha edition only) for one day within 2 days of receipt of the letter and submit bill as per I & PR rate with a copy of publication to this office for necessary payment.



**RFP FOR SELECTION OF
COMPUTER FIRMS FOR THE REVISION OF ELECTORAL ROLLS
AND PREPARATION OF ELECTORS' PHOTO IDENTITY CARDS
DEO & COLLECTOR, BALASORE**

RFP No. 336 Dated 02.07.2018

<u>SCHEDULE OF EVENTS</u>	
1. Publication of Tender :	02.07.2018
2. Last date of submission of Bids	10.07.2018 at 3.00 PM.
3. Opening of General Bid:	10.07.2018 at 4.30 PM.
4. Notification of qualified bidders based on General bid evaluation	10.07.2018
5. Opening of Financial Bid	10.07.2018

SECTION I: INVITATION FOR PROPOSALS

INTRODUCTION

The DEO & Collector proposes to select computer firms for execution of works relating to preparation of Electoral Roll and Electors' Photo Identity Cards (EPICs) for all the Assembly Constituencies of the Sub-Division and other election related works.

Through this **Invitation for Proposals**, the DEO & Collector invites proposals from eligible firms to undertake the following:

- ✓ Preparation of Draft Roll through integration and consolidation of Supplementary Roll with Mother (Draft) Roll after necessary correction of data. The correction may involve addition, modification and deletion of electors' records.
- ✓ Preparation of Supplementary Roll through Data Entry. i.e. addition, correction & deletion of electors record from the list prepared by the Electoral Registration Officers.
- ✓ Generation of PDF documents for both Draft & Supplementary Roll and Laser printing (600 DPI) of master copies.
- ✓ Capturing of photographs & Preparation of defect-free Electors' Photo Identity Cards (EPIC) as per the requirements of the Election Commission of India.
- ✓ Scanning of documents provided by the electors along with the forms (Form6, 6A, 7, 8 and 8A)/ Maps of Polling Booths, if required.
- ✓ Preparation of multiple copies of the Electoral Roll through the method of Laser Printing, if required.
- ✓ Date entry of Format 1 to 8 received during Special drive House to House verification by the BLOs.

SECTION II: PREQUALIFICATION

ELIGIBILITY CRITERIA

The firms must fulfill the following eligibility criteria:

1. The bidder should have average annual turnover of at least ₹20 (Twenty) Lakhs during the last 3 financial years ending 31st March 2017.
2. The bidder should have Certificate of GSTIN, EPF Registration (if there are more than 20 employees) and PAN Card.
3. Have minimum required infrastructure and personnel per Assembly constituency as specified below. A declaration in this regard has to be submitted as per Annexure-I
 - 6 Nos of i3 with 2GB RAM/320GB HDD/CD or DVD WR) with UPS or laptop with similar configuration running on licensed copy of Windows 8.1 or above
 - Adobe Acrobat 9 or above
 - Authentic Anti-virus software
 - 1 MBPS dedicated internet connection
 - At least 4 Data Entry Operators with knowledge and experience in Odia and English language typing per Block.
 - 1 No of Hardware Engineer
 - 1 No of Laser Printer (600 OPI, 20 PPM)
 - 1 No of PVC Card Printer (both sides printing)
 - 3 Flat Bed high speed Scanner
 - 1 No of Supervisor

Note: Bidders should have to deploy additional equipment and resources, required to complete the work as per schedule.

4. The bidder should have successfully implemented or in process of implementation of at least two (2) Govt. projects of data entry job or Electoral Roll/EPIC assignmentsof a value of at least 2(two) lacs each. The Purchase Order/ Work Order of the Project(s) must have been issued during last three financial years.
5. The bidder shall not be under declaration of ineligibility for corrupt or fraudulent practice.

Firms meeting the above eligibility criteria may participate in the tender as per the RFP document.

In absence of any one of the above, the offer will be treated as non-responsive and summarily rejected. Only successful pre-qualifiers will be called for financial evaluation.

Note:

Relevant self-attested copies of documents in support of the above criteria must be enclosed along with General Bid documents failing which the bid will be liable to be rejected.

SECTION III: SCOPE OF WORK

DATA ENTRY WORK AND PRINTING OF ELECTORAL ROLL

- The selected Computer Firm (bidder) will be provided with polling station wise application forms of the list of addition, deletion and correction, photo merging of Electors record in respect of entire Assembly Constituency or Assembly Constituencies or a part of Assembly Constituency.
- The Application Software/Web link for data entry, printing of roll, printing of EPICs and other reports along with the required access to the existing Electors Database of the assigned Assembly Constituency and maps(in PDF form) of Assembly Constituencies and Booths will be provided to the selected vendors for the purpose.
- The data entry, i.e., addition, correction & deletion of Electors record, check list printing and validation work will have to be completed by the bidder on their own by using their computer, printer, requisite computer stationeries and operator within the scheduled time. An approximate norm for data entry work is indicated below.
- Upload scanned copy of corrected applications and additional support documents (All Pages of Form which is filled by applicant, Address Proof (1 page), Age Proof (1 Page)) collected by BLO. Data Entry operator can upload scanned documents for further verification and for record purposes.
 - (i) Data entry of Form 6 (Inclusion of names)- 150-200 no. of forms per Data Entry Operator per day.
 - (ii) Data entry of Form 6A (Inclusion of names of Overseas Electors) - 150-200 no. of forms per Data Entry Operator per day.
 - (iii) Data entry of Form 7 (deletion of names)- 150-200 no. of forms per Data Entry Operator per day.
 - (iv) Data entry of Form 8 (correction of names)- 150-200 no. of forms per Data Entry Operator per day.
 - (v) Data entry of Form 8A (transposition of names)- 150-200 no. of forms per Data Entry Operator per day.
 - (vi) Data entry of Format I to VIII received during the Special Drive through House to House Visit by the BLOs.
 - a. Format - I - More than 600 no. of forms per Data Entry Operator per day.

- b. Format – II - More than 600 no. of forms per Data Entry Operator per day.
 - c. Format – III - More than 600 no. of forms per Data Entry Operator per day.
 - d. Format – IV - More than 600 no. of forms per Data Entry Operator per day.
 - e. Format – V - More than 600 no. of forms per Data Entry Operator per day.
 - f. Format – VI - More than 600 no. of forms per Data Entry Operator per day.
 - g. Format – VII - More than 600 no. of forms per Data Entry Operator per day.
 - h. Format – VIII - More than 600 no. of forms per Data Entry Operator per day.
- **Enter BLO field verification report and Upload checklist which is verified by BLO.** Operator will get list of forms 6/ 6A/ 7/ 8/ 8A which are under process. He/ she can filter list on the basis of date/part number. Operator can also search forms on the basis of either Form Number or EPIC Number. **Here operator makes entry of field verification report and upload scanned report.**
 - Integration and consolidation of Mother (Draft) Roll will be done with Supplementary Roll with necessary correction and verification of data.
 - New/Revised Maps for Booths may be scanned to replace the old booth maps(PDF file of booth map) if required.
 - Generation of PDF documents for the Draft Roll and Laser printing (600 DPI) of Polling station wise copies of Photo Electoral Roll on A4 size 75 GSM white paper.
 - Data entry of Electors Record from the Supplementary list prepared by the Electoral Registration Officer, check list printing and validation/correction work.
Generation of PDF documents for the Supplementary Electoral Roll and Laser printing (600 DPI) of copies of Photo Electoral Roll on A4 size 75 GSM white paper.
 - The bidder has to deliver the copies of Photo Electoral Roll, backup CDs of updated Electors database, PDF files for Electoral Rolls (with photo and without photos) and maps of Assembly Constituencies and Booths.
 - Work will be carried out by the selected Computer Firm in the premises specified by DEO& Collector / ERO-cum-Sub-Collector.

- The Successful Bidder has to perform additional data entry work relating to election over and above the work for which request has been invited, if Election Commission of India directs to perform in the interim period. The price for the additional data entry will be calculated on the basis of rates quoted and approved for data entry in respect of Form – 6, i.e. the price of data entry of each 25 characters in form 6 will be the rate of data entry of 25 characters of additional work on an average.
- Printing work related to election can be assigned to the vender apart from the above works on average of the count of characters

N.B.: All copies of the Photo Electoral Roll must be printed through Laser Printer with original cartridges only..

PRINTING OF ELECTORS' PHOTO IDENTITY CARDS (EPIC):

- Preparation of defect-free EPIC of residual electors of Electoral Roll and/or newly/freshly included electors in the Electoral Roll as the case may be. Capturing of photograph has to be done if required,
- The Application Software for printing EPICs and required access to the electors Database of the assigned Assembly Constituency will be provided for the above purpose. The EPICs will be prepared in either on-line or off-line mode.
- Photographs must be taken with a good quality digital camera to ensure resolution 320x240 pixels, in JPG format and Color mode. It should be taken in a manner so that the area covered by the face should be at least 75% of the area of the photograph.
- The photograph on the EPIC should be the frontal view of elector of size 3.2 cm (vertical) by 2.4 cm (horizontal) with a variation of size of plus or minus 10%.
- Proper registers should be maintained for existing electors with Assembly Constituency No, Booth No. and Elector's No. for reference of their respective photographs. The photos will be merged with reference to this register.
- The photography programme will be executed as per the guidelines of Election Commission of India. This will be executed through on-line/off-line mode at the designated locations to be specified by the concerned Electoral Registration Officers/District Election Officers.

MULTIPLE COPIES OF ELECTORAL ROLL

- All the copies of the Photo Electoral Roll shall have to be made through laser printing.
- The copies will be made Polling Station wise in A3/A4 size 75 GSM white papers on both side printing, folded to A4 size and middle / side stitched respectively in the form of booklet.

RFP for selection of firms for Revision of Rolls and EPIC Card preparation at Sub-Division

- The paper required for the purpose with above specifications, shall have to be arranged by the bidder itself.
- The rate for printing of copies may be quoted in terms of per printed page (A4 size) per copy including paper cost separately in the enclosed format.

Place of executing the work: Sub-Division Head Quarter

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SECTION IV: INSTRUCTIONS FOR SUBMISSION OF PROPOSALS

Interested firms are required to submit each of their General Proposals, Financial Proposals in SEPARATE sealed envelopes as per the detailed instructions given below. All the pages of the bid should be signed with seal of the firm.

The sealed envelope containing the proposals must be delivered to the Office of the DEO & Collector by Registered post/Speed Post of Indian Postal Dept. ~~or dropped in the assigned box at the DEO's office.~~ No other mode of delivery shall be accepted.

GENERAL PROPOSAL

The General proposal should include the following documents:

1. Cost of RFP OF ₹500/- (Rupees Five Hundred only) in the shape of Demand Draft/ Bankers Cheque drawn in favour of ^{Deputy Collector, Election, Balasore} DEO & Collector payable at the district headquarters.
2. EMD of ₹6,000/- (Rupees Six Thousand only) in the shape of Demand Draft/ Bankers Cheque drawn in favour of ^{Deputy Collector, Election, Balasore} DEO & Collector payable at the district headquarters. In case the bidder(s) are local MSEs registered under DIC, O.K & V.I. and Handicraft Industries, OSIC & NSIC will be exempted from EMD, Subject to submission of relevant valid certificate.
3. The bidder should have necessary infrastructure and personnel as specified in Annexure-I. A declaration in respect of the same is to be attached.
4. Detailed profile of the Company as per Annexure-II
5. Letter of Authorized Representative as per Annexure-III
6. Declaration of ineligibility for corrupt or fraudulent practice as per Annexure-IV
7. Audited financial Statement of last three financial years, up to the financial year ending 31st March 2017.
8. Photocopy of valid PAN Card, Photocopy of GSTIN and Photocopy of EPF Registration Certificate (if applicable).
9. List of Projects undertaken along with work order of value of at least 2 lacs during the last three years for Govt. data entry job/ Electoral Roll/EPIC assignments, if any. A minimum of two (2) Work Order/Completion certificate of value of at least 2 lacs should be submitted by the bidder.
10. Proposals submission letter on the letterhead of the firm as per Annexure-V

FINANCIAL PROPOSAL

The financial proposal should consist of the following documents:

- Financial proposal as per Annexure-VI

The prices quoted should be excluding of taxes. The quoted price will be valid till **31st March 2021**.

GENERAL INFORMATION

1. Amendment of Invitation

At any time prior to the deadline for submission of Proposals, DEO& Collector reserves the right to add / amend / delete any portion of this document by issuance of a corrigendum/addendum, which would be published on the web site/ office notice board. The corrigendum/ addendum shall be binding on all firms.

In case of any discrepancy between the Press Advertisement, other detailed provisions of the RFP print-document and the updated version on the web, the Web-version will prevail.

2. Amendment of Proposals

- Proposals once submitted cannot be amended. However, in case of administrative exigencies, the DEO & Collector may decide to obtain fresh proposals from all the firms before actually opening of the proposals.
- In order to offer prospective firms, reasonable time to make amendment in their proposals, DEO& Collector may, at his/her discretion, extend the deadline for submission of proposals. However, no such request in this regard shall be binding on the DEO& Collector.

3. Currency.

Prices shall be quoted in **Indian Rupees** (both in figures & in words).

4. Period of Validity of Proposals

- For the purpose of placing the order, the proposals shall remain valid till 31st March, 2021. A proposal valid for a shorter period will be rejected by DEO as being non-responsive.
- In exceptional circumstances, DEO may extend the period of validity and shall be binding on the Firms. Which will be bound on the firms.

5. Formats and Signing of Proposals

- The original and all copies of the Proposal shall be neatly typed and shall be signed, by an authorised signatory (ies) on behalf of the Firm. The authorization shall be provided by written Power of Attorney accompanying the Proposal. All pages of the Proposal, except for unamended printed literature, shall be signed by the person or persons signing the Proposal.
- The Proposal shall contain no interlineations, erasures or overwriting. In order to correct errors made by the firm, all corrections shall be done & initialed by the authorised signatory after striking out the original words/ figures completely. No corrections shall be permitted once the proposals are opened.

6. Sealing and Marking of Proposals

- The Firm shall seal & mark various parts of the Proposal as follows:
 - a) General Proposal in one envelope super-scribed with words "General Proposal for Electoral Roll Revision & EPIC" & "DO NOT OPENBEFORE ____". This envelope will also contain the EMD and receipt of DD of Rs.500/- as cost of RPF in another small envelope inside it.
 - b) Financial Proposal in one envelope super-scribed with words "Financial Proposal for Electoral Roll revision & EPIC"& "DO NOT OPEN BEFORE ____".
 - c) Every page of the bid paper must be signed by the firm with official seal.
 - d) All the envelopes shall be sealed in a covering envelope super scribed with words
"Ref. No:____ dated _____"&
"Proposal for Electoral Roll revision & EPIC ".
- Every envelope and forwarding letter of various parts of the Proposal shall be addressed as follows:

The DEO & Collector,_____

District Office, _____
- If the envelopes are not sealed as per para and marked as required above, DEO& Collector shall assume no responsibility for the Proposal's misplacement, premature opening, misinterpretation or loss of contents.
- The envelope shall be sealed by signing across all joints & pasting good quality transparent adhesive tape on top of such joints & signatures.

7. Late Proposals

Any proposal received by DEO after the deadline for submission of proposals prescribed by DEO & Collectors liable to be rejected.

8. Withdrawal of Proposals and Proposals for additional items of work

- Proposals cannot be withdrawn after opening of the bid document.
- Fresh proposals may be called from the qualified bidder in the General bid for any item(s)/additional item(s) of work, if so required.

9. Any dispute in this regard can be challenged within the jurisdiction of the district court only.

SECTION-V: TERMS AND CONDITIONS OF THE RFP

PART A: SUBMISSION OF PROPOSALS

1. Submission and Opening of Proposals

- Proposals would be considered only when submitted in the prescribed RFP document (non-transferable). Proposals duly filled and accompanying all supporting documents should be submitted as per the schedule specified at clause 1 of GENERAL INFORMATION after which no proposals shall be accepted and would be liable for outright rejection.
- Proposals shall be fully in accordance with the requirements of the General Terms and Conditions. Appropriate forms specified in this RFP Document shall be used. *Incomplete, illegible and unsealed Proposals* shall be rejected.
- The Price and conditions of the offer should be valid till 31st March, 2021. Proposals with period of lesser validity are liable to be rejected.
- Modification of specifications and extension of closing date for invitation of RFP, if required will be made by an *Addendum*.
- Firms shall carefully examine the RFP document and the specification and fully inform themselves as to all the conditions and matters, which may in any way, affect the work or the cost thereof.
- While Proposals are under consideration, firms and their representatives or other interested parties, are advised to *refrain from contacting by any means the staff/officials of the DEO's office* on matters relating to the Proposals under study. O/o of the DEO & Collector, if necessary, will obtain clarification on Proposals by requesting such information from any or all the firms either in writing or through personal contact as may be necessary. The firm will not be permitted to change the substance of its offer after the Proposals have been submitted. Any attempt by any firm to bring pressure of any kind, DEO & Collector may disqualify the firm for the present bid and the firm may be liable to be debarred from bidding for offers from the office of the DEO & Collector in future for a period of three years.

2. Right to Cancel or Withdraw the Invitation of RFP

Notwithstanding anything else contained to the contrary in this RFP document, the District Election Officer & Collector (DEO) reserves the right to cancel/withdraw / modify fully or partially the "Invitation of Proposals" or to reject one or more of the Proposals without assigning any reason and shall bear no liability whatsoever consequent upon such a decision.

3. Cost of Proposal Submission

The firm shall bear all costs associated with the preparation and submission of its Proposal and DEO shall in no case be responsible or liable for these costs, whether or not the Proposal is finally accepted or whether invitation of RFP is cancelled /withdrawn /modified fully or partially.

4. Disqualification or Rejection Of Proposals

The proposal is liable to be rejected or the firm disqualified at any stage on account of the following:

- If the Proposal or its submission is not in conformity with the instructions contained in this document.
- If the Proposal is not accompanied by the requisite EMD.
- If it is not signed with seal, on all the pages of the Proposal document.
- If it is not packed in the manner described earlier.
- If it is received after the expiry of due date and time.
- If it is incomplete and required documents are not furnished.
- If misleading or false statements/ representations are made as part of pre-qualification requirements.
- If found to have a record of poor performance such as having abandoned work, having been black-listed, having inordinately delayed completion and having faced financial failures etc.

5. Forfeiture of EMD

EMD made by the firm may be forfeited under the following conditions:

- If the firm withdraws the proposal before the expiry of the validity period.
- During the evaluation process, if a firm indulges in any such activity as would jeopardize the process, the decision of DEO & Collector regarding forfeiture of EMD/Performance Security Money shall be final and shall not be called upon to question under any circumstances.
- If the Firm violates any of the provisions of the terms and conditions of the proposal.
- In the case of a successful firm, if the firm fails to
 - (a) Accept the work order along with the term & condition.
 - (b) Furnish performance security
 - (c) Violates any of the conditions of this proposal or indulges in any such activities as would jeopardize the work.

The decision of DEO& Collector regarding forfeiture of EMD/Performance security money shall be final and shall not be called upon to question under any circumstances. Besides, forfeiture of EMD/Performance security money, the firm is liable to be blacklisted by DEO in such cases.

6. Performance Security

5% to 10% of the total estimated value of work has to be deposited by the selected L1 bidder as performance security. The value of work will be ascertained adding 10% to the average billing amount of last three years on account of preparation & printing of Electoral Roll & generation of EPIC. The EMD deposited by the successful firm shall be converted into performance security deposit and the balance amount (Performance Security-EMD) have to be deposited within 15 days from the date communication of the rate before awarding of the work order in favour of the firm, in shape of Demand Draft/ Ac Payee cheque/ Fixed deposit or Bank guaranty from a commercial bank in acquaintance form, failing which his bid will be cancelled and the EMD will be forfeited, failure in not completing the work in time and failure to perform required quality of work may invite forfeiture of performance security. In case of local MSEs registered under DIC, O.K & V.I. Board and Handicraft Industries, OSIC & NSIC have to deposit 25% less of the performance security.

This Security Deposit shall be held free of interest as security for due performance as per obligations under this proposal. The deposit shall be refunded after successful execution of the work orders to the full satisfaction of DEO & Collector.

The EMD deposited by the unsuccessful bidders will be returned within one month from the finalization of the tender.

7. Exclusive Rights on Data.

The DEO& Collector will have exclusive rights on the data compiled/ produced during the work. The firm shall not distort or tamper with the data in any form or manner. No person shall gain access to the data with the firm unless they are specifically authorized to do so by the competent authority.

8. Confidentiality & Non-Disclosure Agreement

To maintain confidentiality of the data which is exclusive property of the DEOs & Collectors, the successful bidder has to sign confidentiality & non-disclosure agreement as per the format enclosed at Annexure - VII.

9. Delay in the Firm's Performance

- Delivery of services/deliverables shall be made by the firm in accordance with the time schedule specified by DEO.
- The firm will strictly adhere to the time-schedule for the performance of Work. However, DEO can relax this time limit.
- In case of delay in performance for reasons attributable to the firm, the DEO shall be at liberty to terminate the work order without giving any prior intimation and/or to impose any other kind of reasonable penalty and/or the performance security will be forfeited.

10. Termination for Default

DEO may without prejudice to any other remedy for breach of terms and conditions (including forfeiture of Performance Security) terminate the work / task in whole or in part, forthwith:

- If the firm fails to deliver or complete the job assigned in time as per schedule contained in the work order.
- If the firm fails to perform any other obligations under the terms and conditions contained in the work order.

11. Compensation for Termination of Contract

If the Firm fails to carry out the work or submit/give the deliverables within the stipulated period or any extension thereof, as may be allowed by DEO, without any valid reasons acceptable to DEO, DEO may terminate the work order forthwith, and the decision of DEO on the matter shall be final and binding on the firm. Upon termination of the work order, DEO shall be at liberty to get the work done at the risk and expense of the Firm through any other agency, and to recover from the firm compensation or damages, apart from forfeiture of security /dues etc.

12. Force Majeure

· This clause shall mean and be limited to the following in the execution of the work order placed by DEO.

a) War / hostilities

b) Riot or civil commotion

c) Earth Quake, Flood, and Tempest, Lightning or other natural physical disaster

· The Firm shall intimate DEO in writing about the beginning and the end of the above clauses of delay, within 7 days of occurrence and cessation of the force majeure conditions. In the event of a delay lasting for more than one month, if arising out of clauses of force majeure, DEO reserves the right to cancel the work order without any obligation to compensate the firm in any manner for whatsoever reason, subject to the provision of clause mentioned.

PART B: EVALUATION OF PROPOSALS

13. Opening of Proposals

· The sealed covers containing Proposals will be opened on the scheduled date and time in the presence of firm's representatives (duly authorized in writing on the letter head of the firm) as per the Proposal opening schedule and General Information mentioned earlier. Only one authorized representative per firm would be permitted to be present at the time of opening of the proposals. The Proposals will be opened on the scheduled date and time even in case of absence of the representatives of the firms(s).

- In order to assist in the examination, evaluation and comparison of Proposals, DEO may at its discretion ask the firm for a clarification(s) regarding its Proposal. The clarification(s) shall be given in writing, but no change in the price or substance of the Proposal shall be sought, offered or permitted.
- In the first instance, envelopes super-scribed with the words General Proposal only will be opened, and eligibility of each firm will be ascertained after ensuring that the EMD and tender cost is submitted.
- Financial bid of the bidder(s) successful in the General Bid will be opened in the second instance
- The selection of the successful firm will be done using Lowest Cost Method (L1).
- If there is more than one offer quoting the lowest price, then the firm having the highest average annual turnover in last three financial year ending 31st March 2017 among the lowest bidder will be awarded the assignment.
- In case of any dispute, the decision of the District Election Officer & Collector shall be final and binding and non-negotiable.

14. Corrupt or Fraudulent Practices

DEO requires that the firms under this proposal observe the highest standards of ethics during the execution of such proposal. In pursuance of this policy, the client i.e. DEO defines the terms set forth as follows:-

"Corrupt Practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of the public official in proposal execution and

"Fraudulent Practice" means a misrepresentation of facts, in order to influence the execution of contract to the detriment of the client, and includes collusive practice among firms (prior to or after proposal submission), designed to establish proposal prices at artificial non-competitive levels to deprive the client of the benefits of the free and open competition.

The DEO will reject a proposal for award if it determines that the firm recommended for award has engaged in corrupt or fraudulent practices in competing for the bid in question. The client may declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it is determined that the firm had engaged itself in such practices in competing for or in execution of the proposal.

PART C: WORK ORDER, PAYMENTS AND DELIVERABLES

15. Award of Work

- Notwithstanding anything contrary to the provisions in this RFP Document, DEO reserves the right to accept or reject any proposal or to annul the process fully or partially, or modify the same and to reject any/all Proposals at any time prior to the award of work, without incurring any liabilities in this regard and without assigning any reason thereof.
- **The selection of the successful firm will be done using Lowest Cost Method (L1).**
- The work should be allotted to the lowest (L1) bidder
- A detailed Work Order containing location of work, rates, when to start, completion time, deliverables and performance security etc. shall be issued to the lowest bidder (L1) before the commencement of the work.
- **DEO reserves the right to allot / distribute the work to L2 vendors at the lowest (L1) rate in case of L1 vendor fail to perform.**
- The firms will work under close supervision of Electoral Registration Officers- cum- Sub-Collectors (EROs) and the payment will be released only after due certification from them.

16. Execution & Delivery

- The selected firms must be in readiness for the work as per schedule. They must stick to the deadlines issued and must deliver the deliverables mentioned in work order as per schedule.
- For multiple copies of the Roll, necessary instructions shall be issued by the DEOs regarding the number of copies, with due approval of Chief Electoral Officer, Odisha. Rate per copy shall be either as per Government approved rates or as per rate quoted by the firm, whichever is lower.

17. Payment Terms

80% payment will be made after acceptance of the deliverables by concerned Electoral Registration Officer and the balance 20% after confirmation of receipt of error-free deliverables.

18. Legal Jurisdiction

All legal disputes are subject to the jurisdiction of the District Courts only.

19. Completeness of Proposal

- The Firm is expected to examine all instructions, forms, terms, conditions and deliverables in the Proposal Documents. Failure to furnish all information required by the RFP documents or submission of a proposal not substantially responsive in every respect to the RFP documents will be at the firm's risk and may result in rejection of its proposal.

ANNEXURES

ANNEXURE-I

MINIMUM REQUIRED INFRASTRUCTURE PER ASSEMBLY CONSTITUENCY

In order to successfully carry out the assigned work the firms responding to this RFP are required to have the following minimum equipment and resources per Assembly constituency. Firms at their option may deploy additional equipment and resources to complete the work as per schedule.

- 6 Nos of i3 with 2GB RAM/320GB HDD/CD or DVD WR) with UPS or laptop with similar configuration running on licensed copy of Windows 8.1 or above
- Adobe Acrobat 9 or above
- Authentic Anti-virus software
- 1 MBPS dedicated internet connection
- At least 4 Data Entry Operators with knowledge and experience in Odia and English language typing per Block.
- 1 No of Hardware Engineer
- 1 No of Laser Printer (600 OPI, 20 PPM)
- 1 No of PVC Card Printer (both sides printing)
- 3 Flat Bed high speed Scanner
- 1 No of Supervisor

Company Seal

REPRESENTATIVE AUTHORIZATION LETTER

To
The District Election Officer & Collector,
.....

Ms./Mr. _____ is hereby authorised to sign relevant documents on behalf of the company in dealing with RFP reference No. _____, Dt: _____. S/He is also authorised to attend meetings & submit required information as may be required by you in the course of processing above said application.

Thanking you,

Authorised Signatory

Representative Signature

Signature attested

Company Seal

PROFILE OF THE FIRM

Sl. No.	Particulars	Details	
1	Name of the Firm/Company		
2	Year of Establishment		
3	Address of Office		
4	Telephone No.		
5	Fax No.		
6	Email Address		
7	Website Address		
8	PAN No.		
9	GST registration certificate		
10	EPF Registration No. (If Applicable)		
11	No. of resource on the Company's Pay Roll in the area of data entry operation in English/Odia and/or EPIC preparation, with years of experience.		
12	List of Projects undertaken along with work order of value of at least 2 lacs during the last three years for data entry job and Electoral Roll/EPIC assignments, if any. Copies of minimum of two (2) Work Order of value of at least 2 lacs should be submitted by the bidder.		
13	Audited Annual Turnover in last three years ending 31 st March 2017	Annual Turnover of the Company	
		FY	Turnover (In Rupees)
		2014-15	
		2015-16	
		2016-17	

Signature of Witness

Signature of the Tenderer

Date:

Date:

Place:

Place:

Company Seal

SELF DECLARATION

To
The District Election Officer & Collector,
.....

In response to the RFP No. _____, Dt: _____ of Ref.
Ms./Mr. _____, as a _____, I / We
hereby declare that our company _____ is having
unblemished past record and was not declare ineligible for corrupt & fraudulent
practices either indefinitely or for a particular period of time.

0

Signature of Witness

Signature of the Tenderer

Date:

Date:

Place:

Place:

Company Seal

PROPOSAL SUBMISSION LETTER

(On the letterhead of the firm)

[Location, Date]

To
The District Election Officer & Collector,
.....

Dear Sir/Madam

We, the undersigned, offer to provide the necessary services for Data entry work for updating and validating Electors Records, Photographing of Electors, Printing of Electors' Photo Identity Cards (EPIC) ,provide Data Entry Operator and Preparation of Multiple Copies of Electoral Roll in accordance with your Request for Proposal dated _____ and our Proposal. We are hereby submitting our Proposal, which includes General Proposal and sealed under separate envelopes'.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misrepresentation contained in it may lead to our disqualification.

If we are assigned any work during the period of validity of the Proposal, we undertake to carry out the same as per the terms and conditions of this RFP document. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations you may subsequently carry out with us to accept our proposal.

I hereby declare that my company has not been debarred / black listed by any Government / Semi Government organizations. I also certify that my company is not under declaration of ineligibility for corrupt or fraudulent practice. I further certify that I am the competent authority in my company authorized to make this declaration. I confirm that all the information given in our proposals is correct and can be verified any time.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signatory [In full and initials]:

Name and Title of Signatory:

Company Seal

ANNEXURE-VI

FINANCIAL BID

Name of the bidder:

Sl No	Particulars	Amount in (Rs)	Percentage of Bid Amount	Mandatory Rate in %
1	Digitization of Form 6 (per form/elector)			Total amount added for Sl. No 1 to 5 must be within 18%-23% of Bid amount
2	Digitization of Form 6A (per form/elector)			
3	Digitization of Form 7 (per form/elector)			
4	Digitization of Form 8 (per form/elector)			
5	Digitization of Form 8A (per form/elector)			
6	Digitization of BLO Checklist (Per Checklist/Elector)			Total amount added for Sl. No 6 to 11 must be within 22% to 28 % of Bid Amount
7	Scanning of Document A4 (per Page)			
8	Printing of Photo E-roll/A4 Black and White (per Page)			
9	Printing of PVC-EPIC (per Card)			
10	PDF Generation (per Booth)			
11	Special Drive Format 1 to 8 Entry (Per record/elector)			
12	CD/DVD Backup (per 1 unit/CD/DVD)			Amount in Sl. No. 12 must be within 52% to 57% of Bid Amount
	Total Amount			Sum must be 100%
	Total Amount in Words :-			

Note :

- The Bidder should quote price for each item. No item should be left blank or quoted as zero.
- Payment will be made as per actual work done by the vendor at the unit rate.
- For EPIC printing the bidder has to quote only printing charges. The Non-personalized PVC cards will be supplied by the DEO.
- In case of wrong calculation in addition, multiplication or otherwise, the rate quoted for unit Price will be considered for calculating the Total Amount.
- Tax as admissible time to time.