



ଜିଲ୍ଲା ନିର୍ବାଚନ ଅଧିକାରୀ ତଥା ଜିଲ୍ଲାପାଳଙ୍କ କାର୍ଯ୍ୟାଳୟ, ମାଲକାଙ୍ଗିରି
OFFICE OF THE DISTRICT ELECTION OFFICER & COLLECTOR, MALKANGIRI



No. 2021 /VII-6/2019.

Dated the 11th September 2019.

**NOTICE INVITING SEALED TENDER (RPF) FOR PREPARATION OF PHOTO
ELECTORAL ROLL & ELECTORS PHOTO IDENTITY CARD**

The District Election Officer & Collector, Malkangiri proposes to select one Computer Firm for the Special Summary Revision of Photo Electoral Roll and preparation of Electoral Photo Identity Cards (EPIC) for Malkangiri Sub-Division.

Sealed Tender for Request for Proposals (RFP) are invited by Speed / Registered Post only from eligible Computer Firm (s). the last date for submission of RFP is 26/09/2019 latest by 5.00 P.M.

For details and downloading the documents please visit the district website at www.malkangiri.nic.in. The undersigned reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

 11/9/19
District Election Officer &
Collector, Malkangiri.

Memo No 2022 /2019.

Dated the 11th September 2019.

Copy to the District Informatic*Officer, NIC, Malkangiri for information. He is requested to upload the above tender documents in district portal for wide publicity among the general public for inviting RFP from the bidders.

 11/9/19
District Election Officer &
Collector, Malkangiri.

Memo No 2023 /2019.

Dated the 11th September 2019.

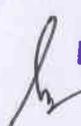
Copy to the Manager, Odia Local Daily – Sambad / Dharitri / fox information. They are requested to make an advertisement of the RFP Notice with time schedule on or before 12 /09/2019 within cost of Rs.3,000/- (Rupees three thousand) only as per the rate prescribed by I & PR Department, Government of Odisha.

 11/9/19
District Election Officer &
Collector, Malkangiri.

Request for proposal
For selection of Computer Firms
For Preparation and Printing of Electoral Rolls and preparation of
Electors Photo Identity Cards for Malkangiri Sub-Division

SCHEDULE OF EVENTS

- | | | |
|--|---|---------------------------|
| 01. Publication of RFP | : | 12/09.2019. |
| 02. Last Date of submission of Bids | : | 26 /09/2019. |
| 03. Opening of General Bid | : | 26 /09/2019. |
| 04. Notification of qualified bidders based on
General evaluation | : | 26 /09/2019. |
| 05. Opening of Financial Bid | : | 27 /09/2019 at 11.00 A.M. |


11/9/19
**District Election Officer &
Collector, Malkangiri**

District Election Office, Malkangiri.

Memo No. 2024 /2019.

Dated the 11 th September 2019.

Copy to P.D., DRDA, Malkangiri / P.A., ITDA, Malkangiri / ERO & Sub-Collector, Malkangiri / DWO, Malkangiri / All Tahsildars / All BDOs / All CDPOs / all Line Department Offices in this District for information and request for display in their Notice Board for wide publicity of general public.


11/09/19
Asst. Collector (Election),
Collectorate, Malkangiri.

REQUEST FOR PROPOSAL (RFP)

Ref. No:

Date:

The District Election Officer & Collector (DEO) has to select one computer firm for the revision of electoral rolls and preparation of Electors Photo Identity Cards (EPICs) for the Sub-Division of Malkangiri District.

The DEO invites Request for Proposal (RFP) from eligible Computer / Data Entry Firms for undertaking:

1. Data entry work relating to preparation of Electoral Rolls
2. Photographing of Electors and Printing of Electors' Photo Identity Cards (EPIC) &
3. Preparation of Multiple Copies of Electoral Roll as per the RFP document.
4. Setting up Permanent/Temporary Centre at District/Sub-Division Level/ Block level.

The tender documents are available in the website www.malkangiri.nic.in. Interested bidders are required to download the tender documents from the above mentioned website and submit the bid duly filled in along with the tender document fee of ₹500/- (Rupees Five hundred only) in shape of a Demand Draft in favor of Assistant Collector (Election), Malkangiri (name of district) payable at Malkangiri. (district headquarters).

Canvassing in any form shall be liable for disqualification.

DEO& Collector reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

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SECTION I: INVITATION FOR PROPOSALS

INTRODUCTION

The DEO & Collector, Malkangiri proposes to select computer/Date Entry 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, Malkangiri 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 Maps of Polling Booths, if required.
- ✓ Preparation of multiple copies of the Electoral Roll through the method of Laser Printing, if required.
- ✓ Providing of manpower (data entry operator) at Dist./Sub Division Level at prevailing rate fixed by Finance Department, if required.

SECTION II: PREQUALIFICATION

ELIGIBILITY CRITERIA

The firms must fulfill the following eligibility criteria:

1. The bidder should have average annual turnover of at least ₹ 2 Lakhs during the last 3 financial years ending 31st March 2019.
2. The bidder should have service tax registration (if applicable), EPF Registration (if there are more than 20 employees), PAN Card and GST Registration.
3. Registration Certificate of the Firm.
4. 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
 - 2 Nos of C2D/ Dual Core with 1GB RAM/160GB HOD/CD or DVD WR) with UPS or laptop with similar configuration running on Windows 7 Ultimate
 - 2 No of digital cameras with operators which can be arranged within 5 days of issue of work order.
 - Windows 8.1 and above
 - Adobe Acrobat 8 or above
 - Anti-virus software
 - At least 2 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 (1200 DPI, 40 PPM)
 - 1 No of PVC Card Printer (both sides printing)
 - Speed Scanner – 30
 - 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 assignments of a value of at least 2(two) lacs each. The Purchase Order/ Work Order of the Project(s) must have been issued during last five financial years.
5. The bidder shall not be under declaration of ineligibility for corrupt or fraudulent practice.
6. The bidder should submit a declaration regarding not blacklisted by Govt.

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 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 / Data Entry bidder (bidders) will be provided with polling station wise manuscript copy/ 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 for Data entry, printing of Roll, printing of EPICs and other reports along with 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 stationaries and operator within the scheduled time. An approximate norm for data entry work is indicated.
 - (i) Data entry of Form 6 (Inclusion of names) - 300-400 per data entry operator per day.
 - (ii) Data entry of Form 7 (deletion of names) - 1000 per data entry operator per day.
 - (iii) Data entry of Form 8 (correction of names) - 300-400 per data entry operator per day.
 - (iv) Data entry of Form 8A (transposition of names) - 300-400 per data entry operator per day.
- 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 (1200 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 bidder in the premises specified by DEO & Collector / ERO-cum-Sub-Collector.

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 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 JPEG format and Colour 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 by way of 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.
- 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

SECTION IV: INSTRUCTIONS FOR SUBMISSION OF PROPOSALS

Interested firms / Vendors are required to submit each of their General Proposals, Financial Proposals in SEPARATE sealed envelopes as per the detailed instructions given below.

The sealed envelope containing the proposals must be delivered to the *Office of the DEO & Collector, Malkangiri* 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 DEO & Collector, Malkangiri payable at the State Bank of India, Malkangiri Branch.
2. EMD (@1% of the total cost) of ₹5,000/- (Rupees Five Thousand only) in the shape of Demand Draft/ Bankers Cheque drawn in favour of Assistant Collector (Election), Malkangiri payable at the district headquarters.
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 2019.
8. Photocopy of valid PAN Card, Photocopy of the firm Service Tax registration Certificate allotted by Service Tax Department (if applicable), Photocopy of EPF Registration Certificate (if applicable) & Photocopy of GST Registration Certificate.
9. List of Projects undertaken along with work order of value of at least 2 lacs during the last five 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.
11. Registration Certificate of the Firm issued by the Competent Authority.
12. An affidavit by the bidder showing the information so submitted is true.

13. Declaration regarding not black listed by the Govt. or any other form.

FINANCIAL PROPOSAL

The financial proposal should consist of the following documents:

- Financial proposal as per Annexure-VI

The prices quoted must include all applicable taxes and must be valid till one year from the date of finalization of tender.

GENERAL INFORMATION

1. Amendment of Invitation

At any time prior to the deadline for submission of Proposals, DEO & Collector, Malkangiri 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, Malkangiri may decide to obtain fresh proposals from all the firms before actually opening of the proposals.
- In order to afford prospective firms reasonable time to make amendment in their proposals, DEO & Collector, Malkangiri may, at his/her discretion, extend the dateline for submission of proposals. However, no such request in this regard shall be binding on the DEO & Collector, Malkangiri.

3. Proposal Currencies

Prices shall be quoted in **Indian Rupees**, inclusive of all prevailing taxes.

4. Period of Validity of Proposals

- For the purpose of placing the order, the proposals shall remain valid till **one year** from the date of finalization of tender. A proposal valid for a shorter period will be rejected by DEO as being non-responsive.
- In exceptional circumstances, DEO may ask for extension of the period of validity and such a request shall be binding on the Firms. DEO's request and the response to such a

request by various firms shall be in writing. A firm agreeing to such an extension will not be permitted to increase its rates.

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 (es) 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 initialed 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 OPEN BEFORE ____". This envelope will also contain the EMD 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) 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 dateline for submission of proposals prescribed by DEO& Collector, Malkangiri is 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.

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 for one year from the date of finalization of tender. 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, Malkangiri, 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 his offer after the Proposals have been submitted. Any attempt by any firm to bring pressure of any kind, 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 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), Malkangiri 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 self 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, Malkangiri regarding forfeiture of EMD/Performance Security Money shall be final and shall not be called upon 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, Malkangiri 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

10% of the Bid Value to be placed in favour of the DEO & Collector, Malkangiri by the successful bidder as Performance Security Deposit. 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 upon successful execution of the work orders to the full satisfaction of DEO& Collector.

7. Exclusive Rights on Data.

The DEO& Collector, Malkangiri 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. 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 penalty @ 1% of the bid value per day.

9. 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.

10. 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.

11. 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 / Left Wing Extremist
 - b) Riot or civil commotion
 - c) Earth Quake, Flood, and Tempest, Lightning or other natural physical disaster

- The Firm shall advise DEO in writing 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

12. Opening of Proposals

- The sealed covers containing Proposals will be opened on the scheduled date and time in the presence of firm's authorized 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.
- 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 2014 among the lowest bidder will be awarded the assignment.
- If the DEO & Collector feels that the quotation price of the lowest bidder is not in accordance with Govt. Rules, he shall negotiate with the lowest bidder and in such case the decision of the DEO shall be final in case the lowest bidder fails to accept the negotiation price.
- In case of any dispute, the decision of the District Election Officer & Collector, Malkangiri shall be final and binding and non-negotiable.

13. 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

14. 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.

15. 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.

16. 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.

17. Legal Jurisdiction

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

18. 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.

- 2 Nos. of C2D/ Dual Core with 4 GB RAM/160GB HOD/CD or DVD WR) with UPS or laptop with similar configuration running on Windows 8.1 or above (64 bit)
- 2 No of digital cameras with operators which can be arranged within 5 days of issue of work order.
- Windows 8.1 or above
- Adobe Acrobat 9 or above
- Anti-virus software
- 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 (1200 DPI, 40 PPM)
- 1 No of PVC Card Printer (both sides printing) (ribbon YMCKOKO)
- Speed Scanner - 30
- 1 No of Supervisor

Company Seal

REPRESENTATIVE AUTHORIZATION LETTER

To

The District Election Officer & Collector, Malkangiri

Ms./Mr. _____ is hereby authorised to sign relevant documents on behalf of the company in dealing with RFP reference No. _____, Dt: _____. She/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	Service Tax Registration No. (If Applicable)		
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 five 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 2019	Annual Turnover of the Company	
		FY	Turnover (In Rupees)
		2016-17	
		2017-18	
		2018-19	

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.

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Signature of Witness

Date:

Place:

Signature of the Tenderer

Date:

Place:

Company Seal

PROPOSAL SUBMISSION LETTER

(On the letterhead of the firm)

[Location, Date]

To

The District Election Officer & Collector, Malkangiri

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

FINANCIAL BID

Name of the bidder:

Sl. No.	Particulars	***** Amount (Rs) (A)	Unit	*Indicative Quantity (B)	Total Amount (Rs.) C=(A) X (B)
1	Data Entry Work using ERONET Website				
i	Addition of Electors Record	** ₹	Per Elector	*20,000 (no of entries)	
ii	Correction of Electors Record				
iii	Deletion of Electors Record				
iv	Transposition of Electors Record				
2	Printing of Electoral Rolls				
i	Generation of PDF file of Electoral Roll	₹	Per polling station		
ii	Printing of Photo Electoral Roll 600 DPI in A4 size white paper 75 GSM (Single Side) using original cartridge	₹	Per Page	*1,00,000 (no of pages)	
iii	Scanning of Map (if any) A4 size paper	₹	Per Page	*400 (no. of sheets)	
iv	Delivery of Backup CD/DVD containing Electoral Roll (with & without photo)	₹	Per Sub-Division	12 (no of CDs/DVDs)	
3	Printing of EPICs				
i	***Generation of EPIC in PVC	₹	Per elector	*20,000 (no of EPICs)	
	****Total Amount				
	****Total Amount in Words				

Note :

* The indicative quantity is the approx. work done last year for the Sub-Division. The actual quantity may vary as per requirement. Payment will be made as per actual work done by the vendor at the unit rate.

** Bidder has to quote one price for data entry work.

*** 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.

***** Inclusive of all Taxes

RATE TO BE QUOTED

Item of work	Unit	Rate to be quoted in Rs.
1. Data Entry of Electors' Record		
i. Addition of Electors Record	(per elector)	
ii. Deletion of Electors Record	(per elector)	
iii. Correction of Electors Record	(per elector)	
iv. Transposition of Electors Records	(per Household)	
2. Printing of Electoral Roll		
i. Generation of PDF files for Electoral Rolls	(per polling booth)	
ii. Scanning of Maps (A-4 size)	per polling booth	
iii. Printing of Photo Electoral Roll (1200 DPI A-4 size 75 GSM white paper using original cartridge)	per printed page A-4 size	
iv. Printing of map pages (1200 DPI in in A-4 size 75 GSM white paper using original cartridge)	per printed page A-4 size	
v. Delivery of Back up CD/ DVD containing electoral roll with and without photos	per CD/ DVD	
3. PREPARATION OF EPICs		
(iii) Defect free EPIC for elector on PVC card with colour photograph	Per card (PVC will be Supplied by Govt.)	
4. Setting up of permanent centre at District / Sub-Division level		
Providing one manpower (Data Entry Operator) towards work relating to continuous updation of Photo Electoral Rolls and preparation of EPICs throughout the year. Equipped with: <ul style="list-style-type: none"> • One computer system with internet connectivity • Laser printer • A4 Scanner • Digital Camera • Laminating Machine • Paper Cutting Machine 	Per manpower per month	