



GOVERNMENT OF WEST BENGAL
Office of the Sub-Divisional Magistrate

&
Sub-Divisional Officer, Medinipur Sadar
P.O. Midnapore, Dist. Paschim Medinipur, Pin 721101.

Tel. No.: 03222-275330 * Fax No.:03222-267333 * e-mail ID:medinipursadar@gmail.com

Memo No.: 2967 / Sadar

Date: 20.10.2022

NOTICE INVITING QUOTATION

Sealed Quotations are invited from the bonafide vendor / agency having the knowledge of the work of Special Summery Revision work viz. work relating to Electotal Roll PDF generation, EPIC PDF preparation, Uploading of EPIC PDF etc. for the electors of 4 (four) Assembly Constituencies namely 233-Garhbeta, 234-Salboni , 235-Keshpur (SC) & 236-Medinipur A.C. under Medinipur Sadar Sub-Division. The quotationer should have the skilled manpower with required computer sets for doing such work within the stipulated period which will be fixed by the authority concerned. **The quotationer should also have minimum 3 (Three) years experience in similar work prefarrably election data entry work (SRER).**

The work will have to be done in two phases (1) During SRER period as per Notification and (2) During Continuous Updation period.

A. The schedule of work as shown below :

- 1) PDF Roll Generation (Supplements ad Draft)
- 2) EPIC PDF Generation (Form-6, Form-8)
- 3) EPIC PDF Uploading

All the rates should including of all the taxes.

B. Requirement of equipments and skilled operatos etc.

1. **Computer Set** : Min 4 (four) nos. of computer sets are required including UPS (working condition).
2. **Computer Specification** : OS : Windows 7 or higher version, Processor : Core i3 with 4GB RAM, HDD 500 GB, Monitor : Not less then 18.5", Nero 7, MS Office 2007 & Team Viewer / Any Desk.
3. **Computer Operators** : Computer operators to be employed round the clock 4 (four) operators who are well experts for Electoral Roll Related works.
4. **Printer** : High speed LaserJet printers are to be required 2(Two) nos.
5. Internet connection facility is to be provided in respect of all the computer sets.
6. **All computers must to be kept protected with registered antivirus.**
7. 2 (one) T.B. external Hard Disk for Data backup is to be kept in readiness.

Terms and conditions:-

1. **The Quotationer should have a credential of at least Rs. 2,00,000.00 (Rupees two lakh) only for undertaking & completing Election Related work successfully within last 3 (Three) years.**
2. The Quotationer have to submit their up-to-date Certificate of IT, GST etc.

3. The accepted Quotationer should arrange for non-judicial Satmp Paper worth Rs. 50/- for agreement before issue a work order.
4. Tax as applicable will be deducted from the final bill as per norms.
5. The undersigned reserves all the rights to accept / reject any quotation without assigning any reason and not bound to accept the lowest quotation and also reserves the right to distribute the work among the quotationers.
6. The fooding of computer operators will be arranged from the vendor concerned.

The quotation will be received in the Office of the Sub-Divisional Officer, Medinipur Sadar, Paschim Medinipur from the quotationers on working days excluding Saturday, Sundays and holydays from 11:00 A.M. to 3:00 P.M. on and from 20.10.2022 and **will be closed on 07.11.2022 at 03:00 PM** and the Quotation Box **will be open at 4:00 PM on the same day (07.11.2022, Monday)**.

The authority deserves the right to accept the quotation or any part of the quotation and to reject the quotation in all without assigning any reason.

The quotationers are requested to contact with the Dealing Assistant of the S.D.O's Office, Medinipur Sadar for further any information, **Phone No. 03222-275330.**


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Copy forwarded for kind information to :

- 1) The District Magistrate & District Election Officer, Paschim Medinipur.
- 2-5) The Additional District Magistrate (General) / (Development) / (L&R), Paschim Medinipur.
- 1) The Officer-in-Charge, District Election Department, Paschim Medinipur.
- 7-12) The Block Development Officer, Medinipur Sadar/Keshpur/Salboni/Garhbeta – I/Garhbeta-II/Garhbeta-III Dev. Block with request for wide publicity.
- 13) The District Information & Cultural Officer, Paschim Medinipur, with the request to make necessary arrangement to publish the quotation notice.
- 14) The District Informatics Officer, Paschim Medinipur with request to publish the Quotation Notice at the district website (www.paschimmedinipur.gov.in).
- 15) The Executive Officer, Midnapore Municipality, Paschim Medinipur with request to publish this notice widely.
- 16) Office Notice Board.


Sub-Divisional Magistrate

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Sub-Divisional Officer, Medinipur Sadar. -