

GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE: COOCH BEHAR
ELECTION SECTION

Order No. 137

Date:15/ 09 / 2016

Sealed Quotation Notice for inviting rates for Electoral Roll Data Entry

Sealed quotations for rates are invited from reputed and resourceful firms having sufficient credential & experience for Data entry in Electoral Roll at the level of SDO Office/Block Offices of the district.

Eligibility Criteria:

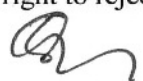
The firm should have establishment for roll data entry in Cooch Behar with capability to work in the Sub-divisions & Blocks in Cooch behar. The quotationers should have sufficient number of efficient persons for roll data entry work within a limited period of time

Financial Offer:

The quotationer shall quote the rate both in figures as well as in words in their original letter head in the following format. The details are mentioned below:

Sl No.	Name of the Activity	Modules involved:	Rate quoted(inRs.)
1	Complete Data entry of Forms(6/7/8/8A) in ERMS summary module(Rate quoted per form only)	i) Data Entry (in English & inscript Bengali) from Forms (6/7/8/8A) with uploading ii) Scanning of Photo iii) Scanning of documents iv) Uploading in server v) Printing of Checklist vi) Correction from checklist	
2.	Complete Data entry of Forms(6/7/8/8A) in ERMS ERO module(Rate quoted per form only)	i) Appointing enquiry Officer through ERO module ii) Entry of enquiry officer's report iii) Entry of ERO's disposal Uploading in server	
3.	Supplement PDF generation from Printing module of ERMS (Rate quoted per PDF only)	i) Selecting part ii) Generating PDF	
4	Preparation of EPIC (Including 2 Sets of delivery Challan) in ERMS EPIC Module. (Rate quoted per EPIC only)	i) EPIC assign ii) Create new EPIC/Duplicate EPIC EPIC Preparation and Lamination (with material & without material)	

The documents of the quotationer must be completed in all respect and shall be received in sealed envelope in the Office Chamber of the Officer-In-Charge (Election) Cooch Behar upto 02.00 PM on or before 22/09/2016. The said quotation will be opened on the same date at 04.00 PM in the Office Chamber of the Additional District Magistrate (Election) ,Cooch Behar. The undersigned reserves the right to reject or to accept any quotationer's rate without assigning any reason whatsoever.


**For District Magistrate
&
District Election Officer
Cooch Behar**

Memo. No. Elec/ 2032(7) /XXX- 60

Date:15 /09/2016.

Copy of the quotation forwarded for wide publicity –

1. The EROs _____ (All)
 2. The District Informatics Officer, Cooch Behar with a request to publish the notice in the district website.
 3. The Nezarath Deputy Collector, Cooch Behar for instruction and publish in the office notice board.
 4. The District Informatics Officer with a request to publish it in the district website.
 5. The District Information and Cultural Officer, Cooch Behar, with a request to publish in the Office notice board.
- 6-7) The Office Notice Board, DMs Office/ Election Section.



**For District Magistrate
&
District Election Officer
Cooch Behar**