

# OFFICE OF THE CHIEF ELECTORAL OFFICER MAHARASHTRA STATE

TENDER NOTICE  
FOR CARRYING OUT THE WORK OF DATA ENTRY IN MARATHI,  
MERGING & INTEGRATION OF ELECTORAL PARTS, TRANSLITERATION OF  
ELECTORAL DATA FROM ISCII TO ENGLISH & CONVERSION OF ELECTORAL DATA  
FROM ISCII TO KANNADA.

No. ELR-ELR 1006/C. R. 64/2006/XXXIII  
GENERAL ADMINISTRATION DEPARTMENT  
MANTRALAYA, MUMBAI – 400032.

Dated the 3<sup>rd</sup> May 2006

1. Separate Sealed Tenders are invited by the undersigned in Two Envelopes system from reputed Firms capable of handling large-scale electoral data related work for the jobs described below:-

Sr. No.	Job description	Estimated Quantity	Unit	Completion Period
1	2	3	4	5
<b>Phase-I</b>				
1.	Data Entry of Supplementary Electoral Rolls, 2006	288 Assembly Constituencies	Per Elector	30 Days
2.	Transliteration of Electoral Rolls with all Control Tables from ISCII to English with storage facility and printing as per guidelines issued by ECI.	34 Assembly Constituencies	Per Elector	
3.	Conversion of Electoral Roll from ISCII to Kannada.	5 Assembly Constituencies	Per AC	
4.	Preparation of Multiple CDs.	As per requirements	Per CD	
<b>Phase-II</b>				
5.	Merging & Integration of mother roll data with Supplementary data	288 Assembly Constituencies	Per AC	60 Days

2. Tenders are to be submitted in prescribed tender form for the jobs specified above which can be obtained from the office of the undersigned on payment of non-refundable Rs.1000/- by cash or demand draft drawn in favour of Under Secretary, General Administration Department during 11.00 a.m. to 4.00 p.m. from 3<sup>rd</sup> May 2006 to 17<sup>th</sup> May 2006 (excluding State Government holidays)
3. The tenders shall be accepted in the office of the undersigned from 4<sup>th</sup> May 2006 to 18<sup>th</sup> May 2006 during 11.00 a.m. to 4.00 p.m. (excluding State Government holidays)
4. The tenderer should carefully study and understand the Data Structure in 42 Control Tables as prescribed by ECI before filling the tender documents as all the

items mentioned in job description in Para 1 above are to be completed strictly in accordance with the ECI guidelines.

5. The tenderer will have to deposit earnest money of Rs.1,00,000/- in the form of Bank Demand Draft drawn on Scheduled Bank payable to Under Secretary, General Administration Department.
6. Firm(s) should have i) own annual turnover of at least Rs. 1.00 Crores per annum for financial year 2003 – 2004 and 2004-2005 as per audited annual accounts in computerized database related work, ii) own experience in data entry, Merging & Integration of Electoral Rolls of at least 50 Assembly Constituencies in any state. Experience gained through Joint venture, out sourcing, sub contracting or farming out will be ignored and also will not be permitted in this tender. Firm(s) should enclose audited financial accounts for the years 2003-2004 and 2004-2005.
7. The firm(s) will have to carry out the total work as detailed in brief description of job ( para1). **Bids quoting for part of the job shall be rejected.**
8. The firm(s) is required to make use of their own software(s) as per the requirements for the execution of the project. It should be borne in mind that the data structure should be according to Directory Hierarchy and Tables from 1 to 42 as per ECI guidelines. Software to be used must have the facility of the storage of the regional language data in ISCII format only and the data base must be in DBF format
9. It shall be solely at the discretion of the Secretary and Chief Electoral Officer that the entire work or part thereof may be assigned to the single successful tenderer or if necessary may be divided amongst two or more eligible tenderers.
10. The technically qualified tenderer(s) will have to present demonstration of the various software's and the methodology to be used for the execution of each component of the work at the Office of the undersigned. The date and time for giving such demonstration will be intimated separately.
11. The firm should be willing to carry out the actual work at Mumbai, Pune, Amravati, Nashik, Nagpur and Aurangabad.
12. The Technical bid envelope of the tenders will be opened on 18<sup>th</sup> May 2006 at 4.30 P.M. in the office of the undersigned. The tenderers or their representatives may remain present if they so desire and The Commercial bid envelope of the tenders will be opened on 24<sup>th</sup> May 2006 at 4.00 P. M. in the office of the undersigned. The tenderers or their representatives may remain present if they so desire.
13. A pre-bid meeting will be held on 16<sup>th</sup> May 2006 in the chamber of Joint Chief Electoral Officer, Room No 527(Annex), 5<sup>th</sup> Floor, Mantralaya at 4.00 P. M.
14. The offer should remain valid for a period of thirty days for acceptance from the date of opening of price bids.

15. The approved rate shall be operative and valid for a period of six months from the date of completion of the jobs specified in para 1.
16. The Secretary and Chief Electoral Officer reserves right to reject or accept any or all tenders without assigning any reasons thereof.

**(U.P.S. Madan)**  
**Secretary and Chief Electoral Officer,**  
**Maharashtra State.**