



**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE
BHADRAK
(G.P SECTION)**

No. 469 /G.P.

Dt. 02 / 09 /2021

QUOTATION CALL NOTICE

Sealed quotations/tenders are invited from the intending Registered local printing Press(es)/ D.T.P firm(s) for printing of Electoral Roll for upcoming General Elections to Panchayati Raj Institutions-2022 with the following terms & conditions. Intending Press(es)/ D.T.P firm(s) within the Bhadrak District may apply in the prescribed format along with Valid update PAN No./GST. The quotations/tenders duly filled in with all required documents must be addressed to District Panchayat Officer, Bhadrak and should reach to the office of District Panchayat Officer, Bhadrak only by registered post/speed post on or before 20.09.2021 up to 5P.M. The undersigned will not be held responsible for any postal delay. The sealed quotations/tenders received by post within the stipulated dateline will be opened by the Selection Committee in the DRDA Conference Hall under the chairmanship of the Collector-cum-District Election Officer, Bhadrak at 11.00A.M on 21.09.2021 in presence of the bidders or their authorized agents. The tenderers must write "TENDER FOR PRINTING OF ELECTORAL ROLLS FOR GENERAL ELECTIONS TO PRIs-2022" on the top of the envelope. The authority reserves the right to accept or reject all the tenders without assigning any reason thereof.

Term & Conditions

1. The Electoral roll for each GP is to be printed in 60GSM creamed wove paper. This shall be printed with 84 entries on first page with heading on the top and qualifying date; Date of publication of Electoral Roll and page at the bottom in the subsequent pages there shall be 96 entries with short heading at the top and Date of publication of E/roll and page at the bottom.
2. The Electoral roll shall be printed in Odia and each page of electoral roll shall be of A4 size paper.
3. The quotation should contain the rate of printing charges for full page, half page, cover page, index full page, index half page as well as binding charges per book (GP wise). The ceiling rate prescribed for printing of Electoral Rolls in respect of item of work is also quoted here at the bottom.
4. Preference will be given to the printing Press(es)/ D.T.P firm(s) having their reliability, printing capacity, quality of machine and past experiences in executing important printing works of Government.

5. The quotationer should deposit Rs.5000/-(Rupees Five hundred) only/- as earnest money in shape of Bank draft in S.B.I, Bhadrak branch duly pledged in favour of District Panchayat Officer, Bhadrak.
6. Before issue of the printing order, an agreement in the prescribed form (Annexure-I) will have to be executed and security amount of 1% of the total value in shape of cash shall be deposited by the selected printing Press(es)/ D.T.P firm(s) which will be refunded after delivery of required nos. of ward wise printed Electoral roll, subject to the satisfaction of the Authority.
7. The selected printing Press(es)/ D.T.P firm(s) are responsible for cent percent accuracy of printing and make their own arrangement for proof regarding.
8. The printing Press(es)/ D.T.P firm(s) shall without fail print the name(s) of their Press(es)/ D.T.P firm(s) at the bottom of each page of E/rolls
9. It is likely that the printing work of Electoral Roll may have to be undertaken during November 2021 and the printed Electoral Roll in requisite nos. shall be available with District by end of November 2021.
10. The selected Press (es)/ D.T.P firm(s) shall supply One Soft Copy in C.D, One Master Copy and 30 (Thirty) spare copies either by Printing/D.T.P.
11. As per the guidelines of ECI the following foot note shall be printed in the final Electoral roll.

“ଏହି ଭୋଟର ତାଲିକା ପଞ୍ଚାୟତ ନିର୍ବାଚନ ନିମନ୍ତେ ଗ୍ରହଣୀୟ । ବିଧାନସଭା ଓ ଲୋକସଭାର ଭୋଟର ତାଲିକା ଭିନ୍ନ ଅଟେ ଓ ତାହା ନିର୍ବାଚନ କମିଶନ, ଭାରତୀୟ ସ୍ତରୀୟ ପ୍ରକାଶନ କରାଯାଏ । ପ୍ରତ୍ୟେକ ବିଧାନସଭା ଓ ଲୋକସଭା ନିର୍ବାଚନ ପୂର୍ବରୁ ଭୋଟର ତାଲିକାରେ ଆପଣଙ୍କ ନାମ ଅଛି କି ନାହିଁ ଦୟାକରି ତଦଖି କରନ୍ତୁ । ”


Collector-cum-Election officer,
Bhadrak

Copy along with enclosures to:

1. D.I.O, NIC, Bhadrak for information with a request to publish the quotation in the District website.
2. Notice board of Collectorate, Bhadrak/ Project Director, DRDA, Bhadrak/ Sub-Collector, Bhadrak/ Tahasil Office, Bhadrak/ Panchayat Samiti, Bhadrak/D.I & P.R.O, Bhadrak & District Panchayat Office, Bhadrak for wide publication.

Encls.: (1) Form of agreement with the printing press/firms.
 (2) Ceiling Rate prescribed For printing of E/roll.

**FORM OF AGREEMENT PRESCRIBED BY THE
STATE ELECTION COMMISSION, ODISHA.**

AN AGREEMENT made on this theday of
.....Two thousand and
.....BETWEEN.....of the
press(es)/DTP firms at(hereinafter referred to as the
press(es)/DTP firms Contractor which expression shall unless repugnant to the
context, including his heirs, administrators, executors or assignees) of the one
part and Collector.....(hereinafter referred to as the Collector) of the other
part, whereby it is mutually agreed as follows, that is to say :-

1. The press(es)/DTP firms contractor shall at the rates specified in the annexed schedule print and supply for the use of the Collector of the district which expression shall include any other authorized by him in that behalf) such number of copies of "Electoral Rolls" as specified in the said schedule shall from time to time be required and specified upon orders delivered to the press contractor signed by the Collector.
2. The number of pages stated in the said schedule shall be deemed to represent merely the approximate quantities estimated to be required by Collector of the Districts and the Collector shall not be liable to pay any compensation to the press contractor unless the number of pages required from him falls below the number stated in the schedule by more than twenty percent. The press(es)/DTP firms contractor shall, if required by the Collector of the Districts, print and supply not more than twenty percent of the number of pages stated in the schedule in excess of such number at the rates specified in the said schedule.
3. The press(es)/DTP firms contractor shall do his own proof reading without any additional remuneration and without reference to the Collector of

District and shall be responsible for supplying correct final copies in accordance with the manuscript press copy supplied to him. If the final copies are found to contain mistakes which did not occur in the press copy supplied to the press, these may be rejected or reprinted at the cost of the press(es)/DTP firms.

4. The Collector at his discretion may authorize any Officer or officers to supervise the proof corrections, printing and binding work, in which event the Contractor shall afford required facilities to such officer(s) for performing their duties.

5. The paper of the Electoral Roll should not be inferior to 60 GSM. If and whenever the press contractor fails to deliver the printed "Electoral Rolls" to be supplied by him within the due time for delivery, the Collector shall be at liberty to deduct at the rate of two percent of the amount of the press contractor's bill for every days' delay beyond the said time.

6. If the final copies be rejected under clause 3 hereof, the Collector may require the press contractor to reprint the "Electoral Roll" at his own cost or may arrange to have them reprinted/DTP by another press at the cost of the press(es)/DTP firms, and may cancel the contract in respect of any work of which the manuscripts are not already in the hands of the press contractor. If in the printed "Electoral Roll" any matter has been omitted or incorrectly entered, with reference to the press copy supplied to the press(es)/DTP firms contractor, corrected copy shall be supplied by the press and entire cost of reprint shall be borne by the press.

7. The press(es)/DTP firms contractor shall not transfer, assign or sublet this present contract or any part thereof save with the consent of the Collector.

8. The press(es)/DTP firms shall admit to the premises of his press the Collector or any other Officer authorized by him with a view to ascertain the progress of the Work
9. The press(es)/DTP firms shall not give any copy of the "Electoral Roll" or any part thereof to any person other than the Collector nor shall print any copy in excess of the number ordered by the Collector, by any officer specially authorized for purposes of this clause in writing in this behalf by the Collector. He shall not also permit any unauthorized use to be made of any of the proofs of the "Electoral Roll" by any person whatsoever.
10. The press(es)/DTP firms shall give delivery of all the copies of "Electoral Roll" along with manuscript press copies duly arranged, to the person authorized by the Collector in his office. The press contractor shall be allowed two copies as wastage.
11. It is hereby expressly agreed that in case of default on the part of the press contractor to deliver the "Electoral Roll" along with manuscript press copies duly arranged, in time and there is reasonable apprehension that he would not be able to so deliver, the Collector shall be at liberty to cancel the contract without any notice whereupon the press contractor shall be bound to return the manuscripts immediately and the Collector shall be at liberty to get the work executed elsewhere and recover the additional cost, if any incurred thereby from the press contractor .
12. The press(es)/DTP firms hereby agrees to make a deposit of 1% of the total value as security towards printing of Electoral Rolls which shall be refunded to him after the delivery of the printed rolls.

13 If in the matter of this agreement any dispute or difference arises the same shall be referred to State Election Commission, Odisha whose decision shall prevail and be final and binding on the parties.

IN WITNESS WHEREOF the parties hereto put their hands and seals the day and year first above written.

Signature of the press(es)/
DTP firms Contractor.

In the presence of :-

Seal

Witness 1.

2.

**Signature of the Collector
Or any Officer authorized by
Collector**

In the presence of :-

Seal

Witness 1.

2.

Annexure-II

Higher Ceiling rates prescribed for printing of E/roll

Item of work: With 84 Entries on 1st page with heading
And 96 entries in each subsequent pages.

1.	Full Page	for 30+1 copies	Rs.50/-
2.	Half Page	-do-	Rs.25/-
3.	Cover Page	-do-	Rs.30/-
4.	Index full page	-do-	Rs.32/-
5.	Index half-page	-do-	Rs.16/-
6.	Binding Charges	Per Book (GP wise)	Rs.6/-

Besides above rates GST if applicable shall be taken into account.