

OFFICE OF THE COLLECTOR AND DISTRICT MAGISTRATE, NUAPADA

(Grama Panchayat Senction)

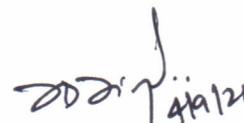
E-mail: [dponuapada12@gmail.com](mailto:dponuapada12@gmail.com)

No. 776

Dt. 04.09.2021

**QUOTATION CALL NOTICE FOR PRINTING OF ELECTORAL ROLLS FOR GENERAL ELECTION TO PRIs - 2022**

Sealed quotations in plain paper are invited from the intending registered local press(es) /DTP Firm(s) for printing of GP wise electoral rolls for 131 G.Ps. in respect of all the 5 blocks of Nuapada district as per terms, conditions and rates prescribed by the State Election Commission, Odisha, Bhubaneswar for General Election to P.R.Is.- 2022. The details regarding Quotation Papers, terms & conditions, earnest money deposit etc. can be obtained by downloading from the District Website i.e. <http://www.nuapada.nic.in> or from the Office of the District Panchayat Officer, Nuapada. The cost of Quotation Papers is Rs. 600/- (Rupees Six Hundred) only which is non-refundable and should be submitted with the Quotation Paper in shape of Demand Draft / Banker's Cheque made in favour of the Collector, Nuapada, payable at Central Bank of India, Nuapada Branch. The quotationers shall have to submit sample of the A-4 size 60 GSM Cream Wove paper to be used for printing with their seal and signature along with the Quotation offered. The Quotation shall be addressed to the Addl. District Magistrate, Nuapada and delivered in a sealed Envelop duly super scribed on the top of it as:- "QUOTATION FOR PRINTING OF ELECTORAL ROLLS FOR GENERAL ELECTION TO P.R.Is.-2022" and has to be placed in the Tender Box kept in the Office Chamber of District Panchayat Officer, Nuapada during office hour up to dt. 17.09.2021 except holidays and on or before 3.00 P.M. of dt. 18.09.2021. The quotationers can also submit their sealed quotations by Speed Post/ Registered Post so as to reach to the office of the Addl. District Magistrate, Nuapada before 3.00 P.M. on dt. 18.09.2021. The sealed tender will be opened on the same day i.e. on dt. 18.09.2021 at 4.00 P.M. by the Addl. District Magistrate, Nuapada in his Office Chamber in presence of the quotationers or his authorized representatives and members of Tender Committee. The Collector, Nuapada reserves the right to reject / cancel any or all the quotations without assigning any reasons thereof.

  
COLLECTOR, NUAPADA

Memo No. 777

Date: 04.09.2021

Copy with copy of Tender paper and terms and conditions forwarded to D.I.O., NIC, Nuapada with a request to upload the same in the District Web Site i.e. <http://www.nuapada.nic.in>.

Copy forwarded to Advertisement Manager, the SAMBAD, Sambalpur edition for information with a request to publish in the daily SAMBAD for one day only and to submit the required Bill for payment as per Govt. norms. A copy of such edition may please be communicated to this office for records.

  
District Panchayat Officer,  
Nuapada.

QUOTATION PAPER FOR PRINTING OF ELECTORAL ROLL FOR 3-TIER PANCHAYATI RAJ INSTITUTIONS  
ELECTION – 2022

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1. Name of the quotationer:
2. Father's Name:
3. Address:-  
At:-  
Po:-  
P.S.:-  
Dist:-  
PIN:
4. Telephone / Mobile No:-
5. Rate of Printing 30+1 copies of Electoral Roll:  
(In the approved GSM 60 cream Wove A-4 size papers  
With one soft copy in CD for each Block)

Sl. No.	Details of page	Quantity	Rate in figure and words
a)	Full page	For 30+1 copies	
b)	Half page	-do-	
c)	Cover page	-do-	
d)	Index Full page	-do-	
e)	Index half page	-do-	
f)	Binding Charges	Per Book Grama Panchayat wise	

6. Copy of appropriate licenses relating to Printing Press enclosed:  
i)  
ii)  
iii)
7. Whether Individual / Firms:
8. Date of Income Tax Clearance:  
(Enclose attested copy of up to date Income tax Clearance Certificate)
9. No. & Date of GST Registration  
(Enclose attested copy of GST Registration Certificate)
10. Financial instrument No. & Date towards  
cost of Quotation Paper:

11. Time of delivery of Printing Materials:

12. Details of other documents enclosed:

I Sri .....S/o ..... of Village .....

P.O. .... P.S. .... in the District of

..... do hereby solemnly declare that the particulars furnished above are true to the best of my knowledge and belief.

Signature of the quotationer  
With date.

**Terms & Conditions for printing of Electoral Rolls for General Election to 3-tier P.R.Is. -2022**

1. The Electoral Rolls for each Gram Panchayat are to be printed in one soft copy, one Master Copy and 30 spare copies in 60 GSM cream Wove paper.
2. The Electoral Roll shall be printed in Odiya and each page of the Electoral Roll shall be of A-4 size papers.
3. The Electoral Roll 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 and in the subsequent pages there shall be 96 entries with short heading on the top and qualifying date, date of publication of Electoral Roll and page at the bottom.
4. The quotationer shall have to submit the sample of the papers to be used for printing with their seal and signature along with the tender offer before the Tender Committee.
5. The quotationer should indicate in the quotation, the printing charges of full page, half page, cover page, index full page, Index half page (for 30+1 copies) as well as binding charges per book (paper binding).
6. Before issue of printing orders the successful quotationers shall have to execute an agreement as prescribed by the State Election Commission and security amount of 1 % of the total value in shape of cash which will be refunded after completion of General Election to PRIs-2022.
7. The successful quotationers shall be made responsible for cent percent accuracy of printing and make its own arrangement for proof reading.
8. The Press/DTP firms shall have to print the name(s) of the Press/DTP firms at the bottom of each page of the Electoral Roll without fail.
9. 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 ଭାରତଙ୍କ ଦ୍ୱାରା ପ୍ରକାଶ କରାଯାଏ । ପ୍ରତ୍ୟେକ ବିଧାନ ସଭା ଓ ଲୋକସଭା ନିର୍ବାଚନ ପୂର୍ବରୁ ଭୋଟର ତାଲିକାରେ ଆପଣଙ୍କ ନାମ ଅଛି କି ନହିଁ, ଦୟାକରି ତନଖି କରନ୍ତୁ ।“

10. The quotationers shall deliver the printed materials in the office of the District Panchayat Officer, Nuapada on his own risk and cost.
11. Preference will be given to the experience registered local press / DTP firms who have printing capacity, reliability, quality of machines and past experience in successful execution of important printing works of Govt.

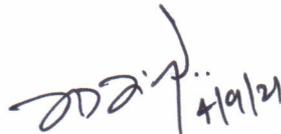
12. The cost of Quotation Papers is Rs. 600/- (Rupees Six Hundred) only which is non-refundable and should be submitted with the Quotation Paper in shape of Demand Draft / Banker's Cheque made in favour of the District Panchayat Officer, Nuapada, payable at Central Bank of India, Nuapada Branch.
13. The quotationers shall have to submit along with tender the attested copies of the following documents:
- Income Tax Clearance Certificate
  - GST Registration Certificate
  - License / Registration of the Press / DTP firms
  - Past experience, Printing machine details, printing capacity, proof of their printing and financial status.
14. The quotationers or their authorized representatives will have to produce the original documents as mentioned at Para-13 at the time of opening of tender for verification.
15. Non-submission of required documents shall be liable for rejection.
16. The tender received beyond the scheduled date and time as mentioned in the quotation call notice shall not be taken in to consideration.
17. Maximum Ceiling rates as prescribed by the State Election Commission, Odisha, Bhubaneswar is as follows:-

CEILIGN RATES PRESCRIBED FOR PRINTING OF ELECTORAL ROLLS

Item of work: With 84 entries on 1<sup>st</sup> page with heading and 96 entries in each subsequent pages.

Sl. No.	Details of page	Quantity	Rate
1	Full page	For 30+1 copies	Rs. 50.00
2	Half page	-do-	Rs. 25.00
3	Cover page	-do-	Rs. 30.00
4	Index Full page	-do-	Rs. 32.00
5	Index half page	-do-	Rs. 16.00
6	Binding Charges	Per Book Grama Panchayat wise	Rs. 06.00

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

  
COLLECTOR, NUAPADA

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

AN AGREEMENT made on this the .....day 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.