

**COLLECTORATE GAJAPATI: PARALAKHEMUNDI,
(G&M. SECTION)**

No. 5697 /File No. XXX-1/18 G&M

Date 28.5.2018

TENDER CALL NOTICE

Sealed tenders / quotations are invited from the DTP Firm(s) of Gajapati District for Printing, Xeroxing, Binding and Supply of Wards/Booth wise Electoral Rolls within the rates approved by the State Election Commission, Odisha in connection with General Election to Urban Local Bodies, Paralakhemundi Municipality/N.A.C. Kashinagar-2018 subject to the following terms and conditions. The sealed tender/ quotations should reach to the O/o District Magistrate, Gajapati only through Speed/Registered Post on or before 10.06.2018 by 1.00 P.M. with super scribing on the top of envelope is TENDER / QUOTATION FOR PRINTING, XEROXING, BINDING AND SUPPLY OF WARDS/BOOTH WISE ELECTORAL ROLLS FOR ULBS ELECTION 2018. The undersigned is not responsible for any postal delay. The tender form received after due date and time shall not be entertained. The tenders will be opened on 10.06.2018 at 4.00 P.M. in presence of tenders or their authorized representative in the Collectorate, Gajapati.

TERMS AND CONDITIONS

1. One master copy of Wards/Booth wise Electoral roll shall be prepared through laser printer and 30 Xerox copies shall be made in A-4 size paper for Paralakhemundi Municipality/N.A.C. Kashinagar.
2. The Electoral Rolls for each ward shall be printed in Odia language with 84 entries on the 1st page with heading and 96 entries to subsequent pages without heading.
3. The rate of printing of Electoral Rolls, binding cover page and index page approved by the State Election Commission, Odisha, is applicable for one master copy along with 30 Xerox copies.
4. The rates quoted should be inclusive all taxes and cost of papers.
5. The paper of the Electoral Rolls should not be inferior to 54/56 GMS.
6. Printing, Xeroxing, Binding and Supply of Electoral Rolls must be completed by the date as may be specified in the printing order.
7. The selected press(es) shall do his own proof reading without any additional remuneration and without reference to the District Magistrate and shall be responsible for supplying the correct master copy and other copies in accordance with the manuscript copy supplied to him. If the master copy and the other copies are found to contain mistakes which did not occur in the manuscript copy supplied to the selected press (es) / Firm (s). No additional expenditure will be borne by the undersigned.
8. Before issue of printing order an agreement in the prescribed form will have to be executed and security amount of 1% of the total value in safe cash shall deposited by the selected press (es) / Firms (s).
9. The press (es) / Firm (s) shall give delivery of all the copies of Electoral Rolls along with manuscript copies to the District Magistrate, Gajapati on his own arrangement.

10. Failure to supply the error free and required number of Electoral Rolls in time will not only entertain the press (es) / Firm (s) to forfeit the security deposits but would warrant penal action against the press (es) / Firms (s).
11. The tender / quotation paper must be accompanied with following documents:
- Income tax and sales tax clearance certificate / valid Registration Certificate.
 - Sample of printing Xerox papers with specification there on the quality of paper.
 - An experience certificate / document regarding printing of Electoral of N.A.C./Municipality/Corporation and Odisha Legislative Assembly if any.
12. The District Magistrate, Gajapati reserves the right to accept or reject all or any tenders without assigning any reason thereof.
13. Tender paper cost of @ Rs.500/- (Rupees five hundred) only Non-refundable may be deposited in Nizarat Section, Collectorate under proper acknowledgement must accompanied with the tender paper.

RATES PRESCRIBED FOR PRINTING OF ELECTORAL ROLL BY THE COMMISSION

1	Full Page	Rs.50.00	Including one master copy and 30 other Xerox copies
2	Half Page	Rs. 32.00	Including one master copy and 30 other Xerox copies
3	Index Page	Rs.32.00	Including one master copy and 30 other Xerox copies
4	Cover Page	Rs.30.00	Including one master copy and 30 other Xerox copies
5	Binding Charges	Rs.06.00	Per copy

Collector & District Magistrate,
Gajapati

Date: 28/05/2018

Memo No. 5698 /G&M

Copy to the Sub-Collector, Paralakhemundi, Project Director, DRDA, Gajapati / Project Administrator, ITDA, Paralakhemundi / D.I. & P.R.O., Gajapati / Executive Officer, Paralakhemundi Municipality / N.A.C., Kashinagar. All Tahasildars of this District for publication by affixing in their office board for wider publicity.

Copy to the District Information Officer, N.I.C., and Gajapati for information and necessary action. He is requested to hoist the tender call notice in the District portal of Gajapati ie., www.gajapati.nic.in.

Copy to the Office Notice Board of Collectorate, Gajapati.

Collector & District Magistrate,
Gajapati