

COLLECTORATE, GAJAPATI: PARALAKHEMUNDI.

(G & M. Section)

No. 10716/File No. XXX-1/21 G&M

Date 16.12.2021

TENDER CALL NOTICE

Sealed tenders 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-2022 subject to the following terms and conditions. The sealed tenders should reach to the O/O District Magistrate, Gajapati only through Speed/Registered Post on or before 20.12.2021 by 1.00 P.M. with super scribing on the top of envelope is TENDER FOR PRINTING,XEROXING,BINDING AND SUPPLY OF WARDS/BOOTH WISE ELECTORAL ROLLS FOR ULBS ELECTION 2022. 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 20.12.2021 at 4 P.M. in presence of the tenders or their authorised representative in the Collectorate, Gajapati.

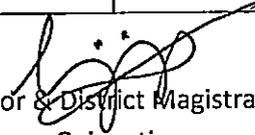
TERMS AND CONDITIONS

1. The DTP firm(s) shall supply 4 (four) copies of Preliminary, Draft, Final Electoral Roll and print one Master Copy and 30 (thirty) Xerox copy of Electoral Roll on A4 size paper and one soft copy.
2. The Electoral Rolls for each wards shall be printed Odia language with 50 entries on the 1<sup>st</sup> page with heading and 62 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 <sup>is</sup> applicable for the master copy <sup>one</sup> and 30 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 54/56GMS.
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 of case shall be deposited by the selected press (es)/Firm(s).
9. The press (es)/Firm(s) shall give delivery of all the copies of Electoral Rolls alongwith manuscript copies to the District Magistrate, Gajapati on his own arrangement.
10. Failure to supply the error free and required number of Eectoral 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)/Firm(s).
11. The tender paper must be accompanied with following documents.

- (i) Income tax and sales tax clearance certificate/ valid Registration Certificate.  
(ii) Sample of printing Xerox papers with specification there on the quality of paper.  
(iii) An experience certificate/document regarding printing of Electoral of NAC/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 Nizarate Section, Collectorate under proper acknowledgement must accompanied with the tender paper.

RATES PRESCRIBED FOR PRINTING OF ELECTORAL ROLL

1	Full Page	Including Four copies of preliminary Draft,Final electoral roll and one printed master copy and 30(thirty) other Xerox copies.	Rs.50.00
2	Half Page	-do-	Rs.32.00
3	Cover Page	-do-	Rs.30.00
4	Index Page	-do-	Rs.32.00
5	Binding Charges	Per copy	Rs.06.00

  
Collector & District Magistrate,  
Gajapati

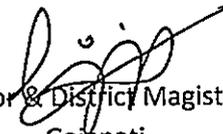
Memo No. 10717/G&M

Dated - 16.12.2021

Copy to the Sub-Collector, Paralakhemundi, Project Director, DRDA, Gajapati / Project Administrate, ITDA,Paralkhemundi / 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 notice board for wider publicity.

Copy to the District Informatic Officer, NIC, Gajapati for information and necessary action. He is requested to hoist the tender call notice in the District portal of Gajapati i.e.WWW.Gajapati.nic.in.

Copy to the Office Notice Board of Collectorate, Gajapati.

  
Collector & District Magistrate,  
Gajapati

**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 repugnant to the context including his heirs  
administrators, executors or assignees) of the one part and District Magistrate  
.....(hereinafter referred to as the District Magistrate) of the other part,  
whereby it is mutually agreed as follows, that is to say :-

1. The Press/DTP firm Contractor shall print and supply the copies of Electoral Roll at the rates and during the period specified in the agreement.
2. The number of pages stated in the agreement shall be deemed to represent merely the approximate quantities estimated to be required by District Magistrate of the Districts and the District Magistrate 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 said schedule by more than the twenty percent. The Press/DTP firm contractor shall, if required by the District Magistrate of the Districts supply not more than twenty percent of the number of pages stated in the agreement in excess of such number at the rates fixed.
3. The Press/DTP firms Contractor shall do his own proof reading without any additional remuneration and without reference to the District Magistrate of District and shall be responsible for supplying correct master copy and other copies in accordance with the database supplied to him. If the master copy and other copies are found to contain mistakes which did not occur in the database supplied to the press, they may be rejected or reprinted at the cost of the Press/DTP firms.
4. The District Magistrate at his discretion may authorize any Officer or officers to supervise the proof corrections for preparation and printing the master copy, in which event the Contractor shall afford required facilities to such officers for performing their duties.
5. The paper of the Electoral Roll shall be inferior to 60 GSM. If and whenever the Contractor fails to deliver the printed master copy and other

copies of Electoral Rolls within the due time for delivery, the District Magistrate shall be at liberty to deduct at the rate of two percent of the amount of the Contactor's bill for each days' delay beyond the said time.

6. If the final copies be rejected under clause 3 here of, the District Magistrate may require the press contractor to reprint the master copy and other copies of "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 master copy of the "Electoral Roll" any matter has been omitted or incorrectly entered, with reference to the database, 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 District Magistrate.

8. The Contractor shall admit the District Magistrate or any officer authorized by him to the premises of his firm with a view to ascertain the progress of the work.

9. The Press(es)/DTP firms shall neither give any copy of the "Electoral Roll" or any part thereof to any person other than the District Magistrate nor shall print any copy in excess of the number ordered by the District Magistrate, or by any officer specially authorized for purposes of this clause in writing in this behalf by the District Magistrate. 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 soft copies duly arranged, to the person authorized by the District Magistrate in his office.

11. It is hereby expressly agreed that in case of default on the part of the Contactor to deliver the "Electoral Roll" along with soft copy duly arranged, in time and there is reasonable apprehension that he would not be able to so

deliver, the District Magistrate shall be at liberty to cancel the contract without any notice whereupon the Contractor shall be bound to return the database immediately and the District Magistrate shall be at liberty to get the work executed elsewhere and recover the additional cost, if any incurred thereby from the Firm Contractor .

12. The Press(es)/DTP firms hereby agrees to make a deposit of 1% of the total value as security, 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 District Magistrate  
Or any Officer authorized by District  
Magistrate**

In the presence of :-

Seal

Witness 1.

2.