Short Tender Notice

Sealed tenders are invited from the interested agencies for the following works relating to Special Summary Revision of Electoral Rolls 2021.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Detail of work</th>
<th>Specifications of work</th>
<th>No. of sheets/forms approximately</th>
<th>Time span for completion of work</th>
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</thead>
</table>
| 1.      | Digital Photocopying of Electoral Rolls  
 a. Draft Electoral Rolls 2021  
 b. Final Electoral Rolls 2021 | A4 Size 70 GSM paper with both sides printing | a) 1124000 (approximately)  
 b) 2014000 (approximately) | 3-4 days after handing over the soft copy of the PDF data. |

The interested agencies are informed to collect Tender forms from Election Section, Collector's Office, Visakhapatnam from 11.00 A.M to 4.00 P.M on all working days between **03.11.2020 to 06.11.2020**.

The sealed tenders should be dropped in Tender Box on or before **5.00 P.M on 06.11.2020** at Election Section, Collector's office, Visakhapatnam.

The tenders will be opened at **6:00PM on 06.11.2020** at **Collector's Office, Visakhapatnam** & negotiations will be conducted on the same day or otherwise later date will be intimated.

Date: 03.11.2020.
Place: Visakhapatnam

[Signature]

Chairman
District Purchase Committee & Joint Collector, Visakhapatnam.
Tender Form - A

Digital Photocopying of Electoral Rolls in connection with SSR 2021

Details of work:
1. Digital Photocopying of E.Rolls on A4 Size 70 GSM paper with both sides printing. The Electoral roll will be supplied in pdf format.
2. Polling Station wise stapling
3. Delivery at Divisional Head quarters

No. of Sheets (Apprx):
- Draft Roll - 1124000 (approximately)
- Final Roll - 2014000 (approximately)

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<th>1. Tender No.</th>
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<th>2. Name of the Tenderer/ Agency</th>
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<th>3. Address &amp; Contact Number of Tenderer/Agency</th>
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<th>4. Technical Aspect</th>
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a. Number of High Speed Digital Photocopying Machines currently available with agency
b. Address particulars of place of Printing.

c. No. of days required for printing & delivery of Draft rolls and Final Rolls
d. Previous work experience, if any (attach Order copy)
e. GST No. & PAN No.

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<th>5. Financial Aspect</th>
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Rate per sheet
(both sides printing on 70 GSM A4 size paper including transportation and all expense excluding GST)

QUALIFICATION FOR FILING TENDER:
- Minimum 6 High Speed Digital Photocopying Machines should be available with the agency.
- Previous work experience (attach Order copy)

Terms & conditions:
- Necessary negotiations will be conducted with L1, L2 and L3 tenderers.
- Preference shall be given to agencies in Visakhapatnam District Head Quarters.
- In view of Cyber Security, an agreement should be entered by the successful tender on maintenance of Secrecy of Electoral Rolls data. The softcopy of Electoral Rolls should not be supplied to any person/organization/party by the agency. If any deviation noticed at any point of time i.e even after completion of work, criminal action will be initiated against the agency.
- Printing of Electoral Rolls should be done at the address given in the Tender Form.
- Agency will be finalized only after checking the number of machines available with agency.

Contd...2...
f) The Chairman, District Purchase Committee & Joint Collector, Visakhapatnam is empowered to modify the scheduled dates or terms and conditions or to cancel the tender on administrative convenience at any point of tender stage without any notice to tenderer.

g) The rate inclusive of Digital Photocopying of Electoral Rolls, cost of paper, labour expenses, transport expenses, loading and unloading charges and all other expenses relating to the work including GST

h) The quantity may be enhanced or decreased basing on requirement & necessity.

i) Rolls should be delivered at the Constituency head quarters

j) The Agency has to complete the digital copying of Electoral Rolls within 3 to 4 days from date of issue of soft copy.

k) In case the agency fails to complete the work as per the prescribed time, a fine of Rs.20,000/- per each day after the due date shall be imposed and in case the work is not found in accordance with the specifications mentioned, a fine of 10% of the total cost of the work shall be imposed as penalty.

l) All taxes (other than GST) will be deducted while making payment to the agency on total bill amount.

m) The payments will be made soon after receipt of funds from the Government only.

Date: 11-2020.
Place:

Signature of the Tenderer/ Agency with stamp

Note: 1) **Last date for filing Tenders**: 05.00 PM on 06.11.2020.

2) The tenders will be opened at 06-00PM on 06.11.2020 in Collector’s Office, Visakhapatnam & negotiations will be conducted on the same day or later date will be intimated