

ELECTION URGENT

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BY FAX//E-MAIL

STATE ELECTION COMMISSION, ODISHA
TOSHALI BHAWAN, B-2, 1ST FLOOR,
SATYANAGAR, BHUBANESWAR – 751 007
E-mail ID – stateelectioncommission.odisha@gmail.com
Fax No. 0674-2573494

No EI (GP/ *2134* /SEC.,

Dated *26-8-2021*

From

Sri R.N. Sahu, IAS
Secretary.

To

All Collectors.

Sub: Printing of Electoral Rolls for General Elections to
Panchayati Raj Institutions, 2022 –
Finalisation of printing firms.

Madam/ Sir,

I am directed to say that the work of printing of Electoral Rolls in required numbers shall be done under the direct supervision of the Collector as Electoral Registration Officer.

2. Sufficient time may not be available after publication of the final Electoral Roll for inviting quotations / tenders and completing the required formalities for awarding printing orders. The Commission therefore directs that as a measure of abundant caution the Collectors shall take advance action as follows:-

- I. The Electoral Roll for each Grama Panchayat is to be printed in 30 copies in 60 GSM Cream 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

qualifying date, date of publication of Electoral roll and page at the bottom.

The Electoral Roll shall be printed in Odia and each page of the Electoral Roll shall be of A-4 size.

- II. Quotations / Tenders as necessary may be floated inviting offers from local press(es)/DTP firms to undertake the printing work. One or more press(es)/DTP firms as may be expedient may be finally selected having regard to its / their reliability, printing capacity and quality of machines and past experience in successfully executing important printing works of Government. In case the work is assigned to more than one press, efforts should be made to award the work at an uniform rate. The entire printing work has to be as per instruction/date line issued by the Commission.
 - III. Before issue of the printing order, an agreement in the prescribed in Form (Annexure-I) will have to be executed and security amount of one percent of the total value in shape of cash shall be deposited by the selected press(es)/DTP firms).
 - IV. The press(es)/DTP firms shall be made responsible for cent percent accuracy of printing and asked to make its own arrangement for proof-reading. Some responsible Officers/ Staff shall also be assigned to supervise the printing work and asked to make check of proof corrections.
3. The press(es)/DTP firms) shall without fail print the name(s) of their press(es)/DTP firms) at the bottom of each page of the Electoral Roll.
 4. The rates of printing of Electoral Roll, cover page and index page and binding charges have been given in the enclosed statement (Annexure – II). The rate is applicable for one soft copy in CD, one master copy and 30 spare copies either by printing/DTP.

5. 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. Therefore, floating of Quotations / Tenders inviting offers from local press(es)/DTP firms to undertake the printing work shall be completed by **15 September,2021** and finalization of press(es)/DTP firms shall be completed by **5th October,2021** for smooth completion of printing of Electoral Roll under intimation to State Election Commission.

6. The press (es)/DTP firm(s) shall supply **one soft copy in CD, one master copy and 30 spare copies** either by printing/DTP.

7. The District shall supply one soft copy in CD for each Block to the Commission along with one set GP wise hard copy.

8. As per the guidelines of ECI the following foot note shall be printed in the final Electoral Roll.

ଏହି ଭୋଟର ତାଲିକା ପଂଚାୟତ ନିର୍ବାଚନ ନିମନ୍ତେ ଗ୍ରହଣୀୟ । ବିଧାନସଭା ଓ ଲୋକସଭାର ଭୋଟର ତାଲିକା ଭିନ୍ନ ଅଟେ ଓ ତାହା ନିର୍ବାଚନ କମିଶନ, ଭାରତୀୟ ଦ୍ୱାରା ପ୍ରକାଶନ କରାଯାଏ । ପ୍ରତ୍ୟେକ ବିଧାନସଭା ଓ ଲୋକସଭା ନିର୍ବାଚନ ପୂର୍ବରୁ ଭୋଟର ତାଲିକାରେ ଆପଣଙ୍କ ନାମ ଅଛି କି ନାହିଁ ଦୟାକରି ତନଖି କରନ୍ତୁ ।

Yours faithfully,

2135

Memo No. /SEC., Dated the 26.8.2021

Secretary B. S. M

Copy with enclosures forwarded to all Sub-Collectors /District Panchayat Officers for information and necessary action.

Secretary B. S. M

Encls.: (1) Form of agreement with the Printing Press/DTP firms.

(2) Rate prescribed for printing of electoral 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 Electoral Rolls

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.50.00
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.6.00

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

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9/8/11