



**QUOTATION / TENDER CALL NOTICE**

Sealed Quotation/Tender in plain paper(s) are invited from the intending local Printing Press (es) /D.T.P. Firm(s) for printing of ward-wise & GP-wise Electoral Rolls of 138 Gram Panchayats in respect of 9 Blocks under Sambalpur District for General Election to Panchayati Raj Institutions-2022 in conformity with following terms & conditions. The tender paper in a sealed Envelope super-scribed on the top of it "TENDER FOR PRINTING OF ELECTORAL ROLL FOR 3-TIER. PRIs ELECTION -2022" shall be sent by registered post/ speed post addressed to the District Panchayat Officer, Sambalpur, Pin Code- 768001. Quotation/ Tender Paper complete in all respect should reach in the Office of District Panchayat Officer, Sambalpur on or before 26.10.2021 by 5:30PM and the tender will be opened on the 27.10.2021 at 11 AM by the Undersigned or by any Officer authorized for the purpose in the presence of Tenderers/ Quotationers or their authorized representatives at Collectorate, Sambalpur.

**TERMS & CONDITINS:-**

1. The intending Printing Press Owners/D.T.P. firms should also attach the self attested Xerox copies of GST Registration Certificate, Income Tax Clearance Certificate, documents relating to Printing Capacity & quality of machines and Experience Certificate to the Tender Paper and they have to produce original documents for verification at the time opening of quotation/tenders.
2. The Electoral Roll for each Gram Panchayat is to be printed in 30 copies in 60 GSM Cream Wove Paper 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.
3. It will be binding on the part of the selected Printing/D.T.P. firm(s) to print the name(s) of their printing press/ DTP firm(s) at the bottom of each page of the Electoral Roll without fail. Besides, Printing of the following foot note in Odia at the end of the entries of each ward of GP is mandatory as per the guidelines of ECI communicated vide Letter No. 2134 dated 26.08.2021 of the State Election Commission.  
"ଏହି ଭୋଟର ତାଲିକା ପଂଚାୟତ ନିର୍ବାଚନ ନିମନ୍ତେ ଗ୍ରହଣୀୟ । ବିଧାନସଭା ଓ ଲୋକସଭାର ଭୋଟର ତାଲିକା ଭିନ୍ନ ଅଟେ ଓ ତାହା ନିର୍ବାଚନ କମିଶନ, ଭାରତଙ୍କ ଦ୍ୱାରା ପ୍ରକାଶନ କରାଯାଏ । ପ୍ରତ୍ୟେକ ବିଧାନସଭା ଓ ଲୋକସଭା ନିର୍ବାଚନ ପୂର୍ବରୁ ଭୋଟର ତାଲିକାରେ ଆପଣଙ୍କ ନାମ ଅଛି କି ନାହିଁ ଦୟାକରି ଚନଖି କରନ୍ତୁ ।"
4. The final copy of Electoral Rolls in Manuscript (Press copy) will be supplied to the selected Press/DTP firm to undertake printing work at the instruction of the State Election Commission.
5. The selected Press/DTP firm is required to supply one soft copy in CD, One Master Copy and 30 spare copies of Electoral Roll for each GP either by printing/DTP.
6. The printing charges in no case should exceed the rates approved by the State Election Commission. The Ceiling Rates prescribed in Annexure – II for printing of Electoral Roll applicable for one soft copy in CD, One Master Copy and 30 spare copies of Electoral Roll for each GP by the State Election Commission, Odisha, Bhubaneswar is noted bellow:-

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

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 Charge	Per Book GP Wise	Rs. 06.00



7. Besides, the above rates are excluding GST but including transportation, delivery at District Panchayat Office, Sambalpur.
8. The selected Printing Press/DTP firm shall be made responsible for cent percent accuracy of printing and is required to make its own arrangement for proof-reading.
9. Before awarding of the Printing Order the selected Press/ firm has to execute an agreement with the Collector, Sambalpur or any officer authorized in the prescribed Form (Annexure -I) and abide by relevant acts & rules of GST & Income tax.
10. The selected Printing Press(s)/DTP(s) is required to deposit 1% of total value of work as Security Deposit in cash at the time of execution of agreement, which will be refunded to him after delivery of printed Electoral Rolls
11. The selected Printing Press/DTP firm is required to follow instructions from time to time in the matter of printing & submission of Electoral Rolls within the stipulated time limit as per the direction of the State Election Commission.
12. The printed materials should be supplied to the District Panchayat Officer, Sambalpur in time.
13. The Undersigned reserves the right to accept or cancel any tender/ quotation without assigning any reason thereof and to cancel the contract at any point of time with additional recovery of cost in case of deviation of terms and conditions by the selected Press/ DTP Firm Contractor.

  
Collector & District Magistrate,  
Sambalpur.

Memo No. 464 /GP, Dated 24.09.2021

Copy forwarded to all Printing Presses/ D.T.P. firms of Sambalpur District with information to visit the web portal [www.Sambalpur.nic.in](http://www.Sambalpur.nic.in) or [www.odisha.gov.in](http://www.odisha.gov.in) for necessary action.

  
Collector & District Magistrate,  
Sambalpur.

Memo No. 465 /GP Dated 24.09.2021

Copy to Office Notice Board of Collectorate, Sambalpur/ District Panchayat Officer, Sambalpur.


Copy forwarded to Project Director, DRDA Sambalpur for information with a request to display it in the Notice Board of DRDA, Sambalpur for wide publication.

Copy forwarded to All Sub-Collectors/ All Block Development Officers/ All Tahasildars / District Welfare Officer, Sambalpur/ District Social Welfare Officer, Sambalpur/ General Manager, RIC, Sambalpur for information with a request to publish it in the Notice Board of Office(s) concerned.

  
Collector & District Magistrate,  
Sambalpur

Memo No. 466 /GP Dated 24.09.2021

Copy along with copy of letter no. 2134/SEC dated 26.08.2021 of the Commission forwarded to DIO, NIC, Sambalpur for kind information with a request to display the Tender/Quotation Call Notice in website [www.Sambalpur.nic.in](http://www.Sambalpur.nic.in) or [www.odisha.gov.in](http://www.odisha.gov.in) for wide publicity.

  
Collector & District Magistrate,  
Sambalpur

Memo No. 467 /GP Dated 24.09.2021

Copy forwarded to Secretary, State Election Commission, Odisha, Bhubaneswar for information with reference to Commission's Letter No. 2134/SEC dated 26.08.2021.

  
Collector & District Magistrate,  
Sambalpur