



**TENDER CALL NOTICE**

**No. 1354/G&M/Dated 27.12.2021//**

Sealed tenders in plain paper are invited from the interested/ registered local printing Press/ DTP Firms to prepare 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 (printing of ward wise Electoral Rolls and binding of ward wise Electoral Roll) in respect, of following ULBs subject to the following terms and condition. The approved rate of State Election Commission (Annexure- IV) or the rate fixed through quotation which is lower will be accepted. The tender papers should be dropped at drop box kept in General & Miscellaneous Section of Collectorate, Kendrapara during office hour from 11 A.M to 5 P.M on or before 03.01.2022 by 3 PM. The tenders received beyond the scheduled date and time will not be entertained. The envelope containing the Tender Paper should be mentioned as "TENDER FOR PRINTING OF ELECTORAL ROLLS FOR ULBs ELECTION 2022". The sealed Tenders should contain photocopies of GST registration No and update return of GST and Income Tax. The cost must include all offering/accepted taxes/GST etc. the tender call Notice along with details of Terms & Conditions for the purpose can be downloaded from the district website [www.kendrapara.nic.in](http://www.kendrapara.nic.in) during the period from 27.12.2021. The tender shall be opened on dated 03.01.2021 at 4 PM in Conference Hall of Collectorate, Kendrapara.

SL NO	Name of ULBs	Total number of Wards	Number of copies to be printed
01	Kendrapara Municipality	21	30+1
02	Pattamundai Municipality	20	30+1

**The printing of ward wise electoral roll shall be printed as per the following term & conditions.**

1. The Electoral Roll for each ULBs are to be printed in Odiya in 30 copies+ 1 Master Copy on A4 size paper and should be in 60 GSM cream Wove paper.
2. The Electoral Roll shall be printed in Odiya language with 50 entries on 1<sup>st</sup> page with heading and 62 entries in subsequent pages without heading. The sample of 1<sup>st</sup> page and 2<sup>nd</sup> page of Electoral Roll are enclosed as Annexure-I & II.

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3. Before the issue of the printing order, an agreement in prescribed Form (Annexure-III) as prescribed by the State Election Commission will have to be executed and security amount of 1% of the total value in shape of cash shall be deposited by the selected press(es)/ DTP firm(s).
4. The selected press(es)/ DTP Firm(s) shall do his own arrangement for proof-reading without any additional remuneration and without reference to the Collector of the District and shall be responsible for supplying correct final copies in accordance with the manuscript copy supplied to them. If the final copies is found to contain mistakes which did not occur in the manuscript copy supplied to the press, these may be rejected or reprinted at the cost of the Press(es)/ DTP Firm(s). Some responsible officers/ staff shall also be assigned to supervise the printing & binding work and asked to make check cent percent of proof corrections.
5. The Press(es)/ DTP Firm(s) shall without fail to print the name(s) of their press/DTP firm qualifying date of voter, date of publication of Draft Electoral Roll, Signature and Seal of Election Officer at the bottom of each page of the Electoral Roll.
6. Preference will be given to the Printing Press(es)/ DTP Firm(s) having regard to its/ their reliability, Printing capacity and quality of machines and past experience in successfully executing such important printing works of Government.
7. The Firm should submit a sample of papers with the Tender Form.
8. The Tender should contain the rate of printing charges of Full page, half page, Cover Page, Index Half Page and binding charges per copy. The rate is applicable for one soft in CD, one master copy and 30 spare copies either by printing/DTP.
9. 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.
10. After printing and binding of Electoral Roll, the total cost of printing in respect of the Municipalities is to be worked out taking into account the cost of printing charges of Master Copy, Xeroxing and binding charges etc. and total cost so arrived will be divided by the total number of copies printed/ Xeroxed to arrive at the cost price of one copy of the Electoral Roll.
11. The Tenderer shall deliver the printed Electoral Rolls in the Office of the Collector, Kendrapara at his own risk and cost.

12. If and whenever the press contractor fails to deliver the printed Electoral Roll to be supplied by him within the due time, the Collector shall be at liberty to deduct at the rate of two percent of the amount of the press contractor's bill for each day delayed beyond the due time.

13. The press(es)/ DTP Firm(s) shall not give any copy of the Electoral Roll or any part thereof to any person other than the Collector nor shall he 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.

14. As per the guidelines of ECI the following foot note shall be printed in the final Electoral Roll for each Wards.

“ଏହି ଭୋଟର ତାଲିକା ପୌର ନିର୍ବାଚନ ନିମନ୍ତେ ଗ୍ରହଣୀୟ । ବିଧାନସଭା ର ଭୋଟର ତାଲିକା ଭିନ୍ନ ଅଟେ ଓ ତାହା ନିର୍ବାଚନ କମିଶନ, ଭାରତ କ୍ଷ ଦ୍ୱାରା ପ୍ରକାଶନ କରାଯାଏ । ପ୍ରତ୍ୟେକ ବିଧାନସଭା ଓ ଲୋକସଭା ନିର୍ବାଚନ ପୂର୍ବରୁ ଭୋଟର ତାଲିକା ରେ ଆପଣ କ୍ଷ ନାମ ଅଛି କି ନାହିଁ ଦୟାକରି ତନଖି କରନ୍ତୁ ।”

Besides, the following Certificate shall be given at the end of Electoral Roll of each Ward.

“Certified that the Electoral Roll of Ward No..... of ..... Municipality/NAC has been dully published as per the provision of Odisha Municipal (DW,RS&CE) Rules, 1994/ Odisha Municipal Corporation (DCW,RS&CE) Rules, 2003 on .....

ELECTION OFFICER

15. Ceiling rate prescribed for printing of Electoral Roll. (Annexure-IV)

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 Charge	Per copy	Rs. 6.00

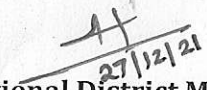
Besides above rates, GST if applicable shall be taken in to account.

16. The undersigned reserves the right to cancel any or all the tender without assigning any reason thereof.

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17. The undersigned also reserve the right to cancel the printing order issued to the printing press(es)/ DTP firm(s) without assigning any reason thereof.

By order of Collector & DM, Kendrapara

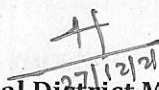
  
Additional District Magistrate,  
Kendrapara.

**Memo No. 1355/G&M/Dated 27.12.2021//**

Copy to Notice Board.

Copy forwarded to the Project Director, DRDA, Kendrapara/ Sub-Collector, Kendrapara/ All Executive Officers of Municipalities of Kendrapara/ General Manager, DIC, Kendrapara/ Other District Level Officers for information. They are requested to publish the above tender notice in their office notice board for its wide publication.

The DIPRO, Kendrapara is requested to publish the Tender Call Notice in two leading Odia Daily Newspaper for wide publication.

  
Additional District Magistrate,  
Kendrapara.

**Memo No. 1356/G&M/Dated 27.12.2021//**

Copy forwarded to the District Informatics Officer, NIC, Kendrapara for information. He is requested to web-host the said tender call Notice in the Kendrapara District Website for wide publication.

  
Additional District Magistrate,  
Kendrapara.