

# OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, DEOGARH

(Gram Panchayat Section)

No. 230 dated 01.09.2021

## QUOTATION / TENDER CALL NOTICE

Sealed quotation in plain paper(s) are invited from the intending local Printing Press(es) /D.T.P. Firm(s) for printing of Electoral Rolls for General Election to Panchayati Raj Institutions – 2022 in conformity with following terms and conditions. Quotation/Tender paper complete in all respect should reach in the office of District Panchayat Officer, Deogarh on or before Dt.15.09.2021 by 5.30 PM and shall be opened on 16.09.2021 at 11 AM by the undersigned or any officer authorised in the presence of Tenders/Quotationers or their authorised representatives at Collectorate, Deogarh.

1. The tenders/Quotationers are required to deposit a sum of Rs. 2000.00 (Rupees two Thousand) only towards earnest money in shape of draft on proper receipt from District Panchayat Officer, Deogarh which will be attached to Tender/Quotation paper. The money so deposited will be taken into count towards 1% of total value as security deposit for printing of Electoral Rolls so required at the time of execution of agreement with selected press/firm and the deposits of all other participants in the tender/quotation process will be refunded.
2. The intending printing press owners/DTP firms should also attach the Xerox copies of Sale Tax and Income Tax clearance certificate to the tender paper.
3. The Electoral Roll shall be printed in Oriya and each page of the Electoral Roll shall be of A-4 size with 60 GSM Cream Wove Paper in 12 pt.(paica)script with 84 entries on the 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 In each subsequent page.
4. It will be binding on the part of the selected printing/D.T.P. firm(s) to print the name of the printing press/ firm at the bottom of each page of the Electoral Roll. Besides, printing of the foot note in odia at the end of the entries of each ward of G.P. is mandatory as per the guideline of ECI communicated vide Letter No. 2134 dated 26.08.2021 of the State Election Commission. (Copy will be communicated along with the Printing Order).
5. 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.
6. 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.
7. 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 are noted as bellows .  
Item of work with 84 entries on 1<sup>st</sup> page 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 Gram Panchayat wise	Rs. 06.00

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

  
1.9.21

8. The selected Printing Press/DTP firm shall be made responsible for cent percent accuracy of printing and asked 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, Deogarh or any officer authorized in the prescribed Form (Annexure-I) and abide by relevant acts And rules of sale tax and Income Tax.
10. The selected printing press /DTP firm is required to follow instruction from time to time in the matters printing and submission of Electoral Rolls within the stipulated time limit as per the direction of the State Election Commission.
11. The printing material should be supplied to the District Panchayat Officer ,Deogarh in time at their own cost.
12. The undersigned reserves the right to accept or cancel any 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,  
Deogarh.

Memo No. 231 /GP, Dt. 01.09.2021

Copy forwarded to all printing press owners/ D.T.P. firm owners of Deogarh District for information and necessary action.

District Panchayat Officer,  
Deogarh

Memo NO. 232. /GP, Dt. 01.09.2021

Copy to Office Notice Board of Collector, Deogarh/ District Panchayat Officer, Deogarh.

Copy forwarded to the Project Director, DRDA, Deogarh for information with a request to publish in the Notice board of DRDA, Deogarh for wide publication.

Copy forwarded to the Sub-Collector, Deogarh, Tahasildar, Reamal/ Barkote/ Deogarh, Block Development Officer, Reamal/ Barkote/ Tileibani for information and wide publication in their notice board.

District Panchayat Officer,  
Deogarh

Memo No. 233/GP Dated . 01.09.2021

Copy forwarded to DIO, NIC, Deogarh for kind information with a request to display the Quotation for printing of Electoral Roll for General Election to PRIs 2022 in website [www.deogarh.nic.in](http://www.deogarh.nic.in) or [www.odisha.gov.in](http://www.odisha.gov.in) for wide publicity.

District Panchayat Officer,  
Deogarh

Memo No. 234/GP Dated . 01.09.2021

Copy forwarded to the Secretary, State Election Commission, Odisha, Bhubaneswar for information with reference to letter No.2134 dated.26.08.2021 of the Commission.

District Panchayat Officer,  
Deogarh