

**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE  
CUTTACK**

Letter No 924 /Gen & Misc. Dt 12.04.2018

**QUOTATION CALL NOTICE**

Sealed quotations are invited from the intending registered D.T.P. Firms / Registered Suppliers/ Printing Firms / Person concerned having experience in printing of Electoral Roll of the Corporation / Municipalities / NACs for General Election to ULBs-2018. The quotationer should submit their rate inclusive of all taxes as per the following specification

Sl No	Particulars	Description	Rate per page (Inclusive of all taxes)
1	Full Page	Including one master copy and 30 other Xerox copies	
2	Half Page	Ditto	
3	Index Page	Ditto	
4	Cover Page	Ditto	
5	Binding Charges	Per Copy	

I) The entire printing work has to be as per the instruction / date line issued by the State Election Commission, Odisha.

II) The Electoral Roll for each Ward/ULB shall be printed in Odia language with 84 entries on the 1<sup>st</sup> page with heading and 96 entries in subsequent pages without heading.

The sample copy of the 1<sup>st</sup> page & 2<sup>nd</sup> page of Electoral Roll may be obtained during office hour from Gen & Misc Section, Collectorate, Cuttack. The paper of the Electoral Roll shall be 60 GSM.

III) The selected firms shall be responsible for cent percent accuracy of the Electoral Roll and asked to make its own arrangement for proof reading. However, as a measure of abundant caution some responsible Officers/Staff shall also be assigned to supervise the printing work and be asked to ensure cent percent check of proof corrections. After preparations of master copy, other 30 Xerox copies will be made.

IV) The DTP. firm shall, without fail print the name(s) of their firm, qualifying date of voter, date of publication of draft roll, signature and seal of Election Officer and page at the bottom of each page of the Electoral Roll.

V) The Press (es) / DTP firms shall supply one soft copy, one master copy printed through laser printer and 30 spare copies.

VI) After printing and binding of the Electoral Roll, the total cost of printing in respect of the Corporations / Municipalities / NACs is to be worked out taking into account the cost of the printing charges of master copy, Xeroxing & binding charges etc. and the 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.

VII) As per the guideline of E.C.I, the following footnote shall be printed in the final Electoral Roll.

ଏହି ଭୋଟର ତାଲିକା ପୌର ନିର୍ବାଚନ ପାଇଁ ଉଦ୍ଦିଷ୍ଟ । ବିଧାନସଭା ଓ ଲୋକସଭା ଭୋଟର ତାଲିକା ଭିନ୍ନ ଅଟେ ଓ ତାହା ଭାରତର ନିର୍ବାଚନ କମିଶନଙ୍କ ଦ୍ୱାରା ପ୍ରକାଶନ କରାଯାଏ । ପ୍ରତେକ ବିଧାନସଭା ଓ ଲୋକସଭା ନିର୍ବାଚନ ପୂର୍ବରୁ ଭୋଟର ତାଲିକାରେ ଆପଣଙ୍କର ନାମ ଅଛି କି ନାହିଁ ତନଖି କରନ୍ତୁ ।

VIII) 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 \_\_\_\_\_ Corporation / Municipality / NAC has been duly published as per the provisions in Odisha Municipal (DW, RS & CE) Rules, 1994 / Odisha Municipal Corporation (DCW, RS & CE) Rules, 2003 on \_\_\_\_\_”

#### Election Officer

1. Sales Tax / Vat Clearance / Income Tax Clearance / Non Assessment Certificate should be furnished along with the tender without which the tender will not be taken into consideration.

2. In case of failure to supply the Master copy and 30 (Thirty) Xerox along with a soft copy of Electoral Roll in complete and in correct manner within stipulated period the security deposit of the tenderer will be forfeited.

3. The price quoted in the tender should include all taxes, transportation and delivery charges. All the materials will be delivered in the concerned Municipal Office and the cost of transportation will be borne by the supplier.

4. The firm / person whose tender will be accepted shall have to execute an agreement with the undersigned in the format prescribed by the State Election Commission, Odisha, Bhubaneswar on the day of acceptance of the tender and supply order will be issued only after said agreement is executed.

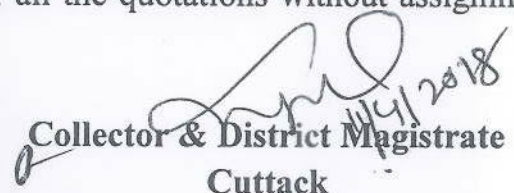
5. Payment will be made only after receipt of necessary allotment from State Election Commission, Odisha, Bhubaneswar

6. The selected firm has to deposit the security amount of at the rate of 1% of the total value in shape of cash / DD at the time of execution of agreement.

7. IT deduction at source shall be made.

The quotation should reach in the office of the Collector, Cuttack on or before 28.04.2018 up to 3.00 P.M. The same quotations will be opened on 28.04.2018 At 4.00 P.M. in presence of the bidders or their authorized representatives.

The authority reserves the right to reject any or all the quotations without assigning any reason thereof.

  
Collector & District Magistrate  
Cuttack