

**TENDER NOTICE FOR PRINTING OF ELECTORAL ROLL
FOR GENERAL ELECTION TO ULBs-2022**

Sealed Tenders are invited from the intending Local Press/DTP firms to prepare 4 copies of Preliminary, Draft, Final Electoral Roll and Printing of one Master copy and 30 Xerox copy of Ward/ULB-wise Electoral Roll of 04 ULBs (Bargarh Municipality, Barpali NAC, Bijepur NAC, Padampur NAC) under Bargarh District as per the Terms/Conditions and the maximum rate prescribed by the SEC, Odisha, Bhubaneswar for General Election to ULBs -2022 as detailed below. The details regarding Tender Papers, Terms and Conditions, earnest money deposit etc. can be obtained by downloading from the District Website i. e. <http://www.bargarh.nic.in> or from the General & Misc section of Collectorate, Bargarh. The cost of the Tender Paper is Rs-600/- (Rupees six hundred) only ,which is not refundable and should be submitted with the Tender Paper in shape of Demand Draft/Bankers chque drawn in favour of Collector & District Magistrate, Bargarh payable at SBI Bargarh Main Branch. The Tenderers shall have to submit sample of the 60 GSM A- 4 size papers to be used for printing with their seal and signature along with the Tender offered. The Tender shall be addressed to the Collector & District Magistrate, Bargarh and delivered in a sealed Envelope super-scribed on the top of it "TENDER FOR PRINTING ETC. OF ELECTORAL ROLL FOR ULBs ELECTION -2022" and has to be dropped in to the Tender Box kept in the office chamber of Additional District Magistrate, Bargarh on or before 1.00 PM of date 28.12.2021. The seal Tender will be opened on the same day i'e on dated 28.12.2021 at 4.00 PM by the Additional District Magistrate, Bargarh in the office chamber of ADM, Bargarh in presence of Tenderers or their authorized representative and Tender Committee Members. The District Magistrate, Bargarh will finalize the Tender. The higher ceiling rate for printing of Electoral Roll are as approved by State Election Commission, Odisha Bhubaneswar is as follows with 50 entries on first page with heading and 62 entries in each subsequent Pages with short heading. However, the approved rate of State Election Commission, Odisha Bhubaneswar or the rate fixed through quotation/tender which is lower will be accepted.

1	Full Page	4 copies of preliminary, draft, final electoral roll and printing of one master copy and 30 xerox copy	RS.50.00
2	Half Page	Do	RS 32.00
3	Cover Page	Do	RS 30.00
4	Index Full Page	Do	RS 32.00
5	Binding Charge Per Book (GP Wise)	Do	Rs 6.00

Additional District Magistrate, Bargarh

Memo No. 12851 /G & M, Dt. 20/12/2021

Copy to Sub-Collector, Bargarh/Padampur/All Tahasildars of Bargarh District / All ULBs of Bargarh District for publication in their Notice Board.

Copy to Collectorate Notice Board

Additional District Magistrate, Bargarh

No. 12850 /G & M, Date 20.12.2021

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TERMS AND CONDITIONS

FOR PREPARATION OF 4 COPIES OF PRELIMINARY, DRAFT, FINAL ELECTORAL ROLL AND PRINTING OF ONE MASTER COPY AND 30 XEROX COPY OF ELECTORAL ROLLS FOR COMING GENERAL ELECTION TO ULBs-2022.

1. The Electoral Roll for each Ward/ULB are to be prepared 4 copies of Preliminary, Draft, Final Electoral Roll and printing of one Master copy and 30(thirty)Xerox copy of Electoral Roll on A4 size Paper
2. The Electoral roll shall be printed in Odia language with 50 entries on first page with heading on the top and qualifying date, date of publication of electoral roll, and page number at the botom. In the subsequent pages there shall be 62 entries with short heading at the top and qualifying date, date of final draft publicationof electoral roll, signature & seal of Election Officer and page number at the bottom as per the sample enclosed herewith as Annexure-I & II and the cover page and index page as per Annexure-IV & V respectively.
3. Before issue of printing order, an agreement in prescribed form in (Annexure-III) 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/DTP firms in the office of Collector & DM, Bargarh which will be kept till election is over. Besides, TDS shall be deducted as per the prevailing provision of IT Act at the time of payment of printing bill.
4. The selected firms shall be responsible for cent percent accuracy of printing and asked to make its own arrangements for proof-reading. The Executive Officer of respective ULBs are the supervising officers to check up Preparation/Printing &proof correction under the guidance of Deputy Collector (G & M), Collectorate, Bargarh and after receipt of written approval from the supervising officers, the final printing shall have to be taken up.
5. The selected printing firms shall without fail print the name (s) of their DTP firms at the bottom of each page of the electoral roll.
6. The selected firm will receive the authenticated Assembly Constituency wise Electoral Rolls database in Excel sheet for printing from the State Election Commission, Odisha, Bhubaneswar.
7. The following footnote shall be printed in the Final Electoral Rolls.
“ଏହି ଭୋଟର ତାଲିକା ଯୌର ନିର୍ବାଚନ ନିମନ୍ତେ ଗ୍ରହଣୀୟ । ବିଧାନ ସଭା ଓ ଲୋକ ସଭା ର ଭୋଟର ତାଲିକା ଭିନ୍ନ ଅଟେ ଓ ତାହା ନିର୍ବାଚନ କମିଶନ , ଭାରତଙ୍କ ଦ୍ୱାରା ପ୍ରକାଶନ କରାଯାଏ। ପ୍ରତ୍ୟେକ ବିଧାନ ସଭା ଓ ଲୋକ ସଭା ନିର୍ବାଚନ ପୂର୍ବରୁ ଭୋଟର ତାଲିକା ରେ ନାମ ଅଛି କି ନାହିଁ ଦୟାକରି ତନଖି କରନ୍ତୁ”
8. 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 duly published as per the provision of Odisha Municipal (DW, RS & CE) Rules, 1994 and Municipal Corporation(DW, RS & CE) Rules, 2003 on _____”.

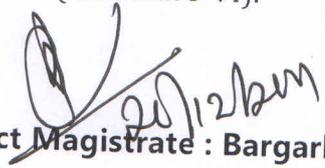
Election Officer

9. The tender beyond the date and time mentioned in the quotation call notice shall not be taken into consideration.
10. The Tenderer shall have to submit sample of the papers to be used for printing with their seal and signature along with the Tender offer before the Tender Committee for examination.
11. Each Tenderer shall submit the tender offer along with Bank Draft for a sum of Rs.600/- (Six hundred) only non-refundable amount towards the cost of tender paper in favor of Collector & DM, Bargarh to be drawn at SBI Main Branch, Bargarh.
12. The Tenderer shall have to submit the following documents along with the tender paper;
 - i) Bank Draft showing deposit Rs.600/-
 - ii) Income tax clearance certificate.
 - iii) VAT/TIN/GST registration number.
 - iii) License / Registration of the firms, if any.
 - iv) Past experience / Printing capacity/Proof of their printing
 - v) Sample of Paper to be used in Printing
13. The Tenderer or their authorized representative shall have to produce the following original documents at the time of opening of tender for verification.
 - i) Service Tax registration certificate and Tax return of last two years.
 - ii) Valid VAT CC in Form No.612 and VAT registration (TIN/SRIN No.)
 - iii) Photo copy of previous experience details .
 - iv) The address where his printing machine is located.

If necessary, the tender committee may visit the site of the printing unit of bidder for inspection/ verification.

14. Non-delivery in time or any deviation from the printing order or in terms and conditions of this tender shall make the selected Tenderer liable to forfeiture of the security deposit in total. Further, if and whenever the selected bidder fails to deliver the printed Electoral Rolls including the soft copy to be supplied by him within the due time of delivery, the undersigned shall be at liberty to deduct at the rate of 2% of the amount of the selected bidder's bill for every day's delay beyond the said time.
15. Any dispute arising out of this offer shall be limited within the jurisdiction of Bargarh District only.
16. The authority reserves the right to accept or cancel the tender at any time before the issue of printing order without assigning any reason thereof.

17. The copyright of the Electoral Rolls shall be reserved with the District Magistrate, Bargarh. Reproduction/ reprint either in part or in full in any form/manner shall be prohibited.
18. The rate of printing of Electoral Rolls, Cover page/Index pages/Binding charges etc. have been given in the enclosed statement (Annexure-VI).


Addl. District Magistrate : Bargarh.

Signature of the Tenderer
in token of acceptance of the
Terms & Conditions

TENDER PAPER FOR PREPARATION OF 4 COPIES OF PRELIMINARY, DRAFT, FINAL
ELECTORAL ROLL AND PRINTING OF ONE MASTER COPY AND 30 XEROX COPY OF WARD-
WISE ELECTORAL FOR GENERAL ELECTION TO ULBS-2022.

1. Name of the Tenderer (In capital letter)
2. Father's Name :
3. Address- :
At-
PO-
PS-
District.
Pin code
Telephone No./ Mobile No.
4. Rate of preparation of 4 copies of preliminary, Draft, Final Electoral Roll and printing of one master copy and 30 xerox copy in soft copy
In CD.
 - a) Full page (in figure and words)
 - b) Half page (in figure and words)
 - c) Cover page (in figure and words)
 - d) Index full page (in figure and words)
 - e) Binding charge per ____book Ward-wise (in figure and words)
5. .Copy of appropriate License relating to printing press/DTP firm
 - a)
 - b)
 - c)
7. Attested copies of up-to-date clearance certificate of Income Tax / VAT/GST Registered No.
8. Financial Instrument NO. and date towards
 - a) Cost of tender paper.
9. Time of delivery of printing materials along with soft copy.
10. Details of other documents enclosed.

I, Sri/Smt..... S/O.....
w/o.....village/town.....PO.....

Police Station.....Dist..... do hereby solemnly declare that the particulars furnished above by me are true to the best of my knowledge and belief.

Signature of the Tenderer with date.