

**PRI Election urgent**

# COLLECTORATE, JAJPUR

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No.1353 /Dated. 27.8.2021

## QUOTATION CALL NOTICE

Sealed quotations/tenders are invited by registered post/ Speed post only addressed to the District Panchayat Officer, Jajpur for printing of Electoral Roll for General Elections to Panchayati Raj Institutions- 2022 with the following terms and conditions. Intending press(es)/DTP firms within the Jajpur District area may apply in the prescribed format along with valid update PAN No./GST . The quotations/tenders duly filled in with all required documents should reach the District Panchayat Officer, Jajpur by post on before 13.9.2021 up to 5 P.M. The undersigned will not be held responsible for any postal delay. The sealed quotations/tenders received by post within the stipulated dateline will be opened on 14.09.2021 at 5 PM in the Office Chamber of Collector, Jajpur in the presence of the quotationers /tenderers or their authorized representatives. The tenderers must write on the top of the envelope containing "TENDER FOR PRINTING OF ELECTORAL ROLLS FOR GENERAL ELECTIONS TO PRIs - 2022" The authority reserves the right to accept or reject all the tenders without assigning any reason thereof .

Further details & conditions can be seen from the district website-  
[www.jajpur.nic.in](http://www.jajpur.nic.in)

  
**Collector-cum-District  
Election Officer, Jajpur**  


## TERMS AND CONDITIONS

01. The Electoral Roll for each Gram Panchayat shall be printed in 30 copies in 60 GSM Cream wove paper. This shall be printed 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 the short heading at the top and qualifying date of publication of Electoral Roll and page at the bottom.
02. The Electoral Roll shall be printed in Odia and each page of the electoral roll shall be of A-4 size paper. The intending press owners/DTP firms are to quote their rates for printing charges as under.
- Full Page.
  - Half page.
  - Cover Page.
  - Index full page.
  - Index half page.
  - Binding charges per book Gram Panchayat wise.
03. Acceptance of quotation will be subject to consideration of their reliability, printing capacity and quality machines and past experience in successfully executing important printing works of Govt.
04. The entire printing works are to be done as per instructions/ date line issued by the SEC, Odisha, and Bhubaneswar.
05. Before issue of printing order, an agreement in the prescribed in form (Annexure - I) will have to be executed and security amount of 1% of total value in shape of cash shall be deposited by the selected press (es)/DTP firms.
06. The press (es)/DTP firms shall be held responsible for cent percent accuracy of printing and asked to make its own arrangement for proof reading. The G.P.E.O/ responsible staff of Blocks shall be assigned to supervise the printing work and asked to make check of proof corrections.
07. The press (es)/DTP firms shall print the name(s) of their press (es)/DTP firms at the bottom of each page of the Electoral Roll without fail.
08. It is likely that the printing of Electoral Roll may have to be undertaken during November, 2021 and printed Roll in requisite numbers shall be available with the District by the end of November, 2021.
09. The press (es)/DTP firms shall supply one soft copy in CD, one master copy and 30 spare copies either by printing /DTP.
10. As per the guidelines of ECI the following foot note shall be printed in the final electoral roll.

ଏହି ଭୋଟର ତାଲିକା ପଞ୍ଚାୟତ ନିର୍ବାଚନ ନିମନ୍ତେ ଗ୍ରହଣୀୟ । ବିଧାନସଭା ଓ ଲୋକସଭା ଭୋଟର ତାଲିକା ଭିନ୍ନ ଅଟେ ଓ ତାହା ନିର୍ବାଚନ କମିଶନ, ଭାରତୀୟ ସ୍ତରୀୟ ପ୍ରକାଶନ କରାଯାଏ । ପ୍ରତ୍ୟେକ ବିଧାନସଭା ଓ ଲୋକସଭା ନିର୍ବାଚନ ପୂର୍ବରୁ ଭୋଟର ତାଲିକା ରେ ଆପଣଙ୍କ ନାମ ଅଛି କି ନାହିଁ ଦୟାକରି ତଦନୁ କରନ୍ତୁ ।

  
**Collector-cum-District  
Election Officer, Jajpur.**

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Memo No.1354/dated 27.8.2021

Copy forwarded to the Additional District Magistrate(Rev.), Jajpur/Project Director, DRDA, Jajpur/Sub-Collector, Jajpur/D.I.&P.R.O.,Jajpur for information and necessary action with a request to affix the quotation/tender call notice on their respective office notice boards for wide publicity.

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**Collector-cum-District  
Election Officer, Jajpur**

Memo No.1355/dated 27.8.2021

Copy forwarded to the all Block Development Officers/all Tahasildars / Executive Officer, Vyasaganar & Jajpur Municipality for information and necessary action with a request to affix the quotation/tender call notice on their office notice board for wide publicity.

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**Collector-cum-District  
Election Officer, Jajpur**

Memo No.1356/dated 27.8.2021

Copy forwarded to the Director, Information and Public Relation Deptt., Odisha, Bhubaneswar for information and necessary action with a request to take steps for wide publicity of the quotation call notice in the widely circulated Odia daily within the date line fixed.

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**Collector-cum-District  
Election Officer, Jajpur**

Memo No.1357 /dated 27.8.2021

Copy submitted to the Special Secretary, State Election Commission, Odisha for favour of information with reference to his letter No. EI (GP) 2132/SEC dt. 26.8.2021 .

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**Collector-cum-District  
Election Officer, Jajpur**

Form of Application for Printing of Electoral Rolls for General Election to  
PRIs, 2022

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

Sl. No.	Item of works	Nos. to be printed/DTP	Rate quoted by the press(es)/DTP firms
1	Full page	For 30+1 copies	
2	Half page	Do	
3	Cover page	Do	
4	Index Full page	Do	
5	Index half page	Do	
6	Binding charges	Per book Gram Panchayat wise	

Signature of press(es)/DTP firms  
owner

Enclosures:

Ceiling Rates prescribed for printing of Electoral Rolls

Item of work : With 84 entries on 1<sup>st</sup> page with heading 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

Binding charges per book Gram Panchayat wise: Rs. 06.00

**Annexure- I**

**FORM OF AGREEMENT PRESCRIBED BY THE STATE ELECTION  
COMMISSION, ODISHA**

AN AGREEMENT made on this the ..... day of  
\_\_\_\_\_ two thousand sixteen BETWEEN \_\_\_\_\_ of the

\_\_\_\_\_ of the  
(hereinafter referred to as the press(es)/DTP firms Contractor which expression shall unless repugnant to the context, including his heirs, administrators, executors or assignees) of the one part and Collector, Jajpur (hereinafter referred to as the Collector) of the other part, whereby it is mutually agreed as follows, that is to say:-

1. The press(es)/DTP firms contractor shall at the rates specified in the annexed schedule print and supply for the use of the Collector of the district which expression shall include any other authorized by him in that behalf such number of copies of "electoral rolls" as specified in the said schedule shall from time to time be required and specified upon orders delivered to the press contractor signed by the Collector.

2. The number of pages stated in the said schedule shall be deemed to represent merely the approximate quantities estimated to be requires by the Collector of the Districts and the Collector shall not be liable to pay any compensation to the press contractor unless the number of pages required from him falls below the number stated in the schedule by more than twenty percentum. The press(es)/DTP firms contractor shall, if required by the Collector of the Districts, print and supply not more than twenty percentum of the number of pages stated in the schedule in excess of such number at the rates specified in the said schedule.

3. The press(es)/DTP firms contractor shall do his own proof reading without any additional remuneration and without reference to the collector of District and shall be responsible for supplying correct final copies in accordance with the manuscript press copy supplied to him. If the final copies are found to contain

mistakes which did not occur in the press copy supplied to the press, these may be rejected or reprinted at the cost of the press(es)/DTP firms.

4. The Collector at his discretion may authorize any Officer or officers to supervise the proof corrections, printing and binding work, in which event the Contractor shall afford required facilities to such officer(s) for performing their duties.

5. The paper of the Electoral Roll should not be inferior to 60 GSM, if and whenever the press contractor fails to deliver the printed "Electoral Rolls" to be supplied by him within the due time for delivery, the Collector shall be at liberty to deduct at the of two percentum of the amount of the press contractor's bill for every day's delay beyond the said time.

6. If the final copies be rejected under clause 3 hereof, the Collector may require the press contractor to reprint the "electoral roll" at his own cost or may arrange to have them reprinted/DTP by another press at he cost of the press (es)/DTP firms, and may cancel the contact in respect of any work of which the manuscripts are not already in the hands of the press contractor. If in the printed "electoral roll" any matter has been omitted or incorrectly entered, with reference to the press copy supplied to the press(ed)/DTP firms contractor, corrected copy shall be supplied by the press and entire cost of reprint shall be borne by the press.

7. The press(es) /DTP firms contractor shall be transfer, assign or sublet this present contract or may part thereof save with the consent of the Collector.

8. The press(es)/DTP firms shall admit to the premises of his press the Collector or any other Officer authorized by him with a view to ascertain the progress of the work.

9. The press(es)/DTP firms shall not give any copy of the "Electoral Roll" or any part thereof to any person other than the Collector nor shall 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 proof of the "Electoral Roll" by any person whatsoever.

10. The press(es) /DTP firms shall give delivery of all the copies of "Electoral Roll" along with manuscript press copies duly arranged, to the person authorized

by the Collector in his office. The press contractor shall be allowed two copies as wastage.

11. It is expressly agreed that in case of default on the part of the press contractor to deliver the "Electoral Roll" along with manuscript press copies duly arranged, in time and there is reasonable apprehension that he would not be able to so deliver, the Collector shall be at liberty to cancel the contract without any notice whereupon the press contractor shall be bound to return the manuscripts immediately and the Collector shall be at liberty to get the work executed elsewhere and recover the additional cost, if any incurred thereby from the press contractor.

12. The press(es)/DTP firms hereby agrees to make a deposit of 1% of the total value as security towards printing of Electoral rolls which shall be refunded to him after the delivery of the printed rolls.

13. If in the matter of this agreement any dispute or difference arises the same shall be referred to State Election Commission, Odisha whose decision shall prevail and be final and binding on the parties.

IN WITNESS WHEREOF the parties hereto put their hands and seals the day and year first above written.

Signature of the press(es)/

DTP firms Contractor.

In the presence of:-

Seal

Witness 1.

2.

**Signature of the Collector  
Or any Officer authorized by  
Collector**

In the presence of:-

Seal

Witness 1.