

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, KHORDHA

(General & Misc. Section)

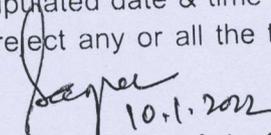
Letter No 600

/G&M. Date 11/01/22

TENDER NOTICE

Tenders are invited from the intending local DTP Firm(s) to undertake the printing work of electoral rolls for General Election to ULBs-2022. The tenders has to be placed in the Tender box in front of General & Misc. section of Collectorate Khordha on or before 18.01.22 by 5.30PM and the same will be opened in presence of the tenderers or their authorised agents at 19.01.22 on the 12.30 PM day. The intending firms have to 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 for each ward. Rates per full page, half page index page, cover page and binding charges are to be indicated in the quotation. A sample copy of A4 size paper must be supplied along with the tender documents.

Details regarding terms & conditions, sample of electoral roll & earnest money to be deposited etc. can be obtained from the office of the Collector, Khordha (General & Misc. Section) during the office hours of any working days. The tenders received beyond the stipulated date & time will not be taken into consideration. The undersigned reserves the rights to reject any or all the tenders without assigning, any reason thereof.

  
Collector & District Magistrate

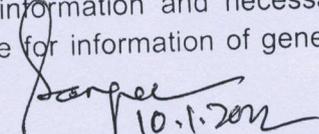
Khordha

Memo No 601 Dated 11/01/22

Copy forwarded to the Deputy Director, advertisement, I & PR Department, Government of Odisha, Bhubaneswar for information and necessary action. He is requested to take necessary steps for advertisement of the Tender notice in any two ODIA daily Newspaper in a minimum size at Government approved rate.

Copy to the Notice Board of Collectorate, Khordha for information of general public as well as printers/DTP firm.

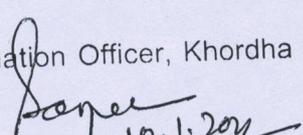
Copy forwarded to the Sub- Collector, Khordha / Bhubaneswar/ Executive Officer, Khordha Municipality, Jatni Municipality, Balugaon NAC / Banapur NAC for information and necessary action with a request to affix the Tender in Notice board of their office for information of general public.

  
Collector & District Magistrate

Khordha

Memo No 602 Dated 11/01/22

Copy to DIO, NIC , Khordha / District information -and Public Relation Officer, Khordha for information and wide publicity.

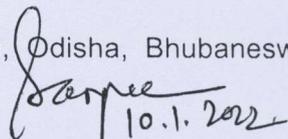
  
Collector & District Magistrate



Khordha

Memo No 603 Dated 11/01/22

Copy submitted to the Secretary State Election Commission, Odisha, Bhubaneswar for information and necessary action.

  
10.1.2022  
Collector & District Magistrate

Khordha

## TERM & CONDITION

Interested Firms are required to submit each of their Technical proposals, Financial proposals in separate sealed envelope as per the detail instruction given below

1. The tender must reach in the office of the Collector, Khordha (Gen & Misc. section) on or before 18.01.2022 at 5.30 PM They may also drop in box kept in front of General & Misc. section of Collectorate. Any tender received after cut-off date & time will be summarily rejected. Also, any incomplete application will be rejected.
2. The bidder should have necessary infrastructure and personnel. A declaration in respect of the same is to be attached.
3. The bidder should submit the valid photocopy that Certifies of GSTIN and PAN Card.
4. The bidder should be local DTP Firms & the audited Financial statement of last three Financial years is to be attached.
5. The bidder should submit the past record / experience in successful execution of important similar printing works of the Government.
6. The Electoral Roll for each ward/ULB shall be printed in Odia language with 50 entries on the 1st page with heading and 62 entries in subsequent pages without heading. Sample of 1st page and 2nd page of Electoral Roll enclosed as Annexure-I & II.
7. The selected firm shall be responsible cent percent for accuracy of the Electoral Roll and should make its own arrangement for proof reading.
8. The rates of printing of Electoral Rolls, binding cover page and index page have been given in the enclosed statement (Annexure-IV). The rate is applicable for 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.
9. The sample of Cover page & index is enclosed in (Annexure-V & VI).
10. The DTP firm shall supply one soft copy, one master copy and 30 spare copies on A4 size paper.
11. As per guideline of E.C.I., the following footnote shall be printed in final Electoral Roll.

ଏହି ଭୋଟରତାଲିକା ପତ୍ରିର ନିର୍ବାଚନ ନିମନ୍ତେ ରଦ୍ଦିଷ୍ଟ । ବିଧାନସଭା ଓ ଲୋକସଭା ଭୋଟରତାଲିକା ଭିନ୍ନ ଅଟେ ଓ ତାହା ଭାରତର ନିର୍ବାଚନ କମିଶନଙ୍କ ଦ୍ଵାରା ପ୍ରକାଶନ କରାଯାଏ । ପ୍ରତ୍ୟକ ବିଧାନସଭା ଓ ଲୋକସଭା ନିର୍ବାଚନ ପୂର୍ବରୁ ଭୋଟର ତାଲିକାରେ ଆପଣଙ୍କ ନାମ ଅଛି କି ନାହିଁ ଦୟାକରି ତନଖି ରଖନ୍ତୁ ।

12. The following Certificate shall be given at the end of Electoral Roll of each Ward.

"Certified that the Electoral Roll of the Ward No \_\_\_\_\_ of Corporation/ Municipality /NAC has been duly published as per the provisions of Odisha Municipal (DW, RS & CE) Rules,1994/ Odisha Municipal Corporation (DCW, RS & CE) Rule, 2003 on \_\_\_\_\_"

13. An agreement in the prescribed form will have to be executed and Security amount of 1 % of the total value in shape of cash shall be deposited by the selected DTP Firm.



*Sanjeev*  
10.1.2022  
COLLECTOR