



## OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, DHENKANAL

(General & Miscellaneous Section)

No.XX-7/2018- 651 /Date: 11/4/18

### QUOTATION/TENDER CALL NOTICE

Sealed quotation/tenders are invited from interested reputed local DTP firms for printing of Electoral Roll for Dhenkanal Municipality/ Bhuban NAC and Kamakhyanagar NAC for General Election to Urban Local Bodies,2018 on the following term and conditions:-

1. To prepare one master copy through laser printer and 30(thirty)Xerox copies of Electoral Roll on A4 size paper.
2. The approved rate of the State Election Commission, Odisha, Bhubaneswar or the rate fixed through sealed quotation which is lower will be accepted.
3. 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 of 1<sup>st</sup> page and 2<sup>nd</sup> page of Electoral Roll are enclosed as Annexure-I & II.
4. Before issue of the printing order, an agreement in the prescribed form (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(es)/DTP Firms(s).
5. The selected firm(s) 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 by the undersigned to supervise the printing work and be asked to ensure cent percent check of proof corrections. After preparation of master copy, other 30 copies will be made.
6. The DTP firm(s) 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 Electoral Roll.
7. The rate 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 one soft copy, one master copy and 30 spare copies.
8. The printing work of Electoral Roll may have to be undertaken in the 1<sup>st</sup> week of June,2018 and the printed rolls in requisite Nos. shall have to be available by end of June,2018.

9. The Press(es)/DTP firms shall supply one soft copy, one master copy and 30 spare copies.
10. After printing and binding of the Electoral Roll, the total cost of printing in respect of the Municipality/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 of one copy of the Electoral Roll.
11. The quotation completed in all respect should reach the undersigned on or before 24.4.2018 by 10 AM and shall be opened on the same day at 11.00 AM in the presence of the bidders or their authorized representatives.
12. The application form of quotation/tender containing General bid information & terms and conditions for printing of Electoral Roll will be available with the District Portal from date 12.4.2018 to 24.4.2018 or can be download from District website [www.dhenkanal.nic.in](http://www.dhenkanal.nic.in) from date 12.4.2018 to 24.4.2018.

  
Collector & District Magistrate,  
Dhenkanal.

Memo No. 652 /Date 11.4.2018

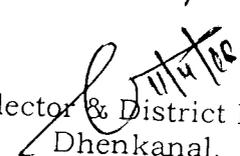
Copy to all the Sub-Collectors/all Executive Officers of ULBs for information and necessary action. They are requested to display the notice on your office notice board for wide publicity.

Copy to Office Notice Board.

  
Collector & District Magistrate,  
Dhenkanal.

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Copy to the DIO, NIC, Dhenkanal for information and necessary action. He is requested to hoist the notice to the district website.

  
Collector & District Magistrate,  
Dhenkanal.