

DISTRICT RURAL DEVELOPMENT AGENCY: KORAPUT (DUDA CELL)

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No. 166 /XXXVII/ 70/2018

Dated: 15.5.2018

TENDER CALL NOTICE

Sealed tenders are invited from the Different printing presses/DTP of Koraput District for printing, photo copying (Xerox), binding and supply of wards/Booth wise electoral rolls within the rates approved by the State Election Commission, Odisha in connection with the general election to Urban Local Bodies i.e. Koraput Municipality, Jeypore Municipality & Kotpad NAC 2018 subject to the following terms and conditions. The sealed tenders should reach to the O/O the Project Director, DUDA Koraput (DRDA, Koraput) only through registered post or speed post on or before 26.5.2018 by 1 PM with super scribing on the top of envelope as "TENDER FOR PRINTING, XEROXING, BINDING & SUPPLY OF WARDS/BOOTH WISE ELECTORAL ROLLS FOR ULB ELECTION 2018". The undersigned is not responsible for postal delay. The tender form received after due date and time shall not be entertained. The tenders will be opened on 26.5.2018 at 4 pm in office chamber of PD DUDA Koraput in presence of the Tender committee & bidders or their authorised representatives.

Terms & conditions:

1. One Master copy of Wards/Booth wise electoral roll shall be prepared through laser printer and 30 Xerox copies shall be made in A-4 size paper for Koraput Municipality, Jeypore Municipality & Kotpad NAC separately.
2. The electoral rolls for each Wards shall be printed in odia language with 84 entries on the 1st page with heading and 96 entries in subsequent pages without heading.
3. The rate of printing of Electoral rolls, binding, cover page and index page approved by the State Election Commission, Odisha is applicable for the one master copy and 30 Xerox copies.
4. The rates quoted should be inclusive of all taxes & cost of papers.
5. The paper of the Electoral rolls should not be inferior to 54/56 GSM.
6. Printing, Xeroxing, binding and supply of Electoral Rolls must be completed by the dated as may be specified in the printing order.
7. The selected press(es)/Firm(s) shall do his own proof reading without any additional remuneration and without reference to the PD DUDA and shall be responsible for supplying the correct master copy and other copies in accordance with the manuscript copy supplied to him. If the master copies and the other copies are found to contain mistakes which did not occur in the manuscript copy supplied to the selected press (es)/firm(s), they shall be rejected or reprinted at the same cost of the

- selected press(es)/firm(s). No additional expenditure will be borne by the undersigned.
8. Before issue of printing order, 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 press(es)/firm(s)
 9. The press (es)/firm(s) shall give delivery of all the copies of Electoral Rolls along with the manuscript copies to the PD DUDA, Koraput on his own arrangement.
 10. Failure to supply the error free and required numbers of electoral rolls in time will not only entail the press(es)/firm(s) to forfeit the security deposit but would warrant penal action against the press(es)/firm(s).
 11. The tender paper must be accompanied with following documents.
 - i. Income tax and sales tax clearance certificate with valid GST registration certificate
 - ii. Sample of printing/Xerox papers with specification there on the quality of paper
 - iii. An experience certificate/document regarding printing of electoral Roll of NAC/Municipality/Corporation/Odisha Legislative Assembly, if any.
 12. The undersigned reserves the right to accept or reject all or any tender without assigning any reason thereof.
 13. Tender paper cost of Rs. 500/- (Rupees Five Hundred) only non-refundable may be deposited in DUDA Section, DRDA, Koraput under proper acknowledgement must accompanied with the tender paper.

RATES PRESCRIBED FOR PRINTING OF ELECTORAL ROLL BY THE COMMISSION

- | | | |
|---------------------|-----------|---|
| 1. Full page: | Rs. 50.00 | Including one master copy & 30 other Xerox copies |
| 2. Half page: | Rs. 32.00 | -do- |
| 3. Index page: | Rs. 32.00 | -do- |
| 4. Cover Page: | Rs.30.00 | -do- |
| 5. Binding Charges: | Rs. 06.00 | Per Copy |


**COLLECTOR & DM
KORAPUT**

EVALUATION FORM

1	Name of the Supplier	
2	Full address of Supplier's shop/showroom Telephone /Mob No- Fax no. E-mail address :	
3	Are you a dealer/re-seller, If an authorized dealer? Attach dealership authorization supporting documents.	
4	GSTIN No- (with copy of certificate)	
5	PAN No-	
6	Up to date VAT Clearance Certificate (Copy to be attached)	

I do hereby certify that the above mentioned particulars are true and correct.

Full Signature of the Bidder:

Date:

Seal

DECLARATION BY THE BIDDER:

It is hereby declared that I the undersigned, have read and examined all the terms and conditions etc. of the quotation document for which I have signed and submitted the bid personally/under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the quotation document are fully acceptable to me and I will abide by the conditions of the terms and conditions. This is also certified that our manufacturing firms have no objection in signing the purchase contract if the opportunity for the supply of the items against this quotation is given to me/us.

Signature:

Date:

Address,

Name

Designation:

DIO.NIC.KPF