



**District Urban Development Agency, MALKANGIRI**

Lr.No 309/21/DUDA/Elec.

Dtd. 27/12/21

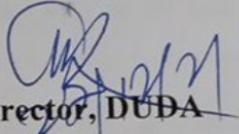
**QUOTATION CALL NOTICE**

Sealed quotation from the intending D.T.P Firms are invited for printing and binding of ward wise Electoral Rolls in respect of Malkangiri Municipality and Balimela NAC subject to the terms and conditions. The sealed quotation should reach the office of the Project Director, DUDA, Malkangiri on or before 04.01.2022 at 3.00 PM.

The Sealed quotation will be opened on the same day dated 04.01.2022 at 5.00 PM. In presence of the quotationers or their authorized agents at DUDA office, Malkangiri.

The details of quotation along with Check List of Documents is available in the district web site [www.malkangiri.nic.in](http://www.malkangiri.nic.in) which can be downloaded & submit the same to the Project Director, DUDA, Malkangiri by 04.01.2022 at 3.00 PM through Speed Post/Courier/Dropping in the Tender Box at DUDA Section, (DRDA) Malkangiri.

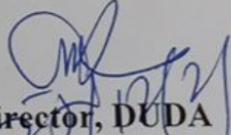
**By the order of Collector & D.M, Malkangiri**

  
**Project Director, DUDA  
Malkangiri**

Dtd. 27/12/2021

Memo.No. 310 /21/DUDA/Elec.

Copy to Notice Board of Collectorate, Malkangiri / Project Director, DRDA/ Sub-Collector/Project Administration, ITDA/ Executive Officer, Malkangiri Municipality and Balimela NAC/ All Tahasil Office & All Block Development Officers, Malkangiri for wide publicity.

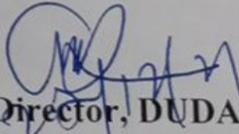
  
**Project Director, DUDA  
Malkangiri**

Dtd. 27/12/2021

Memo.No. 311 /21/DUDA/Elec.

Copy to DIO, NIC, Malkangiri with a request to upload the quotation Call Notice in the District website for wide publicity.

Copy to the Editor Indian Express/ Sambada with a request to publish the Advertisement in the daily News Paper on Dated 28.12.2021 as per I & PR approved rate.

  
**Project Director, DUDA  
Malkangiri**

COLLECTORATE, MALKANGIRI  
(DUDA-Cell)

Lr.No 306/21/DUDA/Elec.

Dtd. 27/12/2021

QUOTATION CALL NOTICE

Sealed quotation from the intending Local Firms/D.T.P Firms are invited for printing and binding of ward wise Electoral Rolls in respect of Malkangiri Municipality and Balimela NAC subject to the following terms and conditions. The sealed quotation should reach the office of the Project Director, DRDA, Malkangiri on or before 4/01/2022 at 3.00 AM/PM. The Same is also available in the District website I,e [www.malkangiri.nic.in](http://www.malkangiri.nic.in)

The Sealed quotation will be opened on dated 4/01/22 at 5.00 AM/PM. In presence of the quotationers of their authorized agents.

Sl. No	Name of the ULBs	No. of Wards	No. of Copies to be Printed
1	Malkangiri Municipality	19	04 (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.
2	Balimela NAC	12	04 (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.

TERMS&CONDITIONS:

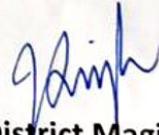
1. Printing work should be completed without any error and the printed Electoral Rolls should be handed over to Collector & District Magistrate, Malkangiri by the date as may be specified in the work order.
2. The Electoral Rolls should be printed in Odia language with 50 entries on the 1<sup>st</sup> page with heading and 62 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.
3. The D.T.P firms needs to prepare on master copy through laser printer and 30(Thirty) Xerox copy of Electoral Rolls on A4 size paper and **one soft copy**.
4. D.T.P firms before receiving work order should execute an agreement in the form prescribed by State Election Commission.
5. The successful D.T.P firms shall have to deposit 1% of the total value in shape of cash as a security amount before issue of printing order and execution of agreement which shall be refunded to him after delivery of the printing Rolls.
6. The Selected D.T.P firms shall be responsible for cent percent accuracy of printing of rolls and they should make their own arrangements for proof reading. However as a measure of abundant caution some responsible officers /staffs shall also be assigned to supervise the preparation/printing work and be asked to ensure cent percent check of proof corrections.

7. The DTP form(s) shall without fails print the name(s) of their DTP firm(s) qualifying date of voter, date of publication of Draft Electoral Roll, Signature and Seal of election Officer and page at the bottom of each page of the Electoral Roll.
8. The rates of printing of Electoral Rolls, binding charges, cover page and index page and have been given in the enclosed Statement (Annexure-IV). The rate of applicable for 04 (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.

**Rates prescribed of printing of Electoral Roll**

1	Full Page	Including four copies of Preliminary, Draft, Final Electoral Roll and one printed master copy and 30(Thirty) OtherXerox copies.	Rs. 50.00
2	Half Page	-do-	Rs. 32.00
3	Cover Page	-do-	Rs. 30.00
4	Index Page	-do-	Rs. 32.00
5	Binding Charge	-do-	Rs. 06.00

9. After printing and binding of the Electoral Roll,the total cost of printing in respect of the Corporations/Municipalities /NACs is to be worked out taking into account the cost of the printing charges of Master Copy ,Xeroxing and 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 price of one copy of the Electoral Roll.
10. As per the guidelines of E.I.C. one foot note in three lines shall be printed in the firms electoral rolls.  
ଏହି ଭୋଟର ତାଲିକା ପୌର ନିର୍ବାଚନ ନିମନ୍ତେ ଗ୍ରହଣୀୟ । ବିଧାନସଭା ଓ ଲୋକସଭାର ଭୋଟର ତାଲିକା ଭିନ୍ନ ଅଟେ ଓ ତାହା ନିର୍ବାଚନ କମିଶନ ,ଭାରତୀୟ ଦ୍ଵାରା ପ୍ରକାଶନ କରାଯାଏ ।ପ୍ରତ୍ୟେକ ବିଧାନସଭା ଓ ଲୋକସଭାର ନିର୍ବାଚନ ପୂର୍ବରୁ ଭୋଟର ତାଲିକାରେ ଆପଣଙ୍କ ନାମ ଅଛି କି ନାହିଁ ଦୟାକରି ତନଖି କରନ୍ତୁ ।
11. Failure to supply the required nos. of printed electoral rolls in time will not only entail the press to forfeit the security deposit but would warrant penal action against the D.T.P Firms.
12. The sample copies of electoral roll to be printed are available in DUDA Section, DRDA, Malkangiri which can be seen between 10.00 AM to 5.00 PM any working days.
13. The undersigned reserves the right to accept or reject any quotation without assigning any reasons thereof.

  
Collector & District Magistrate  
Malkangiri

Memo .No. 307 /21/DUDA/Elec.

Dtd. 27/12/2021

Copy to Notice Board of Collectorate, Malkangiri /Additional District  
Magistrate/ Project Director, DRDA/ Sub-Collector/Project Administration, ITDA/  
Executive Officer, Malkangiri Municipality and Balimela NAC & All Block  
Development Officers, Malkangiri for wide publicity.

  
Collector & District Magistrate  
Malkangiri

Memo .No. 308 /21/DUDA/Elec.

Dtd. 27/12/2021

Copy to DIO, NIC, Malkangiri with a request to publish the quotation  
Call Notice in the District website for wide publicity.

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the Advertisement in the Daily News Paper on dated 28-12-2021 as per I& PR  
approved rate.

  
Collector & District Magistrate  
Malkangiri

**Check List of Documents required along with Quotation Call Notice**

1. Copy of Registration of Firm.
2. Copy GST Registration.
3. Up-to-date IT returns Acknowledgment/receipt.
4. Copy of PAN CARD.

**Price to be quoted:**

Sl.No.	Size & Binding of Electoral Roll	Copies required	Price Quoted (in Rs.)
1	Full Page	Including four copies of Preliminary, Draft, Final Electoral Roll and one printed master copy and 30(Thirty) OtherXerox copies.	
2	Half Page	-do-	
3	Cover Page	-do-	
4	Index Page	-do-	
5	Binding Charge	-do-	

Signature of Bidder.