



OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE: SUNDARGARH

(General & Misc. Section)

No. 1832 Date. 12.02.2022

QUOTATION CALL NOTICE

Sealed quotations in plain paper are hereby invited from the owners of registered local printing press / DTP firms available at District Headquarter, preferably having experience in printing election materials, and in possession of adequate number of A3 Size Laser Printer of good quality for printing of Ballot Papers to be used for the General Elections to the Urban Local Bodies, 2022 of Biramitrapur, Rajgangpur and Sundargarh Municipality of Sundargarh District. The quotations should reach the undersigned to be received in the sealed box at General & Misc. Section, Collectorate, Sundargarh by **02.00 PM on or before 14.02.2022.**

The quotations so received by the stipulated time i.e. 2.00 PM on or before 14.02.2022 shall be opened on the same day i.e. 14.02.2022 at 4.00 PM in presence of the tenderers or their authorized agents at the office chamber of the undersigned. The quotations should contain Registration/License documents, Xerox copies of GST/PAN Registration Number, Income Tax clearance certificate and Money Receipt of Rs. 2000.00 (Rupees Two Thousand) only deposited with the Nizarat Officer, Collectorate, Sundargarh towards security. The rate should be inclusive of all taxes and delivery charges.

The tentative Quantity of Ballot Papers required to be printed has been set out in Table-A below as per the following terms and conditions.

1. The Ballot Paper for each Booth shall be printed in Odia language with Symbols in Srilipi, Akruiti or Kalinga font alphabetical order.
2. The size of the ballot paper shall be 46 cm. x 14 cm.
3. The DTP of the names of the Contesting Candidates in font size of 22 in bold should be done in page maker format with Symbols supplied by the State Election Commission, Odisha.
4. The Ballot Paper shall be printed in 70 gsm. Map litho paper which will be supplied by the by the undersigned on being received from Government Press, Cuttack.
5. **The printing firm must have adequate number of A3 size Laser Printer and adequate number of computer.**
6. The selected firms shall be responsible for cent percent accuracy of printing on its own arrangement for proof-reading. The owner shall be held responsible for any lapses in this regard.

7. Preference will be given to the experienced registered local Printing Press/ DTP firm who has printing capacity, reliability, quality of machines and past experience in successful execution of important printing works of Govt.
8. The Officers authorized by the District Magistrate, Sundargarh for supervising the printing work and police personnel for security purpose will be present. During DTP and printing of Ballot Papers, no mobile phone is allowed in the premises of the printing firm.
9. Secrecy shall be maintained during DTP and printing of Ballot Papers.
10. The tenderer has to deposit a sum of Rs. 2000.00 (Rupees Two Thousand) only as security deposit in shape of cash to be received upon Money Receipt by the Nizarat Officer, Collectorate, Sundargarh. The security deposit will be refunded after successful completion of the work.
11. The quantity of the Ballot Paper is subject to change as per finalization and approval of Booths.
12. The lowest quotation does not entitle the bidder to assignment of the work.
13. The successful bidder shall deliver the Ballot Papers in prescribed manner as per the time line stated in the work order without deviation.
14. The printing press shall not be allowed to execute any other printing work during the printing of Ballot Papers.
15. The undersigned reserves the right to reject any or all Quotations without assigning any reason thereof.

TENTATIVE QUANTITY OF BALLOT PAPERS REQUIRED

"TABLE-A"

Name of the ULB	Nos. of Wards	Nos. of Booths	Types of ballot Paper required for Councillor	Nos. of Ballot papers required for Councillor	Types of ballot Paper for Chairperson	Nos. of Ballot papers required for Chairperson
Sundargarh	19	38	19	380	1	380
Rajgangpur	20	49	20	490	1	490
Biramitrapur	11	28	11	280	1	280
Total	50	115	50	1150	3	1150

District Magistrate & Collector,
Sundargarh

Memo No. 1833 Dt. 12.02.2022.

Copy to Sub-Collector, Sadar, Sundargarh/ Executive Officer, Sundargarh Municipality/ DI & PRO, Sundargarh. They are requested to publish in their notice board for wide publication.

Copy to the DIO, NIC, Sundargarh for information & necessary action. He is requested to upload the notice in the District Website.

Copy to office Notice Board for wide publication.

District Magistrate & Collector,
Sundargarh
Collector
Sundargarh