

STATE ELECTION COMMISSION, ODISHA,
TOSHALI BHAWAN, B-2, 1ST FLOOR, SATYANAGAR,
BHUBANESWAR-751007

E-mail ID – stateelectioncommission.odisha@gmail.com

Fax No. 0674-2573494

No. 1615 /SEC.,
Ele (ML) 38/18

Date: 02.04.2018

From

Shri R.N. Sahu ,OAS (SAG)
Secretary.

To

All District Magistrates.

SUB—General Elections to Urban Local Bodies., 2018 -
Printing of Electoral Roll.

Madam/Sir,

I am directed to say that Commission will soon initiate the task of preparation of Ward wise Electoral Roll for conduct of General Elections to Urban Local Bodies in the States after completion of Delimitation of Wards and reservation of Seats. After final publication of Ward wise Electoral Roll of the Corporations/ Municipalities/ NACs, the same have to be printed at District level booth wise. The Commission directs that the work of printing of required number of copies of the Electoral Roll for each N.A.C./Municipality/Municipal Corporation shall be done at District level under direct supervision of the District Magistrate as Election Officer.

2. Sufficient time may not be available after final publication of Electoral Roll for inviting tenders/quotations and completing the prescribed formalities for awarding the Printing and Xeroxing work. The Commission has, therefore, directed that as a measure of abundant caution, the District Magistrate shall take advance action as follows to obviate such contingencies.

i. Quotations/Tenders as are necessary may be floated inviting offers from local D.T.P. firms to prepare one master copy through laser printer and 30 (thirty) Xerox copies of Electoral Roll on A4 size paper. However, the approved rate of State Election Commission (Annexure IV) or the rate fixed through quotation which is lower will be accepted. One or more D.T.P. firm(s) as may be expedient may be finally selected having regard to its/their reliability, and past record/experience in successful execution of important printing works of the Government. In case, the work is assigned to more than one press, effort should be made to award the work at a uniform rate. The entire printing work has to be done as per instruction/date line issued by the Commission.

ii. The Electoral Roll for each Ward/ULB shall be printed in Odia language with 84 entries on the 1st page with heading and 96 entries in subsequent pages

without heading. The sample of 1st page and 2nd page of Electoral Roll are enclosed as Annexures I & II.

iii. 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)/D.T.P. Firm(s).

iv. The selected Firm(s) shall be responsible for cent per cent 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 to supervise the printing work and be asked to ensure cent per cent check of proof corrections. After preparation of master copy, other 30 copies will be made.

v. 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 the **Electoral** Roll.

3. 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 one soft copy, one master copy and 30 spare copies.

4. It is likely that the printing work of Electoral roll may have to be undertaken in the 1st week of June, 2018 and the printed rolls in requisite Nos. shall have to be available by end of June, 2018. Therefore, floating of Quotations/ Tenders inviting offers from press(es)/DTP firms shall be completed by **30.04.2018** for smooth completion of printing of Electoral Roll under intimation to State Election Commission.

5. The Press (es)/DTP firms shall supply one soft copy, one master copy and 30 spare copies.

6. 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 & 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.

7. While one set of the Electoral Roll has to be given free of cost to recognized National Political Parties/State Party, other copies may be sold at the cost so fixed by the District Magistrate and the realization from the sale of these Electoral Rolls will be credited into account "0070—Other Administrative Service-02-Elections-101-Sale Proceeds of Election Forms and documents".

8. As per the guideline of E.C.I, the following footnote shall be printed in the final Electoral Roll.

ଏହି ଭୋଟର ତାଲିକା ପୌର ନିର୍ବାଚନ ନିମନ୍ତେ ଉଦ୍ଦିଷ୍ଟ । ବିଧାନ ସଭା ଓ ଲୋକ ସଭା ଭୋଟର ତାଲିକା ଭିନ୍ନ ଅଟେ ଓ ତାହା ଭାରତର ନିର୍ବାଚନ କମିଶନଙ୍କ ଦ୍ୱାରା ପ୍ରକାଶନ କରାଯାଏ । ପ୍ରତ୍ୟେକ ବିଧାନ ସଭା ଓ ଲୋକ ସଭା ନିର୍ବାଚନ ପୂର୍ବରୁ ଭୋଟର ତାଲିକାରେ ଆପଣଙ୍କ ନାମ ଅଛି କି ନାହିଁ ତ ନିଶ୍ଚୟ କରନ୍ତୁ ।

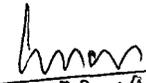
9. Besides, the following certificate shall be given at the end of Electoral Roll of each Ward.

“Certified that the Electoral Roll of 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) Rules, 2003 on _____ ”

Election Officer

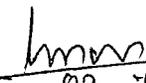
You are, therefore, requested to complete the necessary formalities in advance for selection of the Firm(s) to execute the work under intimation to State Election Commission by **30.04.2018**.

Yours faithfully,


02.04.2018
Secretary

Memo. No. 1616 /SEC, dated 2.4.2018

Copy forwarded to OSD to Commission for kind information of the Commissioner/ All Officers for information and necessary action.


02.04.2018
Secretary

Encl. :

1. 1st page of Electoral Roll (Annexure I)
2. 2nd Page of Electoral Roll (Annexure II)
3. Form of Agreement (Annexure III)
4. Rate prescribed for printing (Annexure IV)
5. Cover page (Annexure V)
6. Index page (Annexure VI)

**FORM OF AGREEMENT PRESCRIBED BY THE
STATE ELECTION COMMISSION, ODISHA**

AN AGREEMENT made on thisday of.....two thousandand BETWEEN.....of thepresses/ DTP repugnant to the context including his heirs, administrators, executors or assignees of the one part AND district Magistrate.....(hereinafter referred to as the District Magistrate) of the other part, whereby it is mutually agreed as follows, that is to say:-

1. The Presses/DTP firms Contractor shall print and supply the copies of Electoral Roll at the rates and during the period specified in the agreement.
2. The number of pages stated in the agreement shall be deemed to represent merely the approximate quantities estimated to be required by the District Magistrate of the District and the District Magistrate shall not be liable to pay any compensation to the Press Contractor unless the number of pages required from him falls below the number stated in the said schedule by more than the twenty percent. The Press/DTP firm Contractor shall, if required by the District Magistrate of the District supply not more than twenty percent of the number of pages stated in the agreement in excess of such number at the rates fixed.
3. The Press/DTP firm Contractor shall do his own proof reading without any additional remuneration and without reference to the District Magistrate of District and shall be responsible for supplying correct master copy and other copies in accordance with the manuscript copy supplied to him. If the master copy and other copies are found to contain mistakes which did not occur in the manuscript copy supplied to the Press, they may be rejected or reprinted at the cost of Press(es)/DTP firms.
4. The District Magistrate at his discretion may authorize any officer or officers to supervise the proof corrections and printing the master copy, in which event the Contractor shall afford required facilities to such officers for performing their duties.
5. The paper of the Electoral Roll shall be 60 GSM. If and whenever the Contractor fails to deliver the printed master copy and other copies of Electoral Rolls within the due time for delivery, the District Magistrate shall be liberty to deduct at the rate of two per centum of the Contractor's bill for each day delay beyond the said time.
6. If the final copies be rejected under Clause 3 hereof the District Magistrate may require the press contractor to reprint the master copy and other copies of "Electoral Rolls" at his own cost or may arrange to have them reprinted/ DTP by another press at the cost of the press(es)/ DTP firms and may cancel the contract in respect of any

work of which the manuscripts are not already in the hands of the Press Contractor. If in the printed master copy of the "Electoral Roll" any matter has been omitted or incorrectly entered with reference to the press copy, supplied to the Press(es)/DTP firms Contractor, the corrected copy shall be supplied by the Press and entire cost of reprint shall be borne by the press.

7. The Press/DTP firm contractor shall not transfer, assign or sublet this present contract or any part thereof save with the consent of the District Magistrate.
8. The Contractor shall admit the District Magistrate or any officer authorized by him to the premises of his firm with a view to ascertain the progress of the work.
9. The Press/DTP firm shall neither give any copy of the "Electoral Roll" or any part thereof to any person other than the District Magistrate nor shall he print any copy in excess of the number ordered by the District Magistrate or by any Officer specially authorized for the purpose of this clause in writing in this behalf by the District Magistrate. He shall not also permit any unauthorized use to be made of any of the proof of the "Electoral Rolls" by any person whatsoever.
10. The Press/DTP firm shall give delivery of all the copies of "Electoral Rolls" along with manuscript copies duly arranged to the person authorized by the District Magistrate in his Office.
11. It is hereby expressly agreed that in case of default on the part of the contractor to deliver the "Electoral Rolls" along with manuscript copies duly arranged in time and there is reasonable apprehension that he would not be able to so deliver, the District Magistrate shall be at liberty to cancel the contract without any notice whereupon the Contractor shall be bounded to return the manuscript immediately and the District Magistrate shall be at liberty to get the work executed elsewhere and recover the additional cost, if any, incurred thereby from the firm contractor.
12. The Press/DTP firms hereby agrees to make a deposit of 1% of the total value as security, which shall be refunded to him after the delivery of the printed rolls.
13. If in the matter of this agreement any dispute or difference arises the same shall be referred to State Election Commission, Odisha whose decision shall prevail and be final and binding on the parties.

IN WITNESS WHERE OF the parties hereto out their hands and seals the day and year first above written.

Signature of the Press(es)/

DTP Firm Contractor

In the presence of

Seal

Witness :

1.

2.

Signature of the District Magistrate

Or any Officer authorized by District Magistrate

In the presence of

Seal

Witness

1.

2.

RATES PRESCRIBED FOR PRINTING OF ELECTORAL ROLL

1. Full page	Rs. 50.00	Including one master copy and 30 other Xerox copies
2. Half Page	Rs. 32.00	Ditto
3. Index Page	Rs. 32.00	Ditto
4. Cover Page	Rs. 30.00	Ditto
5. Binding Charges	Rs. 6.00	Per Copy

ଓଡ଼ିଶା ପୌର ନିର୍ବାଚନର

..... ଅଧିକୃତ କ୍ଷେତ୍ର ପରିଷଦ/ପୌରପାଳିକା/ପୌର ନିଗମ

ଭୋଟର ତାଲିକା

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(୧) ମୋଟ ଖାର୍ଚ୍ଚ ସଂଖ୍ୟା

(୨) ମୋଟ ଭୋଟ କେନ୍ଦ୍ର ସଂଖ୍ୟା

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ପୌରପାଳିକା/ପୌରନିଗମ

