

**STATE ELECTION COMMISSION, HARYANA
NIRVACHAN SADAN, PLOT NO. 2, SECTOR-17
PANCHKULA**

No. SEC/2ME/2015/693

Dated: - 02.07.2015

To

All District Election Officers-cum- Deputy Commissioners,
in the State of Haryana.

Subject:- Fixation of rates for printing of Voters Lists/Electoral Rolls in respect of
panchayat/Municipalities in the State of Haryana.

Sir/Madam,

I am directed to refer on the subject noted above and to say that the Commission has already issued programme for preparation of voter lists/electoral rolls of PRIs and Municipalities. The master copy of voter list/electoral rolls of PRIs and Municipalities shall be prepared at district head quarters with the help of NIC concerned. 30 copies of the voter lists/electoral list shall be required to be printed. The data of these rolls shall be entered in the data base in such a manner that 30 names of voter/electors with their photo image with heading etc. in double column on white paper A-4 size get adjusted.

2. For the printing of 30 copies of the voter list/electoral rolls, the State Election Commission, has approved a panel of Printing Presses (list given below) at a rate 0.70 paisa (both side printing) and 0.35 paisa (single side printing) as approved by the Chief Electoral Officer, Haryana on the terms and conditions prescribed by the Commission (copy enclosed). Name of the firms are as under :-

- (i). M/S Printing Centre,
2235. Sector 21-C, Chandigarh
- (ii) M/s Sidhu printing Press,
SCO 158-A, Burail, Sector 45-C, Chandigarh.
- (iii) M/s Nayarsons Printers,
Plot No. 360, Industrial Area Phase-9,
SAS Nagar, Mohali

3. For the printing of 30 copies of voter lists/electoral lists, the firms are allotted districts as under:-

**M/S Printing Centre
Chandigarh**

1. Ambala
2. Bhiwani

**Sidhu Printing Press
Chandigarh**

1. Mahendergarh
2. Mewat

**Nayarsons Printers
Mohali**

1. Panchkula
2. Panipat

- | | | |
|--------------|----------------|----------------|
| 3. Faridabad | 3. Palwal | 3. Rewari |
| 4. Fatehabad | 4. Kaithal | 4. Rohtak |
| 5. Gurgaon | 5. Karnal | 5. Sirsa |
| 6. Hisar | 6. Kurukshetra | 6. Sonapat |
| 7. Jhajjar | | 7. Yamunanagar |
| 8. Jind | | |

4. It is also mentioned that if some local printer is ready to do this job lower than the rates referred above on both side printing of the pages for printing on A-4 size of 80 GSM paper on the terms and conditions prescribed by the Commission, the same may be got done at your own level. The order may be placed subject to the condition that the paper shall be got tested from a Government approved laboratory. The testing charges shall be borne by the firm concerned. If after testing, paper is found of less GSM, suitable deduction and penalty shall be imposed on the firm concerned.

5. You are requested to maintain a liaison with the allotted firm at the appropriate time and to ensure that the work of printing of Voter List/Electoral Rolls is got completed on the terms and conditions of the Commission within the time schedule.

6. I am further directed to request you that the name(s) of the press (es) from which the work of printing of Voter List/Electoral Rolls is to be got done by you at your level, may also be intimated to the Commission. The bills of the printing work duly checked/verified by the officer concerned may be sent to the Commission immediately for making payment to the printers well within time.

Yours faithfully,

(Nishu Singal)
Secretary
State Election Commission, Haryana

Endst. No. SEC/2ME/2015/ 694-696

Dated :- 02.07.2015

A copy of the above is forwarded to the following for information and necessary action:-

1. M/S Printing Centre
2235, Sector 21-C, Chandigarh,
With reference to its letter dated 12.06.2015.

2. M/S Sidhu Printing Press
SCO 158-A, Burail, Sector 45-C, Chandigarh,
with reference to its letter dated 11.06.2015.
3. M/s Nayarsons Printers,
Plot No. 360, Industrial Area Phase-9,
SAS Nagar, Mohali
with referenced to its letter dated 30.06.2015

Secretary
State Election Commission, Haryana

Internal Distribution:-

1. PS/SEC
2. Sr. Accounts Officer
3. Supdt./Panchayat.

TERMS AND CONDITIONS

1. The State Election Commission, Haryana will pay Rs.0.70(Seventy paise) only per page(both side printing) and 35 paise for single side for printing of 30 copies of voters list/electoral rolls on 80 GSM paper as per ISI specification No. 1848-1991 amended upto date quality white paper of A4 size(both side printing) through High Speed Laser Digital Printers. Printing is to be strictly done in accordance with the MSS contained in CDs to be supplied by the Deputy Commissioners concerned. The rates are inclusive of all taxes and levies and no escalation will be allowed on any count.
2. The T.D.S. as per prevailing rates will be deducted at source on full payment while making the payment to the party. A certificate to this effect will be issued by the Commission.
3. The paper used by the firm shall be got tested from Govt. approved testing lab. The expenses incurred on the testing of paper will be borne by the firm. If after testing, paper is found of less gramage, stable deduction and penalty decided by the Commission would be charged.
4. The printer must submit security sum of Rs. 1,00,000/-(Rs. One lac only) in the form of Demand Draft/FDR duly pledged in favour of State Election Commission, Haryana. Security amount in cash/cheque shall not be accepted.
5. Printing must be done strictly in accordance with the master copy/CDs and in case of any error, the printer will have to bear all the expenditure incurred thereof.
6. The printing of voters list/electoral rolls must be stitched part wise.
7. Any printing process other than High Speed Laser Digital Printing with original Toner will not be acceptable.
8. "The Deputy Commissioner concerned shall depute responsible officer/official alongwith MSS contained in CDs to the allotted firm immediately after the publication of electoral rolls/ voters list of the municipalities/PRIs and the delivery of the printed electoral rolls/ voters list will be taken at the premises of the press by the deputing staff within five days from the receipt of document/CDs.

Similarly, in the case of Panchayati Raj Institutions, the deputy Commissioner concerned shall supply MSS contained in CDs in one lot not blockwise to the allotted firm. The delivery of printed voters list shall be made at Distt.Headquarter by the allotted firm itself to the Deputy Commissioner within seven days from the receipt of document/CDs”

9. **Penalty clause**

The complete Job/order should be executed within scheduled period starting from the date of handing over Master CDs, failing which penalty execution of work will be levied as under:-

- a) For delay up to 03 days 1% per day of the value of the balance order.
- b) For delay for more than 03 days to 7 days, 3% per day, for delay beyond 7 days, and security would be forfeited, no payment will be made.

10. The firm must return original documents/CDs in original proper form immediately after printing to the office of Deputy Commissioner concerned.

11. In the event of non-execution of the job, the security deposited shall be forfeited. Further, if the Commission/deputy commissioner concerned has to get the allotted job done or part of it from any other firm because of failure to supply in full or part by the firm, the difference in payment will be made from the security deposited. The Commission against security deposited can also make any other adjustment for default on part of the firm. The security deposited shall be return after the execution of all the contracted jobs. No interest will be payable by the Commission for the security deposited.

12. The firm will not sublet the contract job at any cost and shall carry out the same in its own premise. If at any stage, any deviation is found, the contract order will be cancelled, security deposit will be forfeited and the payment for the job done will not be made.

13. Any authorized officer/official of this Commission and office of concerned Deputy Commissioner-cum-District Election Officer(Panchayat) may make the visit of the premises where the job is being executed to ensure that the process is being followed as per directions . Any fault of the firm is liable for cancellation of the printing order.

14. The firm is required to do the printing job to the satisfaction of the Commission. In case any fault is detected by the Deputy Commissioner concerned, the firm will rectify the fault/print free of cost.
15. The firm will not use the document(s) and data for any purpose and will not give the document(s) and data, to any other person/organization. The document(s) and data will be sole property of the State Election Commission, Haryana. If at any moment of time, it comes to the notice of the State Election Commission, Haryana or Deputy Commissioner-cum-District Election Officer (Panchayat) concerned about the misuse of the document(s) and data, the State Election Commission or DC-cum-DEO(P) concerned has the right to initiate appropriate action against the firm.
16. **Payment Terms:-**
- a) No bill will be entertained, unless it is submitted in triplicate and accompanied by two printed samples/acknowledge/delivery vouchers duly signed and stamped by the authorized officers of the deputy commissioner concerned.
 - b) 75% of the payment of the bill(s) will be released within 45 days on completion of printing job supported with delivery vouchers duly signed and stamped by the representatives of the deputy commissioner concerned.
 - c) Balance 25% payment will be released after completion of all work related to this contract.
17. If printing work of the firm during the printing is not found according to the master copy/CD or the work is found unsatisfactory or it will not be completed in time, the State Election Commission, Haryana or DC-cum-DEO(P) concerned will direct in writing to the firm to return the job and the firm concerned shall do so without any loss of time. In such cases, no compensation will be allowed and no claim will be entertained from the firm.
18. Voters lists/electoral rolls are to be printed containing 30 names on one side page (excluding folio and running head) and heading extra in double columns. The number of copies to be printed of volume will be 30.

19. The names will be printed ward-wise in continuation from one ward to another ward till all the names of one Gram Panchayat is completed. The electoral rolls of Municipalities will be printed ward-wise and polling station-wise as per MSS supplied by the Deputy Commissioner.
20. The title page, quarter page and half page will be treated as full page and paid accordingly.
21. Any departure from these conditions will be liable to disqualify.
All disputes arising out of this contract shall be referred to sole arbitration of the State Election Commissioner, Haryana whose decision will be final and acceptable to both the parties.
22. The State Election Commission reserves the right to direct the Deputy Commissioner concerned to get the work done from the other firm at his own level.
