



STATE ELECTION COMMISSION, HARYANA

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No. SEC/3E-II/2020/1339-60

Dated :- 5.11.2020

To

All Deputy Commissioners,
In the State of Haryana
(In Panchayat Branch and LFA Branch)

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 to the subject noted above and to say that the Commission has issued/shall issue programme for preparation of voter lists/electoral rolls for the election of Panchayati Raj Institutions and Municipalities. A master copy of voter list/electoral rolls of PRIs and Municipalities shall be prepared at district head quarter with the help of NIC concerned. The data of these rolls shall be entered in the data base in such a manner that 30 names of voter/electors with photo images of the electors with heading etc. in double column on white paper A-4 size are adjusted.

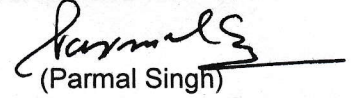
2. The firm namely M/s Smat Forms, Delhi which has been approved by the Chief Electoral Officer for the printing of electoral roll for Vidhan Sabha has been taken on penal for the printing of 20 additional copies of electoral roll for Panchayat and Municipalities @ 0.73 paisa (both side printing) subject to same terms & conditions approved by the Commission. It is also intimated that if the said firm is unable to print the electoral roll within the prescribed time limit and term and condition the work may allotted to another firm namely; M/s Amit Arts, Chandigarh on the same term and conditions.

3. It is also further informed that if the both the firms referred above are unable to print the electoral roll within the prescribed time limit, the work of printing of electoral roll may be got done from local printers lower than the rates and terms & conditions approved by the Commission.

4. 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 completed on the terms and conditions of the Commission within the time schedule. However name of the press 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 as per firms rates may be sent to the Commission immediately for making payment to the printers well within time.

Yours faithfully,


(Parmal Singh)

Asstt. State Election Commissioner, Haryana. 5/11/2020

No. SEC/3E-II/2020/ 1361-62

Dated: 5.11.2020

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

- (i) M/s Smat Forms, 3588, G.T. Road,
Old Sabji Mandi, Delhi.
- (ii) M/s Amit Arts
Factory: Plot No. 205, Sector- 82,
JLPL Industrial Area, Mohali.


(Parmal Singh)

Asstt. State Election Commissioner, Haryana. 5/11/2020

Internal Distribution:-

1. PS/SEC
2. Chief Accounts Officer
3. Supdt./ Municipal Branch
4. IT/Cell

TERMS AND CONDITIONS

1. The State Election Commission, Haryana will pay Rs.0.73(Seventy three paise) only per page(both side printing) for printing of 20 copies of voters list/electoral rolls on 80 GSM paper as per ISI specification No. 1848-2007 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 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 FDR duly pledged in favour of Chief Accounts Officer, 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/voter 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 seven days from the receipt of document/CDs.
9. **Penalty clause**
The complete Job/order should be executed with in 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, security would be forfeited, no payment will be made.

10. The firm must return original documents/CDs in original in 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 returned 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. In the case of any misuse of the document(s) and data, the State Election Commission or the Deputy Commissioner-cum-District Election Officer (Panchayat) 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 Deputy Commissioner--cum-District Election Officer (Panchayat) 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 are 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 these work done from other firm at his own level.
