

**OFFICE OF THE
CHIEF ELECTORAL OFFICER, MANIPUR**

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NOTICE INVITING TENDER

Imphal, the 17th July, 2025

No. e-Roll/2/2023-ELEC-ED: - Sealed bids are invited from reputed firms for supply of Caps. Interested firms may send their sealed bids as per **Annexure A & B**.

2. Interested firms may submit sealed tender till **01.00 PM of 7th August, 2025 (Thursday)** addressed to the undersigned.

3. Technical bid will be opened on **12.00 Noon of 8th August, 2025 (Friday)** in the Office chamber of Assistant Chief Electoral Officer, Manipur at Lamphelpat, Imphal-795004. Necessary terms and conditions are enclosed herewith. The tenders not fulfilling any of the enclosed terms and conditions will be summarily rejected.

3. Financial bids of only those bidders shall be opened who qualify technically. Financial bids will be opened on **12:300 Noon of 11th August, 2025 (Monday)** in the Office chamber of Joint Chief Electoral Officer, Manipur, Lamphel, Imphal-795004.



(Binod Salam)

Assistant Chief Electoral Officer, Manipur.

Memo No. e-Roll/2/2023-ELEC-ED

Imphal, the 17th July, 2025

Copy to:-

1. Staff Officer to Chief Secretary, Government of Manipur.
2. The Database Administrator for uploading at the CEO's website.
3. Relevant e-file/Guard file.

Terms and Conditions

1. The firm shall submit **Income Tax return for last 2(two) years and GST registration Number.**
2. **Tender Fees of Rs.3,000/-**, non-refundable in the form of Bank draft of any Nationalized Bank/ Scheduled Commercial Bank payable at Imphal drawn in favour of Joint Chief Electoral Officer, Manipur.
3. **Bid Security (Earnest Money Deposit) of Rs. 1,50,000/- [Rupees one lakh fifty thousand only]**, refundable in the form of Bank draft of any Nationalized Bank/ Scheduled Commercial Bank payable at Imphal drawn in favour of Joint Chief Electoral Officer, Manipur
4. **Rate quoted should be inclusive of all taxes, freight charges etc.**
5. The firm after allotment of job will have to first submit proof for approval/supply order. If it is found that the job is not being done as per the required specifications and if the terms and conditions are not met with, the Chief Electoral Officer has the right to cancel the job assigned and impose a penalty on the firm.
6. Job to be completed within **seven days** after award of contract.
7. This office will not pay any advance to the firm. The firm will have to carry out the entire job on its own and payment will be made only after satisfactory completion of job and submission of bill in this regard.
8. This office may cancel the order if the required items are not supplied in time or do not meet the specification envisaged by this office.
9. This office reserves the right to accept or reject any or all tenders without assigning any reason thereof. This office can also modify the terms and conditions before giving the job order. The instructions issued from time to time till the final execution of the job shall be binding on the firm. Conditional tender would be rejected out-rightly.
10. A representative from the bidding firm can take part in the sealed tender opening bid meeting.
11. This office can increase or decrease the contract quantity up to 25% (twenty five percent) at the time of issue of contract.
12. Sample of the **Caps** should be submitted positively.

Amol Kumar

ANNEXURE A
IN 1ST ENVELOPE
Super-scribing "Technical Bid"

1. Name & Address of the bidder/firm:.....
2. Contact Details of the bidder/firm:
 - a. Mobile No.....
 - b. Email Id.....
 - c. Websites:.....
 - d. PAN
 - e. GST Regd.No.....
3. Bid Security/EMD and details :-----
4. Tender fee and details :-----
5. Income Tax return for last 2 (two) years.....
6. Sample:.....

Sanjay Kumar

ANNEXURE B
IN 2nd ENVELOPE
Super-scribing "Financial Bid"

Sl. No.	Particulars	Size & Quality	Quantity	Rate/item	Total Amount (inclusive of tax)
1.	Caps to be printed with SVEEP message	One size; polyester; Unisex, 280 gsm.	18,000		

Authorized Signature & Seal of the bidder/firm.

Dinofalan