

OFFICE OF THE
CHIEF ELECTORAL OFFICER: MANIPUR

www.ceomanipur.nic.in
Telefax : 0385-2414239/2414859



ceo_manipur@eci.gov.in
jtceo_manipur@eci.gov.in

OPEN NOTICE INVITING TENDER
Imphal, the 18th July, 2025

No. e-Roll/5/2025-ELEC-ED: Chief Electoral Officer, Manipur invites sealed tenders from the reputed firms for supply of 3100 sets of stationery items to be used by the BLOs during the enumeration process of **Special Intensive Revision (SIR)** w.r.t. 01.01.2026 as qualifying date. Sealed tender is to be submitted addressed to the undersigned.


The proposal should be submitted in two parts viz. "Technical Bid" and "Financial Bid" in the Proformas enclosed at Annexure-A and Annexure-B, respectively. Filled in Annexure-A and Annexure-B should be sealed in separate envelopes and appropriately superscribed with the statement "Technical Bid" and "Financial Bid" and then sealed in a bigger envelope superscribed as **"Bids for Supply of stationary items"**.

2. The timeline for submission of bids is given below:

Particular	Start date & time	End date & time
Submission of tender documents	10:00 AM of 21 st July, 2025	04:30 PM of 11 th August, 2025
Seeking Clarification	Till 03:00 PM of 25th July, 2025	
Technical Bid Opening	11:00 AM of 12th August (Tuesday), 2025	
Price Bid opening	11:00 AM of 14th August (Thursday), 2025	

3. TERMS & CONDITIONS:

- a) The bidders shall submit sealed offers of Technical and Financial to the Office of the Chief Electoral Officer, Manipur, Lamphelpat.
- b) An Earnest Money Deposit (EMD) of **Rs. 50,000/- (Rupees Fifty Thousand only)** is to be submitted in the form of bank draft of any Nationalised Bank payable at Imphal drawn in favour of Joint Chief Electoral Officer, Manipur. The EMD shall be exempted for bidders who are certified under SME/NSIC, upon furnishing relevant documents.
- c) Tender fees of **Rs. 5,000/- (Rupees five thousand)** should be submitted in the form of Bank draft of any Nationalised Bank/ Scheduled Commercial Bank payable at Imphal drawn in favour of Joint Chief Electoral Officer, Manipur.
- d) All Bank drafts should be submitted in a separate Envelope by indicating tender identification e.g. ("Earnest Money Deposit/Tender fee" etc.).
- e) In case any bidder fails to physically submit the Banker's Cheque/ Demand Draft for Tender Fee, EMD on or before the prescribed last date/time, the bid will not be accepted.
- f) The rate quoted must be both in figure and words and it must be firmed for a period of 6(six) months subject to physical verification.
- g) The Authority reserves the right to cancel all bids without assigning any reason thereof.
- h) The Tenders/Bids shall be opened at the office chamber of the Chief Electoral Officer, Manipur, Lamphelpat.


18/07/25

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

www.ceomanipur.nic.in
Telefax : 0385-2414239/2414859

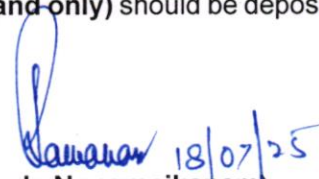


ceo_manipur@eci.gov.in
jtceo_manipur@eci.gov.in

i) Details of items are given below:

Sl No	Items	Details
1.	BLOs stationery sets	Stationary sets should contain the following items: a) DC size register, b) stapler with pin, c) Gum stick, d) Pen, e) Pencil, f) eraser g) ruler & h) Notepad (one each)

- j) The bidder should submit sample items as stated above at point no.(i) before the bid opening date at the office of the Chief Electoral Officer, Lamphelpat.
- k) The quantity of item to be purchased may be increased by 25% subject to requirement/ exigencies.
- l) The bidder should be a company registered firm or registered company under Companies Act.
- m) The bidder should never have been blacklisted/barred/disqualified by regulator/statutory body or any PSU.
- n) The bidders shall have GSTIN Registration The firm should produce valid PAN No.
- o) 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.
- p) All disputes are subject to jurisdiction of courts at Imphal only.
- q) The Authority reserves the right to accept or reject any or all tenders without assigning any reason thereof. The office may also modify the terms and conditions before giving supply order.
- s) A security deposit of Rs. **Rs. 50,000/- (Rupees Fifty Thousand only)** should be deposited by the successful bidder.


(Ramananda Nongmeikapam)
Joint Chief Electoral Officer, Manipur

Copy To:

1. Joint Secretary(Election), Government of Manipur.
2. Database Administrator for uploading on the website of CEO, Manipur.
3. Relevant File.

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:.....

ANNEXURE B
IN 2nd ENVELOPE
 Super-scribing “Financial Bid”

Sl.No.	Particulars	Quantity	Size & Items	Rate/set	Total Amount (inclusive of tax)
1.	BLOs stationery sets	3100	Stationary sets should contain the following items: a) Register book No. 6, b) stapler with pin, c) Gum stick, d) Pen, e) Pencil, f) eraser g) ruler & h) Notepad (one each)		

Authorized Signature & Seal of the bidder/firm.