

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

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**NOTICE INVITING TENDER**

Imphal, the 19<sup>th</sup> September, 2019

No.2/SSR 2020/FORMS/ELEC: - Sealed tenders (as per Annexure "A") are invited from reputed firms for printing of various FORMS as specified at Annexure "B".

2. Interested firms may submit sealed tender till **3.00 PM of 4<sup>th</sup> October, 2019 (Friday)** addressed to the undersigned. Sealed tenders will be opened on **3.30 PM of 4<sup>th</sup> October, 2019 (Friday)** in the Office chamber of Chief Electoral Officer, Manipur, Lamphel, Imphal-795004. Necessary terms and conditions are enclosed herewith. The tenders not fulfilling any of the enclosed terms and conditions will be summarily rejected. Rate quoted should be inclusive of all taxes and delivery charges.

3. Details can be downloaded from the CEO's Manipur website [www.ceomanipur.nic.in](http://www.ceomanipur.nic.in).

**(Ramananda Nongmeikapam)**  
**Joint Chief Electoral Officer, Manipur.**

Memo No.2/SSR 2020/FORMS/ELEC  
Copy to:-

Imphal, the 19<sup>th</sup> September, 2019

1. Principal Secretary (Election), Govt. of Manipur.
2. The Database Administrator for uploading at the CEO's website.
3. The Editor, Sangai Express (English)/Poknapham Daily (Manipuri)/Sanaleipak (Manipuri) for publication as paid advertisement for 1 (one) day.
4. Relevant file/Guard file.

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### Terms and Conditions

1. The firm shall submit **Income Tax return for last 2(two) years and GST registration Number.**
2. The **Tender Fees of Rs.3000/-**, 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. An **Earnest Money Deposit of Rs. 1,60,000/- [ Rupees one lakh sixty 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. 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.
5. 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.
6. 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.
7. 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.
8. A representative from the bidding firm can take part in the sealed tender opening meeting.
9. Sample of the **paper (A4 Size; 70 GSM)** should be submitted positively.

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## ANNEXURE A

FINANCIAL 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. Please quote rate per item in Indian rupees. ....
4. Total Price for the mentioned Job: Rs.....  
(Inclusive of all taxes) (in words).....

## ANNEXURE B

SL No.	Particulars	No. of pages	Size & Quality of paper	Qty	Rate/page	Total Amount (inclusive of tax)
1	FORM 6	9	A4/70 GSM	2,00,000		
2	FORM 7	3	A4/70 GSM	1,00,000		
3	FORM 8	6	A4/70 GSM	2,00,000		
4	FORM 8 A	4	A4/70 GSM	1,00,000		
5	FORM 6 A	4	A4/70 GSM	10,000		

Authorized Signature & Seal of the bidder/firm.

