

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

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



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INVITATION FOR BIDS (IFB)

Imphal, the 5th October, 2021

No. 5/ELEC/PRO/SAE-2022: Chief Electoral Officer, Manipur invites bids for procurement of Computers & Computer peripherals, Video/Digital camera, Ms Office, Antivirus etc. (as per Annexure) from the reputed firms.

2. Tender is to be submitted on-line through e-procurement/tender portal <https://manipur.tenders.gov.in>

The dates for submission of bids are as follows:

Particular	Start date & time	End date & time
Publishing/downloading Tender Documents	12:00 hrs of 05.10.2021	12:00 hrs of 25.10.2021
Seeking clarification	12:00 hrs of 05.10.2021	12:00 hrs of 15.10.2021
Submission of EMD (Original copy)	12:00 hrs of 15.10.2021	12:00 hrs of 25.10.2021
Submission of tender documents	12:00 hrs of 15.10.2021	12:00 hrs of 25.10.2021
Technical Bid opening	16:00 hrs of 26.10.2021	
Financial Bid opening	16:15 hrs of 26.10.2021	

3. TERMS & CONDITIONS:

- Rates:** The rates should be in both figure and words, and it must be firm and valid for at least 6 months, and should be inclusive of all taxes and all charges for delivery to this office in Imphal.
- Delivery Period:** Within 2 weeks from the issue of the Supply order.
- Consignee:** The Chief Electoral Officer, Manipur, Lamphel.
- Installation & Warranty:** 3 years onsite warranty. Installation of the equipment at site, if applicable, will be done by the supplier without any additional cost to the Purchaser. All products should carry at least one year manufacturer warranty against defective material and poor workmanship, and the defective items are to be replaced/rectified without any additional cost.
- Payment:** No advance payment and 100% on delivery within 10(ten) days of receipt of the materials in full and good condition. All payment will be made by cheque or e-Banking System.
- Service Centre:** Facility of Authorized Service Centre at Imphal
- Authorization from manufacturers.

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8. Only online submission of the bids is acceptable. Offline submission of the bids in Hard copies is not acceptable and shall not be received.
9. All documents/papers uploaded/submitted by the bidder must be legible.
10. An Earnest Money Deposit of Rs. **7,500/-** (refundable) is to be submitted in the form of bank draft of any Nationalised Bank/ Scheduled Commercial Bank payable at Imphal drawn in favour of Chief Electoral Officer, Manipur.
11. 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.
12. Security Deposit of **10%** (refundable) of the total quoted amount 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 should be submitted by the **successful bidder**.
13. All Bank drafts should be submitted in a separate Envelope by indicating tender identification e.g. ("Earnest Money Deposit/Tender fee" etc.).
14. The rate quoted should be inclusive of all taxes.
15. 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.
16. The Authority reserves the right to cancel all bids without assigning any reason thereof.
17. Tenders/Bids must be quoted in English language only.
18. The bidders should not be blacklisted by any Government/ Semi Government/ Private Institute.
19. All disputes are subject to jurisdiction of courts at Imphal only.
20. 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.
21. The Department shall not be responsible for any delay in postal service or disruption of web service.
22. Uploaded documents of valid successful bidder will be verified with the original documents before signing the Agreement.
23. The bidders must possess Digital Signature Certificate of Class II or Class III for submission of bids through online in the above website.
24. Bid will be opened in the chamber of **Principal Secretary-cum-Chief Electoral Officer**, Manipur, Lamphelpat.
25. Balance sheet for last three years should be submitted.
26. The firm shall submit Income Tax return for last 2(two) years and GST registration number.
27. A summarized sheet of turnover for last 3 yrs certified by registered Chartered Accountant.

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28. Experience certificate for supply of related material should be submitted.
29. The firm should produce valid PAN Number, GST number.
30. The quantity of items to be purchased may be increased or decreased subject to requirement/exigencies.
31. The successful firm may be empanelled for supply of the materials for another two years.



(Ramananda Nongmeikapam)
Joint Chief Electoral Officer, Manipur

Copy to:

1. Principal Secretary (Election), Govt. of Manipur
2. Notice Board
3. Relevant File

LIST OF ITEMS TO BE PROCURED THROUGH eTENDER - Computer & peripherals			
Sl. No.	Item	Model with Specifications	Qty
1	HP Desktop	Model : HP 280 G6 MT, intel core i5 10th Generation, 4 Gb RAM, 1 TB HDD @ 7200 RPM, Preloaded Windows, LED Backlit Monitor.	23
2	HP Laptop	HP 440 G8 , Intel Core i7 1165G7 11th Generation, SSD 500GB or more, 16 GB DDR4 RAM @ 3200 MHz or more, Pre loaded Windows 10 professional, Wi-Fi 6 AX200 + Bluetooth 5.0, 10/100/1000 on board Integrated Gigabit Port, 14" LED HD Backlit Antiglare, DVD/WR optical Drive, Backpack carry case, Warranty-On Site OEM 3years.	6
3	HP Laptop	HP 240 G8 , Intel Core i5 1135G7, Optical Drive- DVD R/W , 8 GB DDR4 RAM, 512 GB SSD. Connectivity: Wi-Fi 802. 11ac, 1 Ethernet port 10/100/1000 on board Integrated Gigabit Port , 4.2 Bluetooth Display- 14" LED HD Backlit Antiglare, HD Webcam integrated. Ports: 2 or more USB 3.0/3.1, Gen 1 Ports 2 or more, Pre loaded Windows 10 professional,Wi-Fi 802.11ac,10/100/1000 on board Integrated Gigabit Port, Backpack carry case, Warranty- 3 years	75
4	UPS	600 VA UPS Charging time 6 Hours. Mattery Life: 3 years, 360 Watts.	20
5	MS Office	Home & Student	8
6	Antivirus	Kaspersky Total Security 1 PC 3 year	20
7	All in one Laser Printer	HP LaserJet Pro M126nw Multi-Function Direct Wireless Network Laser Printer (Print, Copy, Scan, Black). Warranty: 1 year	30
8	Video Camera	Model: HDR CX405 camcorders or Video Cameras (HD CAMCODER HC-v270PX). Warranty: 1 year	130
9	Digital Camera	Model : Canon EOS 1500D 24.1 Digital SLR Camera (Black) with EF S18-55 is II Lens. Sensor size: APS-C frames per second. Sensor Type : CMOS, Resolution : 24.1 Megapixel, Iso Range : Auto, ISO 100-12800, Video capture resolution: 1080p, Carry case: Yes, Warranty: 1 year.	20
10	QR Scanner	Honey Well Zenon 1900	1