

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

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**INVITATION FOR BIDS (IFB)
Imphal, the 5th October, 2021**

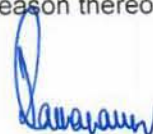
No.COE-101/1/2021-ELEC-MATERIALS: Chief Electoral Officer, Manipur invites bids for printing and supply of FORMS [perforated book binding type in 75 GSM Legal size paper] from the reputed firms/press.

2. Tender is to be submitted through e-procurement/tender portal: <https://manipurtenders.gov.in>. The dates for submission of bids are as follows:

Sl.No.	Particulars	Start date & time	End date & time
1.	Publishing/downloading Tender documents	12:00 hrs of 05.10.2021	12: 00 hrs of 25.10.2021
2.	Seeking Clarification	12:00 hrs of 05.10.2021	11: 55 hrs of 15.10.2021
3.	Submission of Tender Fees & EMD	12:00 hrs of 15.10.2021	12: 00 hrs of 25.10.2021
4.	Submission of Tender documents	12:00 hrs of 15.10.2021	12: 00 hrs of 25.10.2021
5.	Technical Bid Opening	14.30 hrs of 25.10.2021	
6.	Price Bid Opening	14.45 hrs of 25.10.2021	

3. **TERMS AND CONDITIONS:**

- i. Bidding documents may be downloaded from the website <https://manipurtenders.gov.in> w.e.f 12:00 hrs of 5th October, 2021. Interested bidders may obtain further information from the same website.
- ii. All Bids shall be accepted only through online and no manual submission of the same shall be entertained.
- iii. Tender fees of Rs.3,000/- (non refundable) and EMD of Rs.5,00,000 /- [refundable] in the form of Bank draft of any Nationalised Bank/ Schedule Commercial Bank payable at Imphal drawn in favour of Chief Electoral Officer, Manipur should be submitted.
- iv. All Bank drafts (Tender Fees/ EMD) should be submitted in a separate envelope by mentioning tender details.
- v. Bidder should have GSTIN Registration and the rate quoted should be inclusive of GST.
- vi. Uploaded documents of valid bidder will be verified with original documents and should be submitted to this office.
- vii. Bidder must possess Digital Signature Certificate of Class II or Class III for submission of bids through e-procurement/tender.
- viii. Details and type of Forms to be printed shall be obtained from this office.
- ix. Items should be delivered at this office and transportation shall be arranged by the firm itself. No transportation charges will be paid.
- x. Selected Firms should be able to deliver the items within 15 (fifteen) days of receiving supply Orders.
- xi. Payment will be made after delivery of the items in full and on submission of bills in duplicates.
- xii. Bids will be opened in the office Chamber of Chief Electoral Officer, Manipur, Lamphelpat.
- xiii. The authority reserves the right to cancel all bids without assigning any reason thereof.



(Ramananda Nongmeikapam)
Joint Chief Electoral Officer, Manipur.

Copy to:

1. Principal Secretary (Election), Govt. of Manipur.
2. Relevant file/Guard file.

ANNEXURE

List of FORMS to be used by Returning Officers									
Sl. No.	Particulars	No. of pages	No of pages per sets	Total sets	Total No. of Pages to be printed	Rate / page for printing	Rate/page for set making - perforated binding	Tax	Total
1	Form-2B (Nomination paper)	5	20	50	5,000				
2	Form-26 (Affidavit to be filed by candidate along with Nomination paper)	17	20	50	17,000				
3	Article 173 (A)Form of Oath or Affirmation	1	20	50	1,000				
4	Form-3A (Notice of Nomination)	1	20	50	1,000				
5	Form-4 (List of validly nominated candidates)	1	20	50	1,000				
6	Form-5 (Notice of Withdrawal of candidature) to be filed by Candidate	1	20	50	1,000				
7	Form-6 (Notice for Withdrawal of candidature) to be published by RO	1	20	50	1,000				
8	Form-7A (List of contesting candidates)	1	20	50	1,000				
9	Form-8 (Appointment of Election Agent)	1	20	50	1,000				
10	Form-9 (Revocation of appointment of Election Agent)	1	20	50	1,000				
11	Form - 12 (Letter of intimation to Returning Officer for Postal Ballot)	1	20	50	1,000				
12	Form-13F (Appointment of proxy by classified service voter to give vote)	1	100	50	5,000				
13	Form-13G (Revocation of appointment of proxy by classified service voter to give vote)	1	100	50	5,000				
14	Form-13A (Declaration by Elector)	1	20	50	1,000				
15	Form-13D(Instruction for Guidance of Electors)	2	20	50	2,000				

Annexure
List of Forms to be used at Polling Stations Level

SI.No	Particulars	No.of pages per Forms	No.of pages per Sets	Total required Sets	Total no.of pages to be Printed	Rate/page for Printing	Rate/page for set making perforate dbinding	Tax	Total
1	List of Polling Materials for Polling Station	4	4	4,800	19,200				
2	Form-10 (Appointment of Polling Agent) Yellow colour.	1	20	4,800	96,000				
3	Form- 11 (Revocation of appointment of Polling Agent)	1	20	4,800	96,000				
4	Forms-14 (List of Challenged votes)	1	4	4,800	19,200				
5	Forms-14A (List of Illiterate, Blind and Infirm voters)	1	4	4,800	19,200				
6	Form 17A (Register of Voters - Book format)	100	100	4,800	4,80,000				
7	Forms-17B (List of Tender Votes)	1	5	4,800	24,000				
8	Forms-17C (Account of votes recorded)	3	30	4,800	1,44,000				
9	Annexure 4 (Form M 21 - Receipt of Return of Election records and material After Poll)	2	8	4,800	38,400				
10	Annexure 8 (Receipt for Challenge fee)	1	10	4,800	48,000				
11	Annexure 9 (Letter of complaint to the SHO Police)	1	5	4,800	24,000				
12	Annexure 10 (Form of Declaration by elector about Age)	1	2	4,800	9,600				
13	Annexure 11 (Declaration by the companion of blind or infirm electors) yellow paper	1	10	4,800	48,000				
14	Annexure 15 (Presiding Officer's additional 16 point report)	1	3	4,800	14,400				

15	Annexure 16 (Form of Declaration by Elector whose name is in Absentee/Shifted/Dead List)	1	7	4,800	33,600				
16	Annexure 17(Polling Agents/Releiving Agents Movement Sheet)	1	5	4,800	24,000				
17	Annexure 18 Form of Declaration by Elector under Rule 49MA of Conduct of Elections Rules 1961	1	10	4,800	48,000				
18	Annexure 19 (Declaration by Presiding Officer before commencement & end of poll	4	16	4,800	76,800				
19	Entry Pass of Polling Agents [Badges] (Identity cards size 8.6 cm * 5.4 cm)	1	20	4,800	96,000				
20	Badges for Presiding Officers & Polling Officers(Identity cards size 8.6 cm * 5.4 cm)	1	1	4,800	4,800				
21	Visit Sheet	1	5	4,800	24,000				
22	Arrival Report	1	2	4,800	9,600				
23	Voter Turn out Report	1	2	4,800	9,600				
24	Presiding Officer's Report	7	28	4,800	1,34,400				
25	Residing Officer's Report	4	16	4,800	76,800				
26	Voter Slip (without photo) - [in a set of 100 booklet]- (Identity cards size 8.6 cm * 5.4 cm)	100	1,500	4,800	72,00,000				