

OFFICE OF THE  
CHIEF ELECTORAL OFFICER, MANIPUR

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**NOTICE INVITING TENDER**

Imphal, the 7<sup>th</sup> July 2022

No.SVP-104/1/2021-ELEC-ED - Sealed tenders (as per Annexure "A") are invited from reputed firms for printing & supply of Systematic Voters' Education and Electoral Participation (SVEEP) Materials as specified at Annexure "B".

2. Interested firms may submit sealed tender till **3.00 PM of 20<sup>th</sup> July 2022 (Wednesday)** addressed to the undersigned. Sealed tenders (Technical Bid) will be opened on **12.00 noon of 21<sup>st</sup> July 2022 (Thursday)** in the Office chamber of Additional Chief Electoral Officer, Manipur, Lamphel, Imphal-795004. Financial Bid will be opened at **3.30 PM on 22<sup>nd</sup> July 2022 (Friday)** in the Office Chamber of Principal Secretary (Election), Government of Manipur at Old Secretariat, Babupara. 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**.

*Binod Salam*  
*07/07/2022*  
(Binod Salam)

Assistant Chief Electoral Officer, Manipur.  
Imphal, the 7<sup>th</sup> July 2022.

Memo No.SVP-104/1/2021-ELEC-ED

Copy to:-

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) 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. Security deposit will be 10% of the contract value and is to be submitted by the successful tenderer within 3 days.
4. An **Earnest Money Deposit of Rs. 2,00,000/- [Rupees two lakh 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. In case of firms registered with DGS&D or with the Manipur Govt.(Industries Dept) or MSME registered firms are specifically entitled to be exempted from payment of EMD.
5. The successful firm after allotment of job, 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. 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.**
7. 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.
8. 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.
9. The successful firm/empanelment would be valid for the period of FY 2022-2023 The term of engagement may be extended to the next Financial Year(s) based on the quality of work executed and mutual agreement.
10. A representative from the bidding firm can take part in the sealed tender (Technical Bid only) opening meeting.
11. **Sample of the T-shirts (both white & black with prints); Caps (both white & black with prints); Banner with prints; Information Board with prints; Hoarding with prints** should be submitted positively.
12. Quantity of Ordered material may increase or decrease as per requirements.
13. The Bidder shall be able to supply the items within 14 days after received of Supply Order.
14. **The quoted rate should be inclusive of Tax**
15. **The quoted rate for Non-Lit Information Board should include Delivery & Installation charges at the respective Polling Station of both Hill & Valley districts.**
16. **The quoted rate for Banner with eyelids, Information Board and Hoarding should be Rate per sq.ft.**
17. The sample will be subjected to **Quality and Cost Based Selection (QCBS).**

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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.....
4. D D. No. for Tender Fee.....
5. D D. No. for EMD deposit.....

Authorized Signature & Seal of the bidder/firm.