

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

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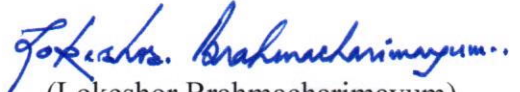
SHORT NOTICE INVITING TENDER

Imphal, the 12th June, 2026

No. e-Roll/2/2023-ELEC-ED: - Sealed bids are invited from intending registered printing press for printing and supply of Draft Photo Electoral Rolls, 2026 in connection with Special Intensive Revision, 2026 and as per term and conditions laid down below. Intending tenderer may send their sealed bids as per **Annexure A & B**.

2. Intending tenderer may submit sealed tender till **01.00 PM of 22nd June, 2026 (Monday)** addressed to the undersigned.

3. Technical bid will be opened on **02.00 PM of 22nd June, 2026 (Monday)** in the Conference Hall of this office. Financial bids of only those bidders shall be opened who qualify technically. Financial bids will be opened on **04.00 PM of 23rd June, 2026 (Tuesday)** in the chamber of Joint Chief Electoral Officer, Manipur.


(Lokeshor Brahmacharimayum)

Joint Chief Electoral Officer, Manipur.

Memo No. e-Roll-101/6/2021-ELEC-ED

Imphal, the 12th June, 2026

Copy to: -

1. Principal Secretary (Election) , Government of Manipur.
2. The Database Administrator for uploading at the CEO's website.
3. Relevant e-file/Guard file.

Specification: -

1. *Printing shall have to be done in good quality A4 size paper of 75 GSM.*
2. *Printing shall have to be done from the PDF format to be provided from this end.*
3. *Rate of printing per page on both sides and single side inclusive of paper, stitching, binding, shorting, tagging, delivery charges, applicable tax etc.*
4. *Technique of printing – Digital printing (variable data), monochrome.*

Terms and Conditions

1. Tender Fees of Rs.3,000/-, 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.
2. The printing press must be registered MSME (Micro, Small and Medium Enterprises) and shall be located in Manipur. Photocopy of valid MSME registration certificate, Tax clearance certificate (GST & IT), valid trade licence must be submitted along with the Technical bid.
3. Photocopy of experience (previous work order) of similar printing related works in last 5 (five) years to be submitted along with the Technical bid.
4. Bank Account No. in the name of the Printing Press and IFSC Code and Bank Branch name must be indicated with the Technical bid. Photocopy of 1st page of bank passbook or copy of cancelled cheque is to be submitted along with the Technical bid where the IFSC code is mentioned.
5. Intending tenderer shall have to submit photograph of printing machinery, type of machinery and output capacity per day with Technical bid. This office may depute an officer to check the types of machinery before awarding the bids.
6. The intending tenderer should own processing, printing, cutting, binding units etc. at one place. The intending tenderer should submit declaration that any Govt. Establishment/Agency has not blacklisted the printing press.
7. The authority shall not be bound to accept the lowest quoted rates and rates accepted shall not be changed under any circumstances.
8. This office will provide the text to be printed in CD/pen drive in English/Manipuri (Bengali Script).
9. The quality of printing items should be standard and undersigned shall have the right to reject the printing items supplied by the Printing Press, if not satisfied.
10. L1 bidder will have to submit security deposit of 10% of the value of contract. The Security Money will be retained until satisfactory completion of the work and may be forfeited in case of breach of contract or failure to complete the job as per terms.
11. Printing to be completed within 4 (four) days after award of contract.
12. 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.



13. 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. The instructions issued from time to time till the final execution of the job shall be binding on the firm. This office also reserves the right to award 40% of work, to L2 & L3 bidder @ L1 rate to ensure timely supply of the printed electoral rolls within 4 (four) days.
14. A representative from the bidding firm can take part in the sealed technical tender opening meeting.
15. Sample of the paper (A4 Size; 75 GSM) should be submitted positively.

A handwritten signature in blue ink, appearing to read 'J. K. ...', with a horizontal line underneath.

Super-scribing “Technical Bid”

1. Name & Address of the bidder:.....
2. Contact Details of the bidder/firm:
 - a. Mobile No.....
 - b. Email Id.....
 - c. Websites:.....
 - d. PAN
 - e. GST Regd.No.....
3. Tender fee and details : -----
4. GST & Income Tax return for last 2 (two) years.....
6. Sample:.....
7. Photograph of machinery and output capacity of print material per day.....



Super-scribing “Financial Bid”

Sl. No.	Particulars	No. of Pages	Total No. of Sets to be printed	Total page	Quotation	Applicable tax	Amount (₹)
1.	Printing of Photo Electoral Rolls, 2026 (Draft Publication)	84,877	82	69,59,914	Rate of printing per page on both side.....		
					Rate of printing per page single side.....		

Authorized Signature & Seal of the bidder/firm.

gokarath.b.