

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

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**NOTIFICATION**

Imphal, the 29<sup>th</sup> June, 2018

No. 12/06/2018-SVEEP/FY18-19/ELEC:- Sealed tenders  
(as per Annexure "A") are invited from reputed printers for printing of various items  
as specified at Annexure "B"

2. Interested firms may submit sealed tender till **3.00 PM of 13<sup>th</sup> July, 2018 (Friday)** addressed to the undersigned. Sealed tenders will be opened on **3.30 PM of 13<sup>th</sup> July, 2018 (Friday)** in the office chamber of Principal Secretary (Election), GoM, Room No.220, New Secretariat (West Block), Bapubara. Necessary terms and condition 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.

3. Details can be downloaded from the CEO's Manipur website **www.ceomanipur.nic.in**.



**(K.Bono Singh)**

Joint Chief Electoral Officer, Manipur.

Memo No. 12/06/2018-SVEEP/FY18-19/ELEC  
Copy to:-

Imphal, the 29<sup>th</sup> June, 2018

1. Principal Secretary (Election), Govt.of Manipur.
2. The Database Administrator for uploading at the CEO's website.
3. The Editor, Sangai (English)/Poknafam Daily (Manipuri) with the instruction to published as paid advertisement for 2 (two) alternate days.
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 is to be in the form of Bank draft of any Nationalized Bank/ Schedule Commercial Bank payable at Imphal drawn in favour of Joint Chief Electoral Officer, Manipur.
3. An **Earnest Money Deposit of minimum 10% of the contract value (refundable)** in the form of Bank draft of any Nationalized Bank/ Schedule 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. **Time of work is strictly 10 (ten) days from the date of approval of proof / supply order.**
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 reserve 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. A representative from the bidding firm can take part in the sealed tender opening meeting.

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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. The bidder should include all the costs, Tax, proof reading, photo editing printing etc. and no charge for transportation and labour will be admissible.
4. Total Price for the mentioned Job: Rs.....  
(Inclusive of all taxes) (in words).....

Authorized Signature & Seal of the bidder/firm.



## ANNEXURE B

Sl.No.	Particulars	Size	Quality	Qty.	Quoted amount with tax (in Rs)
1.	Printing of Hoarding & Display for 1 month at the following places. i. Imphal Airport Road ii. RIMS Gate iii. DC/IW-Gate iv. DC/Thoubal-Gate v. Khuyathong Junction vi. Nambol bazaar vii. Konung Mamang viii. Promptat Chuthek	20*10	280 PVC/GSM	1 each per location	
	<b>Sub-Total (in Rs. with tax)</b>				
2.	Standees	3*5	280 PVC/GSM	25	
3.	Round Neck T-Shirts with Message (multicolor)	One size (Unisex)	100% Cotton	3000	
4.	Cap with message (multicolor)	One size (Unisex)	Polyster	3000	
5.	Flex Banner with eyelids	4*9	280 PVC/GSM	3000	
6.	Stickers for pasting in passenger vehicles	A5 Size		3000	
7.	One Minute Video (Cinematography, Motion Graphic, Music, Editor, Camera, Equipment, Transportation, Make up , Spot Boy, Director, Photography, Studio etc)	55 seconds	HD pictures	1	
	<b>Total Amount (In Rs. with tax)</b>				

Authorized Signature & Seal of the bidder/firm.