

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

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**INVITATION FOR BIDS (IFB)
Imphal, the 9th September, 2020**

No.4/Material/Bye Elec-2020 : 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 10.09.2020	12: 00 hrs of 30.09.2020
2.	Seeking Clarification	12:00 hrs of 10.09.2020	12: 00 hrs of 20.09.2020
3.	Submission of Tender Fees & EMD	12:00 hrs of 10.09.2020	12: 00 hrs of 30.09.2020
4.	Submission of Tender documents	12:00 hrs of 10.09.2020	12: 00 hrs of 30.09.2020
5.	Technical Bid Opening	10:00 hrs of 01.10.2020	
6.	Price Bid Opening	10:15 hrs of 01.10.2020	

3. **TERMS AND CONDITIONS:**

- i. Bidding documents may be downloaded from the website <https://manipurtenders.gov.in> w.e.f 12:00 hrs of 10th September, 2020. 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.5,000/- (non refundable) and EMD of Rs.7,500 /- [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. Bids must be submitted online from 12:00 hrs of 10.09.2020 and shall be accepted upto 12:00 hrs of 30.09.2020.
- vi. Bidder should have GSTIN Registration and the rate quoted should be inclusive of GST.
- vii. Uploaded documents of valid bidder will be verified with original documents and should be submitted to this office.
- viii. Bidder must possess Digital Signature Certificate of Class II or Class III for submission of bids through e-procurement/tender.
- ix. Details and type of Forms to be printed shall be obtained from this office.
- x. Printed Forms should be delivered at this office and transportation shall be arranged by the firm itself. No transportation charges will be paid.
- xi. Selected Firms should be able to deliver the items within 10 (ten) days of receiving supply Orders.
- xii. Payment will be made after delivery of the Printed Material in full and on submission of bills in duplicates.
- xiii. Bids will be opened in the office Chamber of Chief Electoral Officer, Manipur, Lamphelpat.
- xiv. 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.

Sl.No.	Item Description	No.of pages	Total pages
1	Form-2B (Nomination paper)	5	250
2	Form-26 (Affidavit to be filed by candidate along with Nomination paper)	17	850
3	Article 173 (A)Form of Oath or Affirmation	1	50
4	Form-3A (Notice of Nomination)	1	50
5	Form-4 (List of validly nominated candidates)	1	50
6	Form-5 (Notice of Withdrawal of candidature) to be filed by Candidate	1	50
7	Form-6 (Notice for Withdrawal of candidature) to be published by RO	1	50
8	Form-7A (List of contesting candidates)	1	50
9	Form-8 (Appointment of Election Agent)	1	100
10	Form-9 (Revocation of appointment of Election Agent)	1	50
11	Form - 12 (Letter of intimation to Returning Officer for Postal Ballot)	1	50
12	Form-13F (Appointment of proxy by classified service voter to give vote)	1	500
13	Form-13G (Revocation of appointment of proxy by classified service voter to give vote)	1	500
14	Form-13A (Declaration by Elector)	1	50
15	Form-13D(Instruction for Guidance of Electors)	2	100

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	Particulars	No.of pages	Total no. of pages
1	List of Polling Materials for Polling Station	4	1320
2	Form-10 (Appointment of Polling Agent) Yellow colour.	1	6600
3	Form- 11 (Revocation of appointment of Polling Agent)	1	6600
4	Forms-14 (List of Challenged votes)	1	1320
5	Forms-14A (List of Illiterate, Blind and Infirm voters)	1	1320
6	Form 17A (Register of Voters - Book format)	1	24750
7	Forms-17B (List of Tender Votes)	1	1650
8	Forms-17C (Account of votes recorded)	3	9900
9	Annexure 4 (Form M 21 - Receipt of Return of Election records and material After Poll)	2	2640
10	Annexure 8 (Receipt for Challenge fee)	1	3300
11	Annexure 9 (Letter of complaint to the SHO Police)	1	1650
12	Annexure 10 (Form of Declaration by elector about Age)	1	660
13	Annexure 11 (Declaration by the companion of blind or infirm electors) yellow paper	1	3300
14	Annexure 15 (Presiding Officer's additional 16 point report)	1	990
15	Annexure 16 (Form of Declaration by Elector whose name is in Absentee/Shifted/Dead List)	1	2310
16	Annexure 17(Polling Agents/Relieving Agents Movement Sheet)	1	1650
17	Annexure 18 Form of Declaration by Elector under Rule 49MA of Conduct of Elections Rules 1961	1	3300
18	Annexure 19 (Declaration by Presiding Officer before commencement & end of poll)	4	5280

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19	Entry Pass of Polling Agents [Badges]	1	6600
20	Badges for Presiding Officers & Polling Officers	1	330
21	Visit Sheet	1	1650
22	Arrival Report	1	660
23	Voter Turnout Report	1	660
24	Presiding Officer's Report	7	9240
25	Residing Officer's Report	4	5280
26	Voter Slip (without photo) - [in a set of 100 booklet]	1	330000

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