

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

[www.ceomanipur.nic.in](http://www.ceomanipur.nic.in)  
Telefax : 0385-2414239/2414859



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**INVITATION FOR BIDS (IFB)**  
Imphal, the 9<sup>th</sup> September, 2020

No. 5/ELEC/SSR/PRIN-ROLL/2021: Chief Electoral Officer, Manipur invites bids for printing of photo Electoral Rolls and its related documents from the reputed firms.

2. Tender is to be submitted on-line through e-procurement/tender portal <https://manipurtenders.gov.in>.

3. The timeline for submission of bids is given below:

Particular	Start date & time	End date & time
Publishing/downloading Tender Documents	12:00 hrs of 10.09.2020	12:00 hrs of 30.09.2020
Seeking clarification	12:00 hrs of 10.09.2020	12:00 hrs of 20.09.2020
Submission of tender fees & EMD	12:00 hrs of 10.09.2020	12:00 hrs of 30.09.2020
Submission of tender documents	12:00 hrs of 10.09.2020	12:00 hrs of 30.09.2020
Technical Bid opening	<b>14:00 hrs of 01.10.2020</b>	
Price Bid opening	<b>14:30 hrs of 01.10.2020</b>	

4. **TERMS & CONDITIONS:**

- i) All Tenders/Bids shall be accepted only through online and no manual submission of the same shall be entertained.
- ii) All documents/papers uploaded/submitted by the bidder must be legible.
- iii) Tender fees of **Rs.5,000/-** (Rupees five thousand) should be submitted in the form of Bank draft of any Nationalised Bank/ Scheduled Commercial Bank payable at Imphal drawn in favour of Chief Electoral Officer, Manipur.
- iv) An Earnest Money Deposit of Rs. **7,500/-** (refundable) is to be submitted in the form of bank draft of any Nationalised Bank/ Scheduled Commercial Bank payable at Imphal drawn in favour of Chief Electoral Officer, Manipur.
- v) All Bank drafts should be submitted in a separate Envelope by indicating tender identification e.g. ("Earnest Money Deposit/Tender fee" etc.).
- vi) The Department shall not be responsible for any delay in postal service or disruption of web service.
- vii) The rate quoted should be inclusive of all taxes.
- viii) Uploaded documents of valid successful bidder will be verified with the original documents before signing the Agreement.
- ix) The Authority reserves the right to accept or reject any or all tenders without assigning any reason thereof. The office may also modify the terms and conditions before giving supply order.
- x) The bidders must possess Digital Signature Certificate of Class II or Class III for submission of online bids.
- xi) Printing may be done at the convenient place of the firm.

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- xii) Printed materials should be delivered at the Office of the Chief Electoral Officer, Manipur, Lamphelpat, Imphal. Arrangement for transportation of delivery of printed materials is to be made by the firm itself.
- xiii) Payment may be made after delivery of the printed materials in full.
- xiv) Bids will be opened in the chamber of **Principal Secretary-cum-Chief Electoral Officer**, Manipur at Lamphelpat.
- xv) The rates quoted must be both in figure and words and it must be firm for a minimum period of 6 (six) months subject to physical verification.
- xvi) Details of the Photo Electoral Rolls and its related documents to be printed are given below:

SI No	Items	Approximate no. of pages
1	Marked copy of Electoral Rolls	130020
2	Alphabetical ERolls one copy each for 240 PS of 5 ACs	2250
3	Photo Voter Slip	160000
4	Draft Photo Electoral Rolls	1492420
5	Final Photo Electoral Rolls	1560120

- xvii) Printing should be done in good quality paper of not less than 65 gsm and photographs of the electors should be clearly visible in black and white.
- xviii) Number of pages may increase or decrease.
- xix) No advance will be provided and 100% payment will be made on delivery within 10(ten) days of receipt of the materials in full and good condition. All payment will be made by cheque or Net Banking.
- xx) The Authority reserves the right to cancel all bids without assigning any reason thereof.
- xxi) Tenders/Bids must be quoted in English language only.
- xxii) The bidders should not be blacklisted by any Government/ Semi Government/ Private Institute.
- xxiii) All disputes are subject to jurisdiction of courts at Imphal only.

**(Ramananda Nongmeikapam)**  
Joint Chief Electoral Officer, Manipur

Copy to:

1. Principal Secretary (Election), Govt. of Manipur
2. Director (IT), Government of Manipur. He is requested to upload the above notification in the website <https://manipur.tenders.gov.in>
3. Smt. L. Sujata Devi, Database Administrator for uploading in <https://ceomanipur.nic.in>
4. Notice Board
5. Relevant File