

**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 Pre-printed envelopes from the reputed firms.

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 | 11:00 hrs of 01.10.2020 | |
| 6. | Price Bid Opening | 11:15 hrs of 01.10.2020 | |

3. **GENERAL 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 envelop 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. Specification i.e size of the envelopes and details to be printed shall be obtained from this office. Printed envelope should be delivered at this office and transportation shall be arranged by the firm itself. No transportation charges will be paid.
- x. Selected Firms should be able to deliver the items within 10 (ten) days of receiving supply Orders.
- xi. Payment will be made after delivery of the Printed Material in full and on submission of bills in duplicates.
- xii. Bids will be opened in the office Chamber of Chief Electoral Officer, Manipur, Lamphelpat.
- xiii. 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.

Envelopes for Polling

| Envelope Type | | Sl.No. | Particular | Total |
|--------------------|--------|--------|----------------------------------------------------------------------------------|-------|
| Statutory Forms | Green | 1 | For marked copy of electoral rolls (SE-8) 12"*18" | 330 |
| | | 2 | For Register of Voters containing signature of voters (Form 17A) (SE-8) 12"*18" | 330 |
| | | 3 | Sealed cover containing voter's slip (SE 7) 6"*12" | 330 |
| | | 4 | Unused tendered ballot papers (SE 7) 6"*15" | 330 |
| | | 5 | Sealed Cover Containing tendered Ballot paper & list in 17B (SE 7) 6"*12" | 330 |
| Non Statutory Form | Yellow | 6 | For copy or copies of Electoral roll (other than the marked copy) (SE 8) 12"*18" | 330 |
| | | 7 | For list of challenged votes in Form 14 (SE-5) 5"*10" | 330 |
| | | 8 | For appointment letters of Polling Agents in Form 10 (SE-6) 10"*12" | 330 |
| | | 9 | For list of blind and infirm voters in Form 14 -A (SE-5) 5"*10" | 330 |
| | | 10 | For receipt Book and Cash, if any, in respect of challanged votes (SE-6) 5*10" | 330 |
| | | 11 | For declaration of companions (SE-5) Form-14 A 5"*10" | 330 |
| | | 12 | Cover for unused and damaged special tag (SE-7) 5"*10" | 330 |
| | | 13 | Cover for unused and damaged strip seal(SE-7) 5"*10" | 330 |
| | | 14 | For smaller envelops (SE-6) (Unused Voter's Slip) 12"*18" | 330 |
| 3rd Packet | Brown | 15 | Plain envelopes (SE-8) 6"*12" | 330 |
| | | 16 | Plain envelopes (SE-7) (From-PS-05) 6"*12" | 330 |
| | | 17 | For other relevant papers (SE-5) (Visit Sheet) 5"*10" | 330 |
| | | 18 | Brass Seal (SE 7) 5"*10" | 330 |
| | | 19 | Cup for Setting the indelible Ink (SE 7) 5"*10" | 330 |
| | | 20 | Arrow Cross Mark (SE 7) 5"*10" | 330 |
| | | 21 | Stamp Pad (SE 7) 5"*10" | 330 |
| | | 22 | Indelible Ink (SE 7) 5"*10" | 330 |
| | | 23 | Manual on EVM & VVPAT (SE 6) 10"*12" | 330 |
| | | 24 | Manual on Presiding Officer (SE 6) 10"*12" | 330 |