

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

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



[ceo\\_manipur@eci.gov.in](mailto:ceo_manipur@eci.gov.in)  
[jtceo\\_manipur@eci.gov.in](mailto:jtceo_manipur@eci.gov.in)

**SHORT TENDER NOTICE**

Imphal, the 30<sup>th</sup> June, 2022

**No. 5/ELEC/PRO/2019:** Chief Electoral Officer, Manipur invites sealed tenders from the reputed firms for procurement of (i) **Cisco Room Kit**, and (ii) **Cisco table J Microphone along with Extension cable (Three numbers each)**. Sealed tender is to be submitted addressed to the undersigned.

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

Particular	Start date & time	End date & time
Submission of sealed tenders	10:00 AM of 30 <sup>th</sup> June, 2022	04:30 PM of 8 <sup>th</sup> July, 2022
Seeking Clarification	<b>Till 03:00 PM of 3<sup>rd</sup> July, 2022</b>	
Technical Bid Opening	<b>11:00 AM of 8<sup>th</sup> July, 2022</b>	
Price Bid opening	<b>02:00 PM of 8<sup>th</sup> July, 2022</b>	

3. Details can be downloaded from the website <https://ceomanipur.nic.in>

**3. TERMS & CONDITIONS:**

- a) The bidder shall submit their sealed offer of Technical and Financial Bid (Single Stage Two Envelops Bid - Two Parts) to the Office of the Chief Electoral Officer, Manipur, Lamphelpat. Tender Fees, Earnest Money Deposit (EMD) should be submitted physically at the same office on or before date/time.
- b) 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.
- c) An Earnest Money Deposit (EMD) of **Rs. 7,500/- (Rupees Seven Thousand Five Hundred only)** is to be submitted in the form of bank draft of any Nationalised Bank payable at Imphal drawn in favour of Chief Electoral Officer, Manipur shall be deposited.
- e) In case any bidder fails to physically submit the Banker's Cheque/ Demand Draft for Tender Fee, EMD on or before the prescribed last date/time, its bid shall not be accepted.
- f) The Authority reserves the right to cancel all bids without assigning any reason thereof.
- g) The Tenders/Bids shall be opened at the office chamber of Additional/Joint Chief Electoral Officer, Manipur, Lamphelpat.
- h) The bidder should be a company registered firm or registered company under Companies Act.
- i) The bidders shall have GSTIN Registration The firm should produce valid PAN No.
- j) The bidder should never have been blacklisted/barred/disqualified by regulator/statutory body or any PSU.
- kl) Tenders/Bids must be quoted in English language only.

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- l) The rate quoted must be both in figure and words and it must be firm for a period of 6(six) months subjected to physical verification.
- m) The EMD shall be exempted for bidders who are certified under SME/NSIC, upon furnishing relevant documents.
- n) 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 Joint Chief Electoral Officer, Manipur.
- o) The bidder should have supplied Cisco VC Hardware system to Government offices & PSUs.
- p) The office will not pay any advance to the firms.
- r) 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.
- s) All Bank drafts should be submitted in a separate Envelope by indicating tender identification e.g. ("Earnest Money Deposit/Tender fee" etc.).
- t) The bidders should not be blacklisted by any Government/ Semi Government/ Private Institute.
- u) Authorisation letter from Manufacturers/Distributors/ Authorised Dealers should also be submitted.
- v) All disputes are subject to jurisdiction of courts at Imphal only.

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

Copy To:

1. Principal Secretary (Election), Government of Manipur.
2. Database Administrator - for uploading on the website of CEO, Manipur.
3. Relevant File.