

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

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**INVITATION FOR BIDS (IFB)
Imphal, the 5th October, 2021**

No.COE-101/1/2021-ELEC-MATERIALS : Chief Electoral Officer, Manipur invites bids for supply of Stationery items to be used in Polling Stations 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 05.10.2021	12: 00 hrs of 25.10.2021
2.	Seeking Clarification	12:00 hrs of 05.10.2021	11: 55 hrs of 15.10.2021
3.	Submission of Tender Fees & EMD	12:00 hrs of 15.10.2021	12: 00 hrs of 25.10.2021
4.	Submission of Tender documents	12:00 hrs of 15.10.2021	12: 00 hrs of 25.10.2021
5.	Technical Bid Opening	13.00 hrs of 25.10.2021	
6.	Price Bid Opening	13:15 hrs of 25.10.2021	

3. GENERAL CONDITIONS:

- i. Bidding documents may be downloaded from the website <https://manipurtenders.gov.in> w.e.f 12:00 hrs of 5th October, 2021 . 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.3,000/- (non refundable) and EMD of Rs.5,00,000/- [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. Bidder should have GSTIN Registration and the rate quoted should be inclusive of GST.
- vi. Uploaded documents of valid bidder will be verified with original documents and should be submitted to this office.
- vii. Bidder must possess Digital Signature Certificate of Class II or Class III for submission of bids through e-procurement/tender.
- viii. Stationery items should be delivered at this office and transportation shall be arranged by the firm itself. No transportation charges will be paid.
- ix. Selected Firms should be able to deliver the items within 15 (fifteen) days of receiving supply Orders.
- x. Payment will be made after delivery of all Materials in full and on submission of bills in duplicates.
- xi. Bids will be opened in the office Chamber of Chief Electoral Officer, Manipur, Lamphelpat.
- xii. Sample of the items should be submitted to this office before 12.00 hrs of 25.10.2021 and may be subjected to QCBS.
- 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.

Annexure
List of Stationery Items to be used in Polling Stations Level

Sl.No.	Particluars	Quantity	Rate per items	Tax	Total amount
1	Stamp pad (Purple)	4,800			
2	Match Box	4,800			
3	Ordinary Pencil	4,800			
4	Blue Ball Pen	14,200			
	Red Ball pen	4,800			
5	Blank paper	37,900			
6	Pins	1,18,400			
7	Sealing Wax	28,400			
8	Gum paste	4,800			
9	Blade	4,800			
10	Candle sticks	19,000			
11	Thin twine thread	4,800			
12	Metal rule	4,800			
13	Carbon paper	14,200			
14	Cloth or rag form removing oil etc.	14,200			
15	Packing paper sheets (Brown paper)	9,500			
16	Cup/empty tin/plastic box for holding indelible ink bottle	9,500			
17	Drawing pins	1,13,600			
18	Check list	9,500			
19	Rubber band	94,700			
20	Cello tape	4,800			
21	Sulli Balls	4,800			