

OFFICE OF THE  
CHIEF ELECTORAL OFFICER, MANIPUR

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**NOTICE INVITING TENDER**

Imphal, the 25<sup>th</sup> September, 2021

No.SVP-104/1/2021-ELEC-ED - Sealed tenders (as per Annexure "A") are invited from reputed firms for printing & supply of Systematic Voters' Education and Electoral Participation (SVEEP) Materials as specified at Annexure "B".

2. Interested firms may submit sealed tender till **3.00 PM of 15<sup>th</sup> October, 2021 (Friday)** addressed to the undersigned. Sealed tenders will be opened on **3.30 PM of 15<sup>th</sup> October, 2021 (Friday)** in the Office chamber of Chief Electoral Officer, Manipur, Lamphel, Imphal-795004. Necessary terms and conditions are enclosed herewith. The tenders not fulfilling any of the enclosed terms and conditions will be summarily rejected. Rate quoted should be inclusive of all taxes and delivery charges.

3. Details can be downloaded from the CEO's Manipur website **www.ceomanipur.nic.in**.



(Rajesh Agrawal)

Chief Electoral Officer, Manipur.

Memo No.SVP-104/1/2021-ELEC-ED

Imphal, the 25<sup>th</sup> September, 2021

Copy to:-

1. Principal Secretary (Election), Govt.of Manipur.
2. The Database Administrator for uploading at the CEO's website.

### Terms and Conditions

1. The firm shall submit **Income Tax return for last 2(two) years and GST registration Number.**
2. The **Tender Fees of Rs.3,000/-**, non-refundable, in the form of Bank draft of any Nationalized Bank/ Scheduled Commercial Bank payable at Imphal drawn in favour of Joint Chief Electoral Officer, Manipur.
3. An **Earnest Money Deposit of Rs. 5,00,000/- [ Rupees five lakhs only]**, refundable, in the form of Bank draft of any Nationalized Bank/ Scheduled Commercial Bank payable at Imphal drawn in favour of Joint Chief Electoral Officer, Manipur
4. This office will not pay any advance to the firm. The firm will have to carry out the entire job on its own and payment will be made only after satisfactory completion of job and submission of bill in this regard.
5. 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.
6. This office reserve the right to accept or reject any or all tenders without assigning any reason thereof. This office can also modify the terms and conditions before giving the job order.
7. Quantity of Ordered material may increase or decrease as per requirements.
8. The Bidder shall able to supply the items within 14 days after received of Supply Order.
9. A representative from the bidding firm can take part in the sealed tender opening meeting.
10. Sample of the **T-shirt (both Black & White)/Cap/Banner etc.** should be submitted positively.
11. The sample will be subjected to **Quality and Cost Based Selection (QCBS).**

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**ANNEXURE A**

**TECHNICAL BID**

1. Name & Address of the bidder/firm:.....
2. Contact Details of the bidder/firm:
  - a. Mobile No.....
  - b. Email Id.....
  - c. Websites:.....
  - d. PAN .....
  - e. GST Regd.No.....
4. D D. No. for Tender Fee.....
5. D D. No. for EMD deposit.....

Authorized Signature & Seal of the bidder/firm.

**FINANCIAL BID**

**ANNEXURE B**

Sl.No.	Particulars	Size & Quality	Quantity	Rate/ item	Tax	Total Amount
1.	T-shirts; Round neck to be printed with SVEEP message	One Size; 100% Cotton; Pure Black in color	14,750			
		One Size; 100% Cotton; Pure White in color	14,750			
2.	Cap to be printed with SVEEP message	One Size; polyester	29,500			
3.	Banner with eye lids	6ft*4 ft 260 GSM block out/ back black	2,950			
4.	Information Board with iron framing	6ft*4ft 260 GSM block out/ back black	2,950			
	Total:-					

Authorized Signature & Seal of the bidder/firm.