

OFFICE OF THE
CHIEF ELECTORAL OFFICER: MANIPUR

INVITATION FOR BIDS (IFB)
Imphal, the 6th December, 2018

No. 2/ELEC/LSE/MAT/2018-19: Chief Electoral Officer, Manipur invites bids for supply of Seals and Other Materials from the reputed firms.

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

The dates for submission of bids are as follows:

Particular	Start date & time	End date & time
Publishing/downloading Tender Documents	12:00 hrs of 06.12.2018	12:00 hrs of 27.12.2018
Seeking clarification	12:00 hrs of 06.12.2018	12:00 hrs of 27.12.2018
Tender fee (Bank draft in original)	12:00 hrs of 06.12.2018	12:00 hrs of 27.12.2018
Submission of tender documents	12:00 hrs of 06.12.2018	12:00 hrs of 27.12.2018
Price bid opening	15:30 hrs of 27.12.2018	

3. **GENERAL CONDITIONS:**

- i) Bidding documents may be downloaded from the website <https://manipurtenders.gov.in> w.e.f. 12.00 hrs. of 6th December, 2018. Interested bidders may obtain further information from the same website.
- ii) Only online submission of the bids is acceptable. Offline submission of the bids in Hard copies is not acceptable and shall not be received.
- iii) All documents/papers uploaded/submitted by the bidder must be legible.
- iv) Bids must be submitted online from 12:00 hrs of 06.12.2018 and shall be accepted up to 12:00 hrs of 27.12.2018.
- v) The Department shall not be responsible for any disruption of web service.
- vi) The rate should be inclusive of all taxes/VAT and F.O.R. Imphal.
- vii) Uploaded documents of valid successful bidder will be verified with the original documents before signing the Agreement.
- viii) The Authority reserves the right to cancel all bids without assigning any reason thereof.

- ix) The bidders must possess Digital Signature Certificate of Class II or Class III for submission of bids through online in the above website.
- x) **Sample of the materials can be obtained from the Chief Electoral Officer's Office, Lamphelpat, Imphal.**
- xi) The materials should be delivered at the Office of Chief Electoral Officer, Manipur, Lamphelpat, Imphal. Arrangement for transportation or delivery of election materials is to be made by the firm itself.
- xii) Payment may be made after delivery of the materials in full.
- xiii) Bid will be opened in the chamber of the Chief Electoral Officer, Manipur, Lamphelpat, Imphal.

4. TECHNICAL BID

- i) The Security Deposit should be 10% of the quoted amount in the form of Bank draft of any Nationalized Bank/Scheduled Commercial Bank payable at Imphal drawn in favour of Chief Electoral Officer, Manipur. **Bank Draft should be submitted in a separate Envelope by indicating tender identification e.g. (For supply of Seals and Other Materials)**
- ii) Current & valid Service Tax Register Certificate/GST.
- iii) Copy of PAN Card.
- iv) GSTIN of the Supplier/Firm
- v) Tender fee of Rs. 5000/- (Rupees five thousand) in bank draft in original. **Bank Draft should be submitted in a separate Envelope by indicating tender identification e.g. (For supply of Seals and Other Materials)**



(Ramananda Nongmeikapam)
Joint Chief Electoral Officer, Manipur

Copy to:

- 1. Secretary to the Hon'ble Chief Minister, Manipur
- 2. Principal Secretary (Election), Government of Manipur

SEALS AND OTHER MATERIALS

SI.No.	Item Description	Quantity	Units
1	Seals		
1.01	Arrow Cross Mark	3720	Nos
1.02	Metal seal for Presiding Officer	3720	Nos
1.03	Metal seals for RO	4	Nos
1.04	Metal seals for ARO	62	Nos
1.05	Distinguishing Mark Rubber Stamp	2861	Nos
2	Other materials		
2.01	Bags made by long cloth to be used as gunny bag)	3720	Nos
2.02	Cloth or rag for removing oil etc. (half meter long cloth)	100	Metres
