



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

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Imphal, the 14th June, 2017

NOTICE INVITING TENDER

Sealed tenders are invited on behalf of Chief Electoral Officer, Manipur for supply of Cartridges, Keyboard, Mouse, etc. from the authorized dealers. All rates shall be quoted in prescribed format enclosed with the tender notice.

2. The tenders have been invited under two bid system i.e. Technical and Commercial bids. The interested agencies are advised to submit two separate sealed envelopes super scribing **“Technical Bid for supply for Computer Peripherals to Office of the CEO, Manipur, Lamphelpat”** and **“Financial Bid for supply of Computer Peripherals to Office of the CEO, Manipur, Lamphelpat”**. Both sealed envelopes should be kept in a third sealed envelope super scribing **“Tender for supply of computer peripherals to Office of the CEO, Manipur, Lamphelpat”**.

3. The interested dealers/firms may submit the tender documents complete in all respects along with other requisite documents by 24th June 17 before 12.00 noon to Office of the Chief Electoral Officer, Manipur. Chief Electoral Officer, Manipur will not be responsible for the postal loss/delay.

4. The incomplete and/or conditional bids shall not be considered and will be out rightly rejected in very first instance.

5. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Commercial Bid Form. In such cases, the tender shall be summarily rejected. However, the cutting, if any, in the Technical Bid Application must be initiated by the person authorized to sign the tender bids.

6. The Technical bids shall be opened on 27th June 2017 at 4 PM in Room 186, Old Secretariat, Imphal by the Committee constituted for the purpose by the Chief Electoral Officer, Manipur in the presence of the representatives of the tenderer, if any, who wish to be present on the spot at that time.

7. The Financial Bid of only those tenderer will be opened whose Technical bids are found in order. The Committee constituted for the purpose by the Chief Electoral Officer, Manipur in the presence of those tenderer who may choose to be present shall open the financial bids.

8. The Chief Electoral Officer, Manipur reserves the right to accept or reject in part or in full any or all the tenders at any stage without assigning any reason thereof.

9. The whole supply of items is at the Office of the Chief Electoral Officer, Manipur Lamphelpat premises to be completed within **15 (fifteen) days** from the date of issue of the demand request on each occasion.

10. The tenderers can submit the bid either directly or through their authorized representative. In case, the tender is submitted by the authorized representative of the tenderer, then the tender shall be signed and submitted by authorized representative under legal power of attorney from the tenderer.

11. The cost of tender is NIL. The tender documents are not transferable.

12. The undersigned shall be accepting officer and herein after referred to as such for the purpose of this contact.

13. In case of any dispute, the decision of The Chief Electoral Officer, Manipur will be final and binding.

14. If an extension of time of completion of the work on the grounds of having unavoidable hindrances in its execution or any other ground, the firm shall apply in writing to the officer-in-charge with full details of the circumstances/exigencies, which warranted such an extension.

15. All payments to the firm shall be released by The Chief Electoral Officer, Manipur on the basis of demand request and amount certified by officer-in-charge. The rates quoted shall cover for all tools and plant and everything necessary for proper execution of demand request to the entire satisfaction of The Chief Electoral Officer, Manipur and no escalation due to increase in price of material/labour shall be made during the period of contract tenure.

16. A contract agreement will be signed with the lowest bidder and agreement will be valid for a period of one year. The lowest bidder (L1) shall be determined on the basis of the grand total of rates quoted for all the items as mentioned in Annexure-C. The said contract agreement may be renewed further on mutual agreed terms and conditions on application of contractor in writing and on the basis of exigency of The Chief Electoral Officer, Manipur.

Yours faithfully,



(K. Bono Singh)

Joint Chief Electoral Officer, Manipur

Joint Chief Electoral Officer
Manipur

Copy To:

1. Commissioner (Election), Govt. of Manipur.
 2. The S.I.O., NIC Imphal
 3. The OSD, IT Department, Manipur
- } With a request to upload the tender document on the NIC website.

Annexure-A

TECHNICAL BID

1. Name of the Firm :
2. Detailed office address with Telephone no. & email :
3. Year of Establishment (Attach proof) :
4. Name and experience of key person :
5. Key person's qualification :
6. Company profile (Company registration number) :
7. Certified copy of PAN No. :
8. Certified copy of TIN No. :
9. Service Tax No. :
10. Copy of Income Tax Returns for the last 3 years :
11. Copy of affidavit, certifying that the firm has never been blacklisted by any Govt. Department.
12. The bidder should have warehouse in Delhi/NCR. (Certified address copy should be enclosed.)

Important Technical Qualification Note:

13. Statement to the effect that the bidder is a single entity and the sole supplier (Third party representative will not be allowed.)
14. All documents as prescribed above should be supplied.
15. All documents attach to above information should be signed by the bidder.
16. All pages of the technical bid should be serially numbered.



Declaration by the Bidder

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them. I/We further undertake that all the information furnished above is full and correct to the best of our knowledge.

I/We understand that in case any deviation is found in the above statement at any state, the company will be blacklisted and will not have any deal with The Chief Electoral Officer, Manipur.

Signature:

Name:

A handwritten signature in blue ink, consisting of several overlapping loops and a central mark, located at the bottom left of the page.

Annexure: B

FINANCIAL BID

Please quote rate per item in Indian rupees. The bidder should include all the costs, Tax and no charge for transportation and labour will be admissible

Price per item: (copy enclosed)

Signature:

Name:

A handwritten signature in blue ink, consisting of several overlapping loops and a central mark, located in the lower-left quadrant of the page.

Price quoting or every item is mandatory

Annexure-C (Financial Bid)

| Sl. No. | Description of item | Quantity approx. | Price per unit (In Rs inclusive of all taxes) | Total Cost |
|----------------|---------------------------------------|-------------------------|--|-------------------|
| 1. | Brother Toner cartridge DR-2255 | 6 | | |
| 2. | HP Cart 19A | 10 | | |
| 3. | HP Cart 18A | 5 | | |
| 4. | HP Cart 87A | 5 | | |
| 5. | HP Cart 78A | 5 | | |
| 6. | HP Cart 88A | 5 | | |
| 7. | HP Cart 28A | 5 | | |
| 8. | HP Cart 81A | 5 | | |
| 9. | HP TONNER Cart GT51 Black | 3 | | |
| 10. | HP TONNER Cart GT52 Cyan | 3 | | |
| 11. | HP TONNER Cart GT52 Yellow | 3 | | |
| 12. | HP TONNER Cart GT52 Magenta | 3 | | |
| 13. | HP TONNER Cart CF350A Black | 3 | | |
| 14. | HP TONNER Cart CF351 Cyan | 3 | | |
| 15. | HP TONNER Cart CF352 Magenta | 3 | | |
| 16. | HP TONNER Cart CF353 Yellow | 3 | | |
| 17. | Canon Toner Cart 328 | 5 | | |
| 18. | Canon Toner Cart NPG51 | 5 | | |
| 19. | Canon Image Runner IR2525 Copier drum | 3 | | |
| 20. | Sharp AR-6020 (MX-237GT) | 3 | | |
| 21. | Kaspersky Antivirus 3 user | 15 | | |

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|-------|---|-------|--|--|
| 22. | Keyboard | 15 | | |
| 23. | Mouse | 15 | | |
| 24. | Fax roll | 2 box | | |
| 25. | Mouse pad | 50 | | |
| 26. | Riso Master S4876 | 5 | | |
| 27. | Riso Ink S4877 | 5 | | |
| 28. | Hard Disk Drive 1TB Internal | 2 | | |
| 29. | RAM DDR 2 | 4 | | |
| 30. | Switched-Mode Power Supply (SMPS) | 2 | | |
| Total | | 199 | | |

