

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

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NOTICE INVITING TENDER

Imphal, the 09th July, 2025

No. e-Roll-101/6/2021-ELEC-ED: - Sealed bids are invited from reputed firms for printing and supply of Declaration Form (to be submitted along with Form 6/8 for enrollment as a new elector/shifting from outside the State). Interested firms may send their sealed bids as per **Annexure A & B.**

2. Interested firms may submit sealed tender till **01.00 PM of 18th July, 2025 (Friday)** addressed to the undersigned.

3. Technical bid will be opened on **04.00 PM of 18th July, 2025 (Friday)** in the Office chamber of Assistant Chief Electoral Officer, Manipur at Lamphelpat, Imphal-795004. Necessary terms and conditions are enclosed herewith. The tenders not fulfilling any of the enclosed terms and conditions will be summarily rejected.

3. Financial bids of only those bidders shall be opened who qualify technically. Financial bids will be opened on **04.00 PM of 21st July, 2025 (Monday)** in the Office chamber of Joint Chief Electoral Officer, Manipur, Lamphel, Imphal-795004.


(Binod Salam)

Assistant Chief Electoral Officer, Manipur.

Memo No. e-Roll-101/6/2021-ELEC-ED
Copy to:-

Imphal, the 9th July, 2025

1. Staff Officer to Chief Secretary, Government of Manipur.
2. The Database Administrator for uploading at the CEO's website.
3. Relevant e-file/Guard file.

Terms and Conditions

1. The firm shall submit **Income Tax return for last 2(two) years and GST registration Number.**
2. **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. **Bid Security (Earnest Money Deposit) of Rs. 20,000/- [Rupees twenty thousand 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. The firm should own processing, printing, cutting, binding units etc.at one place. The firm should submit declaration that any Govt. Establishment/Agency has not blacklisted the firm. Fabrication – staple binding
5. **Rate quoted should be inclusive of all taxes, freight charges, scanning, composting, cutting, pressing, binding etc.**
6. The firm would carry out the printing only after getting work order. If it is found that the job is not being done as per the required specifications and if the terms and conditions are not met with, the Chief Electoral Officer has the right to cancel the job assigned and impose a penalty on the firm.
7. This office will provide the text to be printed in CD/email/pen drive along with a hard copy in English/Manipuri (Bengali Script).
8. Printing to be completed within **seven days** after award of contract.
9. 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.
10. 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.
11. This office reserves 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. The instructions issued from time to time till the final execution of the job shall be binding on the firm. Conditional tender would be rejected out-rightly.
12. A representative from the bidding firm can take part in the sealed tender opening meeting.
13. This office can increase or decrease the contract quantity up to 25% (twenty five percent) at the time of issue of contract.
14. Sample of the **paper (A4 Size; 75 GSM)** should be submitted positively.

Amir/ale
9/7/2015

ANNEXURE A
IN 1ST ENVELOPE
Super-scribing "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.....
3. Bid Security/EMD and details :-----
4. Tender fee and details :-----
5. Income Tax return for last 2 (two) years.....
6. Sample:.....

Shri/da
21/7/2025

ANNEXURE B
IN 2nd ENVELOPE
Super-scribing "Financial Bid"

Sl.No.	Particulars	Quantity	No. of page/set	Size & Quality of paper	Rate/page	Total Amount (inclusive of tax)
1.	Declaration Form (Black & White)	2,00,000	2	A4/75 GSM		

Authorized Signature & Seal of the bidder/firm.

Shirishale
9/8/2025