

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

www.ceomanipur.nic.in
Telefax: 0385:2414239/2414859

e-mail: ceo_manipur@eci.gov.in
jtceo_manipur@eci.gov.in

**INVITATION FOR BIDS (IFB)
Imphal, the 9th September, 2020**

No.4/Material/Bye Elec-2020 : Chief Electoral Officer, Manipur invites bids for printing and supply of Pre-printed envelopes 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 10.09.2020	12: 00 hrs of 30.09.2020
2.	Seeking Clarification	12:00 hrs of 10.09.2020	12: 00 hrs of 20.09.2020
3.	Submission of Tender Fees & EMD	12:00 hrs of 10.09.2020	12: 00 hrs of 30.09.2020
4.	Submission of Tender documents	12:00 hrs of 10.09.2020	12: 00 hrs of 30.09.2020
5.	Technical Bid Opening	11:00 hrs of 01.10.2020	
6.	Price Bid Opening	11:15 hrs of 01.10.2020	

3. **GENERAL CONDITIONS:**

- i. Bidding documents may be downloaded from the website <https://manipurtenders.gov.in> w.e.f 12:00 hrs of 10th September, 2020. 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.5,000/- (non refundable) and EMD of Rs.7,500 /- [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 envelop by mentioning tender details.
- v. Bids must be submitted online from 12:00 hrs of 10.09.2020 and shall be accepted upto 12:00 hrs of 30.09.2020.
- vi. Bidder should have GSTIN Registration and the rate quoted should be inclusive of GST.
- vii. Uploaded documents of valid bidder will be verified with original documents and should be submitted to this office.
- viii. Bidder must possess Digital Signature Certificate of Class II or Class III for submission of bids through e-procurement/tender.
- ix. Specification i.e size of the envelopes and details to be printed shall be obtained from this office. Printed envelope should be delivered at this office and transportation shall be arranged by the firm itself. No transportation charges will be paid.
- x. Selected Firms should be able to deliver the items within 10 (ten) days of receiving supply Orders.
- xi. Payment will be made after delivery of the Printed Material in full and on submission of bills in duplicates.
- xii. Bids will be opened in the office Chamber of Chief Electoral Officer, Manipur, Lamphelpat.
- 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.

Envelopes for Polling

Envelope Type		Sl.No.	Particular	Total
Statutory Forms	Green	1	For marked copy of electoral rolls (SE-8) 12"*18"	330
		2	For Register of Voters containing signature of voters (Form 17A) (SE-8) 12"*18"	330
		3	Sealed cover containing voter's slip (SE 7) 6"*12"	330
		4	Unused tendered ballot papers (SE 7) 6"*15"	330
		5	Sealed Cover Containing tendered Ballot paper & list in 17B (SE 7) 6"*12"	330
Non Statutory Form	Yellow	6	For copy or copies of Electoral roll (other than the marked copy) (SE 8) 12"*18"	330
		7	For list of challenged votes in Form 14 (SE-5) 5"*10"	330
		8	For appointment letters of Polling Agents in Form 10 (SE-6) 10"*12"	330
		9	For list of blind and infirm voters in Form 14 -A (SE-5) 5"*10"	330
		10	For receipt Book and Cash, if any, in respect of challanged votes (SE-6) 5*10"	330
		11	For declaration of companions (SE-5) Form-14 A 5"*10"	330
		12	Cover for unused and damaged special tag (SE-7) 5"*10"	330
		13	Cover for unused and damaged strip seal(SE-7) 5"*10"	330
		14	For smaller envelops (SE-6) (Unused Voter's Slip) 12"*18"	330
3rd Packet	Brown	15	Plain envelopes (SE-8) 6"*12"	330
		16	Plain envelopes (SE-7) (From-PS-05) 6"*12"	330
		17	For other relevant papers (SE-5) (Visit Sheet) 5"*10"	330
		18	Brass Seal (SE 7) 5"*10"	330
		19	Cup for Setting the indelible Ink (SE 7) 5"*10"	330
		20	Arrow Cross Mark (SE 7) 5"*10"	330
		21	Stamp Pad (SE 7) 5"*10"	330
		22	Indelible Ink (SE 7) 5"*10"	330
		23	Manual on EVM & VVPAT (SE 6) 10"*12"	330
		24	Manual on Presiding Officer (SE 6) 10"*12"	330

Envelope Type		Sl.No.	Particular	Total
4th Packet	Blue	25	For unused and damaged paper seals (SE-5) 5"*10"	330
		26	For smaller envelopes (others) (SE-7) (Declaration of Age) 5"*10"	330
		27	For any other paper that the RO has decided to keep in the sealed cover (SE 6) 12"*18"	330
		28	For Presiding Officer's Diary's report (SE-6) 5"*10"	330
		29	For Declaration by the Presiding Officer at Commencement of poll(SE-7) 5"*10"	330
		30	For Declaration by the Presiding Officer at the end of poll(SE-7) 5"*10"	330
		31	For account of votes recorded (Form-17C) (SE-5) 5"*10"	330
		32	Cover for presiding Officer's brief record under rule 40 (SE-6) 5"*10"	330
		33	Other Misc. Material (SE 6) 12"*18"	330
ETBPS	White	34	Form -13 A (Cover for Declaration) (SE 5) 4"*9"	
		35	Form-13B (Cover A) (SE-5) 5"*11"	2500
		36	Form-13C (Cover B) (SE-6) 6"*12"	2500
		37	Large Cover for Putting Form-13B & 13 C and 13A & 13D (SE-6) 8"*12"	2500
POSTAL BALLOT	Brown	38	Form -13 A (Cover for Declaration) (SE 5) 4"*9"	
		39	Form-13B (Cover A) (SE-5) 5"*11"	3000
		40	Form-13C (Cover B) (SE-6) 6"*12"	3000
		41	Large Cover for Putting Form-13B & 13 C and 13A & 13D (SE-6) 8"*12"	3000

SIGN BOARDS

SI.No	Particular	Total	Remark
1	Presiding Officer	330	size : 7"*15" in thick brown paper
2	Polling Officer	330	
3	Entry	330	
4	Exit	330	
5	Poll Hour	330	
6	Polling Agent	330	
7	Ballot Unit Layout Display	330	Flex : 18"*24"

