

**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 Stationery and Non-Stationery items 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	10:30 hrs of 01.10.2020	
6.	Price Bid Opening	10:45 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 envelope 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. Stationery and non Stationery items 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.

Sl.No.	Items	Qty	Remark
1	Stamp Pad (Purple) medium size	660	in number
2	Match Box	330	in number
3	Ordinary pencil	330	in number
4	Ball Pen (Blue)	990	in number
5	Ball Pen (Red)	330	in number
6	Blank Paper DF size (white)	4	Reams
7	AlPins	9900	in number
8	Sealing Wax	660	in number
9	Gum/Glue Stick -15 gram	660	in number
10	Razor Blade	330	in number
11	Candles sticks (medium size)	3960	in number
12	Thin Twine Thread 20 mtrs	660	in balls
13	Metal rule	330	in number
14	Carbon Paper	990	in sheet
15	Packing Brown paper	3	Reams
16	Cup/Empty tin/Plastic Box for holding indelible ink bottle.	330	in number
17	Drawing pins	8250	in number
18	Rubber Bands	8250	in number
19	Cello tape 24 yards	330	in number
20	70 GSM Pink Paper (DF Size)	2	Reams

Signature