

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

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



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INVITATION FOR BIDS (IFB)
Imphal, the 29th December, 2021

No. 5/ELEC/PRO/SAE-2022: Chief Electoral Officer, Manipur invites bids for procurement of Video Camera (as per Annexure) from reputed firms for use by Election Expenditure Monitoring Teams in the ensuing General Elections to Manipur Legislative Assembly, 2022.

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 29.12.2021	12:00 hrs of 10.01.2022
Seeking clarification	12:00 hrs of 30.12.2021	12:00 hrs of 05.01.2022
Submission of tender documents	12:00 hrs of 06.01.2022	12:00 hrs of 11.01.2022
Submission of EMD (Original copy)	12:00 hrs of 06.01.2022	12:00 hrs of 11.01.2022
Technical Bid opening	14:00 hrs of 14.01.2022	
Financial Bid opening	14:00 hrs of 16.01.2022	

3. **TERMS & CONDITIONS:**

1. **Rates:** The rates should be in both figure and words, and they must be firm and should be inclusive of all taxes and all charges for delivery to this office in Imphal.
2. **Delivery Period:** Within 10 days from the issue of the Supply order.
3. **Consignee:** The Chief Electoral Officer, Manipur, Lamphel.
4. **Installation & Warranty:** 1 (one) year onsite warranty. All products should carry at least one year manufacturer warranty against defective material and poor workmanship, and the defective items are to be replaced/rectified without any additional cost.
5. **Payment:** No advance and 100% on delivery within 10(ten) days of receipt of the materials in full and good condition. All payment will be made by cheque or e-Banking System.
6. **Service Centre:** Facility of Authorized Service Centre of Company at Imphal.
7. **Experience:** The firms should have experience in supplying the specified items in the North East Region.
8. **Validity:** The price shall be valid till March, 2022.
9. Authorization from manufacturers/ distributors/authorised dealers.
10. Only online submission of the bids is acceptable. Offline submission of the bids in Hard copies is not acceptable and shall not be received.
11. All documents/papers uploaded/submitted by the bidder must be legible.
12. An Earnest Money Deposit of Rs. **7,500/-** (refundable) is to be submitted in the form of bank draft of any Nationalised Bank/ Scheduled Commercial Bank payable at Imphal drawn in favour of Chief Electoral Officer, Manipur.

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13. The EMD shall be exempted for bidders who are certified under SME/NSIC, upon furnishing relevant documents.
14. Tender fees of **Rs.5,000/-** (Rupees five thousand) should be submitted in the form of Bank draft of any Nationalised Bank/ Scheduled Commercial Bank payable at Imphal drawn in favour of Joint Chief Electoral Officer, Manipur.
15. Security Deposit of **10%** (refundable) of the total quoted amount 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 should be submitted by the successful bidder.
16. All Bank drafts should be submitted in a separate Envelope by indicating tender identification e.g. ("Earnest Money Deposit/Tender fee" etc.).
17. The rate quoted should be inclusive of all taxes.
18. The Authority reserves the right to accept or reject any or all tenders without assigning any reason thereof. The office may also modify the terms and conditions before giving supply order.
19. The Authority reserves the right to cancel all bids without assigning any reason thereof.
20. Tenders/Bids must be quoted in English language only.
21. The bidders should not be blacklisted by any Government/ Semi Government/ Private Institute.
22. All disputes are subject to jurisdiction of courts at Imphal only.
23. 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.
24. The Department shall not be responsible for any delay in postal service or disruption of web service.
25. Uploaded documents of valid successful bidder will be verified with the original documents before signing the Agreement.
26. The bidders must possess Digital Signature Certificate of Class III for submission of bids through online in the above website.
27. Bid will be opened in the chamber of **Principal Secretary-cum-Chief Electoral Officer**, Manipur, Lamphelpat.
28. Balance sheet for last three years should be submitted.
29. The firm shall submit Income Tax return for last 2(two) years and GST registration number.
30. A summarized sheet of turnover for last 3 years certified by registered Chartered Accountant.

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31. Experience certificate/ work order, if any, for supply of related field should be submitted.
32. The firm should produce valid PAN No., GSTIN No.
33. The quantity of items to be purchased may be increased or decreased subject to requirement/exigencies.
34. The successful firm may be empanelled for supply of the materials for another two years.

(Ramananda Nongmeikapam)
Joint Chief Electoral Officer, Manipur

Copy to:

1. Principal Secretary (Election), Govt. of Manipur
2. Additional Chief Electoral Officer, Manipur
3. Notice Board
4. Relevant File

ANNEXURE

Notice No. No. 5/ELEC/PRO/SAE-2022

Dated 29th December, 2021

LIST OF ITEMS TO BE PROCURED THROUGH eTENDER – Video Camera

Sl. No.	Item	Brand	Model with Specifications	Qty	Rate (inclusive all taxes)	Amount
1	Video Camera	Panasonic / Sony / Canon	Connectivity : Wifi, HDMI , 30 x Optical zoom or above, 720p HD Video or above,Storage File System: DCF,EXIF.Memory Card Type:SD, SDHC, SDXC. JPEG format,MP4 format High Sensivity Sensor, Auto & Manual Focus ,Shutter Speed: 1/2000-2 sec or higher. Recordable Time with Battery: 50 min or higher. LCD Display.	530		
			TOTAL:			