

**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 5th October, 2021

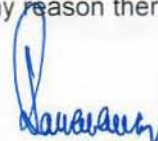
No.COE-101/1/2021-ELEC-MATERIALS: Chief Electoral Officer, Manipur invites bids for printing and supply of Pre-printed envelopes from the reputed firms.

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 05.10.2021	12: 00 hrs of 25.10.2021
2.	Seeking Clarification	12:00 hrs of 05.10.2021	11: 55 hrs of 15.10.2021
3.	Submission of Tender Fees & EMD	12:00 hrs of 15.10.2021	12: 00 hrs of 25.10.2021
4.	Submission of Tender documents	12:00 hrs of 15.10.2021	12: 00 hrs of 25.10.2021
5.	Technical Bid Opening	14:00 hrs of 25.10.2021	
6.	Price Bid Opening	14:15 hrs of 25.10.2021	

3. **GENERAL CONDITIONS:**

- i. Bidding documents may be downloaded from the website <https://manipurtenders.gov.in> w.e.f 12:00 hrs of 05.10.2021. 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.3,000/- (non refundable) and EMD of Rs.5,00,000/- [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. Bidder should have GSTIN Registration and the rate quoted should be inclusive of GST.
- vi. Uploaded documents of valid bidder will be verified with original documents and should be submitted to this office.
- vii. Bidder must possess Digital Signature Certificate of Class II or Class III for submission of bids through e-procurement/tender.
- viii. 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.
- ix. Selected Firms should be able to deliver the items within 15 (fifteen) days of receiving supply Orders.
- x. Payment will be made after delivery of the items in full and on submission of bills in duplicates.
- xi. Bids will be opened in the office Chamber of Chief Electoral Officer, Manipur, Lamphelpat.
- xii. 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.

Annexure
Envelopes to be used at Polling Stations Level

Envelope Type		SI.No.	Particular	Quantity	Rate per items	Tax	Total amt.
Statutory Forms	Green	1	For marked copy of electoral rolls (SE-8) 12"*18"	4,800			
		2	For Register of Voters containing signature of voters (Form 17A) (SE-8) 12"*18"	4,800			
		3	Sealed cover containing voter's slip (SE 7) 6"*12"	4,800			
		4	Unused tendered ballot papers (SE 7) 6"*15"	4,800			
		5	Sealed Cover Containing tendered Ballot paper & list in 17B (SE 7) 6"*12"	4,800			
Non Statutory Form	Yellow	6	For copy or copies of Electoral roll (other than the marked copy) (SE 8) 12"*18"	4,800			
		7	For list of challenged votes in Form 14 (SE-5) 5"*10"	4,800			
		8	For appointment letters of Polling Agents in Form 10 (SE-6) 10"*12"	4,800			
		9	For list of blind and infirm voters in Form 14 -A (SE-5) 5"*10"	4,800			
		10	For receipt Book and Cash, if any, in respect of challenged votes (SE-6) 5*10"	4,800			
		11	For declaration of companions (SE-5) Form-14 A 5"*10"	4,800			
		12	Cover for unused and damaged special tag (SE-7) 5"*10"	4,800			
		13	Cover for unused and damaged strip seal(SE-7) 5"*10"	4,800			
		14	For smaller envelops (SE-6) (Unused Voter's Slip) 12"*18"	4,800			
3rd Packet	Brown	15	Plain envelopes (SE-8) 6"*12"	4,800			
		16	Plain envelopes (SE-7) (From-PS-05) 6"*12"	4,800			
		17	For other relevant papers (SE-5) (Visit Sheet) 5"*10"	4,800			
		18	Brass Seal (SE 7) 5"*10"	4,800			
		19	Cup for Setting the indelible Ink (SE 7) 5"*10"	4,800			
		20	Arrow Cross Mark (SE 7) 5"*10"	4,800			
		21	Stamp Pad (SE 7) 5"*10"	4,800			
		22	Indelible Ink (SE 7) 5"*10"	4,800			
		23	Manual on EVM & VVPAT (SE 6) 10"*12"	4,800			
		24	Manual on Presiding Officer (SE 6) 10"*12"	4,800			
4th Packet	Blue	25	For unused and damaged paper seals (SE-5) 5"*10"	4,800			
		26	For smaller envelops (others) (SE-7) (Declaration of Age) 5"*10"	4,800			
		27	For any other paper that the RO has decided to keep in the sealed cover (SE 6)	4,800			
		28	For Presiding Officer's Diary's report (SE-6) 5"*10"	4,800			
		29	For Declaration by the Presiding Officer at Commencement of poll(SE-7) 5"*10"	4,800			

		30	For Declaration by the Presiding Officer at the end of poll(SE-7) 5"*10"	4,800			
		31	For account of votes recorded (Form-17C) (SE-5) 5"*10"	4,800			
		32	Cover for presiding Officer's brief record under rule 40 (SE-6) 5"*10"	4,800			
		33	Other Misc. Material (SE 6) 12"*18"	4,800			
ETBPS	White	34	Form -13 A (Cover for Declaration) (SE 5) 4"*9"	22,000			
		35	Form-13B (Cover A) (SE-5) 5"*11"	22,000			
		36	Form-13C (Cover B) (SE-6) 6"*12"	22,000			
		37	Large Cover for Putting Form-13B & 13 C and 13A & 13D (SE-6) 8"*12"	22,000			
POSTAL BALLOT	Brown	38	Form -13 A (Cover for Declaration) (SE 5) 4"*9"	80,000			
		39	Form-13B (Cover A) (SE-5) 5"*11"	80,000			
		40	Form-13C (Cover B) (SE-6) 6"*12"	80,000			
		41	Large Cover for Putting Form-13B & 13 C and 13A & 13D (SE-6) 8"*12"	80,000			