

OFFICE OF THE  
CHIEF ELECTORAL OFFICER, MANIPUR

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SHORT TENDER NOTICE  
Imphal, the 12<sup>th</sup> March, 2024

No. COE-101/2/2021-ELEC-ED: - Sealed tenders (as per Annexure "A") are invited from reputed firms for the supply of Polling Materials mentioned in Annexure "B".

2. Interested firms may submit sealed tenders by 5 PM of 19.03.2024 (Tuesday) addressed to the undersigned. Necessary terms and conditions are enclosed herewith. The tenders not fulfilling any of the enclosed terms and conditions will be summarily rejected. Rate quoted should be inclusive of all taxes and delivery charges.

3. Details can be downloaded from the website of this office [www.ceomanipur.nic.in](http://www.ceomanipur.nic.in)

4. Tender opening date will be notified shortly.

  
12/03/2024

(Ramananda Nongmeikapam)  
Joint Chief Electoral Officer, Manipur.

Memo No. COE-101/2/2021-ELEC-ED

Imphal, the 12<sup>th</sup> March, 2024

Copy to: -

1. Commissioner -cum- Secretary (Election), Govt. of Manipur.
2. Computer Programmer for uploading at the CEO's website.
3. Relevant file/Guard file.

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### Terms and Conditions

1. The firm shall submit GST registration Number.
2. The firm shall submit 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. The firm shall also submit Earnest Money Deposit (EMD) of Rs. 7500/- [seven thousand five hundred], 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. Tender Fee and EMD to be submitted **on/before 05:00 PM of 19.03.2024**
5. The firm after allotment of job, if 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.
6. 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.
7. The firm should be able to supply the items within 20 days on received of supply order.
8. 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.
9. This office can also modify the terms and conditions before giving the job order.
10. A representative from the bidding firm can take part in the sealed tender opening meeting.
11. Sample of the items should be submitted **on/before 05:00 PM of 19.03.2024.**

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**ANNEXURE A**

**TECHNICAL BID (In Separate Sealed Envelope)**

1. Name & Address of the bidder/firm:  
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2. Contact Details of the bidder/firm:
  - a. Mobile No: .....
  - b. Email Id: .....
  - c. PAN: .....
  - d. GST Regd. No: ..... [copy to be enclosed]
3. Tender Fee DD.No.....
4. EMD DD.No.....

**Annexure B "Supply of Non-Stationery Items"**

FINANCIAL BID (In Separate Sealed Envelope)

| Sl.No. | Particulars           | Specification                                | Qty    | Rate/ item | Total Amount<br>(inclusive of tax) |
|--------|-----------------------|--|--------|------------|------------------------------------|
| 1.     | Metal Seal for<br>ARO | Aluminum type                                | 100    |            |                                    |
| 2.     | Gunny Bag             | Made of loin cloth/ size<br>34 inch* 24 inch | 5000   |            |                                    |
| 3.     | Rubber Band           | Mixed color                                  | 40,000 |            |                                    |

Authorized Signature & Seal of the bidder/firm.