

OFFICE OF THE
CHIEF ELECTORAL OFFICER: MANIPUR

INVITATION FOR BIDS (IFB)
Imphal, the 6th December, 2018

No. 2/ELEC/LSE/MAT/2018-19: Chief Electoral Officer, Manipur invites bids for printing and supply of Forms, Envelopes and Sign Boards from the reputed firms.

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 06.12.2018	12:00 hrs of 27.12.2018
Seeking clarification	12:00 hrs of 06.12.2018	12:00 hrs of 27.12.2018
Tender fee (Bank draft in original)	12:00 hrs of 06.12.2018	12:00 hrs of 27.12.2018
Submission of tender documents	12:00 hrs of 06.12.2018	12:00 hrs of 27.12.2018
Price bid opening	16:00 hrs of 27.12.2018	

3. **GENERAL CONDITIONS:**

- i) Bidding documents may be downloaded from the website <https://manipurtenders.gov.in> w.e.f. 12.00 hrs. of 6th December, 2018. Interested bidders may obtain further information from the same website.
- ii) Only online submission of the bids is acceptable. Offline submission of the bids in Hard copies is not acceptable and shall not be received.
- iii) All documents/papers uploaded/submitted by the bidder must be legible.
- iv) Bids must be submitted online from 12:00 hrs of 06.12.2018 and shall be accepted up to 12:00 hrs of 27.12.2018.
- v) The Department shall not be responsible for any disruption of web service.
- vi) The rate should be inclusive of all taxes/VAT and F.O.R. Imphal.
- vii) Uploaded documents of valid successful bidder will be verified with the original documents before signing the Agreement.
- viii) The Authority reserves the right to cancel all bids without assigning any reason thereof.

- ix) The bidders must possess Digital Signature Certificate of Class II or Class III for submission of bids through online in the above website.
- x) **Sample of the materials can be obtained from the Chief Electoral Officer's Office, Lamphelpat, Imphal.**
- xi) The materials should be delivered at the Office of Chief Electoral Officer, Manipur, Lamphelpat, Imphal. Arrangement for transportation or delivery of election materials is to be made by the firm itself.
- xii) Payment may be made after delivery of the materials in full.
- xiii) Bid will be opened in the chamber of the Chief Electoral Officer, Manipur, Lamphelpat, Imphal.

4. TECHNICAL BID

- i) The Security Deposit should be 10% of the quoted amount in the form of Bank draft of any Nationalized Bank/Scheduled Commercial Bank payable at Imphal drawn in favour of Chief Electoral Officer, Manipur. **Bank Draft should be submitted in a separate Envelope by indicating tender identification e.g. (For printing and supply of Forms, Envelope and Sign Boards)**
- ii) Current & valid Service Tax Register Certificate/GST.
- iii) Copy of PAN Card.
- iv) GSTIN of the Supplier/Firm
- v) Tender fee of Rs. 5000/- (Rupees five thousand) in bank draft in original. **Bank Draft should be submitted in a separate Envelope by indicating tender identification e.g. (For printing and supply of Forms, Envelope and Sign Boards).**



(Ramananda Nongmeikapam)
Joint Chief Electoral Officer, Manipur

Copy to:

1. Secretary to the Hon'ble Chief Minister, Manipur
2. Principal Secretary (Election), Government of Manipur

Forms, Envelopes and Sign Boards

SI No.	Item Description	Quantity	Unit
1	Forms		
1.01	Form-2A (Nomination paper)	600	Pages
1.02	Affidavit	50	Pages
1.03	Affidavit in Form-26	50	Pages
1.04	Form of Oath affirmation	50	Pages
1.05	Form-3A (Notice of Nomination)	50	Pages
1.06	Form-4 (List of validly nominated candidates)	50	Pages
1.07	Form-5 (Withdrawal of candidates)	50	Pages
1.08	Form-6(Notice of withdrawal of candidature)	50	Pages
1.09	Form-7A (List of contesting candidates)	50	Pages
1.10	Form-8 (Appointment of Election Agents)	50	Pages
1.11	Form-9 (Revocation of appointment of Election Agents)	50	Pages
1.12	Form-10 (Appointment of Polling Agents) Yellow colour.	60000	Pages
1.13	Form- 11 (Revocation of appointment of polling agents)	60000	Pages
1.14	Form – 12 (Letter of intimation to Returning Officer for Postal Ballot.	3000	Pages
1.15	Form-12A (Application for Election Duty Certificate)	18000	Pages
1.16	Form-12C (Letter of intimation for notified class of electors)	3000	Pages
1.17	Form-13A (Declaration by Electors)	3000	Pages
1.18	Form-13D(Instruction for guidance electors)	6000	Pages
1.19	Form-13E (Instruction of guidance of notified class of electors)	3000	Pages
1.20	Form-13F (Appointment of proxy voting by CSV)	200	Pages
1.21	Form-13G (Revocation of appointment of proxy voting by CSV)	200	Pages
1.22	Forms-14 (List of Challenge vote)	15000	Pages
1.23	Forms-14A (List of illiterate, blind and infirm voters)	9000	Pages
1.24	Forms-17B (list of Tender votes)	6000	Pages
1.25	Forms-17C (Account of votes recorded)	120000	Pages
1.26	Record of Paper seal used	6000	Pages
1.27	Receipt Book for deposit of Challenge vote fee	15000	Pages
1.28	SH.O Form	12000	Pages
1.29	Annexure-XXXIII (Declaration by the Presiding Officer)	36000	Pages
1.30	Declaration by elector about age	6000	Pages
1.31	Annexure XXXIV (Declaration by the companion of blind or infirm electors)	12000	Pages

1.32	Entry Pass of Polling Agents	30000	Pages
1.33	Annexure (Presiding Officer's additional 16 point report	6000	Pages
1.34	Voter Slip (without photo)	2100000	Pages
1.35	Presiding Officer Diary	29760	Pages
1.36	Voters Register in Form-17A (Polling station wise in a book form)	372000	Pages
1.37	Badges for Presiding Officers & Polling Officers	22320	Pages
1.38	Receipt of Return of Election Record /material after Poll (Form M21)	3720	Pages
1.39	Mock Poll Certificates	7440	Pages
1.40	Visit Sheet	7440	Pages
1.41	Arrival Report	7440	Pages
1.42	Form of Declaration by Elector under Rule 49MA of Conduct of Elections Rules 1961	30000	Pages
1.43	Form of Declaration by Elector whose name is in absentee /shifted /dead list	30000	Pages
1.44	Polling agents/ Relieving agents movement sheet	3720	Pages
2	Envelopes for Polling		
2.01	For marked copy of electoral rolls(SE-8)	3720	Nos
2.02	For other copies of electoral roll (SE-8)	3720	Nos
2.03	For Declaration by the Presiding Officer before commencement of poll	3720	Nos
2.04	For Declaration by the Presiding Officer at the end of poll(SE-7)	3720	Nos
2.05	For account of votes recorded (Form-17C) (SE-5)	3720	Nos
2.06	For list of challenged votes (SE-5) Form-14	3720	Nos
2.07	For unused and spoiled paper seals(SE-5)	3720	Nos
2.08	For appointment letters of Polling Agents (SE-6) Form 10	3720	Nos
2.09	For list of blind and infirm voters (SE-5) (Challenge Votes)	3720	Nos
2.10	For presiding Officer's Diary's report(SE-6)	3720	Nos
2.11	For Election Duty Certificate (SE-5)	3720	Nos
2.12	For receipt Book and Cash forfeited (SE-6) (Challenge Votes)	3720	Nos
2.13	For declaration of companions (SE-5) Form-14 A	3720	Nos
2.14	For smaller envelops (others) (SE-7) (Declaration of Age)	3720	Nos
2.15	For Register of Voters containing signature of voters 1 (Form 17A) (SE-8)	3720	Nos
2.16	For other relevant papers (SE-5) (Visit Sheet)	3720	Nos
2.17	For smaller envelops (SE-6) (Unused Voter's Slip)	3720	Nos
2.18	Cover for presiding Officer's brief record under rule 40 (SE-6)	3720	Nos
2.19	Plain envelops (SE-7)-2 (SE-8) (From-PS-05)	3720	Nos

2.20	For unused Tender ballot papers (SE-7)	3720	Nos
2.21	For any other paper that the RO has decided to keep in the sealed cover	3720	Nos
2.22	Cover for unused and damaged special tag (SE-7)	3720	Nos
2.23	Cover for unused and damaged strip seal(SE-7)	3720	Nos
2.24	Manual of Instruction for use of EVM	3720	Nos
2.25	Handbook of Presiding Officer	3720	Nos
2.26	Brass Seal	3720	Nos
2.27	Cup for Setting the indelible Ink	3720	Nos
2.28	Arrow Cross Mark	3720	Nos
2.29	Stamp Pad	3720	Nos
2.30	Indelible Ink	3720	Nos
2.31	Other Misc. Material	3720	Nos
2.32	Form-13A (Cover for Declaration) (SE-5)	3000	Nos
2.33	Form-13B (Cover A) (SE-5)	3000	Nos
2.34	Form-13C (Cover B) (SE-6)	3000	Nos
2.35	Large Cover for Putting Form-13B & 13 C and 13A & 13D (SE-6)	3000	Nos
2.36	Sealed cover containing voters slip of voters	3720	Nos
2.37	Statutory Cover Sealed Cover Containing tendered Ballot paper & list in 17B	3720	Nos
2.38	Cover Containing the election duty certificate (Form 12 B)	3720	Nos
3	Sign Boards		
3.01	Presiding Officer	3720	Nos
3.02	Polling Officer	3720	Nos
3.03	Entry	3720	Nos
3.04	Exit	3720	Nos
3.05	Poll Hour	3720	Nos
3.06	Polling Agent	3720	Nos
3.07	Ballot Unit Layout Display	3720	Nos
