

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 supply of stationery and non-stationery items from the reputed firms.

2. Tender is to be submitted on-line through e-procurement/tender portal <https://manipurenders.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	15:00 hrs of 27.12.2018	

3. **GENERAL CONDITIONS:**

- i) Bidding documents may be downloaded from the website <https://manipurenders.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) Stationery & non-stationery items 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 supply of stationery & non-stationery items)**
- 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 supply of stationery & non-stationery items)**

(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

LIST OF STATIONERY AND NON-STATIONERY ITEMS

Sl.No.	Material Required	Quantity	Units
1	STATIONERY ITEMS		
1.01	Stamp Pad (Purple)	7440	Nos
1.02	Match Box	3720	Boxes
1.03	Ordinary pencil- 1	3720	Piece
1.04	Ball Pen 3 Blue+ 1 Red	14880	Piece
1.05	Blank Paper 8 sheets	60	Reams
1.06	Pins 25 pieces	470	Boxes
1.07	Sealing Wax 6 sticks	3720	Boxes
1.08	Gum paste 1 bottle	3720	Bottle
1.09	Blade 1	930	pkts
1.10	Candles sticks 6	3720	pkts
1.11	Thin Twine Thread 20 mtrs	7440	Balls
1.12	Metal rule 1	3720	Nos
1.13	Carbon Paper 3 sheets	112	pkts
1.14	Packing paper sheets 3	30	Reams
1.15	Cup/Empty tin/Plastic Box for holding indelible ink bottle.	3720	Piece
1.16	Drawing pins 24 pieces	8930	boxes
1.17	Rubber Bands 20	30	kgs
1.18	Cello tape 1	3720	Piece
1.19	Sutli (Ball)	7440	Balls
2	PAPER FOR BALLOT PAPER		
2.01	70 gsm white cream wove paper	150	Reams
