

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

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

Email: ceo_manipur@eci.gov.in
jtceo_manipur@eci.gov.in

NOTICE INVITING TENDER

Imphal, the 19th September, 2019

No.2/SSR 2020/FORMS/ELEC: - Sealed tenders (as per Annexure "A") are invited from reputed firms for printing & supply of Systematic Voters' Education and Electoral Participation (SVEEP) Materials as specified at Annexure "B".

2. Interested firms may submit sealed tender till **3.00 PM of 4th October, 2019 (Friday)** addressed to the undersigned. Sealed tenders will be opened on **3.30 PM of 4th October, 2019 (Friday)** in the Office chamber of Chief Electoral Officer, Manipur, Lamphel, Imphal-795004. 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 CEO's Manipur website **www.ceomanipur.nic.in**.



(Ramananda Nongmeikapam)
Joint Chief Electoral Officer, Manipur.

Memo No.2/SSR 2020/FORMS/ELEC

Imphal, the 19th September, 2019

Copy to:-

1. Principal Secretary (Election), Govt. of Manipur.
2. The Database Administrator for uploading at the CEO's website.
3. The Editor, Sangai Express (English)/Poknapham Daily (Manipuri)/Sanaleipak (Manipuri) for publication as paid advertisement for 1 (one) day.
4. Relevant file/Guard file.

Terms and Conditions

1. The firm shall submit **Income Tax return for last 2(two) years and GST registration Number.**
2. The **Tender Fees of Rs.3000/-**, 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. An **Earnest Money Deposit of Rs. 1,60,000/- [Rupees one lakh sixty thousand only]**, 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. The firm after allotment of job will have to first submit proof for approval/supply order. If it is 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.
5. 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.
6. 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.
7. This office reserve the right to accept or reject any or all tenders without assigning any reason thereof. This office can also modify the terms and conditions before giving the job order.
8. A representative from the bidding firm can take part in the sealed tender opening meeting.
9. Sample of the **T-shirt (both Black & White)/Cap/Banner etc.** should be submitted positively.



ANNEXURE A

FINANCIAL BID

1. Name & Address of the bidder/firm:.....
2. Contact Details of the bidder/firm:
 - a. Mobile No.....
 - b. Email Id.....
 - c. Websites:.....
 - d. PAN
 - e. GST Regd.No.....
3. Please quote rate per item in Indian rupees.
4. Total Price for the mentioned Job: Rs.....
(Inclusive of all taxes) (in words).....

ANNEXURE B

Sl.No.	Particulars	Size & Quality	Qty	Rate/item	Total Amount (inclusive of tax)
1	T-shirts; Round neck to be printed with SVEEP message	One Size; 100% Cotton; Pure Black in color	2050		
		One Size; 100% Cotton; Pure White in color	2050		
2	Cap to be printed with SVEEP message	One Size; polyester	4100		
3	Banner with eye lids	4*10 size	4100		
4	Printing and Displaying of Hoarding for 45 days	20*10 Size; 50 locations	50		
	Total:-				

Authorized Signature & Seal of the bidder/firm.

