



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

www.ceomanipur.nic.in

Telefax: 03852414239/2414859

No. 1/32/ELEC/Actt(SVEEP)/FUND/2017

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Imphal, the 20<sup>th</sup> June, 2017

**NOTICE INVITING TENDER**

Sealed tenders are invited on behalf of Chief Electoral Officer, Manipur for supply of 1 Minutes Audio/Jingles with SVEEP Msg. from the authorized dealers. All rates shall be quoted in prescribed format enclosed with the tender notice.

2. The tenders have been invited under two bid system i.e Technical and Financial Bid. The interested agencies are advised to submit sealed envelopes super scribing " **Technical bid for supply of 1 minutes Audio/Jingles to Office of the CEO, Manipur, Lamphelpat**" " **Financial Bid for supply of 1 minutes Audio/Jingles to Office of the CEO, Manipur, Lamphelpat**". Both sealed envelopes should be kept in a third sealed envelope super scribing " **Tender for supply of 1 minutes Audio/jingles to Office of the CEO, Manipur, Lamphelpat**"
3. The interested dealers/firms may submit the tender documents complete in all respects along with other requisite documents by **3<sup>rd</sup> July 2017 (Monday) before 12.00 noon** to Office of the Chief Electoral Officer, Manipur. Chief Electoral Officer, Manipur will not be responsible for the postal loss/delay.
4. The incomplete and/or conditional bids shall not be considered and will be outrightly rejected in very first instance.
5. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Commercial Bid Form. In such cases, the tender shall be summarily rejected. However, the cutting, if any, in the Technical Bid Application must be initiated by the person authorized to sign the tender bids.
6. The Technical bids shall be opened on **4<sup>th</sup> July 2017 (Tuesday) at 4 PM in Room 186, Old Secretariat, Imphal by the Committee** constituted for the purpose by the Chief Electoral Officer, Manipur in the presence of the representatives of the tenderer, if any, who wish to be present on the spot at that time.
7. The Financial Bid of only those tenderer will be opened whose Technical bids are found in order. The Committee constituted for the purpose by the Chief Electoral Officer, Manipur in the presence of those tenderer who may choose to be present shall open the financial bids.
8. The Chief Electoral Officer, Manipur reserves the right to accept or reject in part or in full any or all the tenders at any stage without assigning any reason thereof.

9. The whole supply of items is at the Office of the Chief Electoral Officer, Manipur Lamphelpat premises to be completed within 15 (fifteen) days from the date of issue of the demand request on each occasion.

10. The tenderers can submit the bid either directly or through their authorized representative. In case, the tender is submitted by the authorized representative of the tenderer, then the tender shall be signed and submitted by authorized representative under legal power of attorney from the tenderer.

11. The cost of tender is NIL. The tender documents are not transferable.

12. An Earnest Money of Rs.7500/- drawn in favour of Chief Electoral Officer, Manipur should be deposited. The Earnest money of unsuccessful tenderes will be refunded within 7 (seven) days.

13. The undersigned shall be accepting officer and herein after referred to as such for the purpose of this contact.

14. In case of any dispute, the decision of The Chief Electoral Officer, Manipur will be final and binding.

15. If an extension of time of completion of the work on the grounds of having unavoidable hindrances in its execution or any other ground, the firm shall apply in writing to the officer-in-charge with full details of the circumstances/exigencies, which warranted such an extension.

16. All payments to the firm shall be released by The Chief Electoral Officer, Manipur on the basis of demand request and amount certified by officer-in-charge. The rates quoted shall cover for all tools and plant and everything necessary for proper execution of demand request to the entire satisfaction of The Chief Electoral Officer, Manipur and no escalation due to increase in price of material/labour shall be made during the period of contract tenure.

17. A contract agreement will be signed with the lowest bidder and agreement will be valid for a period of one year. The lowest bidder (L1) shall be determined on the basis of the grand total of rates quoted for all the items as mentioned in Annexure-C. The said contract agreement may be renewed further on mutual agreed terms and conditions on application of contractor in writing and on the basis of exigency of The Chief Electoral Officer, Manipur.

Yours faithfully,



(Vivek Kumar Dewangan)  
Chief Electoral Officer, Manipur

Copy To:

1. Commissioner (Election), Govt. of Manipur.
  2. The S.I.O., NIC Imphal
  3. The OSD, IT Department , Manipur
- } With a request to upload the tender document on the NIC website.

**TECHNICAL BID**

1. Name of the bidder/firm:.....
2. Address of the bidder/firm:.....
3. Contact Details of the bidder/firm:
  - a. Mobile No.....
  - b. Email Id.....
  - c. Websites:.....
4. Name of the Proprietor of the firm:.....
5. Bidder/firm 's bank and its address and account number .....
6. Copies of Permanent Account Number:.....
7. Annual turn Over for last 3 (three) years.....
8. Any other information/documents: please specify.....

I/we certify that the information furnished above is true and correct. The terms and conditions are acceptable to us.

Dated:.....

Name and Address of bidder/firm.....

Authorized Signature & Seal of the bidder/firm.

Declaration by the Bidder

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them. I/We further undertake that all the information furnished above is full and correct to the best of our knowledge.

I/We understand that in case any deviation is found in the above statement at any state, the company will be blacklisted and will not have any deal with The Chief Electoral Officer, Manipur.

Signature:

Name:

**FINANCIAL BID**

Please quote rate per item in Indian rupees. The bidder should include all the costs, Tax and no charge for transportation and labour will be admissible.

Price per item: (copy enclosed)

Signature:

Name:

Price quoting or every item is mandatory

Annexure-B (Financial Bid)

Sl. No.	Particulars	Amounts for 1 Min	Amounts for 3 minutes	Amounts for 3 minutes
1.	Cinematography			
2.	Music director			
3.	Motion Graphic			
4.	Editor			
5.	Equipment			
6.	Camera			
7.	Transportation			
8.	Make Up			
9.	Spot Boy			
10.	Director			
11.	Total:-			