

**OFFICE OF THE CHIEF ELECTORAL OFFICER  
NAGALAND::KOHIMA  
E-mail: ceo\_nagaland@eci.gov.in**

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No. ELE/CDT-121/2012-2023

Kohima, dated, the 19<sup>th</sup> Dec., 2023

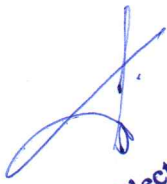
**Terms and Conditions for Printing of Manuals, Handbooks and Checklist  
of Election Commission of India**

**Eligibility criteria:**

- a. The Firm should have been existing prior to 2020 (i.e the firm should have existed since last three years)
- b. The firm shall be free from encumbrance and there shall not be any vigilance case/CBI case/ Court case pending against it.
- c. The firm shall have valid registration or trade license to carry/supply the item in question.
- d. The firm must have PAN No., Bank Account in any of the Nationalized Banks/Scheduled Banks and valid GST No.

1. Scope of Work: Printing of various Manuals, handbooks and Checklist of the Election Commission of India.
2. Dateline for Delivery: The printed Manuals, handbooks and Checklist shall be delivered within 20 (twenty days) from the date of issue of the Work Order.
3. Specification:
  - a. Cover : Colour print (as prescribed) with Art Paper 300 GSM
  - b. Inside pages to be printed with Mapliatho 18.6 kgs or 75 GSM.
  - c. All Booklets to be in perfect bindings.
  - d. Printing shall be in good quality.
4. Penalty Clauses for non-satisfactory service: If the Firm fails in fulfilling the terms and conditions mentioned herein, such failure will constitute a breach of the contract/work order and the Chief Electoral Officer, Nagaland shall be entitled to make other arrangements at the risk and expense of the Firm.

Sd/  
Chief Electoral Officer  
Nagaland

  
**Deputy Chief Electoral Officer  
Nagaland, Kohima**

**Statement showing Departmental Rates  
for printing of Handbooks/Manuals/Checklists/SOPs**

Sl. No.	Handbooks/Manuals/Checklists/SOPs	Size	Total Pages including Cover	Per	Departmental Rates
					Black & White
1	Checklist for Chief Electoral Officer, 2023	8.50 x 11 inch	80	per book	
2	Checklist for last 72 hrs to Poll Day, 2023	8.50 x 11 inch	8	per 100	24
3	Checklist for Presiding Officer, 2023	7 x 9.50 inch	12	per 1000	12
4	Checklist for Returning Officer, 2023	8.50 x 11 inch	128	per 100	220
5	Checklist of DEO, 2023	8.50 x 11 inch	116	per book	190
6	Checklist of Sector Officers, 2023	8.50 x 11 inch	12	per 100	29
7	Dos & Don'ts for District Election Officers 2023	8.50 x 11 inch	47	per book	120
8	Dos & Don'ts for Presiding Officer	8.50 x 11 inch	19	per 1000	35
9	Dos & Don'ts for Returning Officers	8.50 x 11 inch	47	per 100	100
10	Dos & Don'ts for Sector Officer	8.50 x 11 inch	13	per 100	35
11	FAQs on IEMS	8.50 x 11 inch	4	per 100	8
12	Handbook for Counting Agent-2023	8.50 x 12 inch	40	per 500	65
13	Handbook For Polling Agent, 2023	8.50 x 12 inch	84	per 1000	95
14	Handbook for Presiding Officer, 2023	8.50 x 11 inch	160	per 1000	180
15	Handbook for Sector Officer, 2023	8.50 x 11 inch	38	per 100	80
16	Handbook of Returning Officer, 2023	8.50 x 11 inch	450	per 500	600
17	Manual on Vulnerability Mapping, 2023	7 x 9.50 inch	36	per 100	78
18	Manual on DEMP – 2023	8 x 9.50 inch	62	per 100	130
19	Manual on Electoral Risk Management, 2023	9 x 9.50 inch	96	per 100	160
20	Manual on Force Deployment, 2023	10 x 9.50 inch	204	per 100	320
21	Manual on Force Multipliers & Civil Measure, 2023	11 x 9.50 inch	68	per 100	140
22	SOP for Last 72 Hours, 2023	12 x 9.50 inch	64	per 100	130
23	Compendium of Instructions on EEM, 2023	8.50 x 11 inch	386	per 500	530
24	Compendium of Instructions on MCC, 2018	8.50 x 11 inch	280	per 500	360
25	Compendium of Instruction on Media Related Matter, 2020	7 x 9.50 inch	236	per 100	340
26	Compendium of Instruction on Paid News and Related Matter, 2015	7 x 9.50 inch	123	per 100	190
27	Handbook for Observer Vol. I, 2022	7 x 9.50 inch	98	per book	180
28	Handbook for Observer Vol. II, 2022	7 x 9.50 inch	662	per book	820
29	Handbook for Observer Vol. III, 2022	7 x 9.50 inch			
30	Instruction on providing facilities to PwDs, 2016	7 x 9.50 inch	20	per 100	40
31	Manual on MCC, 2019	7 x 9.50 inch	312	per 100	460
32	Manual eVigil, 2019	8.50 x 11 inch	186	per 100	250
33	Political Parties and Election Symbols, 2019	8.50 x 11 inch	156	per 100	350