



# सिक्किम विश्वविद्यालय SIKKIM UNIVERSITY

(भारत के संसद के अधिनियम द्वारा वर्ष 2007 में स्थापित और नैक (एनएएसी) द्वारा वर्ष 2015 में प्रत्यायित केंद्रीय विश्वविद्यालय)  
(A central university established by an Act of Parliament of India in 2007 and accredited by NAAC in 2015)

## **LIMITED TENDER NOTICE**

**Reference No.: SU/REG/PRO/F-2/02/2018/VOL-I/483**

**Date: 26/08/2020**

### **Limited Tender Notice for award of Annual Rate Contract for printing supply of Sikkim University Chronicle**

**(Last date for receiving sealed envelope by the University has been extended till 25.10.2020)**

Bids are invited from eligible and authorized agencies for award of Annual Rate Contract for printing and supply of Sikkim University Chronicle as per the details given below:

Sl. No.	PARTICULARS	Specifications/Accessories	Quantity
1	Sikkim University Chronicle	<ul style="list-style-type: none"><li>• <b>Type or paper &amp; thickness:</b> Maplitho 80 GSM</li><li>• <b>Page Size:</b> Height:30cms &amp; Breadth:21.5 cms</li><li>• <b>Page Margin:</b> Top:0.5cm, Left:0.5cm, &amp; Bottom: 0.5cm, Right: 0.5cm</li><li>• <b>Colored Pages:</b> Pages 1 and 4</li><li>• <b>B/W Pages:</b> Pages 2 and 3</li><li>• <b>Total Pages:</b> 4 Pages</li></ul>	Per issue/book

## **Terms and Conditions**

1. Sikkim University, 6<sup>th</sup> Mile, Samdur, Gangtok, Sikkim – 737102 intends to enter into an Annual Rate contract with reputed, well established and financially sound firms for printing & supply of Sikkim University Chronicle.
2. The contract is likely to commence from the date of award of contract and would continue for a period of one year. The period of the contract may be further extended for a period of one year after the completion of contract as per the requirement of the University or may be curtailed / terminated before the contract period owing to deficiency in service or supply of sub-standard quality of materials. The University, however, reserves right to terminate this initial contract at any time after giving one week notice to the awarded Firm.
3. An amount of Rs. 1,000/- for Tender fees and an amount of Rs.1,400/- as Earnest Money Deposit (EMD) should be remitted in the form of NEFT to the account details mentioned below:
  - Account Holder's Name : Sikkim University
  - Account No: 112010100231541
  - Account Type: Savings Account
  - IFS CODE: UTIB0000112
  - MICR CODE: 737211002
  - Branch: Gangtok
  - Bank Name: Axis Bank Pvt Ltd

4. The following documents are to be submitted for the work.

**4.1 The technical documents required shall be as follows:**

- I. Annexure I (Company Profile and fee details)
- II. Annexure II (Technical bid)
- III. Copy of NEFT transaction details of Tender fee and EMD payment
- IV. Company registration certificate.
- V. Company PAN Card and G.S.T details

**4.2 The financial documents required shall be as follows:**

- I. Annexure III BoQ – (Financial Bid in prescribed format)

5. Envelop should be super-scribed with Name of work, Tender No., Date and Contact details of the bidder. It should be addressed to:

The Registrar  
Sikkim University,  
6th Mile, Samdur, P.O. Tadong,  
Gangtok, Sikkim. Pin: 737102

6. The sealed envelope should reach the University on or before 03.12.2020
7. The contract shall automatically expire after one year from commencement of the contract unless extended further by the mutual consent of contracting Firm and this University.
8. The contract may be extended on the same terms and conditions or with some addition/deletion/modification and on satisfactory performance, for a further period of one year.
9. The contracting Firm shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other Company/Firm/Agency without the prior written consent of this University.
10. The contracting Firm will be bound by the details furnished by him/her to the University, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him/her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him/her liable for legal action besides termination of contract.
11. Financial bids of only those Firms who are technically qualified shall be evaluated.
12. The University reserves right to terminate the contract during initial period also after giving a week's notice to the Firm.
13. All expenses for sending the items to the Central Store of this University should be borne by the firm.
14. The rates quoted shall remain same during the rate contract period and no request for any increase in the rates shall be entertained.
15. The owner/firm should be available on his own direct telephone (office as well as residence) and also on mobile phone so that he may be contacted immediately in emergent cases. The mobile number may also be provided.
16. On their selection as L-1, the firm will have to deposit a sample print. The sample deposited will be signed by the owner of the firm along with acceptance letter of each terms and conditions stipulated by this University. If it is found that the sample is not of standard quality, the item will not be ordered from the firm even if they are L-1.

This University will not accept substandard quality not matching the prescribed specifications.

17. This University shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the engaged personnel of the contracting Firm.
18. Before award of contract, all original documents will be checked by the University and at that time attested photo-copies are required to be furnished.
19. The University shall not be responsible for any financial loss other injury to any person deployed by the contracting firm in the course of their performing the duties to the University in connection with the purchase/supply order of stationery items.
20. In the event of failure to accept the offer of contract or failure of submission of performance security deposit by the successful bidder for whatsoever reason(s), earnest Money Deposit submitted by the bidding firm shall be forfeited.
21. Technical bid not accompanied with EMD shall be rejected out-rightly. The EMD in respect of firms who do not qualify the Technical Bid (First Stage)/Financial Bid (Second Competitive Stage) shall be returned to them without any interest.
22. Payment will be made after successful delivery, installation and inspection of the goods.
14. All terms & Conditions Stipulated in the tender document shall be considered for selection of firm(s). It is mandatory for all the participating bidders to quote their rates inclusive of SGST/CGST/IGST for all the items as per specifications indicated at the price bid at Annexure-II failing which the bids shall be considered as non-responsive. The taxes shall be paid extra as admissible.
15. The bidder registered with Micro and small scale enterprises (MSEs) are exempted from submitting bid security/EMD based on guide line issue by department of Micro, small and medium Enterprises. (MSME). If EMD and Application fees are claimed for exemption then the relevant MSME certificate supporting the exemption claim may be uploaded along with the online tender document with Annexure I.
16. The delivery of goods would be done at the risk and cost of the supplier and all products delivered would be approved only after the examination of the same is done by the concerned department of the University
17. The rate should be quoted including all costs such as labor charges, materials, GST etc. No other extra charges will be entertained under any circumstances over and above the total cost quoted in the financial bid.
18. The items should be supplied within 5 days of receiving of the supply order failing which delay penalty will be charged @ 1% per week subject to a maximum of 10% will be charged on the total project cost.
19. The point of delivery is at Central Store, Sikkim University. Inspection of the delivered goods will be done by Central Store, Sikkim University
20. Participating firm may contact Assistant, Administration at telephone number 7001576849 for any queries related to the tender.
21. Arbitration of all disputes related to the procurement, delivery and service of the goods would be done in the Gangtok jurisdiction, Sikkim.

22. The Registrar, Sikkim University, has the power to reject any tender or all tender or extend the date of opening of tender without citing any reasons. Decision of The Registrar, Sikkim University will be final and binding to all tenderers.

**Sd/-  
Registrar**

**Note: All page(s) of Annexure I, II and III have to be printed in official letter head and have to be duly signed and stamped by the authorized signatory.**

## **Annexure I**

### **COMPANY PROFILE AND FEE DETAILS**

**Supplier's Ref. No.....**

**Dated.....**

**Reference No.: SU/REG/PRO/F-2/02/2018/VOL-I/483**

**Dated: 26/08/2020**

#### **FOLLOWING DETAILS ARE TO BE FURNISHED BY THE BIDDING FIRM**

1. Name of the Firm:
2. Address of the Firm:
3. Contact no:
4. Email address:
5. Registration details:
6. Permanent Account Number:
7. G.S.T number :
8. Bank Account details including Account Number, Bank name, Branch name & IFSC code:
  
9. Tender fee details – Name of Bank .....  
NEFT No. .... Date: .....  
Amount.....
  
10. EMD fee details – Name of Bank .....  
NEFT No. .... Date: .....  
Amount.....

**Declaration:**

I/We hereby declare that I/We have read & understood all the terms & conditions mentioned in the Open Tender notice and I/We undertake myself/ourselves to abide by them.

I/We further, declare that all the information given above is true.

**Name:**

**Designation:**

**[Official Seal with authorized signature]**

**Place:**

**Date:**

**Annexure II**

**TECHNICAL BID**

**in respect to**

**Limited Tender Notice for award of Annual Rate Contract for printing supply of Sikkim University Chronicle.**

**Supplier's Ref. No.....**

**Dated.....**

**Reference No.: SU/REG/PRO/F-2/02/2018/VOL-I/483**

**Dated: 26/08/2020**

**FOLLOWING DETAILS ARE TO BE FURNISHED BY THE BIDDING FIRM**

**Table 1: Product Make and Model**

<b>Sl. No.</b>	<b>PARTICULAR</b>	<b>Desired Specification</b>	<b>Quoted Specification</b>
1	Sikkim University Chronicle	<ul style="list-style-type: none"><li>• <b>Type or paper &amp; thickness:</b> Maplitho 80 GSM</li><li>• <b>Page Size:</b> Height:30cms &amp; Breadth:21.5 cms</li><li>• <b>Page Margin:</b> Top:0.5cm, Left:0.5cm, &amp; Bottom: 0.5cm, Right: 0.5cm</li><li>• <b>Colored Pages:</b> Pages 1 and 4</li><li>• <b>B/W Pages:</b> Pages 2 and 3</li><li><b>Total Pages:</b> 4 Pages</li></ul>	

**Declaration:**

I/We hereby declare that I/We have read & understood all the terms & conditions mentioned in the Open tender notice and I/We undertake myself/ourselves to abide by them. I/We further, declare that all the information given above is true and the financial bid BOQ has been quoted in compliance to the item specifications listed above in Annexure II (Technical Bid).

**Name:**

**Designation:**

**[Official Seal with authorized signature]**

**Place:**

**Date:**

### Annexure III

#### FINANCIAL BID FORMAT

**Tender Inviting Authority:** Registrar, Sikkim University

**Limited Tender Notice for award of Annual Rate Contract for printing supply of Sikkim University Chronicle.**

**Supplier's Ref. No.**.....

**Dated:**.....

**Reference No.:** SU/REG/PRO/F-2/02/2018/VOL-I/483

**Dated:** 26/08/2020

**Bidder Name:**.....

ITEM LIST						
Sl. No.	Particulars	Quantity	Basic Rate per item to be entered by the Bidder Rs.	TOTAL AMOUNT (without Taxes) Rs	APPLICABLE TAXES Rs.	TOTAL AMOUNT (with Taxes) Rs
	a	b	c	d = (b x c)	e (of d)	f = (d + e)
1	Sikkim University Chronicle	1 (Per issue/book)				

**Name:**

**Designation:**

**[Official Seal with authorized signature]**

**Place:**

**Date:**