



LIMITED TENDER NOTICE

Reference No :Reference No.SU/LIB/F-3/01.2/2023/Vol.-I/ 15

Date: 08/04/2025

Limited Tender Notice for for Selection of Project Management Consultant (PMC) for the procurement and implementation of RFID based automation and security solutions for Central Library, Science Library and Library, Yangang campus, Sikkim University

Bids are invited from eligible and authorized agencies for Selection of Project Management Consultant (PMC) for the procurement and implementation of RFID based automation and security solutions for Central Library, Science Library and Library, Yangang campus, Sikkim University through Local Purchase Committee as per the details given below:

Sl. No.	PARTICULARS	Scope of Work	Quantity
1.	Project Management Consultant (PMC) for the procurement and implementation of RFID based automation and security solutions for Central Library, Science Library and Library, Yangang campus, Sikkim University Estimated Bid Cost: ₹ 2,00,000.00	Mention on Point A, B, C, and D	1

A. UNIVERSITY DEPARTMENTS/SITES INVOLVED: The firm has to coordinate with the Central Library, Sikkim University departments who have the following respectively listed specific requirements related to the RFID based automation and security solutions.

- i) Central & Science Library, Gangtok: For the RFID based automation and security solutions, procurement and operations with other solutions. Work description overview in point C (a) below.
- ii) Library, Yangang Campus: For the RFID based automation and security solutions, procurement, and operations with other solutions. Work description overview in point C (a) below.

B. QUOTE COVERAGE: The quote submitted by the firm has to cover the following factors:

- I. Site visits to undertake the following:
 - a. To understand the requirements of the University.
 - b. Overseeing the implementation process and certification of successful implementation by the supplying vendor in compliance with the tender after needful testing of the implemented equipment and other related solutions.Note: TA/DA and other expenses involved for the site visits has to be borne by the PMC themselves. University will not bear anything above and over the quoted price.
- II. Prepare specifications with estimates including all applicable terms and conditions (including warranty, post-sales support, training etc.) based on the requirement collection done by the firm in coordination with the University team.

- III. Assist the University team in preparing the NIT document with the finalized specifications in compliance with all Government and Financial rules/regulations/guidelines/notifications/orders/circulars etc. and others as applicable.
- IV. Assist the University team in the technical bid evaluation process and also provide any other support if required during the financial bid evaluation process.
- V. Preparation and submission of a certified recommendation list to address the future-readiness, scalability, high availability robustness, insurance etc. requirement of the solution implemented.

C. WORK DESCRIPTION OVERVIEW:

(a) For RFID based automation and security solutions for Sikkim University libraries:

- **Needs Assessment:** Conduct a thorough assessment of the library's operations, identify existing issues (if any), and determine the specific requirements for the RFID based automation and security solutions.
- **Solution Design:** Develop a comprehensive RFID solution design that addresses the identified needs and aligns with the library's goals and budget. Further the solution design should be scalable and future ready and solutions implemented in Gangtok campus should be reusable in Yangang campus.
- **Tender Document Preparation:** Draft a detailed and comprehensive tender document that clearly outlines the scope of work, equipment details, technical specifications, evaluation criteria, and contractual terms following government norms and applicable compliances.
- **Future Vendor Support:** Provide ongoing support and guidance throughout the tender evaluation and selection process.
- All other works as listed in B above.
- All other points in addition to the above points that are identified during the requirement collection during visit to University are to be included by the PMC in consultation with the University team.
- Suggestions for future reinforcement, upgradation and improvement of RFID based automation and security solutions.

D. OTHER INSTRUCTIONS AND REQUIREMENTS:

- a. Industry Knowledge: Familiarity with library management systems and Workflows
- b. Project Roadmap: Document stating the plan of action to complete the project.
- c. Supporting experience documents: Submit copies of your previous work experience regarding RFID based automation and security solution supply/consultation/implementation and other similar works including the following:
 - Experience: Proven track record of successfully implementing RFID solutions in libraries or similar institutions with at least 7 years of experience.
 - Technical Expertise: Understanding of RFID technology, standards, ISO and best practices.
 - Any other relevant experience
- d. Document must be submitted in sequence as per Annexure II Table 1.

Terms and Conditions

1. The product should be of reputed make and model.
2. An amount of Rs.1000/- (non-refundable cost of downloaded tender form) and Rs. 4000/- (Earnest Money Deposit) should be remitted in the form of NEFT to the account details mentioned below:

Bank account details for NEFT transaction is as follows:

- I. **Account Holder's Name: Sikkim University**
- II. **Account No: 112010100231541**
- III. **Account Type: Savings Account**
- IV. **IFSC CODE: UTIB0000112**
- V. **Branch: Gangtok [SK]**
- VI. **Bank Name: AXIS Bank**

3. The following documents are to be submitted for the work.
 - 3.1 The technical documents required shall be as follows:
 - I. Annexure I (Company Profile and fee details)
 - II. Annexure II (Technical bid with item details and eligibility fulfillment)
 - III. Company registration certificate.
 - IV. Company PAN Card and G.S.T details
 - V. Signed and sealed copy of Tender form and authorization letter for signatory person
 - VI. Bid Security Declaration Form -Annexure II format
 - VII. Previous experience relevant documents
 - 3.2 The financial documents required shall be as follows:
 - I. Annexure III BoQ – (Financial Bid in prescribed format)
4. The sealed envelope containing the price quotation should be addressed **The Librarian, Central Library, Sikkim University, 6th Mile, Samdur, Tadong, Gangtok, Sikkim - 737102** and it should reach the University on or before 21/05/2025

The bidder registered with Micro and small-scale enterprises (MSEs) are exempted from submitting bid security/EMD based on guidelines issued by the 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.

5. The rate should be quoted including all costs such as labour charges, materials, GST, transportation SNT etc. No other extra charges will be entertained under any circumstances over and above the total cost quoted in the financial bid.
6. Inspection of the delivered services/goods will be done by the Central Library/Committee.
7. Participating firm may contact/write to [**ict.library@cus.ac.in**](mailto:ict.library@cus.ac.in) for any queries related to the tender.
8. The supplier should provide the certificate of originality at the time of delivery of the services/goods.
9. The items/services should be supplied within 90 days of receiving 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.
10. a) Payment will be made after successful completion of the project (covering all working scope mentioned on point A, B and C).

b) Performance security shall be retained @ 3% of purchase order value for a minimum period of 60 days beyond the date of completion of all purchase obligations of the supplier including warranty obligations.

11. Arbitration of all disputes related to the procurement, delivery and service of the goods would be done in the Gangtok jurisdiction, Sikkim.

12. 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.

Declaration:

I/We hereby declare that I/We have read & understood all the content of this document and the instructions provided in the relevant email and I/We undertake myself/ourselves to abide by them. I/We further declare that all the information provided in our quote cum proposal document is true and the financial bid has been quoted accordingly.

I/We further declare that our firm involved as consultant with university, we and our subsidiary firms/sister concern companies will not participate in the Tender published for the procurement and implementation of RFID based automation and security solutions, Sikkim University.

Name:

Designation:

[Official Seal with authorized signature]

Place:

Date:

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

Annexure-I

COMPANY PROFILE AND FEE DETAILS

Supplier's Ref. No.....

Dated.....

Tender Reference No:

Dated:/.../2025

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.....

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

Tender Notice for for Selection of Project Management Consultant (PMC) for the procurement and implementation of RFID based automation and security solutions for Central Library, Science Library and Library, Yangang campus, Sikkim University

Supplier's Ref. No..... Dated.....

Tender Reference No.:..... Dated: .../.../2025

FOLLOWING DETAILS ARE TO BE FURNISHED BY THE BIDDING FIRM

Table 1: Eligibility criteria fulfillment

Sl. No.	Eligibility criteria	Please state (Yes/No) against the eligibility criteria for the products listed in Table 1.
1.	Annexure I (Company Profile and fee details)	
2.	Company registration certificate	
3.	Company PAN Card and G.S.T details	
4.	Signed and sealed copy of Tender form and authorization letter for signatory person	
5.	Bid Security Declaration Form	
6.	Previous experience relevant documents	

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

Name of the Work: Tender Notice for for Selection of Project Management Consultant (PMC) for the procurement and implementation of RFID based automation and security solutions for Central Library, Science Library and Library, Yangang campus, Sikkim University

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

Dated:.....

Tender Reference No.:.....

Dated: .../.../2025

Bidder Name:.....

ITEM LIST						
Sl. No.	Particulars	Qty	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	Project Management Consultant (PMC) for the procurement and implementation of RFID based automation and security solutions for Central Library, Science Library and Library, Yangang campus, Sikkim University					
2						
3						

Name:

Designation:

[Official Seal with authorized signature]

Place:

Date:

ANNEXURE - IV

Bid Security Declaration Form

Name of the Work: Tender Notice for Selection of Project Management Consultant (PMC) for the procurement and implementation of RFID based automation and security solutions for Central Library, Science Library and Library, Yangang campus, Sikkim University

Date: _____ Tender No.

To

The Registrar

Sikkim University

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a. have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b. having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or(ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)