



TENDER NOTICE

Reference No.: SU/MGT/F-3/2019/001

Date: 12/12/2019

Limited Tender Notice for Purchase of Laboratory Consumables & Repair

Bids are invited by Sikkim University from eligible and authorized agencies for the supply and installation of computer and electronic accessories for the Department of Management, Sikkim University as per the details given below:

Sr. No.	Item	Specification	Quantity
1.	Generic USB Mouse	Reputed make and model. Wired Optical USB Mouse with one year warranty	5
2.	External hard disk drive	Reputed make and model 2 TB external HDD. USB 3.0 connectivity. Minimum Data Transfer Rate: 625 megabytes per second or more. One year warranty.	1
3.	Flash drive	Reputed make & model 32 GB, USB 3.0 Port connectivity.	5
4.	Slide changer	Reputed make with laser pointed light beam	2
5.	White Board	Approx. 8x5 feet, good quality	1
6.	Ceiling mounting Apparatus for Projector and fixing	Reputed make and Good Quality	1
7.	Fixed Mic & set up	Reputed make and Good Quality	1
8.	Collar Mic and setup	Reputed make and Good Quality	1
9.	Sound amplifier	Reputed make and Good Quality	2
10.	Sound box (Speaker)	Reputed make and Good Quality	2
11.	Installation of mic, amplifier and sound box system	Installation service of Mic system	-

Terms and Conditions

- The bid should be submitted in compliance to the NIQ at: <http://eprocure.gov.in/eprocure/app>.
- The product should be of reputed make and model.
- An Earnest Money Deposit (EMD) of **Rs 1260/- (Twelve Hundred Sixty Only)** should be remitted in the form of NEFT to the account details mentioned below:
 - Account Holder's Name : Sikkim University
 - Bank Name : AXIS Bank
 - Account No : 112010100231541
 - Account Type : Savings Account
 - IFS CODE : UTIB0000112
 - Branch : Gangtok [SK]
- The bids shall be submitted, consisting of Technical and Financial bid.

5.1. 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. Annexure III (Scanned copy of NEFT transaction details of tender fee and EMD payment)
- IV. Signed and sealed copy of Tender form and authorization letter for signatory person.
- V. Company registration certificate.
- VI. Company PAN Card and G.S.T details

5.2. The financial documents required shall be as follows:

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

5. **Bids are to be submitted to the Head, Department of Management, Sikkim University in Sealed Envelope latest by 31.12.2019.**

6. 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).
7. 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
8. The rate should be quoted including all costs such as labour 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.
9. The point of delivery and installation is as follows:
Department of Management, Sikkim University, 6th Mile, Samdur, Tadong.
Inspection of the delivered goods will be done by Department of Management, Sikkim University.
10. All support related to maintenance and service should be onsite during the warranty period.
11. The supplier should provide the certificate of originality at the time of delivery of the goods.
12. The items should be supplied within 30 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.
13. a) Payment will be made after successful delivery, installation and inspection of the goods.
b) **Performance security shall be retained @ 5% of purchase order value for minimum period of 60 days beyond the date of competition of all purchase obligations of the supplier including warranty obligations.**
14. Participating firm may contact **Head, Department of Management at mobile: 9800940695** for any queries related to the tender.
15. Arbitration of all disputes related to the procurement, delivery and service of the goods would be done in the Gangtok jurisdiction, Sikkim.
16. 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/-
Head
Department of Management
Sikkim University

Note: All page(s) of Annexure I and Annexure II 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.....

Tender Reference No.: SU/MGT/F-3/2019/001

Date: 12/12/2019

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 E-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

E-Tender Notice for

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

Tender Reference No.: SU/MGT/F-3/2019/001

Date: 12/12/2019

FOLLOWING DETAILS ARE TO BE FURNISHED BY THE BIDDING FIRM

Table 1: Product Make and Model

Sl. No.	PARTICULAR	Quantity	Quoted product Make/Model
1			
2			
3			

Table 2: Eligibility criteria fulfillment

Sl. No.	Product Eligibility criteria	Please state (Yes/No) against the product eligibility criteria for the products listed in Table 1.
1		
2		
3		

Declaration:

I/We hereby declare that I/We have read & understood all the terms & conditions mentioned in the E-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: