



E-TENDER NOTICE

Reference No.: SU/ET/2022-23/09

Date: 10.11.2022

E-Tender Notice for Partitions, Sample Display Unit and Landscaping at Geological Museum and Park in Department of Geology at Sikkim University Campus, Yangang

Bids are invited by Sikkim University from eligible and prospective supplier/agencies/contractor registered with appropriate agency for miscellaneous work of partitions, flooring and furnishing work at Department of Geology, Sikkim University as per the details given below:

SN	Particulars	Specifications/Accessories	Quantity
1	Partitions	<ul style="list-style-type: none">• Providing/fabricating/assembling and fixing complete wooden partition with one door using teak wood (3-inch x 2 inch) and 8 mm thick plain glass/grounded glass• Dimension: 27ft x 10 ft (Approximately)• Area may increase or decrease based on room size	Area: 270sqft (approximately)
2	Sample Display Unit	<ul style="list-style-type: none">• 13ft x 6ft x 2ft (Approximately) customized Sample Display Unit made of wood and 8 mm thick plain glass/grounded glass with 5 shelves (including top and bottom), with sliding glass panels and locks.• Two central display table (glass & wood) size: 4 ft (height) X 5ft (length) and 2.5 ft (width). (02 Nos.) with locks.• The drawing of work to execute is enclosed with this document.	05 Nos. 02 Nos
3	Landscaping and construction of eight concrete slab preparation work	<ul style="list-style-type: none">• Landscaping Area: 10000 sq. ft.• Concrete slab preparation work: 08• Landscaping work to be initiated at the identified area.• Construction of concrete slab platform (6 ft X 6 ft) of specified area capable of holding the load (500kg) of sculpture over it.• Area may increase or decrease.	1 Job

GeM Availability Report And Past Transaction Summary: (Report ID: GEM/GARPTS/10112022/9YFZUXK830UJ)

The offers, in the prescribed format, shall be submitted online at <https://mhrd.euniwizarde.com/> as per the tender document. No tender will be accepted in hard copy, fax, e-mail or any other such means. The intending, bidders must be registered with Public Procurement <https://mhrd.euniwizarde.com/> the tender document is also available on website: <https://mhrd.euniwizarde.com/> and CPP Portal <https://eprocure/gov.in/epublish/app>.

a.	Availability of tender document on CPP portal/ website https://mhrd.euniwizarde.com/	10/11/2022
b.	Request Tender Document from date and time	10/11/2022 & 5.00 pm
c.	Request Tender documents till date and time	02/12/2022 & 5:00 pm
d.	Technical Bid online submission end date	02/12/2022 & 5:00 pm
e.	Date & Time for opening online Technical bid	05/12/2022 & 11:00 am
f.	Financial bid online submission end date.	02/12/2022
g.	Date and time for opening online financial bids	Shall be notified after technical bid is evaluated.
h.	Validity of tenders.	30 Days
i.	Estimated Value of the Contract	Rs. 9,50,000/-

Terms and Conditions

1. The bid should be submitted in compliance to the NIQ at: <https://mhrd.euniwizarde.com>
2. In order to participate, the bidding firm should be registered in the online e-tender portal and should have a valid authorized Digital Signature Certificate – (DSC). Bids submitted otherwise shall not be accepted.
3. An amount of Rs.1,000/- (non-refundable cost of downloaded tender form) should be paid through e-payment gateway available on MHRD portal.
4. The bids shall be uploaded in two cover system consisting of Technical and Financial bid.
 - 4.1. The technical documents required shall be as follows:
 - I. Annexure I (Company Profile)
 - II. Annexure II (Technical bid with item details and eligibility fulfillment)
 - III. Signed and sealed copy of Tender form and authorization letter for signatory person.
 - IV. Company registration certificate.
 - V. Company PAN Card and G.S.T details
 - 4.2. The financial documents required shall be as follows:
 - I. BoQ – (Financial Bid in prescribed format)
5. Bids are to be submitted through online mode at <https://mhrd.euniwizarde.com> only no hard copy is to be sent to the University.
6. If 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.
7. The materials to be used should be of reputed make and model and duly approved by the Department executing the work before execution of the same.

8. This estimated cost is rough guide to the bidder, however it does not a guarantee with respect to the workable rates and is merely given as a rough guide and if works cost more or less, the tenderer shall have no claim on that account of whatsoever nature.
9. 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.
10. The rate should be quoted including all costs such as labor charges, materials, carriage GST etc. No other extra charges will be entertained under any circumstances over and above the total cost quoted in the financial bid.
11. The point of delivery and installation is as follows: Department of Geology, Sikkim University, Yangang, South Sikkim. Inspection of the delivered goods will be done by concerned department representative.
12. All support related to maintenance and service should be onsite during the warranty period.
13. The supplier should provide the certificate of originality at the time of delivery of the goods.
14. The work should be completed within 60 days of award of work 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.
15. a) Payment will be made after successful completion of work.
b) Performance security shall be retained @ 3% of work order value for minimum period of 1 year beyond the date of competition of all purchase obligations of the supplier including warranty obligations.
16. Participating firm may contact Prof. Anil Kumar Misra (Email: akmisra@cus.ac.in) Department of Geology, Sikkim University at +91-9873122054 for any queries related to the tender.
17. Arbitration of all disputes related to the procurement, delivery and service of the goods would be done in the Gangtok jurisdiction, Sikkim.
18. Bid Security/Earnest Money Deposit: - Bidder is not required to submit any Bid Security as per the Government Office Memorandum No F.9/4/2020-PPD dated 30th December,2021. However, bidder should submit the Bid Security Declaration form on the firm's letter head.
19. The Contractor/vender/supplier shall arrange insurance to cover all risks in respect of their personnel, materials and equipment belonging to the Contractor or its sub-contractor during the currency of the contract. The cost of insurance is deemed to be included in the rate quoted by bidder. Contractor/bidder shall at all time during the currency of the contract provide, pay for and maintain the following insurance amongst others:
 - (a) Workmen compensation insurance
 - (b) Employer's Liability Insurance

(C) General Public Liability Insurance covering liabilities including contractual liability for bodily injury, including death of persons, and liabilities for damage of property. This insurance must cover all operations of Contractor required to fulfill the provisions under this contract.

20. 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.

Additional condition of contract:

1. Canvassing whether directly or indirectly, in connection with tenderers is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
2. The competent authority of University does not bind itself to accept the lowest or any other tender and reserves to itself the authority to reject any or all the tenders received without the assignment of any reason. All tenders in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer shall be summarily rejected.
3. The competent authority reserves to himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rate quoted.
4. The tender for the works shall remain open for acceptance for a period of ninety (90) days from the date of opening of tenders.
5. The rates quoted by bidder shall remain fixed until the completion of work including extension given by University based on the justified hindrances (if any). No request for revising the rates shall be entertained by University in any case.
6. Specification of material to be Used and for which the rates are quoted by bidder:
 - a. For civil work CPWD Specifications 2009 Volume- I & II with corrections slips up to last date of submission of bid.
 - b. For electrical work Electrical work:1. CPWD General Specification for Electrical Works Part I Internal – 2013.2. CPWD General Specification for Electrical Works Part II External – 1994.

7. The contractor shall make his own arrangement for the water & Power connect required for execution of work. Nothing extra shall be paid to the contractor on this account.
8. The work shall be carried out in such a manner so as not to interfere/or effect or disturb other works being executed by other agencies, if any.
9. The work shall be carried out in the manner complying in all respects with the requirement of relevant rules and regulations of the local bodies under the jurisdiction of which the work is to be executed and nothing extra shall be paid on this account.
10. Participating vendors should comply with the advertised specifications. If there is any deviation of the product being quoted from the tendered specifications then the same will be rejected during technical bid evaluation. Hence, any doubt in the proposal may be clarified by contacting the number given below before submission of the online bids.
11. The work is to be executed at Sikkim University, Yangang Campus. The bidders are advised to visit the site before bidding to access the work to be executed at site including head loads and carriages etc. No additional escalation/claims by the contractor would be entertained.

Sd/-

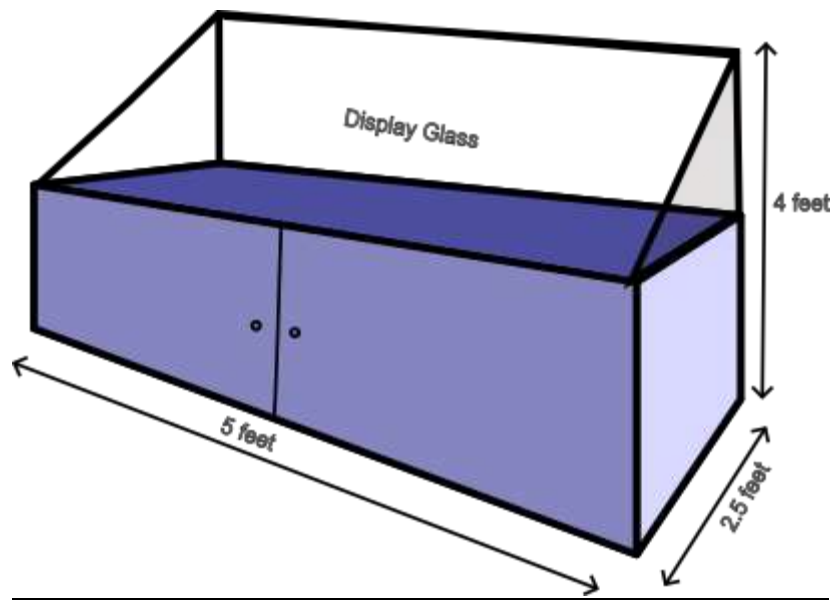
Registrar

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



Drawing for sample display unit work

Display Case



Annexure-I

COMPANY PROFILE

Supplier's Ref. No.: **Dated**.....

Tender Reference No.: SU/ET/2022-23/09 **Dated:** 10/11/ 2022

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/EPF/ESIC:
7. G.S.T Number:
8. Bank Account details including Account Number, Bank name, Branch name & IFSC code:

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:

Enclosure - I
CHECKLIST

Sl No.	Descriptions	Enclosed (Yes/No)
1	Company Profile – Annexure II format	
2	Details of similar work executed – Appendix-III, Appendix - III A and Appendix - III B format	
3	Work orders and completion certificate for similar works executed	
4	Undertaking for similar work executed	
5	Signed and sealed copy of Tender document	
6	Letter of authorisation	
7	Company registration/enlistment certificate	
8	Company Pan and GST certificate	
9	EPF & ESIC registration details and documents	
10	Bid security declaration(Declaration form/Exemption Form)	
11	Financial Bid	

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the e-tender Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-tender Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-tender Portal.

More information useful for submitting online bids on the e-tender Portal may be obtained a <https://mhrd.euniwizarde.com/>

REGISTRATION

1. Bidders are required to enroll on the e-Procurement Portal (URL: <https://mhrd.euniwizarde.com/>) with clicking on the link "Online bidder Registration" on the e-tender Portal by paying the Registration fee of Rs. 2360/- per year charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidder.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC"s to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.
7. The scanned copies of all original documents should be uploaded on portal.

SEARCHING FOR TENDER DOCUMENTS

There are various search options built in the e-tender Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Item/work id, Title, Date, etc.

Once the bidders had selected the tenders in which they are interested, bidder can pay the processing fee Rs.1,121/- inclusive of all taxes (NOT REFUNDABLE) by net-banking / Debit / Credit card then you may download the required documents / tender schedules, Bid documents etc. Once you pay both fees, tenders will be moved to the respective "Register" Tab. This would enable the e-tender Portal to intimate the bidders through e-mail in case there is any corrigendum issued to the tender document.

Please feel free to contact ITI Helpdesk (as given below) for any query related to e-tendering.

1. Helpdesk landline No: 011-49606060
2. Mr. Amrendra Kumar: 09355030628

Bid Security Declaration Form

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 reuse 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)