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गंगटोक, सिक्किम, भारत
फोन-03592-251212, 251415, 251656
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सिक्किम विश्वविद्यालय SIKKIM UNIVERSITY

6th Mile, Samdur, Tadong -737102
Gangtok, Sikkim, India
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(भारत के संसद के अधिनियम द्वारा वर्ष 2007 में स्थापित और नेक (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/HORT/F-1/06-9/2019

Date: 12/12/2019

Limited Tender Notice for supply of equipment for SERB funded Project at Department of Horticulture, Sikkim University

Sealed Quotations in prescribed format are invited from eligible and authorized agencies for the supply of following equipment for SERB Project at Department of Horticulture, Sikkim University under the Project "Conservation and sustainable use of *Nardostachys grandiflora* DC. [Valerianaceae] an endangered medicinal plant of Sikkim Himalayas", as per the details given below:

Annexure I

Sl. No.	Items	Descriptions	Quantity
1	Camera	Nikon DSLR D5600 [Camera body]	One (01)
2	Laptop	Dell Laptop (8 th Gen/Intel Core i5/4GB/1TB/Windows 10/MS Office/Antivirus/ Carry bag)	One (01)
3	Printer	HP All-in-One Printer (Model: HP Deskjet Ink Advantage 5057)	One (01)

Terms and Conditions

1. Sealed quotation should be submitted along with Covering Letter (with signed photocopies of relevant supporting documents) along with the datasheets of the products.
2. The sealed envelope should be with Reference No.: SU/HORT/F-1/06-9/2019 with the text written as "Quotation for supply equipment for SERB Project at Department of Horticulture, Sikkim University".
3. The products quoted should be of specified make and model as described above and with clearly mentioned warranty duration.
4. An amount of ₹1000/- for Tender fees and an amount of ₹2000/- (Two Thousand Only) as Earnest Money Deposit (EMD) should be remitted through NEFT from any scheduled/nationalized bank favoring Sikkim University 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. IFS CODE: UTIB0000112
- V. Branch: Gangtok [SK]

VI. Bank Name: AXIS Bank

5. 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).
6. 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 University.
7. Bid should be strictly submitted as per the format given in Annexure I, in the official letterhead of the firm. Any alteration of the bid format will result in disqualification of the quote.
8. The bidder should mandatorily provide documents supporting their credential of work having similar nature and value of product.
9. The rate should be quoted including all costs such as labour charges, materials, installation, transportation etc. No other extra charges will be entertained under any circumstances over and above the total cost quoted in the financial bid.
10. The point of delivery and installation is Department of Horticulture, Sikkim University, 6th Mile Tadong, Gangtok, Sikkim, Pin: 737102.
11. All support related to maintenance and service should be onsite during the warranty period.
12. The supplier should provide the certificate of originality at the time of delivery of the goods.
13. 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 supply cost. More delay in supply may result in cancellation of order.
14. Payment will be made after successful delivery, installation and inspection of the goods.
15. All bidding documents should be sent to the University in a sealed cover by hand or registered/speed post at the below postal address on or before the **last date 12/01 /2020** and should be addressed to:

Dr. Manju Rana
Assistant Professor
Department of Horticulture
Sikkim University
Samdur, Tadong
Gangtok, Sikkim
Pin: 737102

16. Participating firm may contact **Dr. Manju Rana, Department of Horticulture, Sikkim University at 9547557331** for any queries related to the tender.
17. Arbitration of all disputes related to the procurement, delivery and service of the goods would be in the Gangtok jurisdiction, Sikkim.
18. 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.....

Tender Reference No.:

Dated: / /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 BankNEFT no.
..... Date:
Amount.....
10. EMD fee details – Name of BankNEFT no.
..... Date:
Amount.....

Declaration:

I/We hereby declare that I/We have read & understood all the terms & conditions mentioned in the limit 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 supply of equipment for SERB funded Project at
Department of Horticulture, Sikkim University**

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

Tender Reference No.: Dated:

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 fulfilment

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

Annexure III
FINANCIAL BID

Tender Inviting Authority: Registrar, Sikkim University

Name of work: Limited Tender Notice for supply of equipment for SERB funded Project at Department of Horticulture, Sikkim University

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

Tender Reference No.: **Dated:**

Bidder Name:

FOLLOWING DETAILS ARE TO BE FURNISHED BY THE BIDDING FIRM

Sl No.	ITEMS	MAKE AND MODEL	SIZE	QUANTITY	Basic Rate per items to be entered by the Bidder Rs.	TOTAL AMOUNT (without Taxes) Rs.	APPLICABLE TAXES RS.	TOTAL AMOUNT (with Taxes) Rs.
	A	b	C	D	e	f = (d x e)	g (of f)	h = (f + g)

Declaration:

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

