

LIMITED TENDER NOTICE

Reference No.: SU/CEL/F-2/02/2018-VOL- I/686

Date: 28/09/2020

Limited Tender Notice for contract of printing and supply of Dictionary, Grammar and Annual Report.

Bids are invited from eligible and authorised agencies for contract of printing and supply of Dictionaries, Grammar and Annual Report for Centre for Endangered Languages, Sikkim University as per the details given below:

S 1 . No.	PARTICULARS	Specifications/Accessories	Quantity
1	Magar Dictionary	<ul style="list-style-type: none">• Type or paper & thickness: Normal paper, 75 GSM• Page Size: B5• Book Cover: Art paper, Glossy, Colour print, Lamination• Page Margin: Top:1.52 cm, Left:1.83 cm, Bottom:1.52 cm, Right:1.83• B/W Pages: 252 pages• Total Pages: 254 pages (with colour cover)	30 copies
2	Bhujel Dictionary	<ul style="list-style-type: none">• Type or paper & thickness: Normal paper, 75 GSM• Page Size: B5• Book Cover: Art paper, Glossy, Colour print, Lamination• Page Margin: Top:1.52 cm, Left:1.83 cm, Bottom:1.52 cm, Right:1.83• B/W Pages: 313 pages• Total Pages: 315pages (with colour cover)	30 copies
3	Gurung Diction-ary	<ul style="list-style-type: none">• Type or paper & thickness: Normal paper, 75 GSM• Page Size: B5• Book Cover: Art paper, Glossy, Colour print, Lamination• Page Margin: Top:1.52 cm, Left:1.83 cm, Bottom:1.52 cm, Right:1.83• B/W Pages: 112 pages• Total Pages: 114 pages (with colour cover)	30 copies

4	Rokdung Dic- tionary	<ul style="list-style-type: none"> • Type or paper & thickness: Normal paper, 75 GSM • Page Size: B5 • Book Cover: Art paper, Glossy, Colour print, Lamination • Page Margin: Top:1.52 cm, Left:1.83 cm, Bottom:1.52 cm, Right:1.83 • B/W Pages: 94 pages • Total Pages: 96 pages (with colour cover) 	30 copies
5	Sherpa Diction- ary	<ul style="list-style-type: none"> • Type or paper & thickness: Normal paper, 75 GSM • Page Size: B5 • Book Cover: Art paper, Glossy, Colour print, Lamination • Page Margin: Top:1.52 cm, Left:1.83 cm, Bottom:1.52 cm, Right:1.83 • B/W Pages: 190 pages • Total Pages: 192pages (with colour cover) 	30 copies
6	Magar Grammar	<ul style="list-style-type: none"> • Type or paper & thickness: Normal paper, 75 GSM • Page Size: A4 • Book Cover: Art paper, Glossy, Colour print, Lamination • Page Margin: Top:2.54 cm, Left:2.54 cm, Bottom:2.54 cm, Right:2.54 cm • B/W Pages: 142 pages • Total Pages: 144 pages (with colour cover) 	30 copies
7	Gurung Gram- mar	<ul style="list-style-type: none"> • Type or paper & thickness: Normal paper, 75 GSM • Page Size: A4 • Book Cover: Art paper, Glossy, Colour print, Lamination • Page Margin: Top:2.54 cm, Left:2.54 cm, Bottom:2.54 cm, Right:2.54 cm • B/W Pages: 50 pages • Total Pages: 52 pages (with colour cover) 	30 copies

8	Rokdung Gram-mar	<ul style="list-style-type: none"> • Type or paper & thickness: Normal paper, 75 GSM • Page Size: A4 • Book Cover: Art paper, Glossy, Colour print, Lamination • Page Margin: Top:2.54 cm, Left:2.54 cm, Bottom:2.54 cm, Right:2.54 cm • B/W Pages: 76 pages • Total Pages: 78 pages (with colour cover) 	30 copies
9	Sherpa Grammar	<ul style="list-style-type: none"> • Type or paper & thickness: Normal paper, 75 GSM • Page Size: A4 • Book Cover: Art paper, Glossy, Colour print, Lamination • Page Margin: Top:2.54 cm, Left:2.54 cm, Bottom:2.54 cm, Right:2.54 cm • B/W Pages: 100 pages • Total Pages: 102 pages (with colour cover) 	30 copies
10	Annual Report 2019-20	<ul style="list-style-type: none"> • Type or paper & thickness: Normal paper, 100-110 GSM • Page Size: A4 • Book Cover: Art paper, Glossy, Colour print, Lamination • Page Margin: Top:2.54 cm, Left:2.54 cm, Bottom:2.54 cm, Right:2.54 cm • B/W Pages: 63 pages • Total Pages: 65 pages (with colour cover) 	30 copies
11	Annual Report 2020-21	<ul style="list-style-type: none"> • Type or paper & thickness: Normal paper, 100-110 GSM • Page Size: A4 • Book Cover: Art paper, Glossy, Colour print, Lamination • Page Margin: Top:2.54 cm, Left:2.54 cm, Bottom:2.54 cm, Right:2.54 cm • B/W Pages: 40 pages • Total Pages: 42 pages (with colour cover) 	30 copies

Terms and Conditions

1. Sikkim University, 6th Mile, Samdur, Gangtok, Sikkim - 737102 intends to enter into contract with reputed, well established and financially sound firms for printing & supply of Dictionary, Grammar and Annual Report.
2. The contract is likely to commence from the date of award of contract till the final supply of publication to Sikkim University.
3. An amount of Rs. 1,000/- for Tender fees and an amount of Rs. 2,640/- 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.

1. The Technical documents required shall be as follows:

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

5. Envelop should be super-scribed with Name of Work, Tender No., Date and contract 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 envelop should reach the University on or before 11th October 2020.

7. The contract shall automatically expire after the final delivery of publication to the University.
8. 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.
9. 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.
10. Financial bids of only those Firms who are technically qualified shall be evaluated.
11. The University reserves the right to terminate the contract during initial period also after giving a week's notice to the firm.
12. All expenses for sending the items to the central store of this University should be borne by the firm.
13. The rates quoted shall remain same during the rate contract period and no request for any increase in the rates shall be entertained.
14. 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.
15. 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.
16. 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 supply order of Publication items.
17. 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.
18. Technical bid not accompanied with EMD shall be rejected outrightly. 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.
19. Payments will be made after successful delivery and inspection of the goods.
20. All terms and 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.
21. 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.

- 22.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.
- 23.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.
- 24.The items should be supplied within 20 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.
- 25.The point of delivery is at Centre for Endangered Languages, Sikkim University. Inspection of the delivered goods will be done by Centre for Endangered Languages, Sikkim University.
- 26.Participating firm may contact Coordinator CEL,SU at telephone number 8670063823 for any queries related to the tender.
- 27.Arbitration of all disputes related to the procurement, delivery and service of the goods would be done in the Gangtok jurisdiction, Sikkim.
- 28.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 authorised signatory.

Annexure-I

COMPANY PROFILE AND FEE DETAILS

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

Dated.....

Tender Reference No:

Dated: / ... / 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 authorised signature]

Place:

Date:

Annexure II

TECHNICAL BID in respect to
Limited Tender Notice for contract of printing and supply of Dictionary, Grammar
and Annual Report of Centre for Endangered Languages, Sikkim University.

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

Dated.....

Tender Reference No.:

Dated: .../.../2020

FOLLOWING DETAILS ARE TO BE FURNISHED BY THE BIDDING FIRM

Table 1: Product Make and Model

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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 authorised signature]

Place:

Date:

Annexure III

FINANCIAL BID FORMAT

Tender Inviting Authority: Registrar, Sikkim University

Limited Tender Notice for award of Contract of Printing and supply of Dictionary, Grammar and Annual Report of Centre for Endangered Languages, Sikkim University.

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

Dated:.....

Tender Reference No.:

Dated: .../.../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	Magar Dictionary					
2	Bhujel Dictionary					
3	Rokdung Dictionary					
4	Sherpa Dictionary					
5	Gurung Dictionary					
6	Magar Grammar					
7	Rokdung Grammar					
8	Sherpa Grammar					

ITEM LIST						
Sl. No .	Particulars	Quant-ity	Basic Rate per item to be entered by the Bidder Rs.	TOTAL AMOUNT (without Taxes) Rs	APPLIC-ABLE TAXES Rs.	TOTAL AMOUNT (with Taxes) Rs
	a	b	c	d = (b x c)	e (of d)	f = (d + e)
9	Gurung Grammar					
10	Annual Re- port 2019-20					
11	Annual Re- port 2020-21					

Name:

Designation:

[Official Seal with authorised signature]

Place:

Date: