



## TENDER NOTICE

Reference No.: SU/ET/2022-23/10

Date: 23/12/2022

### E-Tender Notice for Supply of Dewey Decimal Classification and Relative Index for Department of Library and Information Science, Sikkim University

e-Bids are invited from eligible and authorized agencies for the supply of **Dewey Decimal Classification and Relative Index** for Department of Library and Information Science as per the details given below:

Sl. No	Particulars	Specification & Other Details	Quantity (In numbers)
1.	Dewey Decimal Classification and Relative Index by Melvil Dewey et al. Published by OCLC, USA  (4 vol. set)	23 <sup>rd</sup> Edition, Hard Bound v.1. Manual, Tables (9781910608807) v.2. Schedules 000-599 (9781910608760) v.3. Schedules 600-999 (9781910608791) v.4. Relative Index (9781910608784)  Document to be provided for ensuring genuine version.  The classification scheme should not be a digital print version of the original copy or any pirated copy  The bidder should provide an original legible copy of the invoice/bill to certify the genuine copy of the classification scheme.	15 Sets

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: <a href="https://mhrd.euniwizarde.com/">https://mhrd.euniwizarde.com/</a>	23/12/2022
b.	Request Tender Document from date and time	23/12/2022 & 5.00 pm
c.	Request Tender documents till date and time	13/01/2023 & 5:00 pm
d.	Technical Bid online submission end date	13/01/2023 & 5:00 pm
e.	Date & Time for opening online Technical bid	16/01/2023 & 11:00 am
f.	Financial bid online submission end date.	13/01/2023
g.	Date and time for opening online financial bids	Shall be notified after technical bid is evaluated.
h.	Validity of tenders.	90 Days
i.	Estimated Value of the Contract	Rs. 5,25,000/-

## 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. DDC 23<sup>rd</sup> edition is the preferred Classification Scheme for teaching in the classroom, it is preferred that the bidder should provide the same title and edition.
4. In case the same edition is not available, the bidder may quote a higher annual edition or the latest available version of the DDC.
5. If a bidder quotes for a higher annual edition other than the 23<sup>rd</sup> edition, the University reserves the right to purchase the higher edition or not to purchase. The decision of the University will be final and no claims in this regard will be entertained.
6. Bidder(Vendor) has to provide the competitive discount rates, as maximum as possible. Should include the details of the edition in the price bid mentioning the cost and discount offered.
7. The vendor has to provide the publisher's original invoice to verify the price charged.
8. Vendor has to provide a copy of the 100 summaries along with the title details, originally from the book to verify the changes made by the OCLC with the previous edition. The vendor may also provide a copy of the updates.
9. The quoted product should genuine version of DDC, it should not be a digital print version of the original copy or any pirated copy
10. An amount of **Rs.1,000/-** (non-refundable cost of the downloaded tender form) should be remitted through e-payment gateway available on MHRD portal.
11. The bids shall be uploaded in two cover system consisting of Technical and Financial bid.
  - 11.1 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
  - 11.2 The financial documents required shall be as follows:
    - I. BoQ – (Financial Bid in prescribed format)
12. Bids are to be submitted through online mode at <https://mhrd.euniwizarde.com> only no hard copy is to be sent to the University.
13. 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.
14. 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 12<sup>th</sup> November,2020. However, bidder should submit the Bid Security Declaration form on the firm's letter head.

15. 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
16. 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.
17. The point of delivery and installation is at Department of Library and Information Science, Sikkim University. Inspection of the delivered goods will be done by Department of Department of Library and Information Science, Sikkim University
18. All support related to maintenance and service should be onsite during the warranty period.
19. The supplier should provide the certificate of originality at the time of delivery of the goods.
20. 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.
21. a) Payment will be made after successful delivery, installation and inspection of the goods.  
b) Performance security shall be retained @ 3% 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.
22. Participating firm may contact **Mr. Avijit Rai**, Central Library, Sikkim University at telephone no. **8927742650** for any queries related to the tender.
23. Arbitration of all disputes related to the procurement, delivery, and service of the goods would be done in the Gangtok jurisdiction, Sikkim.
24. 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**

**GeM Availability Report and Past Transaction Summary**  
Report ID: GEM/GARPTS/16122022/2THPS6J2PDCE

**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.**

# Annexure-I

## COMPANY PROFILE

Supplier's Ref. No.....

Dated.....

Tender Reference No.:SU/ET/2022-23/10

Dated: 23/12/2022

### 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:
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:**

## 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)

### **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 user name and assign a password for their accounts.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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. 885/- 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 (8448288980).