



सिक्किम विश्वविद्यालय SIKKIM UNIVERSITY

(भारत के संसद के अधिनियम द्वारा वर्ष 2007 में स्थापित और नैक (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)

TENDER NOTICE

Reference No.: SU/ET/2023-24/10

Date: 11/01/2024

E-Tender Notice for Supply of HID Fargo Ribbon, Retransfer film and Cleaning Kit to the Central Library, Sikkim University

e-Bids are invited from eligible and authorized agencies for the supply of HID Fargo Ribbon, HDP Retransfer film and Cleaning Kit to the Central Library, Sikkim University as per the details given below:

Sl. No	Particulars	Specification	Quantity (In numbers)
1.	HID FARGO RIBBON YMCK	Part No: 084051	20
2.	CLEAR HDP RETRANSFER FILM	Part No: 084053	12
3.	CLEANING KIT FOR HDP 5000 ID CARD PRINTER	Part No: 089200	5

a.	Availability of tender document on CPP portal/ website: https://eprocure.gov.in/eprocure/app	11/01/2024
b.	Request Tender documents till date and time	01/02/2024 & 5:30 pm
c.	Date & Time for opening online Technical bid	05/02/2024 & 11:00 am
d.	Date and time for opening online financial bids	Shall be notified after technical bid is evaluated.
e.	Validity of tenders.	90 Days
f.	Estimated Value of the Contract	Rs. 3,15,000/-

Terms and Conditions

- The bid should be submitted in compliance to the NIQ at: <http://eprocure.gov.in/eprocure/app>.
- 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.
- The quoted product should be of reputed make and model.
- An amount of Rs.1000/- (non-refundable cost of downloaded tender form) in the form of NEFT should be remitted in the form of NEFT to the account details mentioned below:

Bank account details for NEFT transaction is as follows:

- Account Holder's Name: Sikkim University**
- Account No: 112010100231541**
- Account Type: Savings Account**
- IFS CODE: UTIB0000112**
- Branch: Gangtok [SK]**
- Bank Name: AXIS Bank**

5. The bids shall be uploaded in two cover system consisting of Technical and Financial bid.
 - 5.1. 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. OEM authorization certificate.
 - 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)
6. **Bids are to be submitted through online mode at <http://eprocure.gov.in/eprocure/app>. only no hard copy is to be sent to the University.**
7. Preference to Make In India products (For bids < 200 Crore): Preference shall be given to Class 1 local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. If the bidder wants to avail the Purchase preference, the bidder must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which no purchase preference shall be granted.
8. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises
9. 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.
10. 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 12th November,2020. However, bidder should submit the Bid Security Declaration form on the firm's letter head.
11. **Bidders are requested to quote only for original and genuine items only. Wherever Authorised Distributors/Service Providers are submitting the bid, Authorisation Form /Certificate issued by the OEM for this particular bid has be submitted by the bidder along with OEM/Original Service Providers details such as name, designation, address, e-mail Id and Phone No.**
12. Quote for recycled/refilled cartridges will not be accepted.
13. 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
14. 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.

15. The point of delivery is at The Central Stores Sikkim University, 6th Mile Samdur, P.O. Tadong, Gangtok Sikkim - 737102.
16. All support related to maintenance and service should be onsite during the warranty period.
17. The supplier should provide the certificate of originality at the time of delivery of the goods.
18. 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.
19. 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.
20. Participating firm may contact Sikkim University e-tender cell at etendercell@cus.ac.in for any queries related to the tender.
21. Arbitration of all disputes related to the procurement, delivery and service of the goods would be done in the Gangtok jurisdiction, Sikkim.
22. 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 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/2023-24/10

Dated: 11/01/2024

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 Number:

Bank name:

Branch name:

IFSC code:

9. Tender 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 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:

Annexure II
TECHNICAL BID
in respect to

E-Tender Notice for Supply of HID Fargo Ribbon, Retransfer film and Cleaning Kit to the Central Library, Sikkim University

Ref. No.....
Tender Reference No.:SU/ET/2023-24/10

Dated.....
Dated: 11/01/2024

FOLLOWING DETAILS ARE TO BE FURNISHED BY THE BIDDING FIRM

TABLE A				
Sl. No	Desired product details	Desired product Part No.	Offered product details	Offered product Part No.
1.	HID FARGO RIBBON YMCK	Part No: 084051		
2.	CLEAR HDP RETRANSFER FILM	Part No: 084053		
3.	CLEANING KIT FOR HDP 5000 ID CARD PRINTER	Part No: 089200		

I/We hereby declare that the offered items are original and genuine OEM product.

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)