



## TENDER NOTICE

Reference No.: SU/ET/2025-26/01

Date:13/06/2025

### **E-Tender Notice for award of Annual Rate Contract for supply of Printed Stationery items to Sikkim University.**

e-Bids are invited from eligible and authorized agencies for award of Annual Rate Contract for supply of Stationery items to the Examination Department, Sikkim University as per the details given in **Annexure-III**

The offers, in the prescribed format, shall be submitted online at CPP Portal <https://eprocure.gov.in/eprocure/app> as per the tender document. No tender will be accepted in hard copy, fax, e-mail or any other such means

a.	Availability of tender document on CPP portal/ website: <a href="http://eprocure.gov.in/eprocure/app">http://eprocure.gov.in/eprocure/app</a> .	13.06.2025
b.	Request Tender Document from date and time	13.06.2025
c.	Request Tender documents till date and time	04.07.2025
d.	Date & Time for opening online Technical bid	07.07.2025
e.	Date and time for opening online financial bids	Shall be notified after technical bid is evaluated.
f.	Validity of tenders.	90 Days
g.	Estimated Value of the Contract	9,72,000/- per semester

### **Terms and Conditions**

1. Sikkim University, 6<sup>th</sup> Mile, Samdur, Gangtok, Sikkim – 737102 intends to enter into an Annual Rate contract with reputed, well established and financially sound firms for printed stationery items.
2. The contract is to commence from the date of award of contract to the Firm and shall continue for a period of one year, unless it is curtailed or terminated by this University owing to deficiency of service or supply of sub-standard quality of materials.
3. The contract shall automatically expire after one year from commencement of the contract unless extended further by the mutual consent of contracting Firm and the University.
4. The contract may be extended on the same terms and conditions or with some addition/deletion/modification and on satisfactory performance, for a further period of one year for a maximum period of three years.
5. The quoted product should be of reputed make and model.

6. An amount of Rs.1,000/- (non-refundable cost of downloaded tender form) and an Earnest Money Deposit EMD of Rs. 29,000/- in the form of NEFT should be remitted 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**

7. Successful Bidder can submit the Performance Security of Rs. 29,000/- in the form of PBG or in the form of NEFT should be remitted to the account details mentioned below:

- 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**

8. **The bids shall be uploaded in two cover system consisting of Technical and Financial bid.**

8.1 The technical documents required shall be as follows:

- I. Annexure I (Company Profile)
- II. Signed and sealed copy of Tender form and authorization letter for signatory person.
- III. Company registration certificate.
- IV. Company PAN Card and G.S.T details
- V. Scanned copy of IT return filed for the last 3 financial years i.e. 2022-23, 2023-24 and 2024-25.
- VI. Work experience of similar work during the last 3 years (requisite proof thereof).

It should have at least 3 years' experience in providing supply of printed stationery items to Public Sector Companies/Banks or Government Department, Central Universities etc.

8.2 The financial documents required shall be as follows:

- I. BoQ – (Financial Bid in prescribed format)

9. 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.
10. 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.
11. Financial bids of only those Firms who are technically qualified shall be evaluated.
12. The University reserves right to terminate the contract during initial period also after giving a week's notice to the Firm.
13. The contracting Firm should be in a position to supply stationery items within 7 days from the date of placement of Purchase Order. It may be noted that the items entered into

Annual Rate Contract are to be delivered at the Department of Examination, Sikkim University, 6<sup>th</sup> Mile, Samdur, Gangtok, Sikkim -737102.

14. All expenses for sending the printed stationery items to the Examination Department of this University should be borne by the firm.
15. The rates quoted shall remain same during the rate contract period and no request for any increase in the rates shall be entertained.
16. The owner/firm should be available on his own direct telephone and also on mobile phone so that he may be contacted immediately in emergent cases. The mobile number may also be provided.
17. On the selection as L-1, the firm(s) will have to deposit sample in respect of each items for which they are selected as L-1. The sample deposited will be signed by the owner of the firm along with acceptance letter of each terms and conditions stipulated by the University. If it is found that the sample is not of standard quality, the item will not be purchased from the firm even if they are L-1. The University will not accept duplicate/substandard items or items not matching the samples/prescribed specifications.
18. The 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.
19. 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 purchase/supply order of stationery items.
20. 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.
21. 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.
22. Technical bid not accompanied with EMD shall be rejected out-rightly. 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.
23. 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.
24. 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

25. The bidder registered with Micro and small-scale enterprises (MSEs) and Startups as recognized by Department for Promotion of Industry and Internal Trade (DPIIT) are exempted from submitting bid security/EMD. If EMD and Application fees are claimed for exemption then the relevant certificate supporting the exemption claim may be uploaded along with the online tender document with Annexure-II.
26. Payment will be made after successful delivery, installation and inspection of the goods.
27. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the contracting Firm will be liable to be forfeited by this University besides annulment of the contract.
28. All terms & Conditions Stipulated in the tender document shall be considered for selection of firm(s). However, L-1 firm(s) will be decided on the basis of the lowest procurement value of the item for which the rate have been quoted. It is mandatory for all the participating bidders to quote their rates inclusive of SGST/CGST/IGST for all the items failing which the bids shall be considered as non-responsive.
29. 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
30. The point of delivery is at Department of Examination, Sikkim University. Inspection of the delivered goods will be done by Examination Department, Sikkim University
31. The supplier should provide the certificate of originality at the time of delivery of the goods.
32. **Bidders may contact Sh. Bisulal Subba at 7001645724 for any query related to the bid.**
33. All terms & Conditions Stipulated in the tender document shall be considered for selection of firm(s). However, L-1 firm(s) will be decided on the basis of the lowest procurement value of the item for which the rate have been quoted. 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 failing which the bids shall be considered as non-responsive. The taxes shall be paid extra as admissible.
34. Arbitration of all disputes related to the procurement, delivery and service of the goods would be done in the Gangtok jurisdiction, Sikkim.
35. 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 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/2025-26/01**

**Dated: 13/06/2025**

**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 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:**

**ANNEXIRE-II**

**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 he 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)

## Annexure - III

Supplier's Ref. No.....

Dated.....

Tender Reference No.:SU/ET/2025-26/01

Dated: 13/06/2025

### ITEM SPECIFICATION DOCUMENT

#### 1. Attendance Sheet (Specimen: Annexure – IV)

Name of the Item	Attendance Sheet
Size	A 4 (210 x 297 mm)
Color	Paper White
Size of the Paper	75 GSM
Book Size	Book of 100 leaves
Binding Type	Bound
Estimated Quantity per order	<b>150 Booklets</b>

#### 2. Dispatch Memo (Specimen: Annexure – V)

Name of the Item	Dispatch Memo
Size	A 4 (210 x 297 mm)
Color	Paper White
Size of the Paper	75 GSM
Book Size	Book of 100 leaves
Binding Type	Bound
Estimated Quantity per order	<b>150 Booklets</b>

#### 3. Absentee Statement (Specimen: Annexure – VI)

Name of the Item	Absentee Statement
Size	A 4 (210 x 297 mm)
Color	Yellow (#FFF275)
Size of the Paper	75 GSM
Book Size	Book of 100 leaves
Binding Type	Bound
Estimated Quantity per order	<b>150 Booklets</b>

**4. Marks Foil [100 Leaves each booklet] (Specimen: Annexure – VII)**

Name of the Item	Marks Foil
Size	A 4 (210 x 297 mm)
Color	Paper White
Size of the Paper	75 GSM
Book Size	Book of 100 leaves
Binding Type	Bound
Estimated Quantity per order	<b>150 Booklets</b>

**5. White Envelope (9 ½ x 6 ½ inch) – Coding Slip (Specimen: Annexure – VIII)**

Name of the Item	White Envelope
Size	Length: 241.3 mm Breadth : 165.1 mm
Color	Paper White
Ribbed/Normal	Normal
Size of the Paper	80 GSM
Type	Plain glued at bottom and center
Adhesive	nonee
Estimated Quantity per order	<b>6000 pcs</b>

**6. Green Envelope (18"x14") (Specimen: Annexure – IX)**

Name of the Item	Green Envelope Pollynet Inside
Size	Length 457.2 mm Breadth 355.6 mm
Color	Machine Glazed Green Poster Paper
Ribbed/Normal	Ribbed
Size of the Paper	85 GSM
Thread per inch (T.P.)Cloth Lined (Inside)	14 tpi
Type	Pollynet
Lamination Type	Inside of the Envelope Plastic over cloth
Adhesive	Self
Estimated Quantity per order	<b>6000 pcs</b>

**7. Green Envelope (18x14 inch) with Sikkim University Logo Printed (Specimen: Annexure – X)**

Name of the Item	Green Envelope Polynet Lined Inside
Size	Length 457.2 mm Breadth 355.6 mm
Color	Machine Glazed Green Poster Paper
Ribbed/Normal	Ribbed
Size of the Paper	85 GSM
Thread per inch (T.P.I)Cloth Lined (Inside)	14 tpi
Type	Pollynet
Lamination Type	Inside of the Envelope Plastic over cloth
Adhesive	Self
Estimated Quantity per order	<b>1500 pcs</b>

**8. ENVELOPE 12 x 10 inch (Specimen: Annexure – XI)**

Name of the Item	Office Envelope
Size	Length: 304.8 mm Breadth: 254 mm
Color	Yellow
Ribbed/Normal	Normal
Size of the Paper	80 GSM
Thread per inch (T.P.I)	N.A.
Type	Plain glued at bottom and center
Adhesive	none
Center wroch	1.5cms
Upper Flap	2.4cms
	13cms
Lower flap	1.2cms
Estimated Quantity per order	<b>1000</b>

**9. White Envelope 9 ½ x 4 ½ inch with Sikkim University logo printed (Specimen: Annexure – XII)**

Name of the Item	Office Envelope
Size	Length: 241.3 mm Breadth : 114.3 mm
Color	Paper White
Ribbed/Normal	Normal
Size of the Paper	80 GSM
Type	Plain glued at bottom and center
Adhesive	none
Estimated Quantity per order	<b>1000 pcs</b>

**10. Green Envelope -Size (14"x10") (35 cm x 25 cm) (Specimen: Annexure – XIII)**

Name of the Item	Green Envelope Polynet Lined Inside
Size	Length 350 mm Breadth 250 mm
Color	Machine Glazed Green Poster Paper
Ribbed/Normal	Ribbed
Size of the Paper	85 GSM
Thread per inch (T.P.)Cloth Lined (Inside)	14 tpi
Type	Pollynet
Lamination Type	Inside of the Envelope Plastic over cloth
Adhesive	Self
Estimated Quantity per order	<b>2000 pcs</b>

**11. Bar Code Printer Sticker (Specimen: Annexure – XIV)**

<b>Specification</b>	<b>Details</b>
Type of Labels / Stickers	Self Adhesive
Shape of Labels / Stickers	Square shape
Cutting of Labels / Stickers	Die cutting
Material of Labels / Stickers	White label paper
Material of Backing Release	Super calenderer glassine paper
Length/Sides/Diameter/Major axis of each Label	19 mm

Width/Minor axis of each Label	50 mm
Size of Labels / Stickers sheet	As per Buyer's Requirement
Minimum border size of sheet	Not Applicable
Grammage of paper of labels/stickers	70 GSM
Grammage of backing liner	60 GSM
Type of Adhesive	Waterbase
Printing of Labels / Stickers	Blank
Technology used for printing	Not Applicable
Packing size (Number of Labels/Stickers in a packet)	5000
Estimated Quantity per order	<b>50 Rolls</b>

## 12. Bar Code Wax Ribbon (Specimen: Annexure – XV)

Specification	Details
Type of Thermal Ribbon	Wax – Inking Face Out
Core Size (Inch)	1
Length of Thermal Ribbon (Meters)	300
Width of Thermal Ribbon (mm)	105
Compatible Print Head	Flat Head
Roll Outer Diameter (Maximum) (Inch)	5
Compatible Media	BOPP
Compatible Printer Model Number	Zebra ZD 420
Estimated Quantity per order	<b>15 Rolls</b>

**Annexure – IV : Attendance Sheet**



# SIKKIM UNIVERSITY

*(A Central University established by an Act of the Parliament of India in 2007)  
6th Mile, Samdur, P.O. Tadong 737102, Gangtok, Sikkim, India*

## ATTENDANCE SHEET

College \_\_\_\_\_ Course \_\_\_\_\_ Subject \_\_\_\_\_  
 Date \_\_\_\_\_ Session (Morning / Afternoon) \_\_\_\_\_  
 Semester \_\_\_\_\_ Room No. \_\_\_\_\_

Sl. No.	Roll No.	Answer Book No.	Supplementary Sheet No. (s)	Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

1. Candidates absent should be marked absent in red ink.
2. Two copies of the attendance to be prepared and one copy to be sent with answer books.
3. Room-wise attendance to be prepared.

Total No. of Candidates \_\_\_\_\_ Present \_\_\_\_\_ Absent \_\_\_\_\_  
 Signature of Invigilator \_\_\_\_\_ Centre Superintendent \_\_\_\_\_







**Annexure -VII: Marks Foil**



**SIKKIM UNIVERSITY (MARKS FOIL)**

ODD/EVEN Sem 20\_\_\_\_, OP Code      Packet No.

Paper Name -

Serial No.	Marks (Figure)	Marks (Words)	Scrutinizer Marks (Figure)	Scrutinizer Marks (Words)
001				
002				
003				
004				
005				
006				
007				
008				
009				
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024				
025				
026				
027				
028				
029				
030				

Evaluator Name  
Signature & Date

Scrutinizer Name  
Signature & Date

Tabulator 1 Name  
Signature & Date

Tabulator 2 Name  
Signature & Date

**Annexure – VIII: White Envelop**

**(9 ½ x 6 ½ inch)**

**6 ½ inch**



**9 ½ inch**

**Annexure – IX: Green Envelope (Polynet)**



**Annexure X: Green Envelope with custom printed content**

(18x14)

**STRICTLY CONFIDENTIAL**

FOR UNIVERSITY USE ONLY

DOC ID: \_\_\_\_\_



SIKKIM UNIVERSITY

**Instructions :-**

1) All entries on this envelope to be made strictly using **MARKER or SKETCH PEN** only. Use of ball point pen/pencil is not permitted.

2) After completion of evaluation and scrutiny, **ANSWER SCRIPTS AND CORRESPONDING MARKS FOIL MUST BE ENCLOSED IN THIS SEALED ENVELOPE.**

Please tick BA / BSC / B.COM. / BALLB / B.PHARM. / B.Ed. / P.G. / OTHERS ( )

EXAMINATION: ODD  / EVEN  YEAR 20

PAPER NAME:

COLLEGE:

DEPARTMENT:

QP CODE:  PACKET NO:  OF:

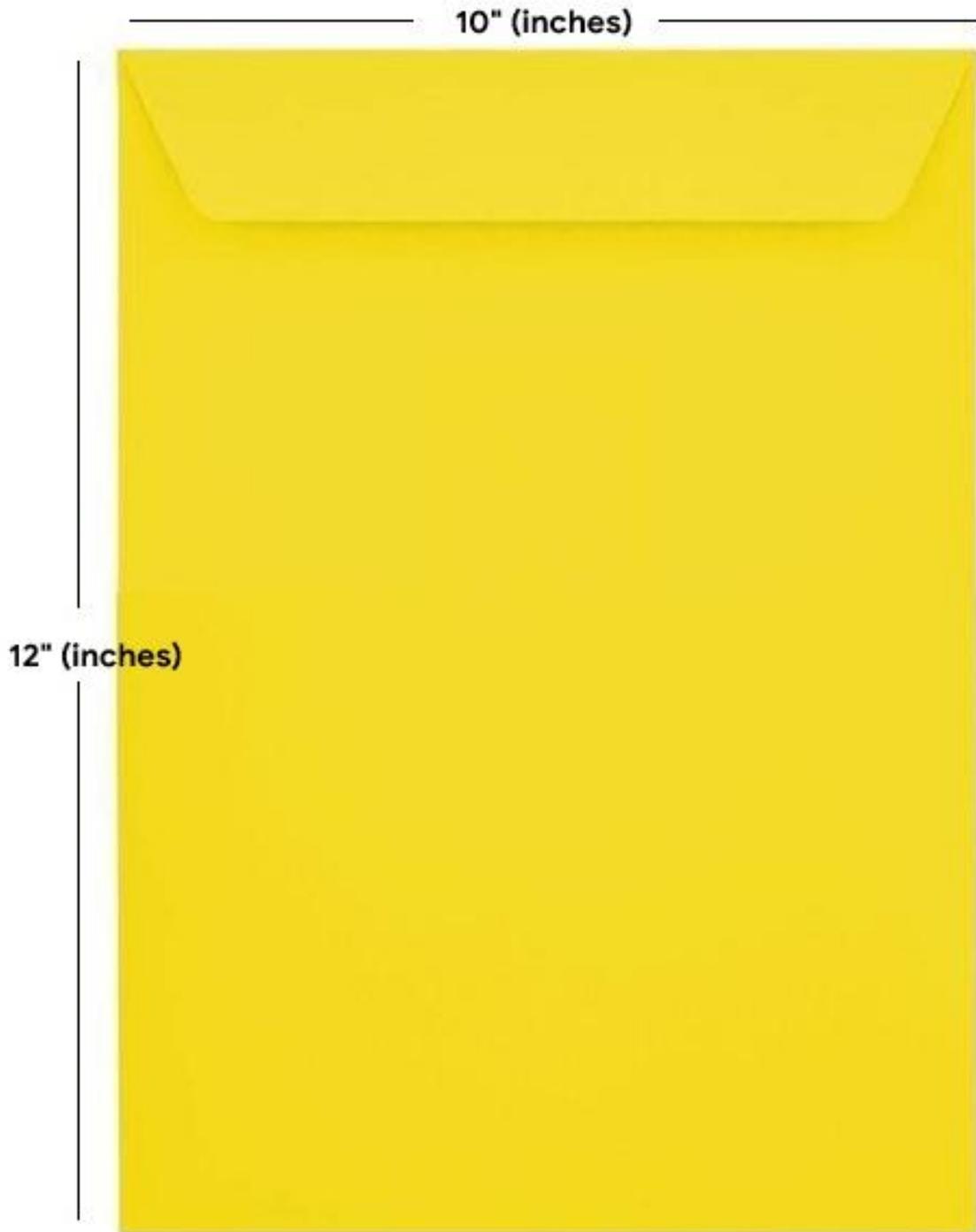
NO. OF SCRIPTS ENCLOSED:  (MAX. 25 scripts only)

NAME OF EVALUATOR: \_\_\_\_\_ NAME OF SCRUTINIZER: \_\_\_\_\_

SIGNATURE OF EVALUATOR: \_\_\_\_\_ SIGNATURE OF SCRUTINIZER: \_\_\_\_\_

DATE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Annexure XI – Yellow Envelope**



**Annexure – XII: White Envelope with custom printed content**

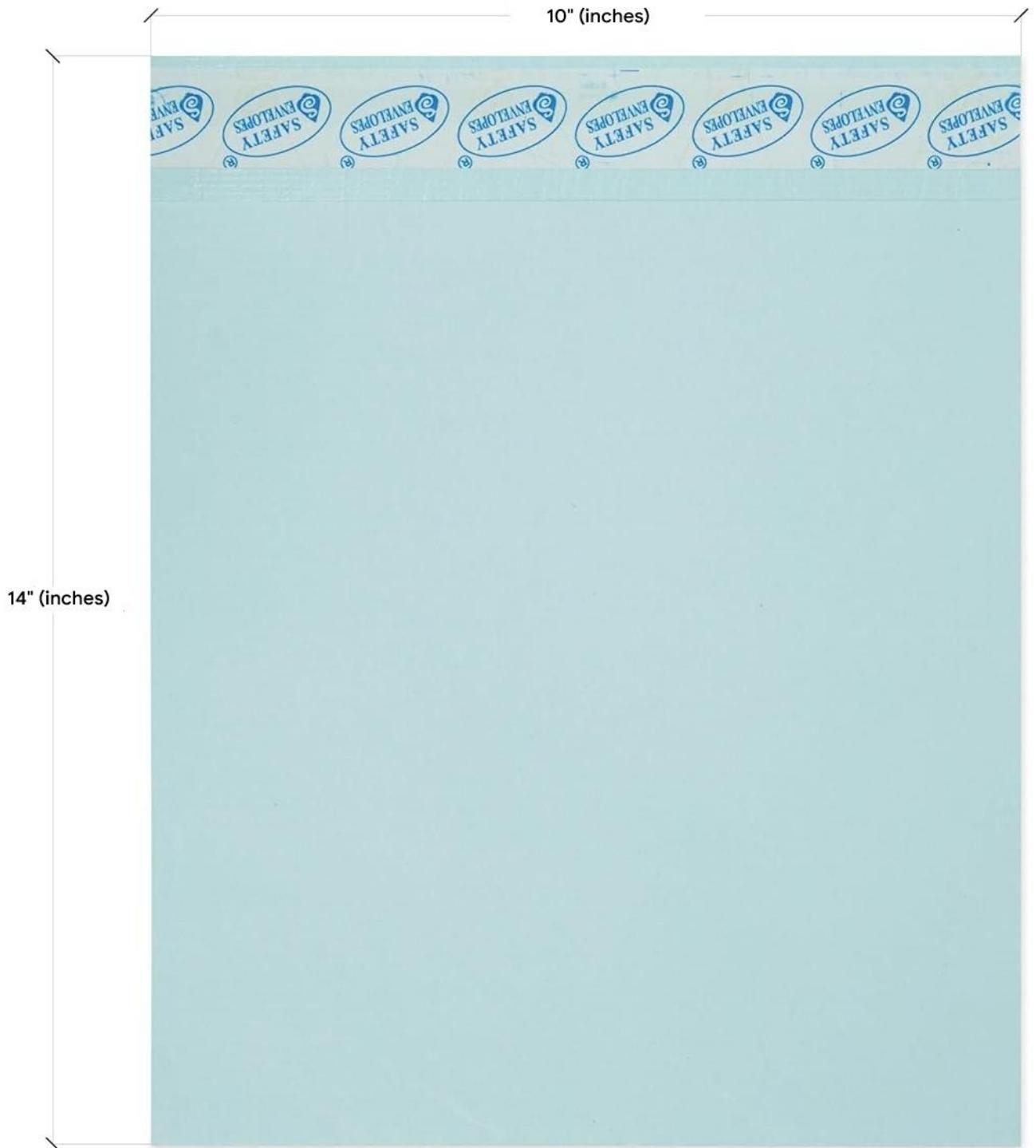
**9 ½" x 4 ½"**



**सिक्किम विश्वविद्यालय**  
**SIKKIM UNIVERSITY**

6 माइल, साम्दुर, पी.ओ. तादोंग-737102, गंगटोक, सिक्किम, भारत  
6<sup>th</sup> Mile, Samdur, P.O. Tadong - 737102, Gangtok, Sikkim, India  
फोन/Ph.: 03592-251212, 251415, 251656, फैक्स/Telefax : 251087  
[www.cus.ac.in](http://www.cus.ac.in)

**Annexure – XIII : Green Envelop**



Annexure – XIV: Bar Code Printer Sticker



Annexure – XV: Bar Code Wax Ribbon

