

Terms and Conditions

1. Sealed quotation should be submitted along with Covering Letter, Annexure I – Company Profile (with signed photocopies of relevant supporting documents) and Annexure II – Technical and Financial bid (signed and sealed in official letter head) along with the datasheets of the products.
2. The sealed envelope should be with Reference No.: SU/HORT/F4/04/2018/Vol-III/03 with the text written as “Quotation for supply of consumables for NMHS 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. During warranty period, the troubleshooting should be taken care of online or visiting the venue of the installation whatever the case may be without delay which should not take more than a week to restore the functioning of the system.
5. An amount of Rs. 2000/- (Four Thousand Only) as Earnest Money Deposit (EMD) should be remitted through NEFT from any scheduled/nationalized bank favouring 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**

6. 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).
7. 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.
8. Bid should be strictly submitted as per the format given in Annexure I and Annexure II in the official letterhead of the firm. Any alteration of the bid format will result in disqualification of the quote.
9. The bidder should mandatorily provide documents supporting their credential of work having similar nature and value of product.
10. 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.
11. The point of delivery and installation is Department of Horticulture, Sikkim University, 6th Mile Tadong, Gangtok, Sikkim, Pin: 737102.
12. All support related to maintenance and service should be onsite during the warranty period.
13. The supplier should provide the certificate of originality at the time of delivery of the goods.
14. The items should be supplied within 10 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.
15. Payment will be made after successful delivery, installation and inspection of the goods.
16. 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 16/03/2020 and should be addressed to:

Dr. Niladri Bag
Associate Professor & Head
Department of Horticulture

**Sikkim University
Samdur, Tadong
Gangtok, Sikkim
Pin: 737102**

17. Participating firm may contact Dr. Niladri Bag, Head, Department of Horticulture, Sikkim University at 8900457301 for any queries related to the tender.
18. Arbitration of all disputes related to the procurement, delivery and service of the goods would be in the Gangtok jurisdiction, Sikkim.
19. 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 and Annexure II 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.....

Reference No.: SU/HORT/F1/06-8/2018/Vol-II/

Date: 03/03/2020

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. 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 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.

Name:

Designation:

[Official Seal with authorized signature]

Place:

Date: