



# 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/OT/2019/1.

**Date:** 27/08/2019

### **Open Tender Notice for procurement of Workstation + UPS + Battery**

Bids are invited by Sikkim University from eligible and authorized agencies for the supply of **Workstation + UPS + Battery** for Department of Chemistry, Sikkim University as per the details given below:

Sl. No.	PARTICULARS	Specifications/Accessories	Quantity
1	Workstation	Intel Xeon (4/6) core 3-4 GHz /i7 (6-8) core 3-4 GHz processor 16/32 GB DDR4 RAM 1 TB HDD/256/512 GB SSD 2/4 GB GDDR5 Graphics 21.5-inch Monitor Operating system: WINDOWS 10	1
2	UPS	925 VA	1
3	Battery	12 V/ 200 AH Battery	1

## **Terms and Conditions**

- The product should be of reputed make and model.
- The following documents are to be submitted for the work.
  - The technical documents required shall be as follows:
    - Annexure I (Company Profile and fee details)
    - Annexure II (Technical bid with item details and eligibility fulfillment)
    - Scanned copy of NEFT transaction details of Tender fee and EMD payment
    - Company registration certificate.
    - Company PAN Card and G.S.T details
  - The financial documents required shall be as follows:
    - Annexure III BoQ – (Financial Bid in prescribed format)
- An amount of Rs. 1,000/- for Tender fees and an amount of Rs.4,000/- 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 sealed envelope containing the price quotation should be addressed to Dr. Souvik Chatterjee, Assistant Professor (Inspire), Department of Chemistry, Sikkim University, Gairigaon, Tadong, Gangtok, Sikkim - 737102 and it should reach the University on or before 11.09.2019.
5. The University will provide GST exemption certificate & DSIR certificate as per GOI Rules. So please charge 5% GST on your product.
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). Copy of issued certificate has to be submitted along with the bid document.
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 concerned department of the University.
8. The rate should be quoted including all costs such as labour charges, materials, GST, transportation SNT etc. No other extra charges will be entertained under any circumstances over and above the total cost quoted in the financial bid.
9. The point of delivery and installation is as follows: Department of Chemistry, PCMG Building Gairigaon, Tadong. Inspection of the delivered goods will be done by Dr. S. Chatterjee.
10. All support related to maintenance and service should be onsite during the warranty period.
11. The supplier should provide the certificate of originality at the time of delivery of the goods.
12. 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.
13. a) Payment will be made after successful delivery, installation and inspection of the goods.  
b) Performance security shall be retained @ 5% 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.
14. Arbitration of all disputes related to the procurement, delivery and service of the goods would be done in the Gangtok jurisdiction, Sikkim.
15. 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 authorized signatory.**

**Annexure-I**

**COMPANY PROFILE AND FEE DETAILS**

**Supplier's Ref. No..... Dated.....**

**Tender Reference No.:**SU/OT/2019/1

**Dated:** 27/08/2019

**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 authorized signature]**

**Place:**

**Date:**

**Annexure II**  
**TECHNICAL BID**  
**in respect to**

**Open Tender Notice for procurement of Workstation + UPS + Battery**

**Supplier's Ref. No..... Dated.....**

**Tender Reference No.:**SU/OT/2019/1

**Dated:** 27/08/2019

**FOLLOWING DETAILS ARE TO BE FURNISHED BY THE BIDDING FIRM**

**Table 1: Product Make and Model**

Sl. No.	PARTICULAR	Quantity	Quoted product Make/Model
1	Workstation	1	
2	UPS	1	
3	Battery	1	

**Table 2: Eligibility criteria fulfillment**

Sl. No.	Product Eligibility criteria	Please state (Yes/No) against the product eligibility criteria for the products listed in Table 1.
1	<b>Workstation:</b> Intel Xeon (4/6) core 3-4 GHz /i7 (6-8) core 3-4 GHz processor, 16/32 GB DDR4 RAM, 1 TB HDD/256/512 GB SSD, 2/4 GB GDDR5 Graphics 21.5-inch Monitor, Operating system: WINDOWS 10	
2	<b>UPS:</b> 925 VA	
3	<b>Battery:</b> 12 V/ 200 AH Battery	

**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 authorized signature]**

**Place:**

**Date:**

**Annexure III**

**FINANCIAL BID FORMAT**

**Tender Inviting Authority:** Registrar, Sikkim University

**Name of the Work:** Open Tender Notice for procurement of Workstation + UPS + Battery

**Supplier's Ref. No..... Dated.....**

**Tender Reference No.:**SU/OT/2019/1

**Dated:** 27/08/2019

**Bidder Name:.....**

<b>ITEM LIST</b>						
<b>Sl. No.</b>	<b>Particulars</b>	<b>Quantity</b>	<b>Basic Rate per item to be entered by the Bidder Rs.</b>	<b>TOTAL AMOUNT (without Taxes) Rs</b>	<b>APPLICABLE TAXES Rs.</b>	<b>TOTAL AMOUNT (with Taxes) Rs</b>
	<b>a</b>	<b>b</b>	<b>c</b>	<b>d = (b x c)</b>	<b>e (of d)</b>	<b>f = (d + e)</b>
1	Workstation	1				
2	UPS	1				
3	Battery	1				

**Name:**

**Designation:**

**[Official Seal with authorized signature]**

**Place:**

**Date:**