

**Request for Proposal (RFP)**  
for selection of System Integrator  
for implementation of the Project,  
**“Logistics Monitoring System for Distilleries & Breweries”  
(LMSDB)**

RFP Ref. No. GOS/322/EXCISE/ADM/2024-25/166



Excise Department  
Government of Sikkim  
Gangtok – 737101  
Sikkim

Phone: (03592) 203963

Website: <https://excise.sikkim.gov.in/>

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## General Information & Schedule for RFP Process

Excise Department, Government of Sikkim, invites Proposal against the “Request for Proposal (RFP)” for Design, Development, Installation and Commissioning of Logistics Monitoring System for Distilleries & Breweries (LMSDB) in Distilleries and Breweries of Sikkim under the authority of the Excise Department, Government of Sikkim.

Interested firms/ parties / agencies are advised to download and study the RFP document carefully and must satisfy all the eligibility conditions stated in Minimum Eligibility Criteria “7.1” of this RFP document.

The complete bidding document is available at Government of Sikkim’s Tender website <https://sikkim.gov.in> for the purpose of downloading. The download bid document shall be considered valid for participation in bidding process subject to the submission of required Tender /Bid Document, Fee and Earnest Money Deposit (EMD).

A Two (2) packet Bidding procedure (Technical Bid followed by Financial Bid) shall be adopted.

Only those bidders who meet the Minimum Eligibility Criteria laid down at clause 7.1 of this RFP document shall qualify for evaluation of their Technical bid.

Only those bidders who qualify in the Technical Round shall proceed to the second round of Financial evaluation.

Bids shall be evaluated both in terms of ‘Quality’ as well as ‘Quoted Price’ i.e. Quality & Cost Based Selection (QCBS) methodology. The weightage of the Technical Bid shall be 70 (seventy) per cent and the Financial Bid shall have 30 (thirty) per cent weightage.

No Consortium in any form is not allowed for this Bid/Tender.

**Table – 1**

**Important Dates and Information**

<b>Information</b>	<b>Details</b>
Office of Issue	Excise Department Government of Sikkim M.G Marg, Gangtok Sikkim – 737101
RFP Publishing date	Date: 27/05/2025
Last date and time of receiving queries from the interested parties  Format for sending queries attached in Annexure “1”	Date: 13/06/2025 , Time: 03:00 PM  Queries will be accepted only if sent through the official departmental email ID.  Official Email ID: excise.dept@sikkim.gov.in
Last date and time for submission of bids	Date: 26/06/2025, Time: 03:00 PM  No bids shall be accepted after the prescribed date & time.
Date, Time and Venue of Meeting of the Tender Committee and Bidders.	Date: 27/06/2025 Time: 11:00 AM Venue: Excise Department

**Table – 2**

**Other Important Information to the Bidder**

<b>Information</b>	<b>Details</b>
Earnest Money Deposit (EMD)	Earnest Money Deposit (EMD)-INR Rs.500000/- (Rupees Five Lakh) in the form of a Demand Draft/Pay Order/ Account Payee Banker's Cheque drawn on any Nationalized/Scheduled bank in Sikkim favor of "Commissioner, Excise Department, Government of Sikkim", payable at Gangtok.
Tender Fee (Non Refundable)	RFP document fee- INR Rs 20000/- (Rupees Twenty Thousand) inclusive of all Taxes (Non-Refundable) and in the form of a Demand Draft/Pay Order/ Account Payee Banker's Cheque drawn on any Nationalized/Scheduled bank in Sikkim favor of "Commissioner, Excise Department, Government of Sikkim, payable at Gangtok.
Mode of Payment for Earnest Money Deposit (EMD) & Tender Fee	Offline
Bid Validity	Proposals must remain valid up to 30 (Thirty) days from the last date of submission of the Bid.
Bid Inviting Officer	Name: Smt.Binita Chhetri Designation: Commissioner
Address of Communication	Excise Department Government of Sikkim, Sikkim - 737101. Phone: (03592) 203963 Email : excise.dept@sikkim.gov.in

All the above mentioned time are as per clock time of e-procurement website <https://sikkim.gov.in>

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# 1. INTRODUCTION

The Excise Department, under the Government of Sikkim enforces regulations and administers the Sikkim Excise Act, 1992. The said Act provides for manufacturing, possession, sale, transport, import of alcoholic liquor; and imposition of duty in form of excise duty, license fee, export pass fee, etc. under the various Acts listed below. The Department also strives to prevent the use of unsafe liquor and ensure consumption of liquor keeping in view the health of the consumers.

The Sikkim Excise Act, 1992 and the Medicinal & Toilet Preparation Act 1955 enables the Department not only to regulate but also enable collection of Revenues by way of Excise Duty, License Fee, and Export Pass Fee etc. Under the provisions of the above Acts, the Department monitors and frames Rules and Regulations for manufacture, import, export, licensing, sale, storage /warehousing, inspection of all alcohol, spirits, derivatives, raw material and by products. The Department is also a major contributor to the Revenue of the State Government. Excise Department, Sikkim visionary approach towards implementing and to implement a strict monitoring System to track the loading and unloading of vehicles in the factories using smart technology system to track, maintain goods details, weights of vehicle carrying liquor, the implementation of the application helps the department to maintain the record and also automate the activity process being done.

With the help of ICT Implementation and integration of smart technology, the manual intervention will be replaced with automated process and the outcome will be more accurate.

- 1.1. With the vision to improve the digital infrastructure with IT enabled technologies, the Excise Department, Government of Sikkim has taken a proactive approach to modernize and improve service delivery through technological reform rendering digital services beyond its boundaries. By leveraging IT-enabled technologies and digital tools, the Department aims to enhance their digital infrastructure and offer more efficient and accessible services.
- 1.2. The Excise Department, Government of Sikkim, aims to enhance the existing surveillance and monitoring systems at the distilleries and breweries across the state. The initiative seeks to seamlessly track the loading and unloading of vehicles at these facilities through a state-of-the-art smart technology system. This system will efficiently monitor and maintain details of goods, as well as the weight of vehicles transporting liquor.

- 1.3. Through the implementation of Information and Communication Technology (ICT) and the integration of smart technology, manual interventions will be replaced by automated processes, resulting in more accurate outcomes.
- 1.4. Accordingly, Excise Department, Government of Sikkim intends to appoint a reputed and experienced Implementing Agency (IA) (hereinafter referred to as “Proprietorship Firm / Company”) for Implementation of the Logistics Monitoring System for Distilleries & Breweries (LMSDB) in Sikkim.
- 1.5. Project objective;
  - 1.5.1. To create integrated system that offers an effective solution which will maintain, record, and track the loading and unloading of vehicles in factories.
  - 1.5.2. Provide with a software application where the details of the vehicle and the details of cargo is maintained and challan is generated automatically based on the parameters set.
  - 1.5.3. Effectively manage and maintain the details of the vehicles passing through the factory through automatic tracking of the count of vehicles
  - 1.5.4. To generate report of the weight of the cargo along with the count of vehicles passing through the establishments and revenue generated from each Factory
  - 1.5.5. Stop illegal and unlawful activities in the state that are as per the rules of the State Excise department.
  - 1.5.6. To efficiently track the movement of vehicles that carry alcohol in and out of the factories.



## 2. SCOPE OF WORK

At present, the Excise Department, Government of Sikkim is not equipped with a fully computerized logistics system to monitor the bulk liquor load carried out of the distilleries and breweries of Sikkim. The broad scope of work of the project is to monitor the bulk liquor load carried out of the distilleries & breweries and the Raw material i.e. ENA (Extra Neutral Alcohol) entering the distilleries and breweries. The Scope of Work is as follows:-

- 2.1. Development of **Logistics Monitoring System for Distilleries & Breweries (LMSDB) software application.**
- 2.2. Procurement of 02 (two) weigh bridge and revamping of 05 (five) existing weighbridge as per the specification at Clause 5.1 of this RFP.
- 2.3. Integration of all the weigh bridges with the developed LMSDB software application.
- 2.4. Installation, Commissioning & Testing of the LMSDB application.
- 2.5. VAPT web-security auditing of LMSDB application from CERT-in empanelled auditors.
- 2.6. Web-hosting of LMSDB application in the Sikkim Government domain.
- 2.7. Installation, Commissioning & Testing of the smart CCTV surveillance system at the 07 (seven) identified distilleries/breweries in Sikkim.

## 3. EXPECTED OUTCOME

The project is conceptualized to achieve a fully computerized logistics system to monitor the bulk liquor load carried out of the distilleries & breweries and Raw material in form of ENA entering the distilleries and breweries of Sikkim. The expected outcome of the project is optimization of Excise duty levied by the Excise Department on the transit of Liquor hence augmenting the revenue generation of the Government of Sikkim.

#### 4. LOCATIONS WISE PROJECT COMPONENTS REQUIRED

**Table-3**

<b>SL.</b>	<b>Location</b>	<b>Weigh Bridge Procurement (Qty.)</b>	<b>Desktop computer and all-in-one printer set</b>	<b>Power Backup (with minimum 2 hours backup)</b>
1	Mount Distilleries Ltd., Majhitar, Rangpo, Pakyong District	Weigh Bridge- <b>1 No.</b> new procurement	01 Set	1 KVA UPS with external battery – 01 Set
2	Mayel & Fraser Pvt. Ltd., Bhagey Khola, Pakyong District	Weigh Bridge- <b>1 No.</b> new procurement	01 Set	1 KVA UPS with external battery – 01 Set
3	Sikkim Distilleries Ltd., Sai Baba Nagar, Rangpo, Pakyong District	Revamping of existing Weighbridge required	01 Set	1 KVA UPS with external battery – 01 Set
4	Lahag Sprits Pvt. Ltd., Manpur, Namchi District	Revamping of existing Weighbridge required	01 Set	1 KVA UPS with external battery – 01 Set
5	Kanchenjunga Distilleries Ltd., Manpur, Namchi District	Revamping of existing Weighbridge required	01 Set	1 KVA UPS with external battery – 01 Set
6	Yuksom Breweries Pvt. Ltd., Melli, Namchi District	Revamping of existing Weighbridge required	01 Set	1 KVA UPS with external battery – 01 Set
7	Denzong Albrew Pvt. Ltd., Mulukhey, Rongli Road, Pakyong District	Revamping of existing Weighbridge required	01 Set	1 KVA UPS with external battery – 01 Set

## 5. SPECIFICATION SHEET

### 5.1 Specification of the Weighbridge.

<b>SL No</b>	<b>Weigh Bridge Components</b>	<b>Specification/Standards</b>
1	Installation type & form factor	Above-ground/Pitless type Static Weighbridge with Metal Ramps
2	Dimensions of weighbridge platform required	Length 9 metres. Breadth/Width 3 metres.
3	Maximum Load Capacity	50 Metric Ton
4	Transducers and LCDU (Digitizer unit)	6 Nos. Stainless Steel Load Cells (per 01 weighbridge) with minimum IP 65 rating of ingress protection standards With compatible LCDU (Load Cell Digitizing Unit) to support integration with the LMSDB application.

### 5.2 Specification of Desktop Computers and Printers.

<b>SL No</b>	<b>Item</b>	<b>Specification Required</b>
1	Desktop Computer	All-in-one Desktop computer Processor - core i5, 13 Gen., 16 GB RAM, 512 GB SSD, 22 to 24 inch FHD Monitor, With Wi-fi connectivity. OS: Windows 11 Pro.
2	Printer cum Scanner	Monochrome Laserjet MFP printer/scanner/copier with min. 22 p.p.m.

### 5.3 Specification of the CCTV surveillance Camera & accessories.

<b>SL No</b>	<b>Item</b>	<b>Specification Required</b>
1	Bullet Camera	IP camera with resolution of 4 MP (min.) with IR night vision compatibility. Video compression codec: min. required: H.265/HEVC
2	Network Video Recorder (NVR)	16 Port with minimum footage storage capacity for two(02) months
4	Display type	1. Remote access through URL. 2. 32 inch TV

Note:- The Quantity of Camera per location will be decided at a later date. The bidder is expected to quote for unit price during the Financial Bid.

### 5.4. Annual Maintenance and Operational Cost.

1. The selected bidder shall provide one (01) year of free comprehensive Annual Maintenance Contract (AMC), including preventive maintenance, bug fixing, uptime assurance and operational assistance. This shall begin immediately after successful Go-Live. No additional cost shall be charged to the department during this one year period.
2. The financial bid shall also clearly indicate the Annual Maintenance Contract (AMC) cost and operational support cost for the second year onwards, in a separate line item.
3. These costs shall be considered only for future budgeting purposes and will not be evaluated as a part of the financial scoring.

## 6. DELIVERABLES SCHEDULE

The selected bidder shall achieve the following deliverables:

**Table-4**  
**Deliverable & Timeline**

<b>SL No</b>	<b>Deliverables Details</b>	<b>Timeline</b>
1	Requirement Understanding	T + 7 days
2	Submission of SRS Document and Approval Process	T + 14 days
3	Software Development, UI/UX	T + 4 months
4	Procurement & installation of automatic surveillance and monitoring System with uninterrupted electivity.	T +5 months
5	Procurement & Installation of static weigh bridge	T + 5 months
6	Integration, Commissioning & Hosting of software Application and Go Live	T + 6 months

**Note:**

- a) T” - Date of issue of Letter of Award (LoA)

## 7. MINIMUM ELIGIBILITY CRITERIA

The prospective bidder must have the below listed minimum eligibility criteria to participate in bidding process.

### 7.1 Minimum Eligibility Criteria:

**Table-5**

<b>SL No</b>	<b>Criteria</b>	<b>Supporting Document</b>
1	The Bidder must have a registered office in the state of Sikkim.	Self-attested Copies a) Firm Registration Certificate/Trade License. b) Proof of Office Address. (Electricity or Water Supply Bill of consecutive 6 months preceding the date of publish of this RFP)
2	The Bidder must have GST registration.	Self-attested Copies a) GST Registration, b) PAN Card.
3	The Bidder should be empanelled with the Department of Information Technology, Government of Sikkim.	Self-attested Copy of the Empanelment Certificate from Department of Information Technology, Government of Sikkim. (Original copy required during technical evaluation.)
4	The Bidder should submit a notarized affidavit indicating that all information and documents furnished are genuine and correct.	Notarized affidavit (Non-Judicial Stamp Paper)
5	The Bidder must have experience as a System Integrator or an EPC Contractor in ICT projects executed and completed within the state of Sikkim.	Required:- a.)Work Orders from the competent authorities. b.)Completion Report from the competent authorities.
6	The Bidder should not be blacklisted by any Department/ Agency/ PSU in any State or Central Government of India as on date of submission of bid.	Declaration by the authorized signatory on Company's letter head.
7	The Bidder should have their own in-house Software Development set-up and qualified team in the state of Sikkim for production, deployment & services delivery.	Annexure-9 Self-attested on Company's letter head.

## 7.2 Technical Qualification Criteria:

Technical evaluation of bids would be done for only those bidders who would be qualified at the minimum eligibility criteria. The Technical bid criteria are;

**Table-6**

SL No	Parameter	Max Score	Documents to be submitted
1	The Bidder be accustomed to the difficult terrain of Sikkim State and shall have successfully completed at least one (1) ICT project for the Government of Sikkim as a System Integrator. 1) 3 or more Work Completion Reports = <b>20 Marks</b> 2) 2 Work Completion Reports = <b>15 Marks.</b> 3) 1 Work Completion Reports = <b>10 Marks.</b> during the last consecutive 10 years, preceding the proposal submission due date.	20	a) Work Order b) Work Completion Certificate
2	The bidder must possess all the Quality Assurance Certificate as below: a.)Quality Management Standards (Max.: 5 Marks) 1) ISO 9001:2015 and above = <b>5 Marks.</b> 2) ISO 9001:2008 or below = <b>3 Marks.</b> b.)Information Security Standards (Max.: 5 Marks) 1) ISO 27001:2022 and above = <b>5 Marks.</b> 2) ISO 27001:2017 and below = <b>3 Marks.</b> c.)Maturity Model Standards 1) CMMI Level 1 = <b>2 Marks.</b> 2) CMMI Level 2 = <b>5 Marks.</b> 3) CMMI Level 3 = <b>10 Marks.</b> 4) CMMI Level 4 = <b>15 Marks.</b> 5) CMMI Level 5 = <b>20 Marks.</b>	30	Self Attested photocopies of all the certificates.  Original to be shown for scrutiny during the technical bid round.
3	Bid specific MAF (Manufacturer Authorization Form) / Letter of Authorization from the Original Equipment Manufacturer (OEM) for the Weigh Bridge to be submitted during bid submission. 1. Bid Specific MAF with Bid number quoted by the OEM = <b>10 Marks.</b> 2. Letter of Authorization from the OEM for General Sales = <b>5 Marks.</b>	10	Bid Specific MAF/Letter of Authorization shall be submitted by the bidder during the bid submission as per Annexure 10
4	The Bidder Should have technically Qualified and well-experienced strong in-house human resource on the company's payroll certified by the competent authority documents of all the employees in software development needs to be attached. Marking will be done as per the technical manpower and educational qualification.	10	Annexure 9

5	The average turnover of the bidder for the three (3) consecutive financial years 2021-22, 2022-23, and 2023-24 should be more than 2 Crores INR.	10	Certificate Signed and sealed by CA with Registration Number on CA Firm Letter Head.
6	<p>Technical Proposal &amp; Presentation</p> <p>1) Understanding of Technical &amp; Functional requirements – Qualitative assessment based on Demonstration of understanding of the Department’s requirements through providing: = <b>05 Marks</b></p> <ul style="list-style-type: none"> <li>– Solution proposed and its components,</li> <li>– Technologies used,</li> <li>– Scale of implementation,</li> <li>– Challenges likely to be encountered,</li> <li>– Mitigation proposed.</li> </ul> <p>2) Methodology &amp; Approach for project execution as per RFP proposed for software development Qualitative assessment based on: = <b>10 Marks</b></p> <ul style="list-style-type: none"> <li>– Understanding of the objectives of the assignment: The extent to which the Systems Implementer’s approach and work plan respond to the objectives indicated in the Statement/Scope of Work</li> <li>– Completeness and responsiveness: The extent to which the proposal responds exhaustively to all the requirements of all the Terms of Reference</li> </ul> <p>3) Detail break-up of work-activity, project timelines, and efforts; and project governance approach. = <b>5 Marks</b></p> <p>Note: The allotted time for the presentation is 30 minutes.</p>	20	Project Implementation Plan and Presentation “To be submitted along with the Tender Document”.

To ascertain the Inter-se-ranking of the bids, the Quality & Cost Based Selection (QCBS) methodology of 70:30 shall be adopted i.e. 70% weightage for the Technical Bid and 30% weightage for the Financial Bid.



## 8. BID EVALUATION CRITERIA

Only those bidders who meet the Minimum Eligibility Criteria as per Clause 7.1 shall qualify for evaluation of their Technical bid and financial bids will be opened for those who qualify for the Technical bid.

Evaluation of the Technical and Financial proposals will be based on least financial submitted. The successful bidder shall be awarded Work Order.

## 9. GUIDELINES FOR PREPARATION OF THE PROPOSALS.

The bidder must comply with the following instructions during preparation of the proposals.

9.1 The Bidder is expected to carefully examine all the instructions, guidelines, terms and conditions and formats of the RFP Document. Failure to furnish all the necessary information as required by the RFP document or submission of a proposal not substantially responsive to all the requirements of the RFP document shall be at Bidder's own risk and may be liable for rejection.

### 9.2 Submission of Bids – Envelope Format

The bidder shall submit the proposal in the following manner:

#### **1. Envelope A – Technical Bid**

This envelope shall contain all documents pertaining to the Technical Proposal as specified in this RFP.

#### **2. Envelope B – Financial Bid**

This envelope shall contain only the Financial Proposal.

#### **3. Envelope C – Master Envelope**

Both the Envelope A and Envelope B shall be individually sealed and placed inside a third, larger envelope (Envelope C), which must be sealed and clearly marked with the following:

- RFP Reference number
- Title of the Project
- Name and Address of the Bidder

The Master Envelope (Envelope C) must also include the following:

- Proof of submission of Earnest Money Deposit (EMD) in the prescribed format.
- Proof of payment of Tender Fee or the relevant Demand Draft.

Note: Non-compliance with the above envelope structure may lead to outright rejection of the bid.

9.3 The proposal and all associated correspondence shall be written in English and shall conform to prescribed formats. Any interlineations, erasures or over writings shall be valid only if they are initialed by the authorized person signing the Proposal.

9.4 No Bidder is allowed to modify, substitute or withdraw the Proposal after its submission.

#### 9.5 Tender Fee and Bid Security

9.5.1 The Bidder shall pay Tender Fee and EMD as mentioned in RFP document.

9.5.2 The Bid Security of unsuccessful bidders, except the second ranked bidder will be returned automatically to the bank account from where the EMD amount was paid at the time of submission of bids. However, the Bid Security of first and second ranked bidder shall be returned on issuing of work order to the successful bidder through the portal only.

9.5.3 The selected bidder's EMD may be converted into Performance Bank Guarantee (PBG) on the approval of the Government.

#### 9.6 Fortified of EMD by Excise Department, Government of Sikkim.

9.6.1 The Bidder withdraws its Bid after the proposal due date.

9.6.2 Preferred Bidder fails to accept Letter of Intent (LoI) within the time provided for the same and pay the specified amount payable at the LoI Stage.

9.6.3 Preferred / Successful Bidder fails to pay the Performance Bank Guarantee (BG) within the time specified for it.

#### 9.7 Validity of Proposal

Proposals shall remain valid for a period not less than 60 days from the Proposal Due Date. Excise Department, Government of Sikkim reserves the right to reject any Proposal, which does not meet this requirement.

#### 9.8 Language

The Proposal and all related correspondence and documents should be written in the English language. Supporting documents and printed literature furnished by Bidder with the Proposal in any other official language should be accompanied by appropriate translations of the pertinent passages in the English language duly and appropriately certified. Supporting materials, which are not translated into English, may not be considered. For the purpose of interpretation and evaluation of the Proposal, the English language translation shall prevail.

#### 9.9 Number of Proposals

Each Bidder shall submit one and only one (1) Proposal in response to this RFP. Any Bidder, who submits or participates in more than one Proposal will be disqualified from all its bids.

#### 9.10 Currency

The currency for the purpose of the proposal shall be in Indian Rupees (INR).

### 10. EVALUATION OF BID

The evaluation of the bid will be done on the following way mentioned below as per the instructions given in the RFP document.

10.1 **Part 1 – Bid Security:** Bidders who have paid EMD shall be considered for further evaluation.

10.2 **Part 2 – Pre Qualification Criteria:** The Tender committee shall evaluate the pre-qualification criteria. Bidders should be ready to give any clarification asked by the Tender Committee. If the Bidder does not fulfill all the conditions mentioned in the pre-qualification criteria, the bidder's Technical bid will not be considered for evaluation.

- i. Covering letter as per Annexure-2
- ii. Agency/Bidder's company information as per Annexure-3

- iii. Checklist for Eligibility / Qualification Criteria Compliance as per Annexure-4
- iv. Bid Undertaking as per Annexure-5
- v. Project Details as per Annexure-6
- vi. Self-Declaration as per Annexure-7
- vii. Any other documents if required.

### 10.3 Opening and Evaluation of Bid

The Tender Committee would evaluate the bids, Bidder should be ready to give the project plan details on their proposal and the queries raised by the tender committee in front of the Tender Committee at a date, time and venue determined by Excise Department, Government of Sikkim, if desired. They are expected to reply to all the queries from the Tender Committee during the presentation. The presentation would be part of technical evaluation process.

Bids shall be evaluated both in terms of 'Quality' as well as 'Quoted Price' i.e. Quality & Cost Based Selection (QCBS) methodology. The weightage for the 'Quality' is 70 (seventy) and the weightage for the 'Quoted' price is 30 (thirty).

'Qualified Bids' (meeting the minimum Qualifying Marks of in Quality Criteria) and conforming to the technical specifications, terms and conditions stipulated in the bidding document and considered to be responsive after subjecting to Bid Evaluation Criteria shall be considered for further evaluation as per the Evaluation Criteria given below.

Price Bids shall be evaluated taking into account the Price quoted for all services including applicable GST.

Tender will be awarded on the basis of Techno Commercial evaluation i.e. 70% Weightage for Technical bid + 30% Weightage for Commercial bid and the bidder who score HIGHEST MARKS will be declared as the successful Bidder. Weightage of technical bid (Max 70%) will be calculated on total marks of technical evaluation scoring parameter.

The "Technical Score" & "Commercial Score" will be calculated using the formula, given below:

$$\text{Final Score} = (\text{Technical Score} \times 0.7) + (\text{Commercial score} \times 0.3)$$

#### 10.4 Rectification of Errors

Arithmetical errors in the Financial Bid will be rectified on the following basis.

- i. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and will be considered for future calculations.
- ii. If there is a discrepancy between words and figures, the amount in words shall prevail.

Note: In any other case of discrepancy, Excise Department, Government of Sikkim reserves the right to pick the value which it considers as beneficial to the Government.

#### 10.5 Contacting the Excise Department, Government of Sikkim.

**Through Official E-mail:** No Agency / Bidders shall contact Excise Department, Government of Sikkim on any matter regarding to the Bid from the time of Bid opening to the time the contract is awarded. If the Agency / Bidder wishes to bring additional information to the notice of Excise Department, Government of Sikkim, it should be done through the department's official email-id only.

**Rejection of Bid:** Any effort by the Agency / bidder to influence the Excise Department, Government of Sikkim in its decision on Bid evaluation, Bid comparison or contract award may result to in rejection of the Agency / Bidder's bid.

#### 10.6 Contract / Work Order

On Selection of the agency / Firm / bidder and acceptance of the bid financial quote submitted by the selected agency / Firm / bidder, a detailed Work Order will be issued to the selected agency / Firm / bidder by Excise Department, Government of Sikkim. On receipt of the awarded Work Order, the agency / bidder shall submit a letter of acceptance (LOA) along with a Performance Guarantee as detailed in this tender document within the period of 15 working days of receiving of the Work Order.

## 10.7 Performance Bank Guarantee

On the approval of the Department, the EMD (Earnest Money Deposit) of the selected bidder maybe converted into a Performance Bank Guarantee. No interest will be paid by the Excise Department, Government of Sikkim on the Performance Guarantee.

## 11. OTHER INFORMATION

### 11.1 Additional Information to the Bidder.

- 11.1.1 Period of validity of the Tender is 60 days from the closing date of the Proposal. If needed necessary extension would be considered by the Excise Department, Government of Sikkim.
- 11.1.2 Excise Department, Government of Sikkim is however not bound to accept any tender or assign any reason for non-acceptance.
- 11.1.3 Excise Department, Government of Sikkim reserves its right to summarily reject offer received from any agency on national security considerations, without any intimation to the bidder.
- 11.1.4 Agencies submitting proposals will not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids.
- 11.1.5 Excise Department, Government of Sikkim reserves its right not to accept bids from Agencies resorting to unethical practices or on whom investigation/enquiry proceedings have been initiated by Government Investigating Agencies / Vigilance Cell.
- 11.1.6 Excise Department, Government of Sikkim reserves the right to place an order for the full or part quantities under any items of work under scope of work.
- 11.1.7 Any amendments / corrigendum to the RFP document would be uploaded on <https://sikkim.gov.in>
- 11.1.8 The agency would indemnify Excise Department, Government of Sikkim against any claim of copyright violation/ plagiaristic.

### 11.2 Force Majeure

Neither party will be liable in respect of failure to fulfill its obligations, if the said failure is entirely due to Acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or disturbances in the State. Force Majeure shall not include any event which is caused by the negligence or intentional action of a Party or by or of such Party's agents or

employees, nor any event which a diligent Party could reasonably have been expected both to take into account at the time of being assigned the work, and avoid or overcome with utmost persistent effort in the carrying out of its obligations hereunder. Force Majeure shall not include insufficiency of funds or manpower or inability to make any payment required for execution of services under this work order.

A Party affected by an event of Force Majeure shall immediately notify the other Party of such event, providing sufficient and satisfactory evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.

### 11.3 Termination

The Excise Department, Government of Sikkim may terminate the work order of the selected Agency / Company / Firm in case of the occurrence of any of the events specified below:

- 11.3.1 If the Agency / Company / Firm becomes insolvent or goes into compulsory liquidation.
- 11.3.2 If the Agency / Company / Firm, in the judgment of Excise Department, Government of Sikkim, has engaged in corrupt or fraudulent practices in competing for or in executing this work order.
- 11.3.3 If the Agency / Company / Firm submits Excise Department, Government of Sikkim a false Statement which has a material effect on the rights, obligations or interests Excise Department, Government of Sikkim.
- 11.3.4 If the Agency / Company / Firm places itself in position of conflict of interest or fails to disclose promptly any conflict-of-interest to Excise Department, Government of Sikkim.
- 11.3.5 If the Agency fails to provide the quality services as envisaged under this work order. Reasons for the same would be recorded in writing.
- 11.3.6 In case of such an occurrence Excise Department, Government of Sikkim shall give a written advance notice, not exceeding one (1) month before terminating the work order.

### 11.4 Exit Management

End of Services being provided by the service provider due to termination, expiry of the terms of agreement or any other reason will involve following conditions;

- 11.4.1 The service provider shall ensure transfer / handover of entire data to Excise Department, Government of Sikkim.
- 11.4.2 Provide documentation, process and procedures necessary for taking over the system.
- 11.4.3 Provide necessary support during the transition period from the current agency to Excise Department, Government of Sikkim or new agency / company / firm.

## 11.5 Arbitration

In event of any dispute or difference between the Excise Department, Government of Sikkim and the Agency / Company / Firm, such disputes or differences shall be resolved amicably by mutual consultation. If such resolution is not possible, then the unresolved dispute or difference shall be referred to arbitration of the sole arbitrator to be appointed by the Commissioner, Excise Department, Government of Sikkim, on the recommendation of the Secretary, Department of Legal Affairs ('Law Secretary') Government of Sikkim. The provision of Arbitration and Conciliation Act, 1996 (No.26 of 1996) as amended in 2015 shall be applicable to the arbitration. The Venue of such arbitration shall be at Gangtok, Sikkim or any other place, as may be decided by the arbitrator. The language of arbitration proceedings shall be English. The arbitrator shall make a reasoned award (the "Award"), which shall be final and binding on Excise Department, Government of Sikkim and the Agency / Company / Firm to the agreement. However, expenses incurred by each party in connection with the preparation, presentation shall be borne by the party itself.

Pending the submission of and /or decision on a dispute, difference or claim or until the arbitral award is published; Excise Department, Government of Sikkim, and the Agency / Company / Firm shall continue to perform all of their obligations under this Agreement without prejudice to a final adjustment in accordance with such award.

## 11.6 Jurisdiction

The work order shall be governed by laws of the State of Sikkim and all the Government rules issued from time to time and are in force for the time being.



## 12. ANNEXURE – 1 PRE-PROPOSAL QUERIES

(To be filled by the bidder)

Name of the Agency:

Name of the Person Representing the Agency / Company / Firm:

Name of the Person	Designation	Email ID	Contact No	Address for Correspondence

Query / Clarification Sought

SL No	RFP Page No.	RFP Clause No.	Clause Detail	Query / Clarification / Suggestions if any

Note: - Queries must be submitted in the prescribed format only **(.XLS/ .XLSX)**.

Queries not submitted in the prescribed format will not be considered/ responded at all by Excise Department, Government of Sikkim.

Pre-Proposal queries shall be sent at the e-mail address mentioned in the RFP within the date and time mentioned in the Table 1 of this RFP. Queries submitted post that may not be entertained.

### 13. ANNEXURE – 2 COVERING LETTER

(To be submitted on company/firm letter head by the bidder)

To

The Commissioner,  
Excise Department  
Government. of Sikkim  
M.G Marg, Gangtok,  
Sikkim - 737101

Sir,

We, the undersigned, offer for Selection of System Integrator for Implementation of the Logistics Monitoring System for Distilleries & Breweries (LMSDB) in Sikkim for Excise Department, Government of Sikkim” in Sikkim Project in accordance with your RFP No. .... dated ..... We are hereby submitting our proposal as per the requirements mentioned in the RFP.

We hereby declare that:

- i. All the information and statements made in this proposal are true and we accept that any misinterpretation or misrepresentation contained in this proposal may lead to our disqualification by the Client.
- ii. We meet the eligibility requirements as stated in this RFP and we confirm our understanding of our obligation to abide by the policy regarding corrupt and fraudulent practices.
- iii. Our proposal is binding upon us and subject to any modifications/ amendments in Implementation of the Logistics Monitoring System for Distilleries & Breweries (LMSDB) in Sikkim made before the date of submission.
- iv. Our Agency does not face any sanction or any pending disciplinary action from any authority against our Agency.
- v. We understand that the Client is not bound to accept any proposal that the Client receives.

Thanking you,

Authorized Signature {In full and initials with Seal}:

Name and Title of Signatory:

Name of Bidder (Agency/ Company's name):

In the capacity of:

Address:

Contact information (phone and e-mail) / Date & Time/ Place

## 14. ANNEXURE – 3 AGENCY / COMPANY INFORMATION

(To be submitted on company/firm letter head by the bidder)

### 1) Bidder's Information

- a) Name
- b) Country of Incorporation
- c) Address of the Corporate headquarters and its branch office(s), if any in India:
- d) Date of incorporation / or commencement of business:
- e) Goods and Services Tax Registration No:
- f) Permanent Accounts Number (PAN)

### 2) Details of individuals who will serve as the point of contact / communication:

- a) Name:
- b) Designation:
- c) Company:
- d) Address:
- e) Mobile Number:
- f) Email Address:

## 15. ANNEXURE – 4 CHECK LIST FOR ELIGIBILITY

## 16. ANNEXURE – 5 BID UNDERTAKING

(To be submitted on company/firm letter head by the bidder)

To

The Commissioner,  
Excise Department  
Government of Sikkim  
M.G Marg, Gangtok,  
Sikkim - 737101

Sir / Madam,

This has reference to the Tender published by The Excise Department, Government of Sikkim, RFP No..... dated ..... for Selection of System Integrator for Implementation of the Logistics Monitoring System for Distilleries & Breweries (LMSDB) in Sikkim for Excise Department, Government of Sikkim.

In this context, I/we, as an authorized representative(s) of company, I/We certify that the agency will undertake the assignment, in accordance with the Scope of Work detailed in the RFP document and at the cost submitted by the agency in the financial proposal.

Thanking you,

Authorized Signature {In full and initials with Seal}:

Name and Title of Signatory:

Name of Bidder (Agency/ Firm / Company's name):

In the capacity of:

Address:

Contact information (phone and e-mail):

Date& Time: \_\_\_\_\_

Place: \_\_\_\_\_

## 17. ANNEXURE – 6 PROJECT EXPERIENCE

Project Details (To be filled for each project)

SL No	Items	Details
1	Project Name	
2	Date of Work Order	
3	Client Details with address & Contact Number	
4	Project Scope of Work	
5	Project Value	
6	Completion Date	

SL No	Items	Details
1	Project Name	
2	Date of Work Order	
3	Client Details with address & Contact Number	
4	Project Scope of Work	
5	Project Value	
6	Completion Date	

## 18. ANNEXURE – 7 SELF-DECLARATION

(To be submitted on company/firm letter head by the bidder)

To

The Commissioner,  
Excise Department  
Government of Sikkim  
M.G Marg, Gangtok,  
Sikkim - 737101

Sir / Madam,

In response to the RFP Ref. No. \_\_\_\_\_ dated \_\_\_\_\_ for selection of Agency for “Selection of System Integrator for Implementation of the Logistics Monitoring System for Distilleries & Breweries (LMSDB)” in Sikkim for Excise Department, Government of Sikkim”, as an Owner/ Partner/ Director/ Auth. Sign. of \_\_\_\_\_, I/ We hereby declare that presently our Company/Firm/Agency \_\_\_\_\_, at the time of bidding:

(a) Possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Excise Department, Government of Sikkim;

(b) Does not have any blacklisting by any Government Department / Agency / Ministry or PSU.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken as per the provisions of the applicable Act and Rules thereto prescribed by Govt. of Sikkim, my/ our security may be forfeiture in full and our proposal, to the extent accepted, may be cancelled.

Thanking you,

Authorized Signature {In full and initials with Seal}:

Name and Title of Signatory:

Name of Bidder (Agency/ Firm / Company's name):

In the capacity of:

Address:

Contact information (phone and e-mail):

Date& Time: \_\_\_\_\_

Place: \_\_\_\_\_

## 19. ANNEXURE – 8 NOTARIZED AFFIDAVIT – DECLARATION

I....., representing ..... hereby solemnly declare  
& confirm that:

- 1) No employee or direct relation of any employee of Excise Department, Government of Sikkim, is anyway connected as Partner/ Share holder/ Director/ Advisor/ Consultant/ Employee etc. with the firm.
- 2) The information furnished is correct to the best of my knowledge and belief. If any information furnished by me is found to be false/ misleading, at a stage, my application/ registration shall be liable for cancellation and forfeiture of EMD/ Performance Guarantee/ Security Deposit in full.
- 3) The documents annex to this bid document is genuine and correct and are the true copies/photocopies from the originals.
- 4) My/Our firm has not been black listed by any institution of the Central/State Government/any PSU/other Institution etc. in the past.
- 5) I/ We understand and authorize the Excise Department, Government of Sikkim, to reserve the right to add/ delete/ alter any of the items to amend/ add or any of the terms and conditions without assigning any reason(s) for the same.
- 6) The decision of the Excise Department, Government of Sikkim, shall be acceptable & binding upon me/ us.
- 7) I/we have gone through carefully all the bid conditions and solemnly declare that I/we will abide by
- 8) I/we have gone through carefully all the bid conditions and solemnly declare that I/we will abide by any penal action such as disqualification or black listing or termination of contract or any other action deemed fit, taken by, the University against me/us, if it is found that the statements, documents, certificates produced by me/us are false/fabricated.
- 9) I/we do hereby declare that I/we have personally gone through the relevant Detailed Notice Inviting e-Tender and understood all the clauses e-tendered items, instructions and having been fully satisfied, I/we have quoted the rates. I/we do affirm that all the terms & conditions of the RFP are unconditionally accepted by me/us.

In acknowledgement whereof I swear and sign this affidavit before the Notary Public at .....Today on ..... the day of ..... 2025.

Date:.....

Deponent

Place:.....

## 20. ANNEXURE – 9 KEY PERSONNEL

(To be submitted on company/firm letter head by the bidder)

SL No	Employee Name	Education Qualification	Role	Place of Posting	Designation	Years of Experience



## 21. ANNEXURE – 10 MANUFACTURER’S AUTHORIZATION FORM (MAF).

### ANNEXURE 10

#### MANUFACTURER’ S AUTHORISATION FORM

To

The Commissioner,  
Excise Department  
Government. of Sikkim  
M.G Marg, Gangtok,  
Sikkim - 737101

Sir/Madam,

Tender No: XXX

Equipment Name: Static Weigh Bridge

1. We ..... (Name of the OEM) are the original manufacturers of the above equipment having registered office at ..... (full address with telephone number/fax number & email ID and website), having factories at \_\_\_\_\_ and \_\_\_\_\_, do hereby authorize M/s. (Name and address of tenderer) to submit tenders, and subsequently negotiate and sign the contract with you against the above tender no.

2. We also hereby undertake to provide full guarantee/warranty /CMC/AMC as agreed by the tenderer in the event the tenderer is changed as the dealers or the tenderer fails to provide satisfactory after sales and service during such period of Comprehensive warranty/CMC/AMC and to supply all the spares/reagents during the said period. Further, after the end of all contracts, i.e. warrantee/guarantee/CMC/AMC, we undertake to supply all necessary services and spares to the department.

3. We also hereby declare that we have the capacity to manufacture and supply, install and commission the quantity of the equipment’s tendered within the stipulated time.

(Name)

for and on behalf of

M/s. \_\_\_\_\_

(Name of manufacturers)

Date ..... Time:.....