



CULTURE DEPARTMENT  
MANAN KENDRA/ GANGTOK

No.: 493/CU/804-CELL/97K/1.3/2025

Dated: 09/08/2025

### INVITATION FOR BID (IFB)

The Culture Department, Government of Sikkim, on behalf of the Governor of Sikkim invites sealed Bid from eligible and reputed suppliers/ firms for the **supply, installation, and commissioning of various machineries** for the Bamboo Industrial Park & Innovation Product Cultural Craft Centre under the Culture Department, Government of Sikkim at Tirkutam, Sang under 24 – Martam Rumtek Constituency in Gangtok District.

#### 1. Key Tender Details

Particulars	Details
Date of advertisement	08.08.2025 & 09.08.2025
Date of issuance of tender document	11.08.2025
Last date of issuance of tender document	09.09.2025
Pre-Bid Meeting	29.08.2025 at the Office of the Divisional Engineer, Culture Department
Deadline for submitting tender document	12.09.2025 up to 12:00 HRS
Opening of tender document (technical)	12.09.2025 at 14:00 HRS
Tender Issuing Authority	Culture Department, Government of Sikkim
Location of Work	Tirkutam, Sang, Gangtok District
Estimated Tender Value	-
Delivery Period	12 months from date of signing of contract
Earnest Money Deposit (EMD)	₹3,75,000/- (Rupees Three Lakh Seventy – Five Thousand) only
Bid Validity	90 days from bid opening
Bid Format	Two-cover system – Technical & Financial Bids

#### 2. Scope of Work

The successful bidder shall **supply, deliver, install, test, and commission** the specified machineries as per the technical specifications provided by the department. Delivery must be completed at the designated site in Tirkutam, Sang, within the delivery period.

#### 3. Eligibility Criteria

A. The Party/ Firm should be a registered body with the Government of Sikkim and should possess License to undertake such work as per the norms within the jurisdiction of Gangtok District.

**\*(Attested copy of Registration Certificate/ License should be submitted).**

B. The Party/ Firm should be authorized dealer of Manufacturer of required machineries and have ISO Certification and Trade Mark registration of the manufacturer.

**\*(Relevant documents should be submitted).**

C. Must possess valid GST Registration, PAN, and Professional Tax Certificate



- D. The Party/ Firm should have adequate experience of having undertaken:
- Three similar works experience having successfully completed, costing not less than ₹60,00,000.00 (Rupees Sixty Lakh) only in last three (03) years.
  - Two similar works costing not less than ₹ 75,00,000.00 (Rupees Seventy Lakh) only in last three (03) years.
  - One similar work of aggregate cost not less ₹ 1,20,00,000.00 (Rupees One Crore Twenty Lakh) only in last three (03) years.

**\*(Documents like experience certificate, work completion certificate or any outstanding work performed should be submitted).**

- E. Average annual financial turnover on supply works should be at least ₹2,00,00,000.00 (Rupees Two Crore) only, during the last three years ending 31st March of the previous financial year.

**\*(Copy of Balance Sheet signed by the Chartered Accountant should be submitted).**

- F. Profit/ loss account statement should be as on 31st March of the previous financial year.

- G. \*Original Affidavit regarding authenticity of the documents submitted vide sl. no 3(A) to 3(E ) duly certified by the Oath Commissioner to be submitted.

**\*\* mandatory document to be submitted with application.**

The Party/Firm fulfilling the above criteria may submit their application along with attested copies of the required documents. They shall produce the original documents for verification as and when required by the Department. After scrutiny of the Technical Bid, the Department will declare the list of Parties/ Firms found technically responsive and eligible for the opening of the Financial Bid.

The Culture Department, Government of Sikkim has sole discretion of selection procedures and reserves the rights to unconditionally accept or reject any or all application/s without any assigned reason.

#### **4. Bid Submission Structure**

The bids shall be submitted in two separate parts:

##### **Part I: Technical Bid**

- Bidder profile and registration documents as per 3 (A & B).
- Product brochures/catalogues/specifications
- Experience and work completion certificates as per 3 (D).
- Financial statements of last 3 years as per 3 (E).
- Profit and loss account statement as per 3 (F).
- Original Affidavit regarding authenticity of the documents as per 3 (G).
- Copy of GST, PAN, Voter ID and tax registrations
- Supply schedule
- Earnest Money Deposit in the form of TDR from State Bank of Sikkim or any registered bank of Sikkim.
- Bidding Document fee (non-refundable) of ₹ 50,000.00 (Rupees Fifty Thousand) only from State Bank of Sikkim under the Head "0202 Education, Sports, Art & Culture.04 Art & Culture – 800 – 01 Other Receipts" to Chief Accounts Officer, Culture Department.





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**Part II: Financial Bid**

- Price Schedule
- GST and other applicable taxes to be indicated separately
- Total landed cost (inclusive of all taxes, transport, installation, etc.)
- Payment schedule

**5. Contract Conditions**

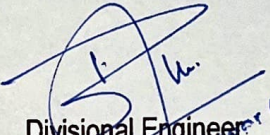
- A **Performance Security** amounting to **2.5% of contract value** shall be submitted by the successful bidder within 15 days of award.
- The entire supply and installation must be completed **within 12 months** from the date of signing the agreement.
- A penalty clause shall apply for delay in supply or installation beyond the stipulated timeline.
- Payment will be made in accordance with the terms mentioned in the agreement upon satisfactory completion and commissioning of equipment

**6. Technical Specifications**

- Attached as Annexure – I

**7. Price Bid Format**

The bidder shall quote item-wise prices in the prescribed BOQ Excel format provided. All costs including GST, freight, insurance, installation, and training must be included.

  
Divisional Engineer  
Culture Department  
Manan Bhawan, Gangtok.  
Divisional Engineer (Plg)  
Culture Department  
Govt of Sikkim