



**GOVERNMENT OF SIKKIM
CULTURE DEPARTMENT
GANGTOK-737101, SIKKIM**

No: 78/CD/SSA

Dated: 13.06.2022

CALL FOR EXPRESSION OF INTEREST

The Culture Department, Government of Sikkim, on behalf of the Governor of Sikkim, invites **Expression of Interest** from local qualified publishing and printing firms or organizations within Sikkim for the writing and publication of the book “**Sacred Caves of Sikkim**”.

The details of the proposed work are available on the website www/Sikkim.gov.in/tenders and can also be obtained from Sikkim State Archives, Gangtok, Sikkim from 13/6/2022 to 11/7/2022 during the office hours.

The Last date of submission of the EOI is at 3 pm on 12/7/2022

**Sd/-
Additional Director
Culture Department
Government of Sikkim**

DISCLAIMER

This Expression of Interest (EOI) document contains brief information about the project, qualification requirements and the selection process for the successful applicant (bidder). The purpose of this EOI document is to provide applicants (bidders) with information to assist the formulation of their bid application (the “application”).

Whilst the information in this EOI has been prepared in good faith, it is not and does not purport to be comprehensive or to have been independently verified. Neither the Culture Department, Government of Sikkim nor any of its officers or employees, nor any of their advisers nor consultants accept any liability or responsibility for the accuracy, reasonableness or completeness of the information contained in the EOI, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed project, or makes any representation or warranty, express or implied, with respect to the information contained in this EOI or on which this EOI is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.

The information (‘Information’) contained in this EOI document or subsequently provided to interested parties (the "applicant(s)), in writing by or on behalf of Culture Department, GOS is provided to applicant(s) on the terms and conditions set out in this EOI document and any other terms and conditions subject to which such information is provided.

Each applicant should perform their own due diligence to check the accuracy, reliability and completeness of the information in this EOI document and obtain independent advice from appropriate sources. Submission of bid application shall be deemed to have been done after careful study and examination of the EOI with full understanding of its implications.

The response to this EOI should be full and complete in all respects. Incomplete or partial bids shall be rejected. The applicant must quote for all the items asked for in this EOI. Intimation of discrepancies in the EOI, if any, should be given to the office of the Culture Department, GOS, Manan Kendra, Gangtok immediately by the applicants. If Culture Department, GOS receives no written communication, it shall be deemed that the applicants are satisfied that the EOI document is complete in all respects.

This EOI document is not an agreement and is not an offer or invitation by Culture Department to any other party. The terms on which the project is to be developed and the right of the successful applicant shall be as set out in separate agreements. Culture Department GOS reserves the right to accept or reject any or all applications without giving any reasons thereof. Culture Department GOS will not entertain any claim for expenses in relation to the preparation of RFP submissions.

i) **Brief Introduction**

Sikkim has innumerable tangible cultural heritage, natural and manmade. They are called 'cultural assets' and scattered throughout the length and breadth of the state. Most of the spaces are considered sacred and has some social, religious or cultural milieu attached to it. Many are undocumented and not even traceable in maps.

Therefore, through this book an attempt will be made to list out all tangible heritages of Sikkim along with their background narrative, photos, GPS coordinates, maps, etc. This book will be a 'cultural guide book' cum a 'reference book' for the readers.

ii) **Caves of Sikkim**

Caves are the natural tangible heritages of Sikkim. Since time immemorial, caves have been considered as sacred spaces where religious secrets are said to be hidden. They were also habitations for shepherds and herders. These caves are scattered throughout the state. Till date there has not been a proper speleological study of the caves of Sikkim. The proposed book will document these caves from a cultural narrative with requisite geographical information corroborated with photos and myths and legends, GPS coordinates, history, route and other accounts of the place. Besides the geological formation of these caves shall also be documented.

The following caves will be covered in the book. However, more could be added if found during the cave exploration survey:

S.no	Name of the Caves	Location
1	Nub Dechen Phug or 'ney-dham' (Western Cave)	Above Darap, Gyalshing District
2	LhoKhandro Sang phug (Southern Cave)	Legship, Namchi District
3	JhangLhriNyingpuk (Northern Cave)	Labdang, Gyalshing District
4	SarchogBayphug (Eastern Cave)	Sangmoo Village, Namchi District
5	Chana-Ney	Pelling, Gyalshing District
6	Bakhim Cave	Above Chachen on route to Dzongri, Gyalshing District
7	Famrong Cave	Between Kecheopalri and Melli Aching, Gyalshing District
8	RahuneyBhouda	Suldung – Kamling, Soreng District
9	Tshe-chu-phuk	Tashiding, Gyalshing District
10	Raponeey	Kabi, Mangan District
11	Alexandar David Neal Cave	Thangu, Mangan District
12	Guru RimpocheZoottee	Namgor, Mangan District
13	Kulung Ney	Singhik, Mangan District
14	Meyong Ney	Meyong, Naga, Mangan District
15	Zarchu Gang cave	Tholung, Mangan District

iii) Aim & Objectives

- To create a database of Cultural Asset of Sikkim
- Identification of tangible cultural heritage of Sikkim
- Comprehensive research and documentation of the Caves of Sikkim
- To create Cultural Reference Books on the Sacred Caves of Sikkim
- To document and preserve the history and religious significance of the Caves for posterity

iv) Scope of Work

- a) The Firm will undertake a pilot survey of the Caves and map the cultural assets.
- b) The Firm will engage with Panchayat Raj institutions, Senior Citizens and other stakeholder for oral documentation on the history, cultural and religious significance of the caves.
- c) The Firm will review all secondary literature on the above caves and consolidate the documentation about the above caves.
- d) The Firm will carry on cultural asset mapping of the above caves
- e) The Firm will also document the historical events associated with the caves along with collection of old photographs and illustration of the important events associated with the Caves.
- f) The Firm shall carry detailed GIS mapping of the Caves and submit detailed geographic maps of the location of the Caves.
- g) The Firm will undertake detailed documentation, photography and videography of the above caves for preservation.
- h) The Firm will also document the geological properties of the Caves with help of the Geological survey of India or Mines and Geology Department.
- i) All the documentation shall be in the form of cultural reference book with detailed illustrations and layout for publishing it.
- j) The Firms shall submit a firm proof of the book before final publication. The same shall be vetted by the Department before publication.

- k) The Firms will submit 200 copies of the above book in the specified format and binding as specified in the details given in the by the department,

v) Project Timelines

The proposed work is to be carried out as per the following timelines. “T” as referred to in the table is treated as the date of award of work to the selected Firm:

SNo.	Stage	Timeline (Week)
1.	Field Visit & Surveys	T+16
2.	Review of Secondary Literature	T+16
3.	First Draft Design of the Book	T+20
4	Second Draft of the Book after incorporation of Suggestion	T+24
5	Final Draft of the Book	T+28
6	Completed Proof Printing of the Book	T+30
7	Submission of the Printed Books	T+32

vi) Tender Fee

Tender document fee of INR 2,500/- (Rupees Two Thousand five hundred only) in the form of Demand Draft in favour of “Secretary, Culture Department, GOS” payable at Gangtok should be submitted along with the Technical bid.

vii) Procedure for the Submission of EOI

- a) It is proposed to have a Three Cover for this tender:
- Pre-Qualification Bid –in one cover
 - Technical Bid - in one cover
 - Financial Bid - in one cover
- b) Pre-Qualification Bid, Technical Bid and Commercial Bid of the Tender shall be covered in separate sealed covers super-scribing “Pre- Qualification Bid”, "Technical Bid", “Commercial Bid”. Please Note that Prices shall be indicated only in the Commercial Bid. And if price will be indicated in the Pre-Qualification Bid or Technical Bid, that Bid is liable to be rejected.

- c) The three envelopes containing Pre-qualification Bid, Technical Bid and Commercial Bid shall be put in another single sealed envelope clearly marked "Expression of Interest for Writing and Publishing of Book on Sacred Caves of Sikkim". These envelopes are to be superscripted with EOI Number and the wordings "DO NOT OPEN BEFORE 11.00 AM on 13/07/2022"
- d) The cover thus prepared shall also indicate clearly the name, address, telephone number, E-mail ID and fax number of the Bidder to enable the Bid to be returned unopened in case it is declared "Late".
- e) Each copy of the tender shall be a complete document and shall be bound as a volume. The document shall be page numbered and appropriately flagged and must contain the list of contents with page numbers. Different copies must be bound separately. Any deficiency in the documentation may result in the rejection of the Bid.
- f) If the outer envelope is not sealed and marked as indicated above, Culture Department, GOS will assume no responsibility for the Bid's misplacement or premature opening
- g) The Tender should be signed on all the pages by the Bidder's authorised signatory and should be affixed with the bidder's Seal.
- h) The representative participating in the bid process should carry a letter of authorisation on the company letter head.

viii) EOI Schedule

SNo.	Item	Details
1.	Project Name	Selection of Firm for documentation and publication of Book "Sacred Caves of Sikkim"
2.	Bid Inviting Authority	Additional Director, Culture Department, GOS

3.	Contact person of the bid	Additional Director Sikkim State Archives Culture Department Government of Sikkim Email: sikkimarchives@gmail.com
4.	Tender Reference with Date	Ref No.: 78/CD/SSA Date: 13/06/2022
5.	Last date for submission of queries	09/7/2022
6.	Publication of Corrigendum (if any) on the basis of Pre-Bid queries	All corrigendum issued by Department in this respect will be given without disclosing the name of interested bidders.
7.	Cost of tender Document (non-refundable)	Rs.2,500/- (Rupees Two Thousand five hundred only) in the form of a Demand Draft/Pay Order/ Account Payee Banker's Cheque drawn on any Nationalised/Scheduled bank in favour of "Secretary, Culture Department, Government of Sikkim", payable at Gangtok.
9.	Last date and time of submission of Bid	3 pm on 12/7/2022
10.	Date and time for opening of pre qualification bid, technical bids	11:00 AM on 13/7/2022
11	Date and time of opening of Financial Bid	11:00 on 15/7/2022
11.	Venue for opening of bid	Culture Department, Manan Bhawan, Gangtok

Note:

- No financial information should be submitted under technical bid.
- The bidder shall bear all costs associated with the presentation and submission of the tender and Department will, in no case, be responsible or liable for those costs, regardless of the conduct or the outcome of the bidding process.

ix) Selection Procedure

Only the bidders fulfilling the Pre Qualification Bid Criteria as per Clause xi and scoring 70 or above in the Technical Evaluation criteria as per Clause xii are allowed to participate in the Commercial Bid. The envelopes marked "Pre Qualification Bid" shall be opened first. The envelopes marked "Financial Bid" shall be kept sealed and shall be opened only after evaluation of technical bid.

x) Evaluation of Bid:

For financial evaluation, the total cost indicated in the Financial Bid including all Taxes will be considered.

The Lowest financial bid will be allotted a financial mark of 100 marks. The financial marks of other Bidder(s) will be computed by measuring the respective financial bids against the lowest financial bid.

$$\text{Financial Marks (MF)} = \frac{\text{Lowest Financial Bid Amount}}{\text{Bidder's Actual Financial Bid Amount}} \times 100$$

Combined and Final Evaluation:

The composite mark is a weighted average of the Technical and Financial Marks. The ratio of Technical and Financial mark is 60:40 respectively.

The Composite Mark will be derived using the following formula:

$$\text{Composite Mark} = (\text{MT} \times 0.6 + \text{MF} \times 0.4)$$

Thus, the composite mark shall be out of a maximum of 100 marks. The responsive Bidder(s) will be ranked in descending order according to the composite marks, which is calculated based on the above formula. The highest-ranking Bidder as per the composite mark will be selected in this tender.

xi) Pre Qualification Bid Criteria

The bidders must enclose the following documents inside the pre qualification bid envelope:

SNo.	Criteria	Documents required
1.	The firm or organization should be a registered body.	Attested copy of Registration Certificate should be submitted.
2.	The firm or organization should have adequate experience in the content writing and research of similar books. They must have undertaken at least three similar projects with an unblemished track record of having completed the projects successfully.	Copies of Previous works to be enclosed CVs of the Researchers

SNo.	Criteria	Documents required
3.	The Bidder should have the financial statement audited by the Chartered Accountant for the last three financial years i.e. 2019-2020, 2020-2021 and 2021-22.	Copy of audited profit and loss account/balance sheet/annual report of the last three financial years
4.	The FIRM should have a well-established office in Sikkim	The address proof of the office, website etc
5.	FIRM should NOT be under a declaration of ineligibility for corrupt and fraudulent practices issued by the tendering authority.	Self declaration certification to be submitted.
6.	TENDER Fees of Rs 10000 drawn in favour of "Secretary, Culture Department, GOS"	Demand Draft of the amount specified

Note:

- (i) The tender fee and EMD to be submitted in original as mentioned in this RFP
- (ii) Bidders must provide supporting documents for the eligibility criteria as mentioned against each criterion and in the same order.
- (iii) Bidders shall provide its proposal covering letter as per format of Annexure-III, organizational details as per Format 1 of Annexure-I.

xii) Technical Evaluation Criteria

The eligible bidders shall be evaluated based on the following criteria and technical mark shall be awarded to the bidders. The bidder needs to score atleast 35 marks or above out of a total of 50 marks to be able to qualify for commercial/financial bid opening.

SNo.	Clause	Marks scored
1.	The Bidder shall give a presentation on their proposed research methodology and content design for the book	30 marks
2.	Qualification and Research Experience of Researchers to be deployed for the works	10 marks
3.	Types of Works undertaken in the Past	10 marks

xiii) General Terms and Conditions of the EOI

The following general terms and conditions shall apply:

- a) This EOI may be cancelled without assigning any reasons, thereof, at any time.
- b) If any date mentioned in this EOI is declared as a public holiday, the schedule shall be shifted to the next working day.
- c) The undersigned reserves the right to cancel any or all of the bids without assigning any reasons thereof.
- d) The undersigned reserves the right not to award the bid to the bidder selected on the basis of the selection procedure without assigning any reason.
- e) In case of any dispute, the jurisdiction of the Courts of Law at Gangtok would apply.
- f) A delay of more than 1 months in executing the task to be treated as material breach & the contract may be terminated with a notice of 7 days.
- g) Arithmetical errors in the Financial Bid will be rectified on the following basis:

- h) If there is a discrepancy between words and figures, the amount in words shall prevail
- i) If the bidder does not accept the correction of errors, its bid will be rejected and its EMD may be forfeited
- j) At any time prior to the last date for receipt of proposals, the department, may for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the EOI document by an amendment. In order to provide prospective applicant reasonable time in which to take the amendment into account in preparing their proposals, the department may, at its discretion, extend the last date for the receipt of proposals and/or make other changes in the requirement set out in the EOI.
- k) Firm/Organizations are required to visit the government website for any amendment in the EOI before submitting their Expression of Interest.
- l) The Firms/Organizations shall bear all cost associated with the preparation and submission of Documents, etc. and the department will in no case, be responsible and liable for those costs.
- m) The Firms/Organizations, at their own responsibility and risk are encouraged to survey the field and obtain all information that may be necessary for preparing the documents. The costs of visits to the site shall be at their own expense.
- n) A prospective Firm/Organization requiring any clarification may approach the EOI inviting authority in writing to his/her office for clarification, if any.
- o) The interested Firm/Organization is expected to examine carefully all the instructions. Failure to comply with the requirement of EOI documents shall be at their own risk. The EOI which are not substantially responsive to the requirements shall be rejected.
- p) Even though the Firm/Organization meets the above criteria, they are subject to be disqualified if they have made misleading or false representation in the form, statements and attachments submitted; or records of poor

performance such as abandoning the work, rescinding of contract for which the reasons are attributable to the non-performance and consistent history of litigation or financial failure due to bankruptcy.

- q) The Role of the Culture Department is to review the progress of the work from time to time, to check the draft reports to advise on methodology, topics and identification and to vet the researcher and scholars
- r) The Department shall not be responsible for any late receipt of applications for any reasons whatsoever.
- s) The Department reserves the right to reject any/all EOIs without assigning any reasons thereof.
- t) The Department reserved the right to relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the Department without assigning any reason thereof.
- u) The Department reserves the right to include any other item in the Scope of Work at any time after the consultation with applicants or otherwise.

Sd/-
Additional Director
Culture Department
Government of Sikkim

ANNEXURE-I: Technical Bid Formats

Format 1: General Information about the Bidder

SNo.	Particulars	Details
1.	Name of the bidder	
2.	Address of the bidder	
3.	Constitution of the bidder	
4.	Name & designation of the contact person	
5.	Telephone No.	
6.	Email of the contact person	
7.	Website	
8.	No. of years in printing and publishing business	
9.	Income Tax Registration/ PAN Card No.	
10.	Goods & Service Tax Registration No.	

Format 2: Curriculum Vitae of the Resource Persons

SNo.	Particular	Details
1.	Name	
2.	Position	
3.	Date of Birth	
4.	Educational Qualification	
5.	No. of years of relevant experience	
6.	Key Projects / Responsibilities handled	

Format 3: Project Experience

SNo.	Name of the Project	Department Name & Address	Brief Scope of Work	Project Value (in INR)	Project Period	Page Ref. of Supporting Documents
1.						
2.						

ANNEXURE-II: Financial Bid Format

Financial Bid Format for Documentation and Publishing of the Book

SNo.	Item	Total Price	Total Price in words
1	Research Component of the Project with detailed photography and videography		
2	Editing, Illustration and Detailed Design of the Book		
3	Printing of 200 copies (Paper inside 130 gsm Matt finish Cover Paper 300 gsm Matt Finish Board with Matt Lamination Perfect Binding Size -A4 No of pages -200 Approx		
Net Total			
GST			
Grand Total			

Note:

- (i) The amount quoted shall be inclusive of all taxes and fees.
- (ii) TDS will be deducted at source from the payments made as per the law applicable in India.

ANNEXURE-III: Proposal Covering Letter

COVERING LETTER for “Selection of FIRM for Documentation and Publishing of Book “Sacred Caves of Sikkim”

Date:

Reference No.: RFP/.....

[Bidders are required to submit the covering letter as given here on their letterhead]

To

The Additional Director,
Sikkim State Archives,
Gangtok,
Sikkim

Dear Sir,

We (Name of the FIRM) hereby submit our proposal in response to EOI dated and EOI reference no. and confirm that:

1. All information provided in this proposal and in the attachments is true and correct to the best of our knowledge and belief.
2. We shall make available any additional information if required to verify the correctness of the above statement.
3. Certified that the period of validity of bids is 90 days from the last date of submission of proposal, and
4. We are quoting for all the services mentioned in the EOI.
5. We, the undersigned, having carefully examined the referred EOI, offer to Propose for the selection as a Software developing firm, in full conformity with the said EOI.
6. We have read all the provisions of EOI and confirm that these are acceptable to us.
7. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
8. We agree to abide by this Proposal, consisting of this letter, our Technical and Commercial Proposals, and all attachments, for a period of 90 days from the date fixed for submission of Proposals as stipulated in the RFP and modifications resulting from contract negotiations, and it shall remain binding upon us and may be accepted by you at any time before the expiry of that period.
9. Until the formal final Contract is prepared and executed between us, this Proposal, together with your written acceptance of the Proposal and your notification of award, shall constitute a binding contract between us.

10. We declare that we do not have any interest in downstream business, which may ensue from the EOI prepared through this assignment.
11. We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation or misinterpretation contained in it may lead to our disqualification.
12. We understand you are not bound to accept any proposal you receive, not to give reason for rejection of any proposal and that you will not defray any expenses incurred by us in bidding.

Signature.....

Date..... Place.....

[*: Strike off whichever is not applicable]