



## **SIKKIM JUDICIAL ACADEMY SOKEYTHANG, GANGTOK.**

### **NOTICE INVITING TENDER**

Sealed quotations are invited from registered interested parties for the following services inclusive of the conditions at Sikkim Judicial Academy, Sokeythang, Gangtok. The last date for submission of the sealed quotations is **on or before 21<sup>st</sup> January, 2020** at Sikkim Judicial Academy, Sokeythang, Gangtok.

#### **→ For Catering Services:**

1. The Tender period shall be for one year from the date of signing of the Agreement.
2. Quality of Food should be maintained which shall be monitored by the Academy.
3. The rate shall not vary, even on account of minimum participants.
4. Menu shall be decided by the Academy which shall include the following:
  - i. Rice, ii. Veg Chowmein/Veg Momo, iii. One Non Veg Item, iv. Three Veg Items, v. One sweet dish, vi. Aachar/Pickles, vii. Stew (Dal, etc), viii. Soup (Veg & Non Veg).
5. No cancellation charges shall be claimed by the Service Providers if in any case the programme gets cancelled.
6. No separate charges for providing crockery items, chairs, water, loading and unloading shall be claimed by the Service Providers.
7. Tea, biscuits, juice, water to be served between the sessions and on request.
8. Proper cleaning of Banquet Hall and Kitchen area should be done after the programme.
9. The Academy will not be responsible for any damages/breakage of crockery items.
10. There should be sufficient waiters/waitress.
11. Standard of Crockery items should be maintained.
12. Quantity of food should be sufficient.
13. If the Academy, for valid reasons feels, the services provided are not

satisfactory, the agreement with the service provider shall be cancelled immediately with an intimation to the service provider.

→ **For Photography and Videography:**

1. The Tender period shall be for one year from the date of signing of the Agreement.
2. Photo and Video quality should be maintained which shall be monitored by the Academy.
3. The photographer/videographer should maintain punctuality.
4. Submission of photos and videos should be done properly, as per the requirement of the Academy.
5. In case, the programme is extended, the service provider shall not change/increase the rate.
6. If the Academy, for valid reasons feels, the services provided are not satisfactory, the agreement with the service provider shall be cancelled immediately with an intimation to the service provider.

→ **For Banner/Momento.**

1. The Tender period shall be for one year from the date of signing of the Agreement.
2. Quality of banner and momento should be maintained which shall be monitored by the Academy.
3. The Banner/Momento should be delivered at Sikkim Judicial Academy, Sokeythang well in advance by the Service Provider or to any such place as requested by the Academy.
4. The Contents and design shall be supplied by the Academy.
5. The size of the Banner/Momento may vary depending on the needs and requirements of the Academy.
6. In case of any urgency, the Academy may place an order for any Banner/Momento wherein the said banner shall be delivered in a stipulated time of 3 to 4 hours to the Sikkim Judicial Academy, Sokeythang or to any such place as requested by the Academy.
7. In case of any error/mistake/ deficit quality of the Banner / Momento, the same shall be replaced immediately, without any extra cost.
8. If the Academy, for valid reasons feels, the services provided are not satisfactory, the agreement with the service provider shall be cancelled immediately with an intimation to the service provider.

→ **For Newsletter, Academic Calendar and Compendium:**

1. The Tender period shall be for one year from the date of signing of the Agreement.
2. Quality of the paper should be maintained.
3. The items along with envelopes shall be delivered at Sikkim Judicial Academy, Sokeythang well in advance or to any other place as requested by the Academy.
4. The contents and design shall be supplied by the Academy.
5. A proof copy of the aforesaid items shall be provided which shall then be finalized by the Academy.
6. The Soft copy of the aforesaid finalized items shall be provided to the Academy.
7. If the Academy, for valid reasons feels, the services provided are not satisfactory, the agreement with the service provider shall be cancelled immediately with an intimation to the service provider.
8. If the Academy, for valid reasons feels, the services provided are not satisfactory, the agreement with the service provider shall be cancelled immediately with an intimation to the service provider.

→ **For Supply of one no. Kyocera 8140 colour photocopier machine with servicing facilities.**

→ **For supply of one no. of Eureka Forbes Aquaguard Absolute Hot & Ambient & Cold UV Water Purification System (Depolluting Equipment Water Filter cum Purifier) with servicing facilities.**

**Sd/-  
Director  
Sikkim Judicial Academy**