

**Sikkim Judicial Academy  
Sokeythang, Gangtok**

**NOTICE INVITING TENDER**

The Sikkim Judicial Academy invites sealed tenders from registered and authorized Distributors/Dealers/Suppliers having a registered office within the State of Sikkim for the supply of furniture as per following specifications/ terms and conditions mentioned below:

| Item Description                               | Dimension                       | Quantity  |
|------------------------------------------------|---------------------------------|-----------|
| Double door metal office Almirah               | Width 90 cm X<br>Height 190 cm  | One (01)  |
| Executive table large size with locker system  | Length- 150 cm X<br>Width-74 cm | Four (04) |
| Executive table medium size with locker system | Length- 120 cm X<br>width 50 cm | Two (02)  |

**Terms & Conditions:**

1. Tenders must be submitted in sealed envelope superscripting as "Tender for Supply of furniture" addressed to:  
The Director,  
Sikkim Judicial Academy,  
Sokeythang, Gangtok District,  
Sikkim-737102.  
The last date of submission of the Tender is on 30<sup>th</sup> August 2025 during office hours either by hand or through registered/speed post. Tender received after the due date will not be accepted.
2. The rate quoted should be F.O.R. destination at Sikkim Judicial Academy, Sokeythang, and exclusive of CGST and SGST, which must be indicated separately. The warranty period applicable to each item, if any, shall be clearly specified.
3. Preventive Maintenance Service: Free onsite maintenance service shall be provided by Seller during the period of warranty.



**4. Bid Security/Earnest Money Deposit:**

The bidder has to submit an interest-free Bid Security/ Earnest Money Deposit (EMD) of ₹2,400/- (Rupees two thousand four hundred only) by means of Demand Draft/Banker's cheque in the name of Director, Sikkim Judicial Academy. The validity of the Demand Draft / Banker's cheque should be minimum of 45 (forty five) days from the last date of submission of Tender. Tender submitted without the prescribed EMD will be rejected, and in case of refusal by the successful bidder to perform the required services, earnest money will be forfeited.

5. The bids will be opened at Sikkim Judicial Academy on 4<sup>th</sup> September 2025 at 3:00 pm., by a duly constituted Tender Selection /Purchase Committee in presence of Director, Sikkim Judicial Academy and bidders who wish to participate. No separate intimation will be made for the same.
6. All items must be new, unused, and in original packaging. Items found substandard or not conforming to specification shall be rejected at the time of delivery.
7. The competent authority shall reserves the right to accept or reject in parts or all Tenders without assigning any reason thereof.
8. The successful bidder shall be required to supply and deliver the items within 20 (twenty) days from the date of issue of the supply order. Failure to do so shall result in automatic cancellation of the order without further notice, and the supply may be awarded to the second lowest (L2) bidder, at the discretion of the competent authority.
9. Payment shall be processed only after successful delivery and acceptance of all items by the competent authority. No advance payment shall be made under any circumstances.

I/We have read and fully understood the above terms and conditions, and hereby accept them without any reservations.

Signature of the authorized person: .....

Name of the signatory (In Block letters):.....

Status of the signatory i.e. Proprietor/Partner/Company/Firm:  
.....

Date.....



**Annexure-I**

**Forwarding Letter**

(To be submitted on bidder's letterhead)

Place \_\_\_\_\_

Date \_\_\_\_\_

The Director,  
Sikkim Judicial Academy.

Sub: Tender for supply of furniture at Sikkim Judicial Academy.

Dear Sir,

1. This has reference to your tender notice for the supply furniture, at Sikkim Judicial Academy. We have examined the tender documents and thoroughly understood its terms and conditions.
2. I/We undertake to offer my/our services in conformity with the terms and conditions set out in the tender document. I/We confirm that the tender submitted by me/us is conforming to all the terms and conditions mentioned in the tender document.
3. I/We are enclosing the application along with required documents in the prescribed proforma as mentioned in the Annexure II.
4. I/We do, hereby, declare that there is no case with the Police/Court/Regulatory authorities against me/us. Also, I/We have neither been suspended/delisted/blacklisted by any organization for any reason nor any such proceedings are pending or contemplated.
5. I/We certify that all the information furnished by me/us is true to the best of my/our knowledge. I have no objection to Sikkim Judicial Academy, below Convoy Ground, above Aadhaar Office, Sokeythang, Tadong verifying any or all the information furnished in this document with the concerned authorities, if any.

(Signature and Name of the authorized  
Person of the firm/bidder with office seal)

Name.....

**Annexure II**  
**Profile of the Bidder**

| Sl. No. | Particulars                                                                                                                                             | To be filled by<br>the Bidder |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| 1.      | Name of the<br>bidder/ firm/organization/company                                                                                                        |                               |
| 2.      | Type of firm/ organization<br>(Proprietorship/ Partnership/<br>Private (Furnish copies of<br>partnership/memorandum of<br>Articles of association etc.) |                               |
| 3.      | Name of the<br>Proprietor/Partners/Directors of<br>the firm                                                                                             |                               |
| 4.      | Year of Incorporation/registration                                                                                                                      |                               |
| 5.      | Registered address of the firm                                                                                                                          |                               |
| 6.      | Name, designation, telephone nos.,<br>email of the contact<br>person/authorized signatory                                                               |                               |
| 7.      | a) Details of Registration (Firm,<br>Company etc)<br>b) Registering Authority<br>c) Date<br>d) Number                                                   |                               |
| 8.      | GST Registration No,<br>TIN No and<br>PAN No.                                                                                                           |                               |

**Note:** Copies of all documents relevant to above details to be enclosed.

(Signature and Name of the authorized person  
of the firm/bidder with office seal)

Name.....