

**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 the following stationeries and miscellaneous items, as per the specifications and terms and conditions mentioned below:

Sl. No.	Item Description	Specification / Brand	Quantity
1	A4 Size Paper	JK Copier, 75 GSM reams (500 pieces per ream)	130 reams
2	Black toner Cartridge	HP LaserJet toner cartridge Q 2612AC Black	18 (eighteen) Nos.
3	Punch Machine	Kangaro SHP 20	5 (five) nos.
4.	Glue Stick	35 g. Oddy washable non toxic	20 (twenty) nos.
5.	Stainless steel electric kettle	1 liter.	6 (six) nos.
6.	Battery AAA	Duracell MX2400 1.5 V LR03	30 (thirty)nos.
7.	Battery AA	Duracell MX1500 1.5 V LR6	40 (forty) nos.
8.	Register no. 12	Board Rite Register No - 12 Regular Notebook Ruled 192 Pages	15 (fifteen)nos.
9.	Extension Cord	4X1 extension cord, 4 outlet universal sockets master switch with indicator 5 meter heavy duty cable 240 volts	5 (five) Nos.
10.	Plastic jar can	40 (forty) liters	1 (one) no.

Terms & Conditions:

1. Tenders must be submitted in sealed envelope superscripting as "Tender for Supply of stationary and miscellaneous items" addressed to:

The Director,
Sikkim Judicial Academy,
Sokeythang, Gangtok District,
Sikkim-737102.

The last date of submission of the Tender is on 30th 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.
3. Bid Security/Earnest Money Deposit:
The bidder has to submit an interest-free Bid Security/Earnest Money Deposit (EMD) of ₹5000/- (Rupees five thousand 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.
4. The bids will be opened at Sikkim Judicial Academy on 4th September 2025 at 2:30 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.
5. 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.
6. The competent authority shall reserves the right to accept or reject in parts or all tenders without assigning any reason thereof.

7. The successful bidder shall be required to supply and deliver the items within 15 (fifteen) 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.
8. 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)

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

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Date.....

Annexure-I

Forwarding Letter

(To be submitted on bidder's letterhead)

Place _____

Date _____

**The Director,
Sikkim Judicial Academy.**

**Sub: Tender for supply of Stationery and miscellaneous items at
Sikkim Judicial Academy.**

Dear Sir,

1. This has reference to your tender notice for the supply of stationery item for office use, 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 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)**

Annexure II
Profile of the Bidder

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