

TENDER DOCUMENT

No.: 77/SJA/2025-26

Date: 17.09.2025

Work Description: Roofing Work over the Courtyard of Sikkim Judicial Academy

Last Date and Time

Submission: 24.10.2025 on or before 4 p.m.

Place of Submission: At the office of the Director (Receipt Section), Sikkim Judicial Academy, below Convoy Ground, above Aadhaar Office, Sokeythang, Tadong

Tender Opening Date,

Time and Location: 27.10.2025, at 11 a.m., at the Office of the Director, Sikkim Judicial Academy, below Convoy Ground, above Aadhaar Office, Sokeythang, Tadong

1. Sikkim Judicial Academy (*hereinafter referred as the 'Academy'*) invites tenders for the Roofing Work over the Courtyard of Sikkim Judicial Academy.
2. The Bidder shall deposit Rs. 50,000/- (Rupees fifty thousand only) as Earnest Money Deposit (EMD) by means of Demand Draft in the name of Director, Sikkim Judicial Academy. 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.
3. The rates to be quoted shall include all applicable taxes. No amount above the bid will be paid by the Academy to the bidder in addition to the rates quoted.
4. The rates quoted should be inclusive of the transit insurance up to the destination and it shall be at the cost of the tenderer.
5. The items to be delivered must conform/bear the mark of Bureau of Indian Standards (BIS) and other equivalent standards.
6. The safety of the items to be delivered on site, as well as its installation, shall be the sole responsibility of the bidder.
7. The decision of the Academy shall be final and binding with regard to the bid. All pages of this Tender Document will have to be submitted duly signed and

sealed by Bidder after due consideration of the Terms and Conditions prescribed herein.

8. The Academy reserves the right to accept or reject any or all tenders, in whole or in part, from any bidder without assigning any reason whatsoever.
9. The Academy shall reserve the right to change/modify/amend any/all provisions of the tender documents.

Scope of Work

10. The successful bidder shall carry out the roofing work as per the specifications provided in Annexure III.
11. The Academy will have the option to terminate the services after giving a notice of one month in writing without assigning any reason, if the successful bidder commits breach of any of the conditions contained in the tender or fails to render services to the satisfaction of the Academy.
12. The successful bidder may choose to forfeit the service by giving two months prior notice in writing. However, the sole discretion of forfeiture lies with the Academy. The alteration done to the infrastructure, if the notice is given midway, shall be returned to its original form at the expense of the successful bidder.
13. The roofing material shall be transparent solid polycarbonate sheets of 10 mm thickness, strictly matching the specifications in Annexure III.
14. Removal and disposal of old roofing materials must be done by the successful bidder.
15. All truss work for Area C should be structurally integrated with existing truss in Area B, ensuring proper stability and safety. For details, see Annexure III.
16. The successful bidder shall provide an adequate numbers of competent and well-trained workers for quick and proper supply and installation.
17. The successful bidder must complete the supply and installation within 60 days from the date of issue of the work order.
18. A penalty of Rs. 1000/- (Rupees one thousand only) per day will be levied for any delay beyond the stipulated completion period.

19. The successful bidder shall have full control on his/her/their employees and shall give necessary guidelines and instructions to carry out the job assigned to them.
20. Residential accommodation shall not be provided by the Academy to the workers of the successful bidder.
21. The successful bidder shall ensure all safety precautions during the installation. Any damage caused to the existing infrastructure or personnel during the execution of work shall be the responsibility of the bidder.
22. The successful bidder or his/her/their staff shall not use the premises of the Academy for any other purpose apart from those related to the supply, installation, commissioning and testing of the system.
23. The successful bidder shall furnish the list of his/her/their employees, along with their credentials, to be deployed at the Academy.
24. The successful bidder shall take prior permission from authorized officials of the Academy before deploying any employee at the Academy. However, the Academy reserves the right to reject any worker/staff employed by the bidder under the bid with the Academy, without assigning any reason.

Eligibility Criteria

25. Those bidders with prior experience in similar roofing/truss extension works (proof/documentation to be attached) only are to apply for the tenders.
26. Tender document should be duly filled and signed by the bidder on each page, embossed with the proprietor's official seal.
27. Tender received late on account of any reason whatsoever shall not be entertained.
28. The bidder must be an authorised supplier/installer of electrical equipment (Documents in this regard are to be enclosed with the tender document).
29. The bidder must have valid GST registration, Trade License, and PAN card.

Terms of Payment

30. Payment shall be released after successful installation, commissioning, and testing of the system, certified by the competent authority of Sikkim Judicial Academy.
31. No advance payment shall be made.

Disputes Resolution

32. All disputes arising under this agreement shall be settled amicably through discussions between the parties.
33. In case of any unsettled disputes, the same shall be referred to the Arbitrator appointed by the Academy. The place of arbitration shall be at Gangtok. The provisions of the Arbitration and Conciliation Act, 1996 shall be applicable to such proceedings and the decision of the Arbitrator shall be final and binding on both the parties.

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 capital letters):.....

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

Date.....

Annexure-I

Forwarding Letter

(To be submitted on bidder's letterhead)

Place _____

Date _____

The Director,
Sikkim Judicial Academy.

Sub: Tender for Roofing Work over the Courtyard of Sikkim Judicial Academy.

Dear Sir,

1. This has reference to your tender notice for Roofing Work over the Courtyard of Sikkim Judicial Academy. We have examined the tender document and thoroughly understood its nature and scope of work and terms and conditions.
2. I/We undertake to offer my/our services in conformity with the scope/nature of work and 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 tender document.
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 also certify that either our firm or any of the partners is not involved in any scam or disciplinary proceedings settled or pending adjudication.
6. 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 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.	Whether License for supply and installation of Roofing Materials and Truss is available. Obtained (Yes/No) (Copy to be enclosed)	
8.	Whether the firm has been in business for at least 5 years (Yes/No) (Copy to be enclosed)	
9.	Annual turnover of the firm for the last 3 years (in Rs. Lakh) (Furnish copies of audited balance- sheets and profit and loss account statements)	(a) FY 2022-23 (b) FY 2023-24 (c) FY 2024-25
10.	a) Details of Registration (Firm, Company etc) b) Registering Authority c) Date d) Number	
11.	Registration Nos. under various statutory Act viz, EPF, ESIC, if applicable (copy of registration certificate to be enclosed) Goods and Services Tax. Employee's organization provident fund Employee State Insurance Scheme	

12.	Permanent Account Number (Copies of Income- tax returns for last 3 years to be enclosed)	
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Note: Copies of all the documents relevant to above details to be enclosed.

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

Annexure -III

Details of Work:

- **Area A: 75 feet × 42 feet**

Work: Removal of existing roofing and installation of new 10 mm transparent solid polycarbonate sheets. No new truss required.

- **Area B: 63 feet × 40 feet**

Work: Removal of existing roofing and installation of new 10 mm transparent solid polycarbonate sheets. No new truss required.

- **Area C: 63 feet × 26 feet**

Work: Construction of extended truss structure from existing truss in Area B and installation of new 10 mm transparent solid polycarbonate roofing sheets.

All works to be carried out as per the diagram/layout plan that shall be provided during the site visit or along with the work order.

- Sd/-

Director

Sikkim Judicial Academy