

TENDER DOCUMENT

No.: 601/SJA/2025-26

Date: 09.09.2025

Work Description: Supply and installation of Computers and Other Digital Equipment at Sikkim Judicial Academy

Pre-bid Discussion: 16.09.2025 at 11:30 a.m. at the Office of the Central Project Coordinator, Phase IV Building, High Court of Sikkim

Last Date and Time

of Submission of Bid: 09.10.2025 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: 10.10.2025, at 11 a.m., at the Office of the Central Project Coordinator, Phase IV Building, High Court of Sikkim

1. Sikkim Judicial Academy (*hereinafter referred as the 'Academy'*) invites tenders for the supply and installation of Computers and Other Digital Equipment at Sikkim Judicial Academy.
2. The Bidder shall deposit **Rs. 1,22,500/- (Rupees one lakh twenty two thousand five hundred 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 safety of the items to be delivered on site, as well as its installation, shall be the sole responsibility of the bidder.
6. The decision of the Tender Committee or 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 the Bidder after due consideration of the Terms and Conditions prescribed herein.

7. The Tender Committee or 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.
8. The Academy shall reserve the right to change/modify/amend any/all provisions of the tender documents.
9. The quantities mentioned in **Annexure III** are indicative in nature. They may increase or decrease while placing the supply order.
10. The tender opening date, time and location are subject to change. The bidders must provide their phone numbers on the outside of the envelopes so that the Academy may inform them about the aforementioned changes.
11. The Bidders shall submit their Bids in three separate sealed envelopes in the following format:
 - a) COVER A containing **EARNEST MONEY DEPOSIT** should be sealed in a separate envelope subscribing “**EMD**”;
 - b) COVER A containing **TECHNICAL BID** should be sealed in a separate envelope subscribing “**Technical Bid**”.
 - c) COVER B containing **FINANCIAL BID** should be sealed in a separate envelope subscribing “**Financial Bid**”. All the documents mentioned at **Annexure II** must be submitted in this envelope for the Financial Bid.

All the above mentioned three envelopes together should be enclosed and submitted in a properly sealed separate envelope mentioning the name of the quotation as “**Bid for Digital Equipment at Sikkim Judicial Academy**” along with the Quotation Ref. No. If any Bidder deviates from submitting its Bid in this prescribed format, the Bid shall be summarily rejected and shall not be taken into consideration for evaluation.

Terms and Conditions

12. The successful bidder shall supply, install, configure, and demonstrate the working of all equipment as per the specifications provided in **Annexure III**.
13. Bidders are advised to study all technical and commercial aspects, instructions, forms, terms and specifications carefully in the said quotation document. Failure to furnish all information required in the Tender Document or submission of a bid not substantially responsive to the tender document in every respect will be at the Bidder's risk and may result in the rejection of the bid. It will be imperative on each bidder to fully acquaint himself with all the local conditions and factors, which would have any effect on the performance of the contract.

14. This tender document is not transferable.
15. The successful bidder must complete the supply and installation within 60 days from the date of issue of the work order.
16. A penalty of Rs. 1000/- (Rupees one thousand only) per day will be levied for any delay beyond the stipulated completion period.
17. 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.
18. Consortium, Outsourcing and Subcontracting is not allowed at any stage of the project.
19. No Hardware/Software will be provided by Sikkim Judicial Academy. The successful Bidder is required to set-up all the necessary hardware/software at its own cost at the specified locations.
20. Sikkim Judicial Academy may terminate the agreement if the work done is not satisfactory without further liability.

Terms of Payment

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

Eligibility Criteria

23. Tender documents should be duly filled and signed by the bidder on each page, embossed with the proprietor's official seal.
24. Tender received late on account of any reason whatsoever shall not be entertained.
25. The bidder must be empanelled with the Department of Information Technology, Government of Sikkim.

Disputes Resolution

26. All disputes arising under this agreement shall be settled amicably through discussions between the parties.
27. 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.

Warranty and Maintenance

28. The system and its components must carry a minimum warranty of 24 months from the date of commission.
29. Any defects arising during the warranty period should be rectified as soon as possible and free of cost by the successful bidder.

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:

Date:

Annexure-I

Forwarding Letter

(To be submitted on bidder's letterhead)

Place _____

Date _____

The Director,
Sikkim Judicial Academy.
Sokeythang, Gangtok

Sub: Tender for supply and installation of Computers and Other Digital Equipment at Sikkim Judicial Academy.

Sir,

1. This has reference to your tender notice for the supply, installation, and commissioning of Computers and Other Digital Equipment at 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 Empanelled with Department of IT, Govt. of Sikkim. (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) FY2022-23 (b) FY2023-24 (c) FY2024-25
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), & GST (copy of registration certificate to be enclosed)	
12.	Permanent Account Number (Copies of Income-tax returns for last 3 years to be enclosed)	

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

Name.....

Annexure –III
Requirements of Sikkim Judicial Academy

Sl. No.	Item Description	Quantity	Basic Specification
1	Desktop Computer	30 units	All in One PCs with Core i3 13th Generation, 8 GB DDR5 RAM, 512 GB NVMe SSD, USB 3.2 and USB C Ports, with Windows 11 & MS Office 2024
2	Laptop – Core i7	2 units	Laptop with configuration Intel 13th Gen Core i7, 16 GB RAM, 512 GB SSD
3	Laptop – Core i5	2 units	Laptop with configuration Intel 13th Gen Core i5, 16 GB RAM, 512 GB SSD
4	Laptop – MacBook	1 unit	MacBook Pro 16" (M4 Pro)
5	Display Monitor	10 units	Full HD, IPS panel 22 inch Display Monitor with 60 Hz refresh rate and HDMI + VGA ports
6	Uninterrupted Power Supply (UPS) for Desktop	30 units	1000 Volt Ampere (VA) and 600 Watt (W) output power with at least 3 output sockets
7	Uninterrupted Power Supply (UPS) for Router	4 units	12V DC with auto-switch-over, overcharge, short circuit and surge protection
8	Colour Printer	5 units	Laser All-in-One Color Printer with Duplex Printing, Wi-Fi, mobile printing, scanning and copying, min. 30 PPM, and high-yield toner
9	Monochrome Printer	25 units	Laser Monochrome Printer with Duplex Printing, min. 30 PPM, and high-yield toner
10	Keyboard	20 units	Full-size wired membrane keyboard
11	Mouse	20 units	Ergonomic wired optical mouse

-Sd/-
Director
SikkimJudicialAcademy