



SIKKIM STATE LEGAL SERVICES AUTHORITY
Development Area, Gangtok
Phone No: 03592-207753

“NOTICE INVITING QUOTATION”

The Sikkim State Legal Services Authority Sikkim (SLSA) invites sealed Quotations from registered local printing firms for printing of 177 (One Hundred and Seventy-Seven) stickers, Gangtok (93 stickers) & Namchi (84 stickers), conveying the message of 'Persons Eligible for Free Legal Aid' as per the specifications provided below. These stickers shall be affixed and displayed in pre-installed metal frames of size (8ft x 6ft) across various locations at Gangtok and Namchi Districts:

1.	Product	:	Best quality stickers (Eco Vinyl with varnish)
2.	Message of the sticker	:	To be provided by Sikkim SLSA
3.	Quantity	:	177
4.	Size	:	8 ft x 6ft
5.	Taxes	:	Rates must be inclusive of all applicable taxes and transportation charges
6.	Ceiling limit	:	₹ 5500/- per hoarding

7.	Last date and time for submission of quotation	:	23.04.2026 (Thursday)
8.	Date and time of opening of sealed quotation	:	27.04.2026 (Monday)
9.	Timeframe for completion of the work	:	3 months from the date of issue of work order
10.	Venue	:	Office of the Sikkim State Legal Services Authority, Development Area, Gangtok.

Terms & Conditions:

1. The quoting party must have experience in printing stickers and a proven track record of supplying high-quality materials.
2. Only those bidders having their own established printing press may apply.
3. The selected bidder shall collect a sample copy of the sticker message from the Office of the Sikkim State Legal Services Authority, Development Area, Gangtok, within two (2) days of receiving the work order.
4. Final layouts (as per the message provided by Sikkim SLSA) must be submitted for approval to this Authority within one (1) week of order placement. A smaller size proof maybe submitted for this purpose.
5. The Sikkim SLSA shall not be liable for payment if the stickers do not meet the approved specifications.
6. The selected party must ensure thorough cleaning of existing hoarding frames in the respective districts, prior to the installation of new stickers.
7. Bidders must submit the following documents along with the quotations:
 - Registration Certificate,
 - Valid Professional Tax Clearance Certificate,
 - GSTIN Number.
8. Failure to execute the work within the stipulated timeline shall attract a penalty of 5% of total quoted value.
9. Quotation shall be evaluated by a Committee constituted by the Sikkim SLSA based on sealed quotations and selection of lowest bidder among eligible firms
10. Payment shall be made only after inspection and satisfactory completion of the work, as per the specified terms and conditions.
11. Documents submitted must be properly signed and dated. Rates quoted must be clearly mentioned in both words and figures.
12. The Sikkim SLSA reserves right to accept or reject any or all the quotations without assigning any reason(s).

Interested firms may submit their sealed quotations addressed to the Member Secretary, Sikkim State Legal Services Authority, Development Area Gangtok.

Member Secretary
Sikkim State Legal Services Authority