

THE GAUHATI HIGH COURT AT GUWAHATI
(The High Court of Assam, Nagaland, Mizoram and Arunachal Pradesh)

No.H.C.VIII-43/1985/ 3023 /A Dated Guwahati, the 15th February, 2019.

NOTICE INVITING E-QUOTATION

Dated Guwahati, the 15th February, 2019.

Online bids are invited from the reputed firms/ suppliers/ dealers/ manufacturer for supply of Black Shoes and Sandals respectively of Bata make to the Gauhati High Court, Guwahati.

The details of bids may be seen at www.assamtenders.gov.in. All bidders are requested to participate through e-tendering only. The last date of submission of bid is 28nd February, 2019.

By order

Sd/- B.N. Thakuria.
Deputy Registrar (Finance)
Gauhati High Court,
Guwahati. 15/2/19

Memo No: H.C.VIII-43/1985/ 3024 /Ac

Dated 15.02.2019.

- (1) The Director of information & Public Relation (Janasanjog) Dispur, Guwhati-06. He is requested to publish the Short Tender Notice in one of the issues of "**The Assam Tribune**" and intimate this Registry regarding the publication of the advertisement.
- (2) The System Analyst/Programmer, Gauhati High Court, Guwahati. He is requested to upload the Notice in the High Court website immediately.
- (3) The Gauhati High Court Notice Board.

15/2/19
Deputy Registrar (Finance)
Gauhati High Court,
Guwahati. 15/2/19

THE GAUHATI HIGH COURT AT GUWAHATI
(THE HIGH COURT OF ASSAM, NAGALAND, MIZORAM & ARUNACHAL PRADESH)

TENDER DOCUMENT

E-TENDER DOCUMENT FOR SUPPLY OF BLACK SHOES AND SANDALS.

To Be Submitted To

**THE REGISTRAR GENERAL,
GAUHATI HIGH COURT,
GUWAHATI-781001.**

THE GAUHATI HIGH COURT AT GUWAHATI

(The High Court of Assam, Nagaland, Mizoram and Arunachal Pradesh)

No.H.C.VIII-43/1985/3022 /Ac Dated Guwahati, the 15th February, 2019.

Online bids are invited through e-procurement portal- www.assamtenders.gov.in from the intending registered distributors/ dealers/ firms/ manufacturer for supply of **329 pairs of Black Shoes and 60 pairs of Sandals** respectively of **Bata** make for Grade-IV employees (both Gents & Ladies) of the Gauhati High Court, Guwahati for the year 2019-20.

The Schedule for Tender Process:

1. Date of publication of Notice inviting e-Tender 16-02-2019
2. Last date for Tender download 25-02-2019
- (available on portal- www.assamtenders.gov.in)
3. Last date and time for online bid submission 25-02-2019
4. EMD & Processing fees submission 28-02-2019
5. Time and date of pre-bid meeting 28-02-2019
6. Time and date of opening of technical bids 28-02-2019
7. Contact : email address: accounts.ghc15@yahoo.com or ghc.gst@gmail.com
Phone No. : 9101416177(m)/9864102314(m)

Bid Instruction and Requirements:

1. To participate in the tender process through e-procurement document, bidder should have valid Digital Signature certificate and have to register in the portal www.assamtenders.gov.in
2. All tender forms and supporting documents are to be submitted through the E-procurement site and all Bids must be digitally signed. Other documents like EMD processing fee submitted manually should be signed on all pages by the authorized signatory of the bidder.
3. The Bidder has to quote for all the items in the Tender as a package and the comparative statement will be made as a package only. Bidders who do not quote for all the items as per the given Tender specifications are subject to be disqualification.
4. The firm should have experience of executing at least one single work of similar nature and annual transaction of the firm with Govt. departments or any other organization should not be less than Rs.15,00,000/-(Rupees Fifteen Lakh)only. A certificate from the competent authority should be attached along with the Bid.
5. The Bidders/Firms should have their registered shop within the jurisdictions of the court at Guwahati.

contd...

6. The following documents should be submitted offline (manually) in sealed envelope superscribed with Tender No. and due date to the Registrar General, Gauhati High Court, Guwahati on or before the Bid closing date-

- i) Original Processing fee of Rs.1,000/-(Rupees Two Thousand)only.
- ii) Original Earnest Money of Rs.5,000/-(Rupees Five Thousand)only.
- iii) Firm Registration Certificate(its self attested copies)
- iv) Any other document required to be submitted in original as per tender requirement.

7. Online submission of Bid is mandatory. Bidders are to submit the required papers/documents by scanning and uploading the same before the expiry date of Bid submission. All Bids submitted shall include the following documents or information.

- i) Processing fee of Rs.1000/-(Rupees One Thousand)only in the form of Bankers Cheque/Bank Draft in favour of Registrar General, Gauhati High Court,Guwahati from any nationalised/scheduled bank. The Bidder has to submit the scanned copy of the same.
- ii) The Bidder must submit earnest money of Rs.5,000/-(Rupees Five Thousand)only in the form of Demand Draft/Bankers Cheque drawn on any nationalized bank/Schedule bank of India in favour of Registrar General, Gauhati High Court, Guwahati.
- iii) The Bidder must submit copies of their GST registration certificate from the competent authority.
- iv) The Bidder must submit copies of their up to date Trade license from the competent authority.
- v) The Bidder must submit firm registration certificate/dealership certificate.
- vi) The Bidder must submit copy of PAN card.

Gauhati High Court Terms and Conditions:

1. **Purchaser's right:** The purchaser reserves the right to accept or reject any bid and to annul the bidding process and reject any or all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders of the grounds for the purchaser's action.
2. **Rates:** Rate quoted for each item will be final and no hike in price of any article will be considered during the contract period. Further, rate quoted in the Price Bid should be on door delivery at Gauhati High court, Guwahati-1.

contd...

3. **Notification of award:** The purchaser will notify the successful bidder in writing that its bid has been accepted. It will constitute the formation of the contract.
4. **Performance Security:** The successful bidder for bulk supplies Black Shoes and Sandals shall furnish the performance security of Rs.5,000/-(Rupees Five Thousand)only in favour of Registrar General, Gauhati High Court, Guwahati in the form of bank guarantee in favour of Registrar General, Gauhati High Court, Guwahati.
5. The security amount shall be forfeited if the supplier fails to execute the order or fails to perform the services.
6. **Delivery conditions:-**
 - (a) Time Limit- Delivery must be made within 2 (two) days from the issue of the supply order. However, under certain conditions maximum of 7 (Seven) days from the date of order may be allowed.
 - (b) Place of delivery- The Gauhati High Court, Guwahati (Old Block).
 - (c) Safe delivery-Defective or rejected articles or goods damaged in transit will have to be replaced at the cost of supplier.
7. **GST deduction at source:** As per the order/notification of the Govt. of India will be applicable.
8. The acceptance of the quotation will rest solely with the Registrar General, Gauhati High Court, Guwahati, who is not bound to accept the lowest quotation and reserves the right to reject or accept any or all the quotations without assigning any reasons.
9. The decision of the Registrar General, Gauhati High Court, Guwahati in all respect shall be final and binding.

contd...

Conditions for E-Tendering:

1. All the key dates and deadlines will be followed as per the above time schedule unless explicitly amended through a corrigendum. The interested Bidders can download Bid Document from the Assam Government e-Tendering website <http://assamtenders.gov.in> amendment/Addendum to the Bid Document, if any, and further notifications shall appear in this website.
2. All amendments issued will be published on the website <http://assamtenders.gov.in>. It is the amendment notices. The notices have to be read in conjunction with the tender document and have to be signed and submitted in their technical response along with the bid.
3. Bidders must complete bid submission of Online Tendering System. Otherwise their bids will not be available during Online Tender Opening.
4. The bidder must be registered with the Electronic Tendering System (ETS) of Assam Government e-Tendering website <http://assamtenders.gov.in>

BIDDING DOCUMENTS

When Internet based electronic tendering is being used, the following technical documents can be scanned and uploaded and submitted online. The documents submitted online, need to be submitted separately on hard copy if requested by the department. During the course of opening other mandatory documents like Tender documents cost, Demand Draft of EMD and related affidavits etc. shall be submitted.

Finance Bid must be submitted online only.

Digital Signature:

A Bidder will be required to encrypt & sign its online bid using own Digital Signature Certificate (Class-II or higher with both Signing and Encryption Certificate). Prospective Bidders must procure DSC before participating in the tenders.


Deputy Registrar (Finance)
Gauhati High Court,
Guwahati.
