

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

NOTICE INVITING QUOTATION

No. HC VIII – 210/2022/03/AC/ Dated the 31st Oct, 2022.

Sealed quotations affixing Court fee stamp of Rs 8.25 only (Non-refundable) are hereby invited from the Local Printing Press/Firms for printing and supply of New Year's Greeting Cards with **Embossed Printing of National Emblem of India in Golden Colour** for the year 2023 along with Envelopes.

The quotation should reach the Joint Registrar (Finance), Gauhati High Court, Guwahati on and before **14/11/2022** during working hours.

TERMS & CONDITIONS:

- 1) Non refundable 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 nationalized/ scheduled bank shall be enclosed along with the quotation payable at Guwahati.
- 2) The quotation shall be accompanied by copy of PAN card and GST registration certificate and trade licence.
- 3) Rate should be quoted both in words and figure and excluding GST. However, rate of GST should also be mentioned.
- 4) The bidders shall have to attend in the meetings/discussions in the office chamber of Registrar (Admn.) whenever called for before the contract is awarded wherein the interested bidders may see the lay out/design and specifications of the proposed Greetings Cards.
- 5) Samples: The bidders may see the last year's greeting cards in the Accounts section for sample. They should submit their own samples (minimum two in numbers) containing Photographs of Gauhati High Court buildings and Court buildings of outlying Benches or any other subjects related to it.
- 6) Samples furnished should be in different finishes (e.g. Mate, gloss etc.). The bidders should clearly mention the GSM and also the name of paper to be used. They should also submit matching envelopes.
- 7) The successful bidder shall have to supply 2-3 proofs of the greeting cards on most urgent basis as and when required, and the greeting cards will have to be delivered within the stipulated period.

- 8) The delivery of greeting cards complete in all respect must be made on or before the 28nd November, 2022. The prompt delivery shall be an integral part of the contract.
- 9) The Registrar General, Gauhati High Court, Guwahati reserves the right not to accept or reject any or all quotations in part or full and he shall not be bound to accept the lowest price.
- 10) The decision of the Registrar General, Gauhati High Court, Guwahati in all respect shall be final and bindings.

By order,

Joint Registrar (Finance)
Gauhati High Court
Guwahati

No. HC VIII – 210/2022/04-05/ AC/Dated the 31st Oct, 2022.

Copy to:

- ✓ 1. The System Analyst/Programmer, Gauhati High Court, Guwahati. He is requested to upload the Notice in the High Court website immediately.
2. Gauhati High Court Notice Board.
3. Order File.



Joint Registrar (Finance)
Gauhati High Court
Guwahati