

THE GAUHATI HIGH COURT

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

NOTICE INVITING QUOTATION

Dated Guwahati, the 2nd May, 2014

Sealed quotation affixing Court fee stamps of Rs. 8.25/- only (Non refundable) are hereby invited from registered local firms for supply of Self-Inking & Polymer Rubber Stamps to Gauhati High Court, Guwahati for the year 2014-15. The quotation should reach the Registrar General, Gauhati High Court, Guwahati on or before 17/05/2014 during working days.

GENERAL TERMS & CONDITIONS:

- 1) Processing fee of Rs.1000/-(Rupees one thousand) only (Non refundable) in the form of Bankers Cheque/Bank Draft for each quotation separately 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) Successful bidder has to deposit Rs.10,000/-(Rupees Ten thousand) only as security deposit in the form of bank guarantee in favour of Registrar General, Gauhati High Court, Guwahati.
- 3) The quotation shall be submitted separately for supply of each category of article mentioned above along with processing fee and the envelope containing the quotation should be superscribed as "Quotation for supply of Self-Inking & Polymer Rubber Stamp and so on and should contain the following documents:-
 - a) Copy of PAN card.
 - b) Upto date copy of AGST/VAT clearance certificate.
 - c) Copy of Gauhati Municipal Corporation Trade Licence.
 - d) Copy of AGST/VAT Registration certificate.
- 4) The firm should have an established shop dealing in Rubber Stamps etc. Detail address of shop is to be furnished along with quotation for verification.
- 5) Rate should be quoted both in words and figure and excluding Taxes/VAT. Tax/VAT is to be shown separately against the item in the bills, where applicable, which will be deducted at source. The Firms should quote separate rate for both Self-Inking & Polymer Rubber Stamp.
- 6) Rate quoted for each item will be final and no hike in price of any material will be considered during the contract period.
- 7) Sample of the items should be submitted where necessary.
- 8) The articles will be purchased as per requirement and same shall be delivered to the Gauhati High Court, Guwahati immediately.

- 9) The Registrar General, Gauhati High Court, Guwahati reserves the right to accept or reject any or all quotations in part or full and shall not be bound to accept the lowest price.
- 10) In case of violation of terms and condition of the quotation document or unsatisfactory supply of materials or of poor quality and below standard, Registrar General, Gauhati High Court, Guwahati reserves the right to terminate the contract by giving intimation to supplier and forfeit the security deposit.
- 11) The decision of the Registrar General, Gauhati High Court, Guwahati in all respect shall be final and binding.

By order,

21/5/14
Deputy Registrar (Finance)
Gauhati High Court
Guwahati
02/05/14

Memo No. HC.VIII-62/2014/..... /AC

Dated, 02/05/2014