

# **THE GAUHATI HIGH COURT**

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

## **NOTICE INVITING TENDER**

Sealed quotations are invited affixing Court Fee stamp of Rs.8.25 (Non-refundable) from the Companies/Authorised Dealers for supply and installation of 6 (six) nos. of Photocopier Machines in different sections of the Registry of Gauhati High Court, Principal Seat at Guwahati. For details please visit the High Court Website [www.ghconline.gov.in](http://www.ghconline.gov.in) or the High Court Notice Board. The quotations should reach the undersigned on or before 18<sup>th</sup> of June, 2014 during office hours with the following terms and conditions.

### **Terms & Conditions**

1. A processing fee of Rs. 1000.00 (non-refundable) in the form of Bank Draft in favour of the Registrar General, Gauhati High Court, from any Nationalized/Scheduled Bank, shall be enclosed along with the quotation.
2. The successful bidder shall have to deposit Earnest Money of Rs. 10,000.00 (Rupees ten thousand) only in the form of bank draft drawn in favour of Registrar General, Gauhati High Court, Guwahati, issued by any Nationalized/Scheduled Bank payable at Guwahati.
3. The sealed envelope duly marked as "Quotation for Supply of Photocopier Machines and the quotation should contain the following documents:
  - a) Copy of VAT/TIN Registration.
  - b) Company Authorisation certificate.
  - c) Copy of Gauhati Municipal Corporation Trade Lisence.

Each page of the documents should be signed by the bidder, with seal, on each page of each document, to establish the Bidder's eligibility to the bid & his qualification to perform the supply of photocopiers, if his bid is accepted. In the absence of any of the above documents/information, the offer may be summarily rejected without making any further reference in this regard. The sealed envelope should be submitted to the Registrar General of the Gauhati High Court, Principal Seat at Guwahati.

4. The bidder/bidders may also offer the buy-back value after inspection of old 4(four) nos.of Canon and 2(two) nos.of Ricoh photocopier machines.
5. Tender documents must contain at least 3 to 5 numbers of specifications of the photocopier machines i.e. Model, CPM, Duplex & Networking facilities, ARDF etc.
6. In the event of any breach of any terms and conditions or delay or default, the purchase order will be terminated and the EMD will be forfeited by the Gauhati High Court, Guwahati. The decision of the Registrar General regarding terms and conditions of purchase shall be final.

7. Prices once approved will remain valid during the scheduled delivery/installation period. Increase and decrease of Taxes and other statutory duties will not affect the price during this period.
  8. Installation of the photocopiers to be made within two months by the supplier after placing of the purchase/supply order from the Gauhati High Court.
  9. In case of failure of supply of the photocopiers as per terms and conditions of the tender document or delays in supply, the Registrar General, Gauhati High Court, Guwahati reserves the right to award the contract to the next lowest bidder at the risk and cost of the first supplier, without any tender/quotation formalities, in addition to the imposition of the penalties.
  10. Payments shall be made after satisfactory installation of photocopier machines on bill basis. Payment of the machines supplied under purchase order will be paid on receipt of complete consignment and checking of the machines and on production of following:
    - a) Invoice/Bill in triplicate.
    - b) Delivery Challan duly signed by the consignee.
  11. Registrar General, Gauhati High Court, Guwahati reserves the right to accept or reject any or all the tenders in part or full, without assigning any reason whatsoever.
  12. Registrar General, Gauhati High Court, Guwahati is not bound to accept the lowest Tender.
  13. Registrar General, Gauhati High Court, Guwahati reserves the right, to award the work to one or more bidders.
  14. In case of violation of terms and conditions of the tender document or unsatisfactory supply/installation of photocopiers, Registrar General, Gauhati High Court, Guwahati, reserves the right to terminate the supply order by giving intimation to the supplier/contractor and forfeit the EMD.
- The sealed quotations with the Company/Dealer name of photocopiers should reach the undersigned on or before 18<sup>th</sup> of June, 2014 and no quotation/tender will be received thereafter.
15. The decision of the Registrar General in all respect shall be final and binding on all.

By order,



(Sri G.C. Hazarika)

Asstt.Registrar (Admn.-I)

Gauhati High Court, Guwahati.

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