

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

NOTICE INVITING QUOTATION

Dated: 05.10.2023

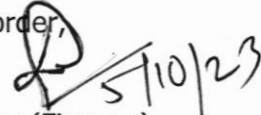
Sealed quotations affixing Court fee stamp of Rs 8.25 only (non-refundable) are hereby invited from Local Printing Press/Firms for printing and supply for 8,000 (approx) nos. of New Year's Greeting Cards for the year 2024 with **Embossed Printing of National Emblem of India in Golden Colour**, along with Envelopes.

The quotation should reach the Joint Registrar (Finance), Gauhati High Court, Guwahati on or before **19/10/2023**, during working hours.

TERMS & CONDITIONS:

- 1) Processing fee of Rs. 1,000/- (Rupees One Thousand) only (non refundable), in the form of Bankers Cheque/ Bank Draft for each quotation separately in favour of the Registrar General, Gauhati High Court, Guwahati, from any nationalised / scheduled bank payable at Guwahati shall be enclosed along with the quotation.
- 2) The sealed quotations shall be superscribed as "**Quotation for New Year's Greeting Cards-2024**" and should contain the following documents:
 - a) A copy of PAN Card.
 - b) A copy of upto date Trade License.
 - c) A copy of GST Registration Certificate.
- 3) Rate should be quoted for per card with envelopes (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) The interested bidders may see the proposed design of greeting cards from the Accounts Section for sample. They should submit their own samples (minimum two in numbers) in resemble with the said proposed design.
- 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 delivery of greeting cards complete in all respect must be made on or before the **20th November, 2023**. The prompt delivery shall be an integral part of the contract.
- 8) The Registrar General, Gauhati High Court, Guwahati reserves the right to reject any or all quotations in part or full and he/she shall not be bound to accept the lowest price.
- 9) 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 – 175/2023/3290-3292/AC

Dated 05.10.2023.

Copy to:

- 1) The Director of Information & Public Relation, Dispur, Guwahati-06 (Janasanjog). He is requested to publish the Notice Inviting Quotation in one of the issues of "**The Assam Tribune**" and one on "**Asomia Pratidin**" and intimate this Registry regarding the publication of the advertisement.
- 2) The Project Manager, Gauhati High Court, Guwahati. He is requested to upload the quotation notice in the High Court website.
- 3) Gauhati High Court Notice Board.

A handwritten signature in black ink, followed by the date '5/10/23' written in a similar style.

Joint Registrar (Finance)
Gauhati High Court, Guwahati