

# **THE GAUHATI HIGH COURT**

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

## **NOTICE INVITING QUOTATION**

Dated Guwahati, the 07th June, 2019


Sealed quotation affixing Court fee stamps of Rs. 8.25/- only (Non refundable) are hereby invited as per enclosed proforma at annexure 'A' from reputed firms/suppliers/authorized dealers having established shop within Kamrup (Merto) for supply of top brand A4 size photo copier (Photostat) paper of 70GSM & 75GSM to Gauhati High Court, Guwahati for one year. The approximate annual requirement of 75GSM copier paper is 6500 reams and that of 70GSM could not be ascertained now. The quotation should reach the Registrar General, Gauhati High Court, Guwahati on or before 26/06/2019 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 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) All bidders must submit Rs.10,000/-(Rupees Ten thousand) only as Earnest Money Deposit (EMD) in the form of Bank Draft/fixed deposit, etc. in favour of Registrar General, Gauhati High Court, Guwahati. The tenders without enclosing EMD will be rejected summarily.
- 3) The quotation shall be accompanied by the following documents:-
  - a) Copy of PAN card.
  - b) GST registration certificate.
  - c) Copy of Gauhati Municipal Corporation Trade Licence.
- 4) The firm should have an established shop in greater Guwahati dealing in Stationery. Detail address of shop is to be furnished along with quotation for verification. Annual transaction of the firm with Govt. Deptt. or any other organization, should not be less than Rs. 5,00,000/-(Rupees five lakh).
- 5) Rate should be quoted both in words and figure and excluding GST. However, rate of GST should also be mentioned. Rate quoted for each item will be final and no hike in price of any material will be considered during the contract period. Further, rate quoted in the price bid should be on door delivery at Gauhati High Court, Guwahati.
- 6) The sample of both category of copier paper should be submitted with their tender duly stamped with seal of the firm.
- 7) Tender once submitted will not be allowed to be withdrawn till finalisation of the whole matter. If the firm do so, their EMD will be forfeited.

- 8) The Earnest Money Deposit (EMD) of unsuccessful bidders shall be returned at an appropriate time. While EMD of successful bidder shall be converted into security deposit and same shall be retained till the completion of contract period.
- 9) One time Supply Order for the whole year will be placed. However, the delivery schedule will be like this - every quarter one-fourth of the total supply quantity shall have to be delivered.
- 10) 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.
- 11) 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.
- 12) The decision of the Registrar General, Gauhati High Court, Guwahati in all respect shall be final and binding.

By order,

  
Joint Registrar (Finance)  
Gauhati High Court  
Guwahati

#### AGREEMENT

I/We hereby undertake that all terms & conditions in this document from 1 to 12 or any changed conditions of bids shall be accepted to us and I/We shall abide by the same fully.


(Signature of Prop/Manager)  
Full Name with Date/ Seal.

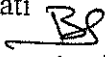
Memo No. HC.VIII-09/2018/ 742 /AC

Dated, 07/06/2019

Copy to:-

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

  
Joint Registrar (Finance)  
Gauhati High Court  
Guwahati

  
7/6/19

ANNEXURE- A

**QUOTATION FORM FOR SUPPLY OF A4 SIZE COPIER PAPER**

Ref: No. HC.VIII-09/2018/ 742 /AC Dated, 07/06/2019.

To,

**The Joint Registrar (Finance),  
Gauhati High Court, Guwahati.**

(1) Name of the bidder with address: .....

.....

(2) Contact person with phone No.: .....

.....

(3) GST Registration Number: .....

(4) Details of items;

Sl no	Item Name & its specifications	Unit	Rate exclusive of GST	Rate inclusive of GST
1	J.K. COPIER, A4 Size, 75 GSM, 500 sheets	Ream		
2	TRIDENT My Choice, A4 copier, 70 GSM, 500 sheets	Ream		

Any other information desired by bidders: .....

.....

(Signature of Prop/Manager)  
Full Name with Date/ Seal.