

# **THE GAUHATI HIGH COURT**

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

## **NOTICE INVITING QUOTATION**

Dated Guwahati, the 08/12/2015

Sealed quotation affixing Court fee stamps of Rs. 8.25/- only (Non refundable) are hereby invited from registered local firms for supply of- Big Brown Colour Envelope (size 11"x5") and Small Brown Colour Envelope (size 10"x4.5") (approx.) to Gauhati High Court, Guwahati for the year 2015-16. The quotation should reach the Registrar General, Gauhati High Court, Guwahati on or before 15/12/2015 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 seal quotation shall be superscribed as "Quotation for supply of Brown Colour Envelope" 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) 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.
- 5) Rate quoted for each item will be final and no hike in price of any material will be considered during the contract period.
- 6) Sample of the items should be submitted where necessary.
- 7) The bidder shall quote rate against the specified brand name, size, weight etc. (where applicable) of the articles as per prescribed list/format appended herewith.
- 8) The articles will be purchase as per requirement and same shall be delivered to the Gauhati High Court wherever necessary immediately.

- 9) The Registrar General, Gauhati High Court, Guwahati reserves the right not to accept or reject any or all quotation in part or full and he 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,

✓ 8/12/15  
Registrar (Admn.)  
Gauhati High Court  
Guwahati

Memo No. HC.VIII-160/2007/FOFO /AC

Dated, 08/12/2015

Copy to:-

- 1) ✓ The System Analyst/Programmer, Gauhati High Court, Guwahati, He is requested to upload the notice in the High Court Website along with list of article/materials enclosed.
- 2) Gauhati High Court Notice Board.
- 3) Order File.

✓ 8/12/15  
Registrar (Admn.)  
Gauhati High Court  
Guwahati