

**THE GAUHATI HIGH COURT**  
(THE HIGH COURT OF ASSAM, NAGALAND, MIZORAM & ARUNACHAL PRADESH)

No. HC. VIII-57/2021/AC

Dated Guwahati, the 11<sup>th</sup> March, 2022

**NOTICE INVITING TENDER**

Sealed quotations are invited affixing Court Fee stamp of Rs. 8.25 (Non-refundable) from the intending registered firms for supply of Computer Consumables and Peripherals for the Gauhati High Court, Principal Seat at Guwahati, for the year 2022-2023 as per specification given with the Notice.

**GENERAL TERMS & CONDITIONS**

1. A processing fee of Rs. 1000.00 (non-refundable) in the form of Bank Draft pledged to the Registrar General, Gauhati High Court, from any Nationalized / Scheduled Bank, shall be enclosed along with the quotation.
2. Successful bidder has to deposit Rs 20,000.00 (Rupees Twenty Thousand) only as Security deposit in favour of Registrar General, Gauhati High Court, Guwahati, issued by any Nationalized/Scheduled Bank payable at Guwahati.
3. The sealed envelope containing quotation shall be marked as "*Tender for Supply of Computer Consumables and Peripherals*" and the following documents must be annexed with the quotation.
  - a) Copy of PAN Card.
  - b) Up to date copy of GST Registration certificate.
  - c) Copy of Guwahati Municipal Corporation Trade license.
  - d) Photocopy of dealership certificate/authorization dealer certificate.
4. Each page of the documents should be signed by the bidder with seal to establish the Bidder's eligibility and its qualification to perform the supply of materials if its 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.
5. The tenderer/bidder should submitted the details of financial and technical as prescribed in annexure I & II.
6. The sealed quotation should be submitted to the Registrar (General) of the Gauhati High Court, Principal Seat at Guwahati during office hours on working days.
7. Unrealistic rates quoted by the vendor if proved unjustified would be rejected even if it a lowest rate.
8. In case the successful bidder supplies sub-standard materials the Security deposit shall be forfeited and its tender shall be cancelled.
9. The rates approved by the Registry of the Gauhati High Court, Guwahati, shall be valid for the period of one year from the date of approval letter of this Registry. Increase and decrease of Prices, Taxes and other statutory duties will not affect the price during this period. The supplier will be responsible for any increase in Prices, Taxes and Duties. Any increase in taxes and other statutory duties/levies after the approval of Rates shall be to the supplier's account.

10. Payments shall be made after satisfactory execution of the order and supply of material in satisfactory condition on bill basis. The decision of the Registrar General towards satisfaction of quality of material shall be final. Payment of the material supplied under purchase order will be paid on receipt of complete consignment and checking of the material and on production of following:

- A. Invoice in triplicate,
- B. Delivery Challan duly signed by the consignee.

11. The 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. The Registrar General, Gauhati High Court, Guwahati is not bound to accept the lowest tender.

13. The Registrar General, Gauhati High Court, Guwahati reserves the right, to award the work to one or more bidders.

14. The Registrar General Gauhati High Court, Guwahati reserves the right to terminate the purchase order at any time by giving intimation in writing without assigning any reason.

15. In case of violation of terms and conditions of the tender document or unsatisfactory supply of material or of poor quality and below standard, Registrar General, Gauhati High Court, Guwahati reserves the right to terminate the supply order by giving intimation to the supplier/contractor and forfeit the Security deposit.

16. The decision of the Registrar General in all respect shall be final and binding on all.

17. The sealed quotations should reach on or before **28<sup>th</sup> of March, 2022** during office hours on working days and no quotation/tender will be received thereafter.

**Encl:** List of items.

By Order

Sd/- Dipak Kr. Nath  
**Joint Registrar (Finance)**  
**Gauhati High Court**  
**Guwahati**

Dated **11<sup>th</sup>** March, 2022

**Memo No. HC. VIII-57/2021/ 609 /AC**

**Copy to:-**

1. The Project Manager, Gauhati High Court, Guwahati. He is requested to upload the notice in the High Court Website along with the technical specifications.
2. Order File

**JOINT REGISTRAR (FINANCE)**



**List of items for Computer Consumables & Peripheral used in the Gauhati High Court (for the year 2022)**

Sl. No.	Name of the Items	Unit
1.	Blank DVD (HP/ SONY)	No.
2.	CMOS Battery	No.
3.	Computer Label (114x72mm) (Desmat, Cores)	Pkt.
4.	Computer Label 89''x35'' (Desmat, Cores)	Pkt.
5.	Desmat Address Label (Model A4 ST 16)	Pkt.
6.	External DVD Writer (Samsung, Sony)	No.
7.	External Hard Disk (2 TB)	No.
8.	External Hard Disk (1 TB)	No.
9.	External Hard Disk (500 GB)	No.
10.	Head Phone with Microphone	No.
11.	Invitation Card Size (L-7'' B-5'')	Per 100 Nos.
12.	Laser Printer Paper – Legal (80 GSM)	Pkt.
13.	Optical USB Mouse (IBM/Logitech/HP)	No.
14.	Pen Drive (16 GB/ 32 GB/64 GB)	No.
15.	Photo Glossy Paper (130 GSM) (Desmat)	No.
16.	Photo Glossy Paper (254 GSM) (Desmat)	Pkt.
17.	RAM (DDR3) Samsung/ Hynix (2 GB/ 4 GB )	No.
18.	SMF Batteries (12V/7 Ah), Exide/ Amaron make	No.
19.	SMPS (250 watt / 400 watt)	No.
20.	UPS 600 VA (HCL/ APC/ Elnova)	No.
21.	USB Key Board (Logitech/ Microsoft)	No.
22.	USB Mouse (Logitech/ Microsoft)	No.
23.	Webcam (Logitech, C930E)	No.
24.	Wireless KeyBoard-Mouse (Combo)	No.
25.	Solid State Drive 256 GB (SATA III)	No.
26.	Solid State Drive 512GB (SATA III)	No.
27.	Mouse pad	No.
28.	Surge Protector (4 mtrs. 4 points)	No.
29.	Surge Protector (2 mtrs. 4 points)	No.
30.	IPA Solution (For cleaning)	Ltr.
31.	Ink for EPSON L6190 Printer (Black/C/M/Y)	Per set
32.	RJ-45 connector	Per box of 100
33.	UTP Cable (CAT-6)	Per box of 300 mtrs.
34.	Desktop Speaker (12 Watt)	No.
35.	Desktop switch ( 8 port)	No.
36.	Battery ( 9 volt)	No.
37.	Battery ( 1.5 V, AA)	No.

38.	Battery (1.5 V, AAA)	No.
39.	HDMI /VGA/USB cable (1.5 mtrs.)	No.
40.	VGA cable	No.
41.	Motherboard (H61 )	No.
42.	Motherboard (H51 )	No.
43.	Motherboard (H41 )	No.

  
28/2/2012  
Project Manager

**Technical Bid:**

Sl. No.	Particulars	Page No.	Details
1.	Registered Name of the Firm (in Bold)		
2.	Valid Trade License Details: (Enclosed Copy )		
3.	Registered Official Address of the firm: (Including Mobile No. , Email-id, Fax etc.)		
4.	GST Registration No. (Enclosed Copy )		
5.	PAN Card No. (Enclosed Copy )		
6.	Total Experience in as a supplier to Govt. Department /Organizations:		
7.	Annual business turnover in last year ( Attested Copy of GSTR/ Profit and Loss statement of last 3 years )		
8.	Last year Income Tax Return (Enclosed Copy )		
9.	Any other relevant documents.		

**Note:** Page No. may be given to each and every page of the Tender Documents and photocopy of the documents attached. Mention page number, wherever the copy(ies) of the document(s) are kept.