

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

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 2016 – 2017 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.10,000.00 (Rupees ten thousand) only as Security deposit in the form of bank guarantee 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 VAT Registration certificate.
 - c) Copy of Guwahati Municipal Corporation Trade licence.
 - d) An established showroom or shop of respective products.

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 / informations, the offer may be summarily rejected without making any further reference in this regard.

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.

4. In case the successful bidder supplies sub-standard materials the Security deposit shall be forfeited and its tender shall be cancelled.
5. 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.

6. 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.

7. 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.

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

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

10. 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.

11. 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.

The sealed quotations should reach the undersigned on or before **3 PM of 01st March, 2016** & no quotation/tender will be received thereafter.

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

Encl: List of items.

By Order

✓ 16/1/16
Registrar (Administration)
Gauhati High Court
Guwahati

16/01/2016

List of items for Computer Consumable & Peripheral

Sl. No.	Name of the Items	Unit	Price
1	Bar Code Label (89mm x 35mm with carbon)	Pkt.	
2	Bar Code Sticker/Label (15mm x 25mm with carbon)	Pkt.	
3	Black Ink Cartridge (CM 6030 MFP PCL)	No.	
4	Black Ink Cartridge HP 21A	No.	
5	Black Ink Cartridge HP-15	No.	
6	Black Ink Cartridge HP-27	No.	
7	Black Ink Cartridge HP-56	No.	
8	Black Ink Cartridge No. 802	No.	
9	Black Ink Cartridge-818	No.	
10	Blank DVD (HP/SONY)	No.	
11	C.D. Storage Box (40 Capacity)	Box	
12	C.D.R. (640 MB) (Best Quality)	Pkt.	
13	C.D.R. (640 MB) (Best Quality) Moserbaer	No.	
14	C.D.R. (640 MB) Moserbaer with Hard Cover	Pkt.	
15	C.D.R.W. (640 MB)	No.	
16	CAV Envelope (8"x 6")	Kit	
17	CD Head Cleaning Kit (Sony, Amkete)	No.	
18	CD Mailer	Pkt.	
19	CDR (700 MB Moserbaer)	No.	
20	CMOS Battery	No.	
21	Colour Ink Cartridge No. 803	Pkt.	
22	Computer Label (114x72mm) (Desmet, Cores)	Pkt.	
23	Computer Label 89"x35" ((Desmet, Cores)	No.	
24	Computer Speaker	Pkt.	
25	Desmat Address Label (Model A4 ST16)	No.	
26	DVD Writer (Samsung, Sony)	No.	
27	External DVD Writer (Samsung, Sony)	No.	
28	External Hard Disk (1 TB)	No.	
29	External Hard Disk (250 GB)	No.	
30	External Hard Disk (500 GB)	No.	
31	Head Phone with Microphone (Microsoft, 2000,3000 series)	No.	
32	HP Black Ink Cartridge 851	No.	
33	HP Ink Cartridge (920 XL), Black	No.	
34	HP Ink Cartridge (920 XL), Blue	No.	
35	HP Ink Cartridge (920 XL), Red	No.	
36	HP Ink Cartridge (920 XL), Yellow	No.	
37	HP Laser Printer Cartridge (Model 43X)	No.	
38	HP Laserjet Toner 53 A	No.	
39	Invitation Card, Size (L-7" B-5")	Per 100 Nos.	
40	Label Sheet for Address (IP 99.1 x 38.1) (Desmat, Kores)	Pkt.	
41	Label Sticker (A4 Size) (Desmat, Kores)	Pkt.	
42	Laser Printer Paper -Legal (80Gsm)	Pkt.	

Sl. No.	Name of the Items	Unit	Price
43	Line Printing Paper (Single Carbon), Desmat	No.	
44	Money Receipt 9" x 12" x 3" (Tri Color)	No.	
45	Optical USB Mouse (IBM, Logitech)	No.	
46	Pen Drive (16 GB)	No.	
47	Pen Drive 4 GB (Kingston/Transcend)	No.	
48	Pen Drive 8 GB (Kingston/Transcend)	Pkt.	
49	Photo Glossy Paper (130 GSM) (Desmat)	No.	
50	Photo Glossy Paper (254 GSM) (Desmat)	Pkt.	
51	Printer Ribbon (TVS)	No.	
52	Ram (DDR II) Samsung/ Hynix (2 GB Capacity)	No.	
53	SMF Batteries (12V/7 Ah) Exide/Amaron Company	No.	
54	SMPS (400 watt)	No.	
55	Soft Brush for cleaning computer	No.	
56	Synthetic Computer File Cover (12"x10")	Pc.	
57	Synthetic Computer File Cover (15"x12")	No.	
58	Teflon Sleeve 1160	No.	
59	Teflon Sleeve 2420	No.	
60	Teflon Sleeve for HP Laserjet 1020	No.	
61	Teflon Sleeve For HP Laserjet 1120/1022	No.	
62	Teflon Sleeve For HP Laserjet 1300	No.	
63	Teflon Sleeve For HP Laserjet 1320/1140	No.	
64	Teflon Sleeve for HP Laserjet 1566	No.	
65	Teflon Sleeve for HP Laserjet 3015/3020	No.	
66	Toner HP 05A	No.	
67	Toner HP 12A	No.	
68	Toner HP 36 A	No.	
69	Toner HP 49A	No.	
70	Toner HP 78A	No.	
71	Toner HP 88A	No.	
72	UPS 600 VA (HCL/APC/Elnova)	No.	
73	USB Key Board (Logitech/Microsoft)	No.	
74	USB Mouse (Logitech/Microsoft)	No.	
75	Webcam (Logitech), C-210	No.	
76	Wireless Key Board/Mouse	No.	

16/4/16

Sd/- Sri V.K Chandak
Registrar (Administration)