

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

NOTICE INVITING QUOTATION

Dated Guwahati, the 16th September, 2013

Sealed quotations affixing Court fee Stamp of Rs.8.25 only (Non – refundable) are invited from intending Courier Service firms for providing services in connection with delivery of letters , documents etc. of the Gauhati High court to different places of Assam, India and abroad for two years ie. 2013-14 & 2014-15. The quotations should reach the undersigned on or before 30.09.2013 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 the Registrar General, Gauhati High Court, Guwahati from any nationalized/ scheduled bank shall be enclosed along with 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 the undersigned, issued by any Nationalized / Scheduled bank payable at Guwahati.
3. In addition to the above, the quotation shall be submitted in a sealed envelope super scribing as "Quotation for Courier Service" and should contain the following documents:-
 - (a) Copy of PAN card.
 - (b) Copy of AGST / VAT Registration Certificate.
 - (c) Copy of Municipal Corporation Trade License.
 - (d) Upto date copy of AGST/VAT clearance certificate.
4. Rate should be quoted both in words and figures and excluding VAT and other Taxes etc. which is to be shown separately against the delivery of documents etc. which will be deducted at source, if selected.
5. Rate once accepted will be final and no hike in price will be considered during the contract period.
6. The Registrar General , Gauhati High Court , Guwahati, reserves the right to reject any or all quotations, without assigning any cause and shall not be bound to accept the lowest bidder .

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7. In case of violation of any of the terms and conditions of the tender or unsatisfactory delivery of documents, letters etc. the Registrar General reserves the right to terminate the contract by giving information to the firm and forfeit the security deposit.
8. The decision of the Registrar General, in all respect shall be final and binding.


By Order,

Sd/- R. Duarah
Registrar (Admn.)
Gauhati High Court
Guwahati

Memo No. HC.III - 72/2002/4059/G dated 17.09.2013
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Copy to:-

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


Registrar (Admn.)
Gauhati High Court
Guwahati
16/9/13