

THE GAUHATI HIGH COURT

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

NOTICE INVITING TENDER

Dated, Guwahati, the 19th January, 2015

Sealed quotations are invited affixing Court Fee stamp of 8.25 (Non-refundable) from the intending registered firms for supply of **99 nos. of Cannon IR 2420L Xerox machines (Digital Photocopier Machine model duplex) with IR NPG28 Cartridge** to the Gauhati High Court. For details visit website www.ghconline.gov.in or the High Court notice board. The tender should reach the undersigned on or before 31st of January, 2015.

By order,
Sd/-N P Joshi
Deputy Registrar (Finance),
Gauhati High Court,
Guwahati.

Memo No. HC VIII-139/2012/ 8788 /AC Dtd. 19/01/2015

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GENERAL TERMS & CONDITIONS

1. A processing fee of 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. The sealed envelope duly marked as "Tender for supply of Cannon IR 2420L Xerox machines" and the quotation should contain the following documents:
 - a) Copy of PAN Card.
 - b) Up to date copy of VAT clearance Certificate.
 - c) Copy of Gauhati Municipal Corporation Trade License.
 - d) An established showroom or shop of respective products.

Each page of the documents should be signed by the bidder, with seal, on each page of each document, to establish the Bidder's eligibility to the bid & his qualification to perform the supply of material if his 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.

The sealed envelope should be addressed to the Registrar General of the **Gauhati High Court**, at **Guwahati**.

3. Conditional tenders are liable to be rejected.
4. 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.
5. Payments shall be made after satisfactory execution of the order and supply of material in satisfactory condition on bill basis. 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.
6. The decision of the Registrar General in all respect shall be final and binding on all.

The sealed quotations should reach the undersigned on or before **3 PM of 31st January, 2015** & no quotation/tender will be received thereafter.

By Order

19/1/15
Deputy Registrar (Finance),
Gauhati High Court, Guwahati.
19/1/15