

# THE GAUHATI HIGH COURT

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

## SHORT TENDER NOTICE (SIT)

Dated Guwahati, the 19<sup>th</sup> July, 2021

Sealed quotations affixing Court fee Stamp of Rs.8.25 only (Non-refundable) are invited from the reputed firms/suppliers/authorized dealers having their registered shop within greater Guwahati for supply of Health, Personal Care & Hygiene articles to Gauhati High Court, Guwahati for two years.

The quotation should reach the Joint Registrar (Finance), Gauhati High Court, Guwahati on and before **28/07/2021** during working hours.

For details visit website [www.gheonline.gov.in](http://www.gheonline.gov.in) or the High Court Notice Board.


By order,  
Sd/- D. K. Nath  
Joint Registrar (Finance)  
Gauhati High Court  
Guwahati

Memo No. HC.VIII- 98/2021/ 2948 & 49/AC.

Dated, 19/07/2021.

Copy to:-

- 1) The Director of Information & Public Relation, Dispur, Guwahati-06 (Janasanjog). He is requested to publish the Notice Inviting Quotation in one of the issues of "*The Assam Tribune*" and intimate this Registry regarding the publication of the advertisement.
- 2) Gauhati High Court Notice Board.
- 3) Order file.

  
Joint Registrar (Finance)  
Gauhati High Court  
Guwahati

# THE GAUHATI HIGH COURT

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

## NOTICE INVITING TENDER (NIT)

No. HC VIII -98/2021/AC

Dated Guwahati, the 19<sup>th</sup>.July 2021

Sealed quotations affixing Court fee Stamp of Rs.8.25 only (Non-refundable) are invited from the reputed firms/suppliers/authorized dealers having their registered shop within greater Guwahati for supply of Health, Personal Care & Hygiene articles to Gauhati High Court, Guwahati for two years.


The quotation should reach the Joint Registrar (Finance), Gauhati High Court, Guwahati on and before **28/07/2021** during working hours.

### GENERAL TERMS & CONDITIONS:

- 1) Processing fee of Rs.1,000/-(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) The Successful bidders have to submit security deposit of Rs.20,000/-(Rupees Twenty Thousand) in the form of Demand Draft /bank guarantee/ FDR in favour of Registrar General, Gauhati High Court, Guwahati.
- 3) The firm should have experience in supply to the Govt. Dept. /Organizations/Hospitals etc.
- 4) The sealed quotations shall be superscribed as **“Quotation for supply of Health, Personal Care & Hygiene articles”** and should contain two envelopes viz. 1) Technical Bid & 2) Financial Bid with following documents:-
  - a) A Copy of PAN card.
  - b) A Copy of Valid Trade Licence.
  - c) A Copy of GST Registration certificate.
- 5) All pages of the document must be signed by an authorized person on behalf of the firm along with seal at the bottom.
- 6) Rate should be quoted both in words and figure excluding Taxes/GST.
- 7) The Firms should quote rate for the items only which are mentioned in the items list provided.
- 8) Rate quoted for each item will be final and no further hike in the price of any material will be entertained.
- 9) The period of empanelment shall be for two years subject to review of satisfactory performance on quarterly basis.
- 10) The bidder shall quote rate against the specified brand, size, weight etc. (where applicable) of the articles as per prescribed list/format appended herewith.
- 11) Sample of the items should be submitted if and when necessary.
- 12) The articles will be purchased as per requirement and same shall be delivered to the Gauhati High Court/Judges Guest House/Judges Bungalow etc. wherever necessary on short notice. The supplier will have to replace the rejected articles immediately at their own expenses.

- 13) The suppliers will also have to bear all the overheads & expenses etc. in connection with carting, packaging, transportation etc. in connection with the supply to the office/Quarters/Guest House.
- 14) The Hon'ble Registrar General, Gauhati High Court, Guwahati reserves the right to accept or reject any or all of the quotations in part or full, without assigning any reason thereof. Further he shall not be bound to accept the lowest bid.
- 15) In case of violation of terms and conditions of the quotation document or unsatisfactory supply of materials of poor quality/sub standard in nature, Registrar General, Gauhati High Court, Guwahati reserves the right to terminate the contract by giving intimation to the supplier, which will therefore result in forfeit of the security deposit.
- 16) The decision of the Hon'ble Registrar General, Gauhati High Court, Guwahati in all respects shall be final and binding.

By order,


  
Joint Registrar (Finance)  
Gauhati High Court  
Guwahati

Memo No. HC.VIII- 98/2021/ 2950 & 51 /AC

Dated, 19/07/2021

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 articles/materials.
- 2) Gauhati High Court Notice Board.
- 3) Order File.

  
Joint Registrar (Finance)  
Gauhati High Court  
Guwahati

**Technical Bid**

**Annex-I**

Sl. No.	Particulars	Details
1	Registered Name of the Firm (in Bold):	
2	Valid Trade Licence Registration details : ( Enclose Copy)	
3	Registered Office Postal Address of the firm: (Including Phone No. /Mobile, Fax, E-mail id etc.)	
4	GST Registration Number: (Enclose Copy)	
5	PAN Card No.: (Enclose Copy)	
6	Total Experience in as a supplier to Govt. Departments/ Organizations :	
7	Annual business Turnover during the last year (Attested copy of GSTR/ Profit and Loss Statement for the last three years)	
8	Last year's Income Tax Return (Enclose copy)	
9	Any other relevant information	

**Financial Bid**

Annex-II

Sl No	Product	Brand	Unit	Bid Price (in Figures)	Bid Price (in Words)
1.	N95 Mask	Halo	No.		
		Mohini	No.		
		Tynor	No.		
		Savlon	No.		
		Milton	No.		
		3M	No.		
2.	Disposable Surgical Mask-3 ply (with nose pin)	Halo	No.		
		Venus	No.		
		Mohini	No.		
		Bowson	No.		
		Karam	No.		
3.	Disinfectant Spray	Dettol	Bottle		
		Savlon	Bottle		
		Dabur	Bottle		
		Lifebuoy	Bottle		
4.	Hand Sanitizer- 5 Ltr. (Ethyl Alcohol,Chlorhexidine)	Handuser-C	Jar		
		Savlon Hexa Pro	Jar		
		Dalmia	Jar		
5.	Hand Sanitizer- 500 ml. (Ethyl Alcohol,Chlorhexidine)	Handuser-C	Bottle		
		Savlon Hexa Pro	Bottle		
		Lifebuoy			
		Dalmia			
6.	Hand Sanitizer spray- 100 ml. (Ethyl Alcohol,Chlorhexidine)	Handuser-C	Bottle		
7.	Antiseptic Liquid - 5 Ltr.	Dettol	Bottle		
		Savlon	Bottle		
8.	Antiseptic Liquid – 1 Ltr.	Dettol	Bottle		
		Savlon	Bottle		
9.	Antiseptic Liquid – 500 ml.	Dettol	Bottle		
		Savlon	Bottle		
		Dabur	Bottle		
		Savlon	Bottle		
10	Disinfectant wipes	Savlon	Packet		
		Dettol	Packet		
11.	Surgical Gloves	Best Quality	Box (100 pcs)		
12.	Reusable/ Household Gloves	Best Quality	pair		
13	Face Shield	Best Quality	No.		