

THE GAUHATI HIGH COURT LEGAL SERVICES COMMITTEE
GAUHATI HIGH COURT (OLD BLOCK)

NOTICE INVITING TENDER

Dated Guwahati the 19th October, 2022.

Quotations are hereby invited, from authorized agencies/suppliers for supply of Telephone Handbook in respect to the office of Gauhati High Court Legal Services Committee in the following specification as mentioned below:

Specification:

Telephone Handbook

Size	:	1/8 Demy
Inside Paper	:	80 Gsm (Maplitho)
Cover Paper	:	300 Gsm (Art Paper) Laminated
Binding	:	Perfect Binding

GENERAL TERMS & CONDITIONS

1. The sealed envelope containing the quotation shall be marked as "Tender for Supply of Telephone Handbook" and the following documents must be annexed with the quotation.
 - a. A copy of PAN card.
 - b. A copy of up to date Trade License valid in respect of Govt. Supply.
 - c. A copy of GST registration certificate.
 - d. Authorisation letter from the OEM along with their tender.
2. Each page of the document should be signed in full signature by the bidder with seal. In the absence of any of the above documents/ information, the offer may be summarily rejected without making any further reference in this regard.
3. Delivery of the materials to be made within 15 days by the supplier after releasing of the purchase order from the Gauhati High Court Legal Services Committee.
4. In case the successful bidder fails to submit the required material as per terms and conditions of the tender document or delays in supply, the Secretary, Gauhati High Court Legal Services Committee reserves the right to allot the contract to the next lowest/ quotation formalities, in addition to the imposition of the penalties.
5. Payments shall be made after satisfactory execution of the order and supply of material in satisfactory condition on bill basis. The decision of the Secretary, Gauhati High Court Legal Services Committee 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 the following:
 - a. Invoice in triplicate.
 - b. Delivery challan duly signed by the consignee.

6. The Secretary, Gauhati High Court Legal Services Committee, reserves the right to accept or reject any or all the tenders in part or full, without assigning any reason whatsoever.
7. The Secretary, Gauhati High Court Legal Services Committee is not bound to accept the lowest tender.
8. The Secretary, Gauhati High Court Legal Services Committee reserves the right, to award the work to one or more bidders.
9. The Secretary, Gauhati High Court Legal Services Committee reserves the right to terminate the purchase order at any time by giving intimation in writing without assigning any reason.
10. In case of violation of terms and conditions of the tender document or unsatisfactory supply of material or of poor quality and below standard, the Secretary, Gauhati High Court Legal Services Committee reserves the right to terminate the supply order by giving intimation to the supplier/ contractor.
11. The decision of the Secretary, Gauhati High Court Legal Services Committee in all respect shall be final and binding on all.

The tenders should reach the undersigned on or before 3rd November, 2022.

By Order,

SD/- Kanchan Newar

Secretary,


Gauhati High Court Legal Services Committee

Memo No. GHCLSC 06/2019/ 975-977

Date: 19.10.22

Copy to:

1. The Directorate of Information & Public Relation, Dispur, Guwahati-06 (janasanyog) with a request to publish the Notice inviting tender in one of the issues of an English and one in an Assamese local Newspaper and intimate the Gauhati High Court Legal Services Committee regarding publication of the same.
- ✓ 2. The Project Manager, Gauhati High Court, Guwahati. He is requested to upload the quotation notice in the website of the Gauhati High Court.
3. The Gauhati High Court Notice Board.


19.10.22
Secretary,

Gauhati High Court Legal Services Committee