

THE GAUHATI HIGH COURT AT GUWAHATI

NOTICE INVITING QUOTATION

HC.VIII-124/2011-12/ /AC

Dated Guwahati, the 22nd June, 2011

Sub :- Quotation for Stationery/ Miscellaneous/Electrical articles and Computer Consumables and peripherals

Sealed quotations are invited from local firms for supply of Stationery articles, Miscellaneous articles, Electrical articles and Computer consumables/peripherals to Gauhati High Court for the year 2011-12. Quotations complete in all respect along with processing fee of Rs. 1,000/- only (non refundable) as call deposit and a security of Rs. 10,000/- only (refundable in case the contract is not awarded to the bidder) in the form of a Bank Guarantee or cash, in favour of the Registrar General, Gauhati High Court, Guwahati should reach the undersigned on or before the 8th July, 2011 (upto 5:00 PM).

The bidder shall quote rate against the specified brand name, size (where applicable), weight etc. of the articles failing which quotation will not be accepted. The rates should be quoted in the prescribed form. The interested parties are to collect the form containing the list of articles from Accounts Section of the Gauhati High Court during office hours.

The authority reserves the right to accept or reject all or any of the quotations without assigning any reasons thereof.

TERMS & CONDITIONS

- i) Attested copies of Sales Tax and Income Tax clearance certificate and PAN number to be enclosed with the Quotation.
- ii) Attested copies of AGST/VAT Registration Certificate and trade licence are to be attached.
- iii) The firm should have an established shop dealing in Stationery/Miscellaneous materials/ Computer consumables and Electrical items. Detail address of shop is to be furnished along with quotation for verification. Annual transaction of the firm with Govt. Deptt. and any other organizations should not be less than Rs. 15,00,000/- (Rupees fifteen lakh) only annually which is to be certified by the competent authority.
- iv) Rate should be quoted both in words and figures and F.O.R. and excluding taxes. Tax/VAT are to be shown separately against the items, where applicable, which will be deducted at source if selected.
- v) Rate quoted for each item will be final and no hike of prices of any materials will be considered during the contract period.
- vi) Sample of items should be submitted where necessary.

Sd/-

Deputy Registrar (A/Cs)

Memo No.HC.VIII-124/2011-12/1461-77 /AC dated 22-06-2011

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