

IN THE GAUAHTI HIGH COURT
(THE HIGH COURT OF ASSAM: NAGALAND: MIZORAM AND ARUNACAL PRADESH)
TENDER NOTICE FOR BINDING OF BOOKS AND JOURNAL ETC.

No. HC.X-45/2018/ 2887 /Lib. Dated, Guwahati, the 22nd November, 2019.

Sealed quotation affixing Court fee Stamps of Rs.8.25/- only (Non-refundable) are hereby invited from the registered book binding shops for binding of (a) Law Journals, Books, Gazettes (b) Acquaintance Roll (c) Judges' Cause List Board and (d) Spiral Binding etc. for the Principal Seat of the Gauhati High Court as well as the Subordinate Courts of Assam on the following terms and conditions:

- 1 The binding shop must be duly registered and insured against fire and should contain the following documents:-
 - (a) A copy of the Registration Certificate
 - (b) Policy Number
 - (c) Income Tax Clearance Certificate
 - (d) Copy of PAN card.
 - (e) Upto date copy of AGST/VAT clearance certificate.
 - (f) Copy of Gauhati Municipal Corporation Trade Licence.
 - (g) Copy of AGST/VAT Registration .
- 2 The rates should be shown separately for (1) leather and rexine binding of Books and Law Journals with forma stitching (2) leather and rexine binding of Gazettes (3) rexine binding of Gazettes with names slips embossed on the spinal and (4) rexine binding of acquaintance roll with names slips (5) Leather Binding for Cause List Board etc. for which the specimen copy may be seen during office hours. The materials used for binding must be genuine leather/ rexine and not synthetic. Rate may be shown separately for principle Seat and Sub-ordinate Courts of Assam.
- 3 The binder shall be responsible for the improper binding, damage or loss of the books while in his custody for binding. In case of damage, the binder shall have to replace, alter, correct or rebind of books, gazettes etc. at his own cost failing which the cost of the books shall be recovered from his security deposit and the contract shall be terminated.

- 4 The successful tenderer has to be deposit Rs.10,000/- (Rupees Ten thousand) only as security deposit in the form of Bank guarantee in favour of the Registrar General, Gauhati High Court, Guwahati within fifteen days from the date of the order.
- 5 A specimen copy of binding will have to be produced by the successful tender.
- 6 No revised rate will be accepted after the submission of quotations and no firm will be allowed to submit more than one quotation.
- 7 The quotation in a sealed cover super scribed in block letter with the words "**QUOTATION FOR BINDING OF BOOKS ETC.**" is to be submitted to the undersigned on or before 05.12.2019 during office hours and the quotations will be opened on 07.12.2019 at 2 P.M.
- 8 The contract will remain valid for a period of one year from 01.01.2020 to 31.12.2020 unless extended for a further period by the authority.
- 9 The sealed quotation must be accompanied by a non-refundable demand Draft of Rs.1,000/- (Rupees One Thousand) only drawn in favour of Registrar General, Gauhati High Court. Quotation not accompanied by the Demand Draft will be summarily rejected.
- 10 The Registrar General, Gauhati High Court, Guwahati reserves the right not to accept or reject any or all quotation in part or full and shall not be bound to accept the lowest price.
- 11 In case of violation of terms and condition of the quotation document or unsatisfactory supply of materials or of poor quality and below standard, Registrar General, Gauhati High Court, Guwahati reserves the right to terminate the contract by giving intimation to supplier and forfeit the security deposit.
- 12 The decision of the Registrar General, Gauhati High Court, Guwahati in all respect shall be final and binding.

Sd/-

Gitashree Baishya
Librarian-cum-Research Officer
Gauhati High Court, Guwahati.

Memo no.HC.X-45/2018/

2887 (A)

Lib. Dtd. 22.11.19

Copy to:-

- 1 The Registrar General, Gauhati High Court, Guwahati.
- 2 The Registrar (Admn.)/(Judicial)/ (Esstt.), Gauhati High Court, Guwahati.
- 3 The Joint Registrar (Finance), Gauhati High Court, Guwahati.
- 4 Dy. Registrar (Finance), Gauhati High Court, Guwahati.
- 5 The District & Sessions Judge, Kamrup (M). He is requested to put a copy of the notice in the Official notice Board.
- 6 The System Analyst, Gauhati High Court. He is requested to upload the notification on the web site of the Gauhati High Court.
- 7 The AOJ, Accounts Section, Gauhati High Court, Guwahati.
- 8 The Cashier, Gauhati High Court, Guwahati
- 9 The Manager, M/s MM Book Binding Offset & Screen Printing, Dighalipukukhuri East, Guwahati-1.
- 10 The Manager, M/s General Book Binding Works, Dighalipukukhuri, Guwahati-1
- 11 The Manager, M/s Asom Book Binding Center, Dighalipukukhuri Par (Opp. Robindra Bhawan) G.N.B. Road, Guwahati-1.
- 12 The Manager, M/s Central Book Binding Works, Dighalipukukhuri Par (East), Md. Tayabullah Road, Guwahati-1.
- 13 Gauhati High Court Notice Board.
- 14 Notice Board of Gauhati High Court Bar Association.
- 15 Notice Board of the office of Deputy Commissioner, Kamrup (M).

S. S. Sanyal
22/11/19.

Librarian-cum-Research Officer
Gauhati High Court, Guwahati.