

**THE GAUHATI HIGH COURT**  
(High Court Of Assam, Nagaland, Mizoram And Arunachal Pradesh)

**NOTICE INVITING TENDER**

Dated, Guwahati, the 24<sup>th</sup> June, 2014

Sealed quotations are invited affixing Court Fee stamp of ₹ 8.25 (Non-refundable) from the intending registered firms for supply of Umbrellas folding type- Black (Mohendra Dutta) for the male and female Class-IV employees of Gauhati High Court, Principal Seat at Guwahati, for the year 2014.

**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 Umbrella for Class-IV employees" and the quotation should contain the following documents:

- a) Copy of PAN Card.
- e) Up to date copy of VAT clearance Certificate.
- f) Copy of Gauhati Municipal Corporation Trade License.
- g) 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 submitted to the Registrar General of the **Gauhati High Court**, Principal Seat at **Guwahati**.

3. The bidder must provide the sample of the material / items, which he intends to supply. The sample after the sale process is over will be returned. **In the event, the supplied items do not match the sample provided; the material will be summarily rejected without any payment.**

4. If the material received do not conform to the description and quality with the approved sample or have deteriorated (and the decision of the Registrar General in that behalf will be final and conclusive) the Registrar General will be entitled to reject the said items or such portion, thereof as may be discovered not in conformity with the said description and quality. On such rejection the material will be replaced by the firm at its cost.

5. Conditional tenders are liable to be rejected.

6. Delivery of the material is to be made within 15 days by the supplier after releasing of the purchase order from the Gauhati High Court.

7. 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 Registrar General, Gauhati High Court, Guwahati reserves the right to allot the contract to any other bidder which may be deemed fit and proper at the risk and cost of the first supplier, without any tender/quotation formalities, in addition to the imposition of the penalties.
8. Payments shall be made after satisfactory execution of the order and supply of material in satisfactory condition on bill basis. The decision of the Registrar General 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 following:
- Invoice in triplicate,
  - Delivery Challan duly signed by the consignee.
9. Registrar General, Gauhati High Court, Guwahati, reserves the right to accept or reject any or all the tenders in part or full, without assigning any reason whatsoever.
10. Registrar General, Gauhati High Court, Guwahati, is not bound to accept the lowest Tender.
11. Registrar General, Gauhati High Court, Guwahati, reserves the right, to award the work to one or more bidders.
12. Registrar General Gauhati High Court, Guwahati, reserves the right to terminate the purchase order at any time by giving intimation in writing without assigning any reason.
13. 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.
14. The decision of the Registrar General in all respect shall be final and binding on all.

The sealed quotations with the brand name of Mills together with a sample of Umbrella should reach the undersigned on or before **3 PM of 30<sup>th</sup> June, 2014** & no quotation/tender will be received thereafter.

By Order

Sd/-

Deputy Registrar (Finance),  
Gauhati High Court,  
Guwahati.

Memo No. HC VIII-21/1983/4653-54 /AC Dtd. 23/06/2014  
Copy to:-

- ✓ The System Analyst, Gauhati High Court, Guwahati. He is requested to upload the quotation notice in the High Court Website.
- The Gauhati High Court Notice Board.

f 24/6/14  
Deputy Registrar(Finance),  
Gauhati High Court,  
24/6/14