

THE GAUHATI HIGH COURT

(THE HIGH COURT OF ASSAM, NAGALAND, MIZORAM & ARUNACHAL PRADESH)

NOTICE INVITING TENDER

Dated Guwahati, the 25th October, 2021

Sealed quotations are invited affixing Court Fee stamp of Rs. 8.25 (Non-refundable) from the intending registered firms for supply **of Compatible Cartridge and refilling of the existing cartridges** of the Gauhati High Court, Principal Seat at Guwahati as per specifications given with the Notice.

GENERAL TERMS & CONDITIONS

1. The sealed envelope containing quotation shall be marked as ***"Tender for Supply of Compatible Cartridge and refilling of the existing cartridges"*** and the following documents must be annexed with the quotation.
 - a) A processing fee of Rs. 1000.00 (non-refundable) in the form of Bank Draft in the name of the Registrar General, Gauhati High Court, from any Nationalized / Scheduled Bank
 - a) Copy of PAN Card.
 - b) Up to date copy of GST Registration certificate.
 - c) Up to date Copy of Guwahati Municipal Corporation Trade license.
2. Successful bidder has to deposit Rs.20,000.00 (Rupees Twenty Thousand) only as Security deposit in form of bank guarantee in favour of Registrar General, Gauhati High Court, Guwahati, issued by any Nationalized/Scheduled Bank payable at Guwahati.
3. Each page of the aforementioned documents should be signed by the bidder with seal to establish the Bidder's eligibility and its qualification to perform the supply of materials if its 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 Quotation shall also mention the firm's **contact details** clearly.
4. The rate approved by the Committee constituted for the selection of bidder, shall be valid for the said item/ items. The supplier will be responsible for any increase in Price, Taxes and Duties. Any increase in taxes and other statutory duties/levies

after the approval of Rates shall be to the supplier's accounts. The bidder shall provide free delivery of the said items.

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 undersigned 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 materials.
6. The undersigned reserves the right to accept or reject any or all the tenders in part or full, without assigning any reason whatsoever.
7. The undersigned, is not bound to accept the lowest tender.
8. The undersigned, reserved the right, to award the work to one or more bidders. No communication shall be made in this regard except the selected firm/tenderer/bidder.
9. The undersigned, reserved 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 undersigned, reserves the right to terminate the supply order by giving intimation to the supplier.
11. The proprietor or the representative of the intending firm may be present before the undersigned at the scheduled date and time of opening the tender. Those who do not attend the time of opening of the tenders, shall have no right to any objection, later on, although their tender will also be opened and may be accepted, if found suitable.
12. The sealed quotations should reach on or before **11th November 2021** and, no quotation/tender will be received thereafter. The tenders shall be opened on **15th November, 2021 at 11: 30 AM**. The intending parties are to express their readiness to supply and install the aforesaid items immediately after receipt of the formal order and the same are to be reflected in their tenders.
13. **The decision of the Registrar General, in all respect shall be final and binding on all.**

By Order,

Sd/- Dipak Kr. Nath,
JOINT REGISTRAR (FINANCE)

Memo No. HC. VIII-123/2021/4140 /AC Dated Guwahati, the 25th October, 2021
Copy to:-

1. The Project Manager, Gauhati High Court, Guwahati. He is requested to upload the quotation notice in the High Court Website.
2. Library Assistant, old block to track the publication of the tender notice in Assam Tribune or any other newspaper and to inform Accounts Section with a paper cutting of the newspaper.


JOINT REGISTRAR (FINANCE)


25/10/21

Annexure

Sl. No.	Name of the Printer/Photocopier Machine	Name of the Toner	Rate / price of Compatible Toner in Rs. (exclusive of all taxes)	Rate / price of Refilling Toner in Rs. (exclusive of all taxes)
1	HP laserjet P1606dn			
2	Canon imageClass MF 232w			
3	HP Laserjet Pro M10+			
4	Canon LBP151dw			
5	HP Laserjet Pro M104a			
6	Canon Printer Cartridges (045)			
7	Laser Printer Mono M1136 MFP HP			
8	Laser Printer Mono MF 3010 Canon			
9	Laser Printer Mono Xpress SL-M2071 Samsung			
10	CISS Printer L3110 Epson			
11	Canon LBP 6030B			
12	Canon MF631C			
13	Canon F166400			
14	Epson Ecotank L6190			
15	Canon LBP 6030A			
16	HP LaserJet Pro M 203dw			
17	HP Laser Jet Printer with wifi (Model: M202dw)			
18	HP Laserjet Pro MFP M427 fdn			
19	Laser Printer Canon imageCLASS MF 244 dw			
20	Printer Canon LBP 161)			
21	Laser Printer Canon LBP 6230dn			