

**THE GAUHATI HIGH COURT AT GUWAHATI**  
(The High Court of Assam, Nagaland, Mizoram and Arunachal Pradesh)

**NOTICE INVITING TENDERS (NIT)**

Sealed Tenders affixing court fee stamps worth Rs.8.25/-(Non-refundable) are hereby invited from reputed local firms of Kamrup(M) for printing and supply of around 9000 (Nine Thousand) nos. of New Years Greeting Cards with envelopes for the year 2019 to the Gauhati High Court, Guwahati. The last date of submission of tender is 12<sup>th</sup> September, 2018 (till 17.00 hours) and the date of opening tenders is 14<sup>th</sup> September, 2018.

For any inquiry or clarification and for seeing the sample one may contact the Accounts Section, Gauhati High Court, Guwahati on any working day.

**TERMS AND CONDITIONS OF THE TENDER**

- (1) Non-refundable processing fee of Rs.1000/-(Rupees One Thousand) only in the form of bank draft in favour of Registrar General, Gauhati High Court, Guwahati from any nationalised bank/scheduled bank shall be enclosed along with the quotation payable at Guwahati.
- (2) Rate quoted should be excluding GST. However, percentage of GST should also be mentioned.
- (3) The approximate requirement of greeting cards is 9000 (Nine Thousand) nos. with envelopes. The quantity may slightly increase or decrease depending upon the actual requirements.
- (4) The bidders must submit GST registration certificate with the tender.
- (5) The bidders have to attend pre-bid meeting to be held on 04/09/2018 at 3.00 pm in the office chamber of Registrar (Admn.) wherein parties may see the design/specifications of the proposed Greeting Cards.
- (6) Tenders one submitted will not be allowed to be withdrawn till finalization of the matter.
- (7) Samples-The Tenderers should submit atleast 5(Five) samples depicting any one or combination of the followings-
  - (a) Natural beauty of Assam/North East.
  - (b) Culture of Assam and/or North East.
  - (c) Historical monuments of Assam and/or North East.
  - (d) Photographs of the Gauhati High Court and outlying Benches.
  - (e) Flora and Fauna of Assam and North Eastern states.
  - (f) or any other subject.

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Samples to be given in different finishes (eg. Mate, Gloss etc.). They should clearly mention the name and GSM of both outer card and inner leaf. They should also submit matching envelopes.

The text or specifications of the Greeting Cards will be as per the discretion of the concerned Hon'ble Judge.

- (8) The successful tenderer shall have to supply 2-3 proofs of the Greeting Cards on most urgent basis as and when required, and the Greeting cards will have to be delivered within the stipulated period. The prompt delivery shall be an integral part of the contract.
- (9) The Registry in its discretion, reserves the right to reject or accept any or all the tenders, wholly or partly, without assigning any reason and is not bound to accept the rates submitted by the lowest tenderer.
- (10) The decision of the Registrar General, Gauhati High Court, Guwahati in all respect shall be binding and final.

By order,

**JOINT REGISTRAR**

Memo No.H.C.VIII-137/2018/ 1035 /AC

Dated 27/08/2018

Copy to:-

- ✓(1) The System Analyst/Programmer, Gauhati High Court, Guwahati. He is requested to upload the Notice in the High Court website immediately.
- (2) Gauhati High Court Notice Board.
- (3) Order file.



**JOINT REGISTRAR**

BS  
27/8/18