

# **THE GAUHATI HIGH COURT**

*(The High Court of Assam, Nagaland, Mizoram and Arunachal Pradesh)*

## **NOTICE INVITING TENDER (NIT)**

No. HC VIII – 76/2022/AC

Dated Guwahati, the 28<sup>st</sup> April, 2022

Sealed quotations affixing Court fee Stamp of Rs.8.25 only (Non-refundable) are invited from the reputed firms/suppliers/authorized dealers having their registered shop within greater Guwahati for empanelment to supply of (1) Stationery & Other Office Consumables (2) Electrical articles to Gauhati High Court, Guwahati for the financial year 2022-23.

The quotation should reach the Joint Registrar (Finance), Gauhati High Court, Guwahati on and before **12/05/2021** during office hours.

### **GENERAL TERMS & CONDITIONS:**

- 1) Processing fee of Rs.1,000/-(Rupees One thousand) only (Non refundable) in the form of Bankers Cheque/Bank Draft for each quotation separately in favour of Registrar General, Gauhati High Court, Guwahati from any nationalized/ scheduled bank shall be enclosed along with the quotation payable at Guwahati.
- 2) The Bidders who participated in last year NIT No. No. HC VIII – 95/2020/AC Dated 01.04.2021 is exempted from processing fee of Rs.1,000/- subject to re-validate the last years' Bankers Cheque/Bank Draft.
- 3) The Successful bidders have to submit security deposit of Rs.20,000/-(Rupees Twenty Thousand) in the form of Demand Draft /bank guarantee/ FDR in favour of Registrar General, Gauhati High Court, Guwahati.
- 4) The sealed quotations shall be superscribed as **“Quotation for supply of Stationery & Other Office Consumables/Electrical articles”** and should contain the following documents:-
  - a) A Copy of PAN card.
  - b) A Copy of upto date Trade Licence.
  - c) A Copy of GST Registration certificate.
- 5) The sealed quotations are to be submitted in two bid system i.e. Technical Bid and Financial Bid. Both the Bids should be submitted in two separate envelopes super scribed as “Technical Bid” and “Financial Bid” respectively.
- 6) All pages of the document must be signed by an authorized person on behalf of the firm along with seal at the bottom.
- 7) Rate should be quoted both in words and figures excluding GST/Taxes without overwriting/cutting/erasing.
- 8) No Conditional Bids shall be accepted.
- 9) Unrealistic rates quoted by the tenderer if proved unjustified would be rejected even if it a lowest rate.
- 10) The Firms should quote rate for the items strictly as per unit mentioned in the items list provided at annex-II & III.
- 11) Rate quoted for each item will be final and valid for period of one year from date of award of contract. No further hike in the price of any item will be entertained. However,

validity of award of contract may extend for further period of one year on same terms, conditions and rates.

- 12) Sample of the items should be submitted if and when necessary.
- 13) The bidder shall quote rate against the specified brand, size, weight etc. (where applicable) of the articles as per prescribed list/format appended herewith.
- 14) The articles will be purchased as per requirement and same shall be delivered to the Gauhati High Court/Judges Guest House/Judges Bungalow etc. wherever necessary on short notice . The supplier will have to replace the rejected articles immediately at their own expenses.
- 15) The suppliers will also have to bear all the overheads & expenses etc. in connection with carting, packaging, transportation etc. in connection with the supply to the office/Quarters/Guest House.
- 16) The Hon'ble Registrar General, Gauhati High Court, Guwahati reserves the right to accept or reject any or all of the quotations in part or full, without assigning any reason thereof . Further he shall not be bound to accept the lowest bid.
- 17) In case of violation of terms and condition of the quotation document or unsatisfactory supply of materials of poor quality/sub standard in nature, Registrar General, Gauhati High Court, Guwahati reserves the right to terminate the contract by giving intimation to the supplier, which will therefore result in forfeit of the security deposit.
- 18) The decision of the Hon'ble Registrar General, Gauhati High Court, Guwahati in all respects shall be final and binding.

By order,

Joint Registrar (Finance)  
Gauhati High Court  
Guwahati

Memo No. HC VIII-76/2022/02/AC

Dated, 28/04/2022

Copy to:-

- ✓ 1) The System Analyst/Programmer, Gauhati High Court, Guwahati, He is requested to upload the notice in the High Court Website along with list of article/materials enclosed.
- 2) Gauhati High Court Notice Board.
- 3) Order File.

Joint Registrar (Finance)  
Gauhati High Court  
Guwahati

**Technical Bid****Annex-I**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details</b>	<b>Page No.</b>
1	Registered Name of the Firm (in Bold):		
2	Valid Trade Licence Registration details : ( Enclose Copy)		
3	Registered Office Postal Address of the firm: (Including Phone No. /Mobile, Fax, E-mail id etc.)		
4	GST Registration Number: (Enclose Copy)		
5	PAN Card No.: (Enclose Copy)		
6	Total Experience in as a supplier to Govt. Departments/ Organizations :(Enclose supporting document/supply order)		
7	Annual business Turnover during the last year (Attested copy of GSTR/ Profit and Loss Statement for the last year)		
8	Last year Income Tax Return (Enclose copy)		
9	Whether the firm is Black Listed in Govt. Organisation/institution etc. in last five year.		
10	Any other relevant information		

I/ we do hereby solemnly declare and undertake that all terms and conditions of the tender is acceptable in complete. If any information in the tender submitted by me is found incorrect/false, at any time, tender/contract is liable to be rejected.

Date:

Place:

Signature of Tenderer with Seal

## Annex -II

Sl. No.	Stationery Items	Brand/Specification/ Desirable Features	Unit	Bid Price (Exclusive of taxes)	
				In Figures	In Words
1	Gel Pen (Blue, Red, Green & Black Colour)	Add Gel (Achiever)	No.		
		Reynolds Trimax	No.		
2	Gel Pen Refill (Blue, Red, Green & Black Colour)	Add Gel (Achiever)	No.		
		Reynolds Trimax	No.		
3	Ball Pen (Blue, Red, Black)	Cello Maxriter/equivalent	No.		
4	Executive Ball Pen Both side (Red & Blue)	Linc Woody/ equivalent	No.		
5	Black Adhesive Tape 2"	Cello/equivalent	Roll		
6	Brown Adhesive Tape 2"	Cello/Apollo	Roll		
7	Calculator 12 Digit	Orpat/Casio/Citizen	No.		
8	CAV Envelope (A4 Size, Plastic Coated)	Best Quality	No.		
9	CAV Envelope (File Size, Plastic Coated)	Best Quality	No.		
10	Transparent Adhesive Tape 1"	Cello/Apollo	Roll		
11	Transparent Adhesive Tape 2"	Cello/Apollo	Roll		
12	Cloth Binding Register No. 10 (Ruled/Plain)	Best Quality	No.		
13	Cloth Binding Register No. 20 (Ruled/Plain)	Best Quality	No.		
14	Gems Clip (Plastic Coated)	Kores	Pkt		
15	Glue Stick 15 gm	Kores	No.		
16	High Lighter (Coloured)	Kores	No.		
17	Leather Binding Register No. 20 (Ruled/Plain)	Best Quality	No.		
18	Page Marker- 3 Strips,	Desmat/ Oddy	Pkt		
19	Page Marker- 4 Strips,	Desmat/ Oddy	Pkt		
20	Page Marker -5 Strips,	Desmat/ Oddy	Pkt		
21	Photostat Paper 75 GSM -A4	JK Copier	Pkt		
22	Photostat Paper 70 GSM - A4	JK Copier	pkt		
23	Photostat Paper 75 GSM -FS	JK Copier	Pkt		
24	White Ink Correction Combo 7 ml	Flair/ Equivalent	No.		
25	Pencil HB	Apsara/Nataraj	No.		
26	Permanent Marker Pen (Colour)	Kores,	No.		
27	Refill Pointed (Blue) General Size	Best Quality	No.		

28	Refill Pointed (Red) General Size	Best Quality	No.		
29	Short Hand Note Book with 200 pages	Neelgagan	No.		
30	Stapler Machine No. 10	Kores/Kangaro	No.		
31	Stapler Machine No. 24/6	Kores/Kangaro	No.		
32	Stapler Pin 24/6	Kores/Kangaro	Pkt		
33	Stapler Pin No.10	Kores/Kangaro	Pkt		
34	Tag Cotton 10"	Best Quality	Pkt		
35	Tag Cotton 12"	Best Quality	Pkt		
36	Plastic/Nylon Tag 12"	Best Quality	Pkt		
<b>Printed Stationery Items</b>					
37	Printed File Cover - White	As per sample	No.		
38	Printed File Cover - Blue	As per sample	No.		
39	Printed File Cover - Green	As per sample	No.		
40	Printed File Cover - Orange	As per sample	No.		
41	Printed File Cover - Red	As per sample	No.		
42	File Board, Extra Thick Cloth Binding (Red/Green/Blue Flap with corn), 10" x 14",	As per sample	No.		
43	Printed Brown Envelope Medium 4" x 10"	As per sample	Piece		
44	Printed Brown Envelope Medium 5" x 11"	As per sample	Piece		

N. B. :Tenderers are requested to submit samples of above Printed Stationery Items mentioned at SL Nos. 37,38,39,40,41,42,43, & 44 along with Seal Quotation. All submitted samples should be indicated with the SL. No. along with signature with seal.

Sl. No.	Other Office Consumables	Brand/Specification/ Desirable Features	Unit	Bid Price (Exclusive of Taxes)	
				In Figures	In words
45	Black Phenyl 5 Ltrs.,	Bengal Chemical	Jar		
46	Bleaching Powder 1/2 Kg.,	Suraksha	Pkt.		
47	Cup Plate	Bon China Best Quality	Pair		
48	Cup Plate	Laopala	Pair		
49	Liquid Handwash,250ml.	Dettol	Bottle		
50	Door Closer	Godrej	No.		
51	Drinking Glass	Borosil/Tero/Milton/Yara	No.		
52	Dustbin with Lid 15ltr.	Cello/Milton	No.		

53	Dustbin with Lid 12 Ltr.	Cello/Milton	No.		
54	Flask, Steel Body, 1 Ltr.	Cello/Milton	No.		
55	Flask, Steel Body, 1/2 Ltr.	Cello/Milton	No.		
56	Toilet Cleaner- 1Ltr.	Harpic Power Plus	Bottle		
57	Hit Spray (Mosquito/Cockroach) 490 ml,	Baygon/Mortein	Bottle		
58	Hit Spray (Mosquito/Cockroach) 700 ml,	Baygon/Mortein	Bottle		
59	Mosquito Liquidator	Goodnight	Pkt.		
60	Mosquito Liquidator	Goodnight Advance	Pkt.		
61	Mosquito Liquidator With Machine	Goodnight	Pkt.		
62	Napthalene 1 Kg	Best Quality	Pkt.		
63	Pencil Battery - AA Size	Eveready Red	No.		
64	Pencil Battery- AAA Size	Eveready Red	No.		
65	Room Freshner - 250 ml.	Airwick/Godrej Aer/Odonil/Ambi Pur	Bottle		
66	Sutli	Best Quality	Kg.		
67	Towel - Large, Flora	Bombay Dyeing	Pc.		
68	Towel - Large, Tulip	Bombay Dyeing	Pc.		
69	Towel - Small, Flora	Bombay Dyeing	Pc.		
70	Towel - Small, Tulip	Bombay Dyeing	Pc.		
71	White Phenyl 5 Ltrs.,	Bengal Chemical/Cross	Jar		

**Annex - III**

Sl.No	Electrical Item(s)	Units	Quoted Price (Exclusive of taxes)	
			In Figures	In words
1	12 watt LED bulb (Philips)	No.		
2	15 watt LED bulb (Philips)	No.		
3	2 pin top 5 amp (Anchor)	Pc.		
4	3 pin to 16 amp (Anchor)	No.		
5	3 pin top 6 amp (Anchor)	No.		
6	45 watt LED 2X2 fittings (Philips/syska)	No.		
7	7 watt LED bulb (Philips)	No.		
8	9 watt LED bulb (Philips)	No.		
9	Black Tape	Pc.		
10	BTC aluminum 2 core cable 10 sq mm (RR cable/Havells)	Mtr.		
11	BTC aluminum 2 core cable 2.5 sq mm (RR cable/Havells)	Coil		
12	BTC aluminum 2 core cable 4 sq mm (RR cable/Havells)	Coil		
13	BTC aluminum 2 core cable 6 sq mm (RR cable/Havells)	Coil		
14	Calling Bell (Cordless)	No.		
15	Calling Bell Push (Electrical)	No.		
16	Casing capping 1 inch	No.		
17	Casing capping 2 inch	No.		
18	Casing capping 3/4 inch	No.		
19	Ceiling Fan 48" Orient/Usha/ Bajaj	No.		
20	Ceiling Fan 56" Orient/Usha/ Bajaj	No.		
21	Copper cable 3 core 1 sq mm (RR cable/Havells)	Mtr.		
22	Copper cable 3 core 1.5 sq mm (RR cable/Havells)	Mtr.		
23	Copper cable 4 core 1 sq mm (RR cable/Havells)	Mtr.		
24	Copper cable 4 core 1.5 sq mm (RR cable/Havells)	Mtr.		

SI.No	Electrical Item(s)	Units	Quoted Price (Exclusive of taxes)	
			In Figures	In words
25	Copper multi strand wire 1 sq. Mm (RR cable/Havells)	Mtr.		
26	Copper multi strand wire 1.5 sq. Mm (RR cable/Havells)	Mtr.		
27	Copper multi strand wire 2.5 sq. Mm (RR cable/Havells)	Mtr.		
28	Copper multi strand wire 4 sq. Mm (RR cable/Havells)	Mtr.		
29	Electric Kettle 1 Ltr. (Bajaj/Prestige)	No.		
30	Electric Kettle 1.7 ltr (Bajaj/Prestige )	No.		
31	Electrical Round Flexible Wire (Ajanta/Finolex, 3 core, Heavy Duty)	Mtr.		
32	Exhaust fan (Bajaj/Usha)	No.		
33	Extension Cord -15AMP X 4 MTRS. (Anchor)	Pc.		
34	Extension Cord -5AMP X 4 MTRS. (Anchor)	Pc.		
35	Extension Cord Spike Buster 5AMP (Anchor)	Pc.		
36	Extension Cord Spike Buster 10AMP (Anchor)	Pc.		
37	Extension Cord Spike Buster 15AMP (Anchor)	Pc.		
38	MCB 10 amp double pole (Hager/L&T/Equivalent)	Pc.		
39	MCB 10 amp four pole (Hager/L&T/Equivalent))	Pc.		
40	MCB 10 amp single pole (Hager/L&T/Equivalent))	Pc.		
41	MCB 16 amp four pole (Hager/L&T/Equivalent))	Pc.		
42	MCB 16 amp single pole (Hager/L&T/Equivalent))	Pc.		
43	MCB 32 amp four pole (Hager/L&T/Equivalent))	Pc.		
44	MCB 32 amp single pole (Hager/L&T/Equivalent)	Pc.		
45	MCB 32 amp single pole (Hager/L&T/Equivalent))	Pc.		
46	MCB 63 amp four pole (Hager/L&T/Equivalent)	Pc.		



Sl.No	Electrical Item(s)	Units	Quoted Price (Exclusive of taxes)	
			In Figures	In words
47	MCB 63 amp single pole (Hager/L&T/Equivalent)	Pc.		
48	MCB box 12 way (Hager/L&T/Equivalent)	Pc.		
49	MCB box 16 way (Hager/L&T/Equivalent)	Pc.		
50	MCB box 2 way (Hager/L&T/Equivalent)	Pc.		
51	MCB box 24 way (Hager/L&T/Equivalent)	Pc.		
52	MCB box 4 way (Hager/L&T/Equivalent)	Pc.		
53	MCB box 8 way (Hager/L&T/Equivalent)	Pc.		
54	Modular blank plate (MK/LEGRAND)	Pc.		
55	Modular box 12 way (MK/LEGRAND)	Pc.		
56	Modular box 3 way (MK/LEGRAND)	Pc.		
57	Modular box 4 way (MK/LEGRAND)	Pc.		
58	Modular box 6 way (MK/LEGRAND)	Pc.		
59	Modular box 9 way (MK/LEGRAND)	Pc.		
60	Modular Calling bell switch (MK/LEGRAND)	Pc.		
61	Modular plate 12way (MK/LEGRAND)	Pc.		
62	Modular plate 2way (MK/LEGRAND)	Pc.		
63	Modular plate 3way (MK/LEGRAND)	Pc.		
64	Modular plate 4way (MK/LEGRAND)	Pc.		
65	Modular plate 6way (MK/LEGRAND)	Pc.		
66	Modular plate 9way (MK/LEGRAND)	Pc.		
67	Modular Socket 16 amp (MK/LEGRAND)	Pc.		
68	Modular Socket 6 amp (MK/LEGRAND)	Pc.		
69	Modular Switch 16 amp (MK/LEGRAND)	Pc.		
70	Modular Switch 6 amp (MK/LEGRAND)	Pc.		
71	Plug Top 15Amp (Anchor)	Pc.		
72	Plug Top 2 Pin (Anchor)	Pc.		
73	Plug Top 3 Pin (Anchor)	Pc.		
74	Plug Top 5Amp (Anchor)	Pc.		
75	PVC sleeve 25 mm	No.		
76	PVC sleeve 35 mm	No.		
77	PVC sleeve 50 mm	Pc.		

Sl.No	Electrical Item(s)	Units	Quoted Price (Exclusive of taxes)	
			In Figures	In words
78	Regulator For Ceiling Fan	Pc.		
79	Remote Control Calling Bell	Pc.		
80	Room Heater (Double Rod) Bajaj	Pc.		
81	Room Heater (Double Rod) USHA	Pc.		
82	Room Heater Model RX-10 (Blower) Bajaj	Pc.		
83	Room Heater, Majaysty RH-3T (Blower) Bajaj	Pc.		
84	Socket 15 amp (Anchor)	Pc.		
85	Socket 5 amp (Anchor)	Pc.		
86	SS combine 16 amp (Anchor)	Pc.		
87	SS combine 5 ano (Anchor)	Pc.		
88	Stand Fan (Bajaj) 400mm	Pc.		
89	Stand Fan (Orient) 450mm	Pc.		
90	Switch 15 amp (Anchor)	Pc.		
91	Switch 5 amp (Anchor)	Pc.		
92	T5 fitting 2 feet complete set with tube	Set.		
93	T5 fitting 4 feet complete set with tube	Set.		
94	Tube Light 2 Fts. (Bajaj) LED	No.		
95	Tube Light 2 Fts. (Philips) LED	Pc.		
96	Tube Light 4 Fts. (Bajaj) LED	No.		
97	Tube Light 4 Fts. (Philips) LED	No.		
98	Tube Light Complete Fitting Double Tube 18w (Bajaj/Philips) LED	Set.		
99	Tube Light Complete Fitting Single Tube 14w (Bajaj/Philips) LED	Set.		
100	Tube Light Complete Fittings Decorative 22w (Bajaj/Philips)	Set.		
101	Tube Light T/5 (Slim) 28W Bajaj/Philips	Each.		
102	MCB box 12 way Double Door	Pc.		
103	MCB box 16 way Double Door	Pc.		
104	MCB box 2 way Double Door	Pc.		
105	MCB box 24 way Double Door	Pc.		

SI.No	Electrical Item(s)	Units	Quoted Price (Exclusive of taxes)	
			In Figures	In words
106	MCB box 4 way Double Door	Pc.		
107	MCB box 8 way Double Door	Pc.		
108	HRC Fuse 63 amp bottle type	Pc.		
109	HRC Fuse 32 amp bottle type	Pc.		
110	HRC Fuse 100 amp bottle type	Pc.		
111	Inverter Split Air Conditioner-1 ton (5 star) -Voltas	No.		
112	Inverter Split Air Conditioner-1.5 ton (5 star) -Voltas	No.		
113	Inverter Split Air Conditioner-2 ton (5 star) -Voltas	No.		
114	Battery 180 Ah (Amaron/ Exide) with Shinewave- Inverter 1100 VA (Microtec/Luminous)	Set.		
115	Battery 200 Ah (Amaron/ Exide) with Shinewave- Inverter 1100 VA (MicroteK/Luminous)	Set.		