

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

NOTICE INVITING QUOTATION

Dated Guwahati, the 31st May, 2013

Sealed quotations affixing Court fee Stamp of Rs.8.25 only (Non – refundable) are invited from intending Courier Service firms for providing services in connection with delivery of letters , documents etc. of the Gauhati High court to different addresses within India and abroad for two years ie. 2013-14 & 2014-15. The quotations should reach the undersigned on or before 15-6-2013 during working days.

GENERAL TERMS & CONDITIONS:

- 1) Processing fee of Rs.1000/-(Rupees One thousand) only (Non-refundable) in the form of Bankers Cheque / Bank draft for each quotation separately in favour of the undersigned, Gauhati High Court , Guwahati from any nationalized / scheduled bank shall be enclosed along with quotation payable at Guwahati .
- 2) Successful bidder has to deposit Rs. 10,000/- (Rupees Ten Thousand) only as security deposit in the form of bank guarantee in favour of the undersigned, issued by any Nationalized / Scheduled bank payable at Guwahati.
- 3) The quotation shall be submitted as mentioned above along with processing fee and the envelope containing the quotation should be superscribed as " Quotation for Courier Service" and so on and should contain the following documents :-
 - (a) Copy of PAN card.
 - (b) Upto date copy of AGST/VAT clearance certificate.
 - (c) Copy of Municipal Corporation Trade Licence.
 - (d) Copy of AGST / VAT Registration Certificate.
- 4) Rate should be quoted both in words and figure and excluding Taxes / VAT Tax/ VAT is to be shown separately against the delivery of documents etc. which will be deducted at source if selected.
- 5) Rate quoted for delivery of documents will be final and no hike in price will be considered during the contract period.
- 6) The Registrar General , Gauhati High Court , Guwahati reserves the right not to accept or reject any or all quotations in part or full and he shall not be bound to accept the lowest bidder .

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- 7) In case of violation of terms and condition of the quotation document or unsatisfactory delivery of documents letters etc, the undersigned reserves the right to terminate the contract by giving information to the firm and forfeit the security deposit.
- 8) The decision of the undersigned, Guwahati High Court, Guwahati in all respect shall be final and binding.

By Order,

Sd/- M.K. Bhattacharjee
Registrar General
Gauhati High Court
Guwahati

Memo No. HC.III - 72/2002/ 1764-66 /G Dated 31.05.2013

Copy to:-

- 1) The System Analyst / Programmer, Gauhati High Court, Guwahati. He is requested to upload the notice in the High Court Website.
- 2) Gauhati High Court Notice Board.
- 3) Order File.


Registrar General
Gauhati High Court
Guwahati


31/05/13