THE GAUHATI HIGH COURT

(HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH)

NOTICE INVITING TENDER

No. HC VIII-122/2021/1448 /AC Dated, Guwahati, the 31st May, 2022

Sealed quotations are invited affixing Court Fee stamp of Rs. 8.25 (Non-refundable) from the intending registered firms for supply of **Summer Liveries and Winter Liveries** for Ushers and Chauffeurs, Court Keepers, Court Attendants, Darwan, Lawn Attendant, Farash, Pumpman, Room Attendant, Lift Operator, Sanitation Attendant, Fixed Pay Casual Employee (both males and females) (Approx. **400 Nos.**) of Gauhati High Court, Principal Seat at Guwahati, as per specification given below:-

Summer Liveries:

1. Button up white terry cotton coat **(Achkon)** with 5" waist belt with 2 Nos. golden lace stripes on white back ground on the sleeves (for Ushers/Chefs).
2. Button up white terry **cotton coat**, length to reach below the buttock in each case with 3" white drill with 3½ brass buckle with runner (for Chauffeurs)
3. White terry cotton **long pant** (for Ushers, Chefs and Chauffeurs)
4. **Safari** for Court Keepers, Court Attendants, Darwans, Lawn Attendants, Farashs, Pumpmen, Room Attendants, Lift Operators, Sanitation Attendants.
5. **Brown coloured Cap** with as per approved pattern for Court Attendants, Darwans, Lawn Attendants, Farashs, Pumpmen, Room Attendants, Lift Operators, and Sanitation Attendants.
6. **White Cap** for Ushers and white **Turban** with golden kullah and golden frings (double) for Chauffeurs.
7. **Terry cotton Saree** stitched with falls etc., cotton petticoat and blouse for female Class-IV employees.

Winter Liveries:

1. **Coat & Trouser** for male Ushers, Chauffeurs, Court Keepers, Court Attendants, Darwan, Lawn Attendant, Farash, Pumpman, Room Attendant, Lift Operator, Sanitation Attendant.
2. **Ladies Sweater & Shawl** for female Grade IV employees.

General Terms & Conditions

1. The sealed envelope duly marked as **"Tender for Supply of Summer and Winter Liveries for the Grade-IV employees"** and the quotation should contain the following documents:

    a) Copy of PAN Card.
    b) Copy of GST Registration Certificate.
    c) Copy of Guwahati Municipal Corporation Trade License.

    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.

2. 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, payable at Guwahati from any Nationalized / Scheduled Bank, shall be enclosed along with the quotation.

3. The successful bidder shall have to deposit Earnest Money of Rs. 50,000.00 (Rupees Fifty Thousand) only in the form of bank draft/ fixed deposit drawn in favour of Registrar General, Gauhati High Court, Guwahati, issued by any Nationalized/Scheduled Bank payable at Guwahati.

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

5. 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 to conform to the said description and quality. On such rejection the material will be replaced by the firm at its own cost.

6. In case the successful bidder fails to submit the required material/Liveries or the quality of Liveries is not up to the mark/standard, the EMD of the bidder shall be forfeited and the tender approved shall be cancelled. Thereafter, next successive bidder may be considered.

7. In the event of any breach of any terms and conditions or delay or default, the purchase order will be terminated and the EMD will be forfeited by the Gauhati High Court, Guwahati. The decision of the Registrar General regarding due performance of terms and condition of purchase shall be final.

8. Conditional Tenders are liable to be rejected.

9. In the case of revision of Statutory Levies/Taxes during the finalization period of Tender, the Gauhati High Court, Guwahati reserves the right to ask for reduction in the prices.

10. Prices once approved will remain valid during the scheduled delivery period. Increase and decrease of Taxes and other statutory duties will not affect the price during this period. The supplier will be responsible for any increase in Taxes and Duties. Any increase in taxes and other statutory duties/levies after the approval of Rates shall be to the supplier's account.

11. The rates approved by the Registrar General, Gauhati High Court, Guwahati, shall be **valid only for the period 2023-25.**

12. Delivery of the material is to be made within **one month** by the supplier after releasing of the purchase order from the Gauhati High Court.

13. In case of failure of supply of the material (Liveries) 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 the next lowest bidder at the risk and cost of the first supplier, without any Tender/Quotation formalities, in addition to the imposition of the penalties.

14. 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:

    a) Invoice in triplicate,
    b) Delivery Challan duly signed by the consignee.

15. The 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.

16. The Registrar General, Gauhati High Court, Guwahati is not bound to accept the lowest Tender.

17. The Registrar General, Gauhati High Court, Guwahati reserves the right, to award the work to one or more bidders.

18. The Registrar General, Gauhati High Court, Guwahati reserves the right to terminate the purchase order at any time by giving an intimation in writing without assigning any reason.

19. 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 and forfeit the EMD.

20. The decision of the Registrar General in all respect shall be final and binding on all.

21. The sealed quotations should reach on or before **15th of June, 2022** during office hours on working days and no quotation/tender will be received thereafter.

JOINT REGISTRAR (FINANCE)

Memo No. HC VIII-122/2021/1447-51 /AC. Dated, the Guwahati 31st May, 2022

Copy to:

1. The Project Manager, Gauhati High Court. He is requested to upload the quotation notice in the High Court website immediately.
2. The Court Officer No. I & II, Gauhati High Court for information and necessary action.
3. Order File

31/5/22

JOINT REGISTRAR (FINANCE)

31/5/22