

**THE GAUHATI HIGH COURT**  
(HIGH COURT OF ASSAM: NAGALAND: MIZORAM and ARUNACHAL PRADESH)  
**KOHIMA BENCH**

Dated 11<sup>th</sup> December 2020

**NOTICE INVITING QUOTATION**

1. NO.HC(K)15/2015/Estt/ :::: Quotations are invited in two Bid systems, (1) Technical and (2) Commercial. Quotations for **Technical and Financial bids** should be sealed separately and enclosed in single sealed envelope clearly indicating "Quotations for Desktop/AIO and peripheries" and addressed to the Registrar, Gauhati High Court Kohima Bench, Old Ministers Hill Kohima, Nagaland. The financial bid of AMC should be sealed separately.
2. It is, therefore, requested to send the rates/quotation for the above mentioned items in a sealed cover so as to reach the Registrar, Gauhati High Court Kohima Bench Old Ministers Hill, Kohima 797001, Nagaland by 1.00 P.M by **18.01.2020**. The quotation and its envelope must be super-scribed "**QUOTATIONS FOR ANNUAL MAINTENANCE CONTRACT FOR Desktop/AIO and peripheries**". Earnest Money of Rs.10,000/- (Rupees Ten Thousand only) may please be attached with the quotation in the form of Demand Draft in favour of "**Registrar, Gauhati High Court Kohima Bench**". The quotations should also indicate the response time and service commitment. The tenderer should have sufficient staff and communication facilities to respond to breakdowns in shortest possible time.
3. The payment shall be released in three quarterly installments.
4. The Registry reserves the right to reject any or all quotations without assigning any reasons thereof.
5. The quotations received will be opened at 2:00 PM on the same day i.e. **19.01.2021** in the Registry. The tenderer or their representatives may, if they so desire, be present at the time of opening of quotations.
6. The Terms & Conditions of the contract will be as follows:-
  - (i) **Period:** The successful firm will be required to start working immediately after award of the contract. The Registry shall, however, has the right to terminate the contract at any time without assigning any reason thereof.
  - (ii) The firm shall have to attend all complaints on receipt of information from the users directly with the prior approval of Administration Section. The services should be provided on regular basis during office hours and in case of emergency beyond office hours or holidays etc.
  - (iii) The firm will be required to undertake maintenance/repairs of Desktop/AIO and peripheries at the Gauhati High Court Kohima Bench or any other location as decided by competent authority.
  - (iv) For payment purpose, the bills should be submitted month-wise on the prescribed format requisition-wise along with the work completion report/user certificate.
  - (v) No increase in amount shall be considered at all during the full period of AMC. No any other charges will be payable like transportation, fare etc. for providing the services.
  - (vi) Conditional tender will not be entertained. Similarly, quotations received after stipulated date and time will also not be considered under any circumstances.

- (vii) Representative of the firm will not remove any part(s) or whole from the equipments without permission of the competent authority in the building where the equipments are installed.
- (viii) The rates will be for a period of one year and the firm will not be allowed to increase the rate once approved for a period of one year.
- (ix) Firm whose tender has been approved will have to provide all parts required for running the equipment including Batteries. The tenderer will have to supply original parts as required to run the equipments. The cost of Batteries and other spare parts may also be indicated.
- (x) The firm will intimate their registration number, sales tax number, PAN, TIN number, GST, Service Tax registration number with the tender papers.
- (xi) The successful tenderer would be required to deposit an amount of Rs.10,000/- (Rupees ten thousand only) in the shape of DD in favor of "Registrar, Gauhati High Court Kohima Bench" or Fixed Deposit with any of the scheduled Bank pledged in the name of the undersigned which will be released on the successful completion of the contract.
- (xii) The firm will have to repair the equipment within 24 hours of its complaint. If not, the Registry will get repairs carried out from outside and the expenditure so incurred on such repairs will be deducted from the AMC payment, due to the firm.
- (xiii) The representatives of the firms may inspect all the Desktop/AIO and peripheries on any working day by contacting the IT Section, before they submit their rates for AMC.
- (xiv) The existing numbers of Desktops and peripheries mentioned in the Appendix A and may change during the currency of the contract. For any such alterations, intimation shall be given to the contractor and if any new addition is not maintained through warranty clause but through AMC, charges for maintenance shall be payable to the contractor at the rates agreed upon. Similarly, the deletion shall also be intimated to the contractor and charges shall be deducted for the purpose of payment to contractor.
- (xv) This Registry can terminate the contract at any time without assigning any reason, if the work of the contractor is found unsatisfactory. In this respect the decision of the Registry will be final and binding on the contractor. The Registry reserves the right to reject any quotation in whole or in part without assigning any reason thereof.
- (xvi) The rates may be quoted as per Annexure-I, Taxes (GST, Service Tax) if any, may be specifically and separately indicated in the quotation.

7. All the tenderers are requested to read and understand the terms and conditions of the contract as detailed out in the foregoing paragraphs before sending their quotations, as no change or violation of the aforesaid terms & conditions are permissible once the quotation is accepted by this Registry.



**Registrar,  
Gauhati High Court  
Kohima Bench**

## **APPENDIX-A**

Name of the Firm : .....

Registered/Postal Address .....

Telephone No. ....

E-mail .....

GST No. ....

TIN No.(if applicable) .....

Service Tax Registration (if applicable) .....

<b>SL. No.</b>	<b>Item Description</b>	<b>Quantity</b>	<b>Charges per unit (in `)</b>	<b>Total Price</b>
i.	Lenovo AIO	5		
ii.	Lenovo IdeaCenter 300 Series	15		
iii.	HP Slimline 290	5		
iv.	HP Compaq 8200 Elite Small Form Factor	5		
v.	Dual Core Desktop	20		
vi.	HP MFP Laserjet Printer	8		
vii.	Laserjet Printer	20		
viii.	ScanJet Scanner	2		
ix.	Duplex Laserjet Printers	4		
	<b>TOTAL</b>	84		
<b>Total Amount (in Rs.)</b>				
<b>Taxes (if any) * clearly mention tax rates</b>				
<b>Grand Amount (in Rs.) inclusive off all taxes</b>				

Particulars of EMD :

(i) DD No. ....

(ii) Date .....

(iii) Amount .....

(iv) Bank (drawn on) .....

**Signature with seal**