

OFFICE OF THE PRINCIPAL JUDGE: FAMILY COURT NO. 1: KAMRUP: GUWAHATI

Tender Notice/Quotation Enquiry

**SHORT NOTICE INVITING TENDER FOR STATIONERY AND GENERAL ITEMS AT
FAMILY COURT NO. 1, KAMRUP, GUWAHATI**

Tender Enquiry No.: FCG.18/12/185/2021

Date: 19.07.2021

1. Name of the work:

Sealed tenders in single part are invited from eligible bidders for Supply of Office Items at Family Court No. 1, Kamrup, Guwahati affixing Court fee stamp of Rs. 8.25 (Non-refundable)

2. From where to obtain tender forms:

The tender document can be downloaded from the website of kamrupjudiciary.gov.in and documents as per ANNEXURE-I to VI to be submitted along with all relevant documents.

3. Last date of submission of offers:

Upto to 10 A.M. on 30.07.2021 due to some items related to COVID-19 exigencies.

4. Place of Submission of offers:

Office of the Principal Judge, Family Court No. 1, Kamrup, Guwahati.

5. Due date of opening of offers:

At 10 A.M. on 30.07.2021

6. Place of opening of tender:

Chamber of the Principal Judge, Family Court No. 1, Kamrup, Guwahati.

(S. Choudhury)
Principal Judge
Family Court No. 1, Kamrup
Guwahati

OFFICE OF THE PRINCIPAL JUDGE: FAMILY COURT NO. 1: KAMRUP: GUWAHATI

TENDER DOCUMENT

Sealed tenders in single part are invited from eligible bidders for Supply of Office Items at Family Court No. 1, Kamrup, Guwahati.

Technical Specifications:

Sl. No.	Description of Items	Technical Specifications
1.	STATIONERY AND GENERAL ITEMS	Enclosed in Annexure-1

1. Mode & Method of Submission of Tenders

Tender must be submitted in sealed main envelope cover containing the tender documents. The envelope cover must be super scribed with the tender name, tender enquiry number and the date of opening at top of envelope and tenderer name & address at bottom left of envelope. Envelope containing the tenders shall be properly sealed. Stapled envelope is not accepted.

Tender documents shall consist of the followings:

- (i) Commercial and technical bid as per Annexure-I of NIT.
 - (ii) Undertaking as per Annexure-III of NIT.
 - (iii) Duly sealed and signed copy of NIT (on all pages) as a token of acceptance of terms and conditions of NIT along with the authorization to sign the tender documents in case the same are signed by a person other than owner/proprietor of the firm.
 - (iv) Copy of self-attested PAN Card issued by Income Tax Department, Govt of India.
 - (v) Copy of self-attested GST registration indicating GST number or documentary evidence in case of exemption.
 - (vi) Copy of Income Tax returns for last 3 years.
 - (vii) Self-attested copies of past supply orders issued by any Govt./Semi Govt organizations, Public Sector Undertakings or private organizations along with an undertaking on the letter head of the bidder that the supply order(s) have been successfully executed.
 - (viii) Duly filled up check list as per Annexure-VI of NIT.
2. **Validity of Contract:** The approved rates shall be valid for current financial year i.e. 2021-22 from the date of agreement subject to total value of such supply under single contract not exceeding two lakhs and fifty thousand rupees.
3. **Submission of Tenders:** Tenders will be submitted in tender box in sealed covers at the address:- Superintendent, Family Court No. 1, Kamrup situated at Bholanath Mandir Path, Dr. B.K. Kakati Road, Ulubari, Guwahati-781007.
4. **Opening of Tender:** The tender shall be opened at Chamber of the Principal Judge, Family Court No. 1, Kamrup, Guwahati, **at the time and date as given in the NIT.**
(If the tender is not opened on the above date due to unforeseen circumstances, then it will be opened on the next working date.) In case the quotationers are absent at the opening of the tenders, the undersigned reserve the right to open and finalize the tenders in their absence.
5. **BIDDERS ARE REQUESTED TO QUOTE THEIR RATES ON F.O.R. DESTINATION BASIS.**
6. **Change in quantity:** Quantity given in the financial bid is approximate. It may likely to vary.
7. **Guarantee/Warranty:** The bidder shall guarantee that stores, articles sold/supplied to the purchaser under this contract shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specification and particulars contained/mentioned in the tender enquiry. The bidder shall guarantee that the said goods/stores articles would continue

to conform to the description and quality aforesaid for a period of twelve months, if during the aforesaid period of 12 months the said stores/goods/articles be discovered not to conform to the description and quality aforesaid or not giving satisfactory performance or have deteriorated, the decision of the purchaser in that behalf shall be final and binding on the supplier and the purchaser shall be entitled to call upon the bidder to rectify the goods/stores/articles or such portion thereof as is found to be defective by the purchaser within a reasonable period or such specified period as may be allowed by the purchaser in his discretion on/an application made thereof by the bidder and in such an event, the abovementioned warranty period shall apply to the goods/stores/articles rectified from the date of rectification thereof. In case of the failure of the bidder to rectify or replace the goods etc., within specified time, the purchaser shall be entitled to recover the cost with all expenses from the bidder for such defective stores

8. **Non Transferability:** This tender is non-transferable.
9. **Mode of payment:** Payment against Bill/Invoice shall be released only after execution of the supply order and the quality of the items are found to the satisfaction of the purchaser. Payment will be made direct to the supplier through **concerned Treasury** only. No request for other mode of payment will be entertained. No advance payment will be made in any case.
10. **Income Tax Liability:** The bidder will have to bear all Income Tax liability both corporate and personal tax.

11. **SPECIAL TERMS AND CONDITIONS**

- (i) The prices quoted must be firm till delivery. The prices offered should be given preferably both in words and figures.
- (ii) Printed terms and conditions of the vendor shall not be considered. Quotationers are requested to submit their offer complete in all respects maintaining serial number of items, terms and conditions as per the tender documents along with all the supporting documents failing which offer may not be considered and no further clarification on technical commercial aspects may be entertained.
- (iii) The undersigned reserves the right to accept or reject any quotation without assigning any reasons thereof.
- (iv) The Approved Firms/ Contractor will have to complete the above mentioned works as and when required under short notice and in due time without fail.
- (v) The work may be allotted to one or many firms/ Contractors depending upon the urgency of the work, time factor, quality of works and past records of the firms/ Contractors for doing the work in due time, as per the rate fixed.
- (vi) And any other condition the undersigned deems to be just, fit and proper at any point of time.
- (vii) All disputes are subject to Kamrup (Metro) Court Jurisdiction only.

(S. Choudhury)
Principal Judge
Family Court No. 1, Kamrup
Guwahati

Commercial & Technical Bid

(To be submitted on the letter head of the bidder)

TECHNICAL PARAMETERS / SCHEDULE OF REQUIREMENTS

Sl. No.	Description of Item	Required Quantity	Make/Model offered by the party
1	Pin-up Notice Board with Lockable Cover (4x3 feet or 120x90 cm)	01 No	
2	Laserjet All-in-one Printer with Print, Scan, Copy etc. and compatible for Legal size paper (for use at Accounts Section)	01 No	
3	Automatic Hand Sanitizer Dispenser	01 No	
4	Manual Foot Operated Hand Sanitizer Dispenser	01 No	
5	Battery Operated Knapsack Sprayer (16 Ltrs)	01 No	
6	Sodium Hypochlorite 10% Disinfectant Solution (5 Ltrs)	01 No	
7	Atleast 60% Ethyl Alcohol or 70% Isopropyl Alcohol Based Hand Sanitizer (5 Ltrs)	02 Nos	
8	3 Layer Disposable Surgical Mask	500 Pcs	
9	Cotton Face Mask with Head Loop	30 Pcs	
10	Liveries (Cotton Half Shirt and Full Pant for Grade-IV Employees including Driver)	08 Nos	
11	Self-Inking & Pre-Inked Stamps	10 Nos	
12	Printing of Order Forms (Single Sheet in Black & White)	1000 Nos	
13	Printing and Binding of Requisition and Issue Slip (1/2A4 and 1/4A4)	4000 Nos	
14	Printing of Identity Card (Long Life PVC) with Hologram Sticker and Holder	22 Nos	
15	75 GSM A4 size paper	10 Reams	

Place:

Full Signature & Seal of the Authorized Person

Date:

FORMAT OF PRICE BID

(To be submitted on the letter head of the bidder)

Sl. No	Description	Basic price (in Rs.) after trade discount if any (in Rs.)	Applicable GST (in Rs.)	Total unit cost (For destination delivery) is (C+D)	Quantity (in Nos)	Total Cost (in Rs.)
A	B	C	D	E	F	G
1	Pin-up Notice Board with Lockable Cover (4x3 feet or 120x90 cm)				01 No	
2	Laserjet All-in-one Printer with Print, Scan, Copy etc. and compatible for Legal size paper (for use at Accounts Section)				01 No	
3	Automatic Hand Sanitizer Dispenser				01 No	
4	Manual Foot Operated Hand Sanitizer Dispenser				01 No	
5	Battery Operated Knapsack Sprayer (16 Ltrs)				01 No	
6	Sodium Hypochlorite 10% Disinfectant Solution (5 Ltrs)				01 No	
7	Atleast 60% Ethyl Alcohol or 70% Isopropyl Alcohol Based Hand Sanitizer (5 Ltrs)				02 Nos	
8	3 Layer Disposable Surgical Mask				500 Pcs	
9	Cotton Face Mask with Head Loop				30 Pcs	
10	Liveries (Cotton Half Shirt and Full Pant for Grade-IV Employees including Driver)				08 Nos	
11	Self-Inking & Pre-Inked Stamps				10 Nos	

12 - Copy from Annexure-I

Our status in respect of GST is: GST Registered Bidder/ GST Unregistered Bidder/ Bidder has opted for composition levy (Strike off whichever is not applicable)

Place:

Full Signature & Seal of the Authorized Person

Date:

PROFORMA OF UNDERTAKING TO BE SUBMITTED BY BIDDER

UNDERTAKING

I/ We, *(Partner/ Authorized Representative) of
M/s, solemnly declare that:

1. I/ We am/are submitting Tender for the Work of Supply of Stationery items against Tender No. NIT No.: -FCG.18/12/ /2021, Dated 19.07.2021
2. All information furnished by me/us in respect of fulfillments of eligibility criteria and qualification of this tender is complete, correct and true.
3. None of the partners of our firm is relative of employee of Family Court No. 1, Kamrup, Guwahati.
4. If any information furnished by me/us in support of the information furnished by me/us is found to be false/incorrect at any time, the department may cancel my tender and action as deemed fit may be taken against me/us, including termination of the contract and banning/delisting of our firm and all partners of the firm for a minimum period of 01(one) year.
5. I/We have never been banned or delisted by any Govt or Quasi Govt Agency or any Public Sector Undertaking.
6. All documents/ credentials submitted along with this tender are genuine, authentic, true and valid.
7. Our status in respect of GST registration is: GST Registered Bidder/ GST unregistered bidder/ Bidder has opted for composition levy.

*Strike out whichever is not required

Full signature of the authorized person

Dated

(To be filled and submitted with the tender in the letter head of the bidder)

Ref.:-

Dated: /07/2021

To

The Principal Judge
Family Court No. 1, Kamrup
Guwahati

Ref.:- Your NIT No.:-FCG.18/12/185/2021, Dated 19.07.2021

Sir,

With reference to the above referred NIT we are pleased to offer you our lowest quotation with the following details.

1. Name and Full Address of the firm
2. Type/Status of the firm:
(Indicate whether Company/ Partnership firm/ Proprietorship firm, etc.)
3. Name & designation of the person authorized to sign the tender documents:
(Please submit the copy of authorization with signature duly attested in case the tender is signed by person other than the proprietor/ owner of the firm)
4. We have submitted schedule of requirement & technical bid as per Annexure-I
5. We have submitted, signed and stamped copy of all the pages of NIT terms and conditions as token of acceptance of commercial & general terms and conditions of NIT.
6. Our GST No. is (Photo copy proof attached)*
7. Our PAN No. is (Photo copy of PAN card enclosed)
8. We have submitted Price Bid as per format mentioned under Annexure-II.
9. We have submitted Affidavit as per Annexure-III.
10. Our Registered E-mail ID:
(Please indicate your firms registered E-mail ID)
11. Our Contact Number:

*Unregistered bidders are required to submit a certificate from practicing Chartered Accountant certifying that the bidder is GST unregistered bidder in compliance with the relevant GST rules.

Full signature & Seal of the authorized person

Name:

ANNEXURE-V**CHECK-LIST**

Type of Document	Details	Yes/No
1) PAN Card	Attach of self-attested copy of PAN Card issued by Income Tax Department	
2) GST Registration	Attach self-attested copy of GST registration/ Exemption/ Declaration for opting composition levy	
3) Commercial and Technical Bid	Attach Commercial and Technical Bid as per Annexure-I of NIT.	
4) Undertaking	Attach an Undertaking as per Annexure-III of NIT	
5) Signed copy of NIT	Attach duly sealed & signed copy of NIT (on all pages) as a token of acceptance of Terms & Conditions of NIT	
6) Other Annexures	Annexure-I, Annexure-II, Annexure-IV have been submitted in firm's letter head	
7) Eligibility/Provenness Criteria	Attach self-attested copy(s) of past supply order(s) issued by any Govt./Semi Govt organizations, Public Sector Undertakings, private organizations along with an undertaking on the Letter Head of the bidder that the supply order(s) have been successfully executed	
(Signature of authorized person with Seal & date)		

**CERTIFICATE FROM THE TENDERER THOSE WHO DOWNLOADED TENDER DOCUMENT
FROM THE WEBSITE**

This is to certify that I/We have downloaded this tender document from Kamrup(Metro) Judiciary website and is being submitted without tempering any page. Further, we understand that in the event of such tempering being detected at any stage or time, Family Court No. 1, Kamrup, Guwahati has the right to terminate this work and our firm can be black listed.

(Signature of authorized person with Seal & date)