

THE GAUHATI HIGH COURT  
(THE HIGH COURT OF ASSAM:NAGALAND:MIZORAM AND ARUNACHAL PRADESH )  
**KOHIMA BENCH**  
**NOTICE INVITING QUOTATION**

Dated Kohima, the 3<sup>rd</sup> December' 2025.

NO.HC(K)12/2025/Estt/ 5/11 :::: Sealed quotations, affixing Court Fee Stamp of ₹8.25 (Non-refundable), are hereby invited from reputed local printing press/ stationery shops/ firms dealing in printing and stationery for supply of file covers with the following specifications:-

1. Item: Printed File Cover – Civil (Part-I & II)
2. Quantity: 2000 (approx.)
3. Colour: blue
4. Size: 14" x 10"
5. Lining: 3" cloth lining at the fold
6. Printing: As per sample available in the office

**TERMS AND CONDITIONS**

1. The quotation closing date is 11:00 hrs of 16.12.2025 and will be opened on the same day at 13:00 hrs in presence of all the tenderers.
2. The samples of the file cover may be inspected and collected from the office of the undersigned during office hours before 16.12.2025 for onward submission along with the quotation.
3. The tenderers are to quote only one rate for each item. The rate should be exclusive of G.S.T. The sealed quotation should be superscribed as "**Quotation for file covers**" and addressed to: The Registrar, Gauhati High Court Kohima Bench, Kohima – 797 001, Nagaland.
4. The press/ shops/ firms should have valid GSTIN. copy of GST registration certificate, trade license and PAN card must be submitted alongwith the quotation. Quotation without samples, proper specification of items and of inferior quality will be rejected out rightly.
5. The supply should be made within 15 days from the date of issue of supply order.
6. Quotation once submitted will not be allowed to be withdrawn till finalization of the whole matter. The office reserve the right to reject the whole quotation or item/ items or whole tender process without assigning any reason thereof. No conditional quotation will be accepted. The decision of the Registrar in all respect shall be final and binding.
7. In case of violation of terms and conditions or unsatisfactory supply of items or of poor quality and below standard, the Registrar, Gauhati High Court Kohima Bench, Kohima reserves the right to terminate the supply order with/without giving prior intimation to the supplier.



3/12/2025

(AJONGBA IMCHEN, NJS )  
Registrar

Gauhati High Court Kohima Bench

Dated, Kohima the 3<sup>rd</sup> December' 2025.

No. HC(K)12/2025/Estt./ 5/11

Copy to :-



1. The System Officer/ Programmer, Gauhati High Court Kohima Bench for uploading in the Kohima Bench website.
2. The Office Notice Board



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(AJONGBA IMCHEN, NJS )  
Registrar  
Gauhati High Court Kohima Bench