

**OFFICE OF THE PRESIDING OFFICER, STATE TRANSPORT APPELLATE  
TRIBUNAL , ASSAM & MEMBER, MOTOR ACCIDENT CLAIMS TRIBUNAL No.1,  
KAMRUP(M), GUWAHATI**

**NOTICE INVITING QUOTATION**

Sealed quotations affixing Court fee stamps of Rs. 8.25 (Non-refundable ) are hereby invited from interested local Firm / Supplier to supply the stationery goods / articles to the office of the Presiding Officer, STAT, Assam & Member, MACT No. 1, Kamrup (M), Guwahati for the financial year 2023-24. List of goods / articles to be supplied may be collected from the office of the undersigned.

General Terms and Conditions

1. The quotation should reach the undersigned on or before 15<sup>th</sup> April, 2023.
2. The tender shall clearly mention the rate both in words and figures excluding applicable Taxes.
3. Parties having earlier experience of similar nature will be given preference, mere fulfilment of lowest rate will not be sufficient for award of the contract. Presiding Officer, STAT, Assam & Member, MACT No. 1, Kamrup (M), Guwahati reserves the right to accept or reject any or all the quotation in part or full, without assigning any reason whatsoever.
4. Presiding Officer, STAT, Assam & Member, MACT No. 1, Kamrup (M), Guwahati, reserves the right to terminate the purchase order at any time without assigning any reason.
5. Intending parties must have to submit valid Trade License and GST Registration Certificate along with the quotation.
6. Parties may have to supply articles that are not included in the list of articles in the bid documents as and when required.
7. The decision of the undersigned in all respect shall be final and binding on all.



sd/-  
Presiding officer,  
STAT, Assam & Member, MACT No.1,  
Kamrup, Guwahati

Memo No. MACT/ 619-621/2023

Date:- 30.03.2023

Copy to:-

- ✓ 1. The System Officer, Kamrup (M), Guwahati to upload in website of this establishment.
2. Notice Board.
3. Office File

Presiding officer,  
STAT, Assam & Member, MACT No.1,  
Kamrup, Guwahati



## LIST OF STATIONERY GOODS / ARTICLES

(Selected party has to supply other items of similar category not included in the list as per requirement)

1. Photostat Paper (Size - A -4 ) JK	2. Photostat Paper (Size -Legal ) JK
3. Steno's Note Book	4. Gel Ball Pen (Blue)
5. Gel Pen (Black)	6. Parker Ink Pen
7. Parker Ink	8. Fevi Stick
9. Stapler Machine ( Big & Small )	10. Staples Pin (10 nos.)
11. Staples Pin (24 nos.)	12. Cello Tap
13. Water Sponze	14. Stamp Pad
15. Whitener	16. Marker Pen
17. Flag Mark ( Colour Papers )	18. Knife ( Small Size )
19. Pen Stand	20. Table Desk Top.
21. Tag (Cotton).	22. Alpin
23. Jams Clip	24. White Ribbon
25. Envelop ( Big & Small Size )	26. 8mm Glass for table top.
27. Classmate Notebook 228 pages	28. Binding Register (10 N0)
29. Binding Register (20 N0)	30. Binding Register (30 N0)
31. Lock & Key ( Big & Small Size )	32. Pencil Battery 1.5 V Eveready
33. AC Remote Battery	34. Calculator Dual Power
35. Hand Wash ( Liquid )	36. Vim Gel
37. Phenyle (Black ) Bottle	38. Pnenyle (White) Bottle
39. Harpik	40. Toilet Brush
41. Odonil Air Freshener	42. Odonil
43. Window Curtains	44. Door Curtains
45. Towel ( Medium size )	46. Red Cloths
47. Markin White Cloths	48. Cup- Plate
49. Coolant ( For Vehicle)	50. Electrical Tea Maker ( 1.2Ltrs)

Presiding officer,  
STAT, Assam & Member, MACT No.1,  
Kamrup, Guwahati  
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Kamrup, Guwahati