

OFFICE OF THE MOTOR ACCIDENT CLAIMS TRIBUNAL NO 2, 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 Motor Accident Claims Tribunal No 2, Kamrup (M), Guwahati for the financial year 2024-25. List of goods / articles to be supplied may be collected from the office of the undersigned on working days till 1st May, 2024.

General Terms and Conditions

1. The quotation should reach the undersigned on or before 2nd May, 2024 (3 P.M.)
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. Member, Motor Accident Claims Tribunal No 2, 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. Member, Motor Accident Claims Tribunal No 2, 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, PAN Card and other relevant documents 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.
8. Specific terms and conditions are mentioned with the List of goods / articles.

Presiding Officer,
Motor Accident Claims Tribunal No 2,
Kamrup (M), Guwahati *Rohi*

Memo No. *2353-55/24*

Date:- *24/04/24*

Copy to :-

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

Presiding Officer,
Motor Accident Claims Tribunal No 2,
Kamrup (M), Guwahati *Rohi*

LIST OF STATIONERY GOODS / ARTICLES

Specific Terms and conditions:

1. The bidders are required to quote their rates for the articles as listed strictly in the following format:

Sl no of the item (as per the enclosed List)	Name of the item	Brand	Rate per unit excluding GST (Rs)	GST per unit (Rs)	Rate per unit including GST (Rs)

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

2. The bidders must specify the brand name against the quoted price of each item as appearing in the list.
3. The undersigned is not bound to accept the lowest quoted rates and reserves the right to accept any quotation or reject any or all quotations at any time without assigning any reason thereof. The lowest rate may not be the sole criteria for assessment/ selection of the successful bidder and other factors benefiting the undersigned, such as overall capacity, prior experience, goodwill, service etc of the bidders shall be taken into consideration before taking final decision.
4. The effective period of the offer of the successful bidder will be till 31st March, 2025, however it may be further extended for such periods, as may be deemed to be necessary, at the discretion of the undersigned, after due intimation and obtaining consent from the supplier to supply the items at the same terms and conditions.
5. Incomplete bid in any respect shall be summarily rejected.

