OFFICE OF THE MOTOR ACCIDENT CLAIMS TRIBUNAL NO 3, KAMRUP (M), GUWAHATI

No: MACT No 3(7)/2026/166(A) Dated 30/04/2026

NOTICE INVITING QUOTATION

Sealed quotations affixing Court fee stamps of Rs. 8.25 (Non-refundable) are hereby invited from interested local parties (Individuals/ Firms) involved in Housekeeping/ cleaning service for sweeping, up keeping and maintenance of cleanliness, gardening etc in the office of the Motor Accident Claims Tribunal No 3, Kamrup (M), Guwahati on annual contract basis for the financial year 2026-27. The contract may be reduced or extended at the discretion of the Member, Motor Accident Claims Tribunal No 3, Kamrup (M), Guwahati.

Intending eligible parties (Firms/Individuals/ Group of Individuals etc) etc involved in similar nature of work may submit quotations along with requisite documents to the office of the undersigned.

Quotations should reach the office of the undersigned on or before 20 May, 2026 by 5 p.m.

General Terms & Conditions:

1. The Tenderers should quote their rates only on per month basis.

2. Rates once quoted shall be final. No separate amount would be payable over and above the rates quoted.

3. The Member, MACT No 3, Kamrup(M), Guwahati reserves the right to postpone or extend the date of receipt / opening of rates/ quotations or to withdraw the same, without assigning any reason whatsoever.

4. The service providers are requested to submit the complete rates/ quotations only after satisfying each and every condition as well as after physical inspection of the premises.

5. Contract will be awarded for current financial year only, and may be extended only after satisfactory performance. Else, The Member, MACT No 3, Kamrup(M), Guwahati reserves the right to terminate the contract .

6. The service provider shall arrange necessary insurance cover for the personnel deployed by them. The Member, MACT No 3, Kamrup(M), Guwahati shall not entertain any claim arising out of accidents, if any, which may take place.

7. The service provider shall provide ID card to the person deployed in the office and shall inform the office about the person (s) identity in written. No other person except authorized representative of the service provider shall be allowed to enter into the Court premises.

8. Service Provider shall be directly responsible for any disputes arising between him and his personnel and this office shall not be responsible.

9. Service provider shall be solely responsible for payment of wages/ salaries, other benefits and allowances to the personnel employed which might become applicable under any act s or orders of the Government. The Member, MACT No 3, Kamrup(M), Guwahati shall have no liability whatsoever in this regard.

10. The working hours shall be from 8:30 a.m. to 4:30 p.m. daily for the persons provided for house keeping. However in case of emergency, the persons may be required to work beyond the time specified above.

11. The Member, MACT No 3, Kamrup(M), Guwahati reserves the right to include new terms and conditions or may also exclude any aforesaid terms & conditions without any prior notice.

12. Cleaning materials shall be provided by this office.

Terms of payment:

1. The Service provider will submit the monthly GST bill for reimbursement in triplicate mentioning their bank account number along with IFSC Code.

2. Payment to Service Provider shall be made to their bank account only via account transfer through Treasury bill. Tax payable shall be deducted at the source as per rules.

Penalty:

In the event of failure in maintaining the house keeping services on any day up to the desired standard, in part or full the service provider is liable to be penalized @ Rs 300/- (Rupees three Hundred only) per day shall be recovered from the bills or otherwise.

Sd/-

The Member, MACT No 3,
Kamrup(M), Guwahati

Memo No. MACT-3 (7)/2026/166 (B-D).

Date :- 30/04/2026

Copy to :-

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

The Member, MACT No 3,
Kamrup(M), Guwahati

Member MACT No-3
Kamrup (M) Guwahati