OFFICE OF THE MEMBER, MACT, GOALPARA

NOTICE INVITING TENDER

Date: 14.07.2026

Sealed quotations are invited from Registered Firms/Suppliers for the supply of **File Covers and File Boards** for the Office of the Member, Motor Accident Claims Tribunal, Goalpara, of quality comparable to those presently used in the Hon'ble Gauhati High Court, as per the specifications detailed below.

1. GENERAL TERMS & CONDITIONS

Sl. No.	Particular	Details
1.1	Tender Invitation	Sealed quotations are invited from Registered Firms/Suppliers.
1.2	Tender Fee (Non-Refundable)	Each tender must be accompanied by a Court Fee Stamp of **Rs. 8.25 (Rupees Eight and Twenty-Five Paisa Only)** affixed to the application addressed to the undersigned.
1.3	Address for Submission	Office of the Member, MACT, Goalpara.
1.4	Last Date & Time for Receipt of Tenders	On or before **27.07.2026** up to **4:30 PM.** Tenders received after the stipulated time shall be summarily rejected.
1.5	Date & Time of Tender Opening	**27.07.2026** at **5:00 PM.**
1.6	Tender Opening Authority	The tender shall be opened by the C.A.O. of this office in the presence of the Accountant. The bidders or their authorised representatives may remain

Sl. No.	Particular	Details
		present at the time of opening.
1.7	Validity of Offer	The quotation shall remain valid for a minimum period of **90 days** from the date of opening of the tender.

2. SCOPE AND SPECIFICATIONS

Sl. No.	Item	Quantity	Specifications
2.1	File Cover	**2,000 Nos.**	Good quality hard file covers suitable for judicial records, comparable in quality, finish and durability to those used by the Hon'ble Gauhati High Court. The file cover shall be made of superior quality thick mill board with cloth binding on the spine, metal eyelets, cotton tape/tagging arrangement and suitable printing as approved by this office.
2.2	File Board	**1,000 Nos.**	Heavy-duty file boards suitable for judicial records, made of superior quality hard board with cloth binding, metal eyelets and appropriate tagging arrangement, comparable in quality to those used by the Hon'ble Gauhati High Court.

3. ELIGIBILITY CRITERIA

1. Preference shall be given to bidders having previous experience in supplying file covers/file boards of similar quality to the Hon'ble Gauhati High Court, Judicial Academy and Assam State Legal Services Authority.

2. Documentary evidence such as Purchase Orders, Supply Orders or Completion Certificates in support of previous experience, if any, shall be enclosed with the quotation.
3. The undersigned reserves the right to verify the credentials and past performance of the bidders before finalisation of the tender.

4. SPECIAL INSTRUCTIONS

1. The successful bidder shall supply the entire quantity within the period specified in the Supply Order.
2. The materials supplied shall strictly conform to the approved quality and specifications. Any defective or inferior quality materials shall be rejected and shall have to be replaced by the supplier at his own cost.
3. Payment shall be made only after satisfactory supply, inspection and acceptance of the materials by this office.
4. The undersigned reserves the right to accept or reject any or all quotations without assigning any reason thereof.

Member,
MACT, Goalpara

Copy:
Memo No. MACT/GLP/2026/**1011-13** Dated: 14.07.2026

1. The Notice Board of this establishment.
2. System Officer, O/o- District and Sessions Judge, Goalpara for uploading this NIT in the Website of District Judiciary, Goalpara.
3. Office file.

Member,
MACT, Goalpara