OFFICE OF THE MEMBER, MOTOR ACCIDENT CLAIMS TRIBUNAL, SONITPUR AT TEZPUR

NOTICE INVITING TENDER
(FOR STATIONERY ITEMS)

Sealed quotations are hereby invited affixing Court Fee stamp of Rs. 8.25 (Non-refundable) from the intending registered Firms for supply of Stationery items for the establishment of the Member, Motor Accident Claims Tribunal, Sonitpur, Tezpur for the financial year 2025-2026 as per specification given with the Notice.

GENERAL TERMS & CONDITIONS

1. The sealed envelope containing quotation shall be marked as "Tender for Supply of Stationery items" and the following documents must be annexed with the quotation.

   a) Copy of PAN Card.

   b) Up to date copy of G.S.T. Registration Certificate.

Each page of the documents should be signed by the bidder with seal to establish the Bidder's eligibility and its qualification to perform the supply of materials if its bid is accepted. In the absence of any of the above documents/ information, the offer may be summarily rejected without making any further reference in this regard.

The sealed quotation should be submitted to the office of the **Member, Motor Accident Claims Tribunal, Sonitpur, Tezpur**, during office hours on working days.

2. In case the successful bidder supplies sub-standard materials the Security deposit shall be forfeited and its tender shall be cancelled. Thereafter, next successive bidder may be considered.

3. The rates approved by the Committee constituted for the selection of bidder, shall be valid for the period of one year from the date of approval letter of this establishment. Increase and decrease of Prices, Taxes and other statutory duties will not affect the price during this period. The supplier will be responsible for any increase in Prices, Taxes and Duties. Any increase in taxes and other statutory duties/levy after the approval of Rates shall be to the supplier's account.

4. Payments shall be made after satisfactory execution of the order and supply of material in satisfactory condition on bill basis. The decision of the Member, Motor Accident Claims Tribunal, Sonitpur, Tezpur, towards satisfaction of quality of material shall be final. Payment of the material supplied under purchase order will be paid on receipt of complete consignment and checking of the material and on production of following :

- Invoice in triplicate.
- Delivery Challan duly signed by the consignee.

5. The Member, Motor Accident Claims Tribunal, Sonitpur, Tezpur, reserves the right to accept or reject any or all the tenders in part or full, without assigning any reason whatsoever.

6. The Member, Motor Accident Claims Tribunal, Sonitpur, Tezpur, is not bound to accept the lowest Tender.

7. The Member, Motor Accident Claims Tribunal, Sonitpur, Tezpur, reserves the right, to award the work to one or more bidders.

8. The Member, Motor Accident Claims Tribunal, Sonitpur, Tezpur, reserves the right to terminate the purchase order at any time by giving an intimation in writing without assigning any reason.

9. In case of violation of terms and conditions of the tender document or unsatisfactory supply of material or of poor quality and below standard. The Member, Motor Accident Claims Tribunal, Sonitpur, Tezpur, reserves the right to terminate the supply order by giving intimation to the supplier/contractor.

The sealed quotations should reach the undersigned on or before **6th June, 2025** & no quotation/tender will be received thereafter. The tenders shall be opened in the office of the Member, Motor Accident Claims Tribunal, Sonitpur, Tezpur, on **10th June, 2025** at **4.00 PM**.

10. The decision of the Member, Motor Accident Claims Tribunal, Sonitpur, Tezpur, in all respect shall be final and binding on all.

Enclosed : List of Items

By Order,

Sd/-
i/c Sheristadar,
Motor Accident Claims Tribunal
Sonitpur :: Tezpur

No. MACT(S) 432 - 434 Dated, Tezpur, the 28 / 05 / 2025

Copy forwarded to :

1. The System Officer, District Judiciary, Sonitpur, Tezpur for uploading the same in the District Judiciary website.
2. Notice Board, MACT office, Sonitpur, Tezpur
3. Office file

28/05/2025
i/c Sheristadar,
Motor Accident Claims Tribunal
Sonitpur :: Tezpur

Motor Accident Claims Tribunal
Sonitpur, Tezpur

LIST OF STATIONERY ARTICLES

Sl. No.	Items	Per Unit	Rates (in Rs.) Inclusive of GST	Rates (in Rs.) exclusive of GST
1.	Alpin	Box		
2.	Short hand note book	No.		
3.	Calculator	Pc.		
4.	Paper clip	Pkt.		
5.	Envelope ($4^{1/2}$" × 10")	Per 100 pc		
6.	Envelope (9" × 4")	Per 100 pc		
7.	Envelope (11"×5")	Per 100 pc		
8.	Envelope (14"×15")	Per 100 pc		
9.	Envelope (16"×12")	Per 100 pc		
10.	Eraser - kores	No.		
11.	Eraser – Non Dust Quality	No.		
12.	Fax Roll	Roll.		
13.	File Cover with Board	No.		
14.	File- 4 Fold file cover	No.		
15.	Guard File	No.		
16.	Stick file Transparent (A4 size)	No.		
17.	Stick file Transparent (FS size)	No.		
18.	Glue Stick 15 gms.(Kores)	Pc.		
19.	Glue Stick 15 gms.(Fevi Stick)	Pc.		
20.	Gum Tube	Pc.		
21.	Gum Bottle(150 ml.)	Bottle		
22.	Gum Bottle(700 ml.)	Bottle		
23.	Hard board with Clip	Pc.		
24.	Ink Blue (Camlin)	Pc.		
25.	Note Pad	Pc.		
26.	Page Marker (Desmat)	Pkt.		
27.	Paper Clips	Pkt.		
28.	Paper Carbon (Black)	Pkt.		
29.	Paper Carbon (Blue)	Pkt.		
30.	Paper puncher, Kangaro	Pc.		
31.	Paper weight (Medium size)	Pc.		
32.	Pen – Add gel (Black, Red, Blue)	No.		
33.	Pen – Ball pen (Black, Red, Blue)	No.		
34.	Pen – CD Marker pen	No.		
35.	Pen – Correction Pen (Eraz Ex)	No.		

36.	Pen – Correction Pen (Kores)	No.		
37.	Pen – Fountain (good quality)	No.		
38.	Pen – Highlighter coloured	No.		
39.	Pen - Marker	No.		
40.	Pen – Parker pen	No.		
41.	Pen – Holder pen (Both side) Red/Blue	Pkt.		
42.	Pen – refill Ballpen (Black, Red, Blue)	Pkt.		
43.	Pen – Smart Gel line	No.		
44.	Pen Stand (for 2 pens)	No.		
45.	Pencil - Apsara	Pkt.		
46.	Pencil – Short Hand	Pkt.		
47.	Photostate Paper A4 JK	Ream		
48.	Photostate Paper A4 Century	Ream		
49.	Photostate Paper FS JK	Ream		
50.	Photostate Paper FS Century	Ream		
51.	Pin Holder	Pc.		
52.	Push Pin	Pkt.		
53.	Poker - Plastic	Dzn.		
54.	Refill – Short (Black, Red, Blue)	Pkt.		
55.	Refill – Long (Black, Red, Blue)	Pkt.		
56.	Register (Hard binding) No. 8	Pc.		
57.	Register (Hard binding) No. 10	Pc.		
58.	Register (Hard binding) No. 12	Pc.		
59.	Register (Hard binding) No. 16	Pc.		
60.	Ribbon (White)	Bundle		
61.	Scale – 12 ″ Plastic	No.		
62.	Scale – 12 ″ Steel	No.		
63.	Sealing wax	Pkt.		
64.	Sharpner	No.		
65.	Stamp Pad (Small)	No.		
66.	Stamp Pad (Medium)	No.		
67.	Stamp Pad (Big)	No.		
68.	Stamp Pad Ink 25 ml	Bottle		
69.	Stapler machine No. 10	Pc.		

70.	Stapler machine No. 24/6	Pc.		
71.	Stapler Pin No. 10	Pkt.		
72.	Stapler Pin No. 24/6	Pkt.		
73.	Tag Cotton 8 "	Bundle		
74.	Tape – Cellotape 1 1/2 "	Dzn		
75.	Tape – Cellotape 1/2 "	Dzn		
76.	Tape – Cellotape 2 "	Dzn		
77.	Tape – Cellotape brown 1"	Dzn		
78.	Tape – Cellotape brown 2"	Dzn		
79.	Thread ball (cotton)	No.		
80.	Tray – Plastic Tray for keeping File/Paper	Pc.		
81.	Water sponge with cover	No.		
82.	Calling Bell (Manual)	Pc.		
83.	Tube Light	Pc.		
84.	LED Bulb 10 wt	Pc.		
85.	LED Bulb 15 wt	Pc.		
86.	Phenyle (Black)	Bottle		
87.	Phenyle (White)	Bottle		
88.	Black Hit	Pc.		
89.	Room Freshner	Pc.		
90.	Bleaching powder	Pkt.		
91.	Pencil Battery	Pc.		
92.	Battery for Torch light	Pc.		
93.	Distilled water	Kartoon		
94.	Electronic choke	Pc.		
95.	Foot mat	Pc.		
96.	Lock & Key (Small)	Set		
97.	Lock & Key (Big)	Set		
98.	Harpic	Pc.		
99.	All-out Liquid Refill	Pc.		
100.	All- out Liquid Machine	Pc.		
101.	Waste paper bucket	Pc.		
102.	Towel (Small)	Pc.		
103.	Towel (Big)	Pc.		
104.	Naphthalene	Pkt.		
105.	Drinking Glass	Set		
106.	Cup-Plate	Set		
107.	Flask (Milton)	No.		
108.	Markin Cloth	Mtr.		
109.	Odonil	Pc.		
110.	Vim dishwash Liquid	Bottle.		
111.	Vim soap	Pc.		