



**OFFICE OF THE MEMBER , MOTOR ACCIDENT CLAIMS TRIBUNAL
CACHAR::SILCHAR**

NOTICE INVITING QUOTATION
(For Annual Maintenance Contract (AMC))

Dated:13/09/2024.

Sealed quotation affixing Court Fee Stamps of Rs.8.25/- only (Non-refundable) are hereby invited from registered local firms for supply of **(1) Stationery articles, (2) Miscellaneous Items, (3) Electronic Items, (4) For Annual Maintenance Contract (AMC)** for Repairing, Servicing (AC, Water motor and electronic items of office) to the office of MACT, Cachar, Silchar for a period of **one year**. The quotation should reach this office within the working hours of the undersigned on or before 23/09/2024.

GENERAL TERMS & CONDITIONS:

1.The sealed quotation shall be submitted separately for supply of each category of article mentioned above and the envelope containing the quotation should be super scribes "**Quotation for supply of stationery, Electronic items and Miscellaneous items** " so on and should contain the following documents:

- (a) Copy of PAN Card of the firm,
- (b) Upto date copy of GST Registration Certificate,

Each page of the documents should be signed by the bidder with seal to establish the Bidders 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's, the offer may be summarily rejected without making any further reference in this regard.

2. The rates approved by the MACT, Cachar, shall be valid for the 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/levies after the approval of Rates shall be to the supplier's account.

(3) Payments shall be made after satisfactory execution of the order and supply of material in satisfactory condition on the bill basis. The decision of the MACT, Cachar, Silchar, towards satisfaction of quality of materials 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:

- (I) Invoice in triplicate,
- (II) Delivery Challan duly signed by the consignee.

(4) The articles will be purchased as per requirement and same shall be delivered to the Office of MACT, Cachar, or where necessary immediately.

(5) Sample of the item should be submitted where necessary.

(6) The selected supplier may be directed to supply articles not mentioned in the list on agreed price between both the parties.

(7) The MACT, Cachar reserves the right not to accept or reject any or all quotations in part or full and the undersigned shall not be bound to accept the lowest price.

(8) The Member, MACT, Cachar, Silchar, reserves the right, to award the work to one or more bidders.

(9) In case of violation of terms and condition of the quotation document or unsatisfactory supply of materials or of poor quality and below standard, the undersigned reserves the right to terminate the contract by giving intimation to the supplier. Inadequate information or false information provided by the supplier at the time of submitting quotation will lead to rejection of the quotation.

(10) The decision of the undersigned in all respect shall be final and binding on all.

Encl: List of items is enclosed in separate sheets.

Sd/-
Member

Motor Accident Claims Tribunal
Cachar, Silchar

Memo No.SMACT/IV/14/578-580

Dated:13/09/2024

Copy to:-

1. The system officer, O/O District & Sessions Judge, Cachar with request to upload the Notification in our Official Website.
2. Notice Board
3. Office File.

Member
Motor Accident Claims Tribunal
Cachar, Silchar
13/9/2024

**OFFICE OF THE MEMBER, MOTOR ACCIDENT CLAIMS TRIBUNAL,
CACHAR, SILCHAR, ASSAM.**

PRO FORMA FOR QUOTING THE RATES
(FOR SUPPLY OF OFFICE MATERIALS/ ITEMS)

List of Stationery Items

Sl. No.	Particulars	Unit	Price per unit inclusive of all Taxes
1	Adhesive Tape 2" inch	Unit as dozen	
2	Ball pen both side	Per piece	
3	Ball pen refill-blue/Black	Per box	
4	Ball pen refill-red	Per box	
5	Battery Pencil	Per piece	
6	Battery Remote	Per piece	
7	Blinder Clip 25mm	Per box	
8	Calculator (small)	Per piece	
9	Calculator (big)	Per piece	
10	Computer Key board (unit as piece)		
11	Computer Key board wireless (unit as piece)		
12	Computer mouse pad(unit as piece)		
13	Computer mouse (unit as piece)		
14	Computer Pen drive(unit as piece)		
15	Computer Monitor 19 inch (unit as piece)		
16	Court Diary 400 page (unit as piece)		
17	Compact disc (unit as piece)		
18	Envelop (10X4½) (unit as per hundred)		
19	Envelop A4 size (unit as per fifty)		
20	Envelop Legal size (unit as per fifty)		
21	Eraser pen (unit as Piece)		
22	Fevicol squeezezy bottle (unit as box)		
23	Fevi stik glue (unit as box)		
24	File board with cover (unit as piece)		
25	File cover four fold (unit as bundle)		
26	Flag Sticker (unit as per packed)		
27	Fountain Pen Perker (unit as piece)	Perker	
28	Gel pen ADD Achiever. blue & red (unit as Piece)		
29	Gel pen ADD Refill. blue & red (unit as Piece)		
30	Highlighter pen (Per piece)		
31	Index File		
32	Ink – stamp pad ink 25 ML (unit as bottle)	Kores	
33	Issue Register conquest 800 pages		
34	Knife (Paper cutter) (unit as piece)		
35	Lock & key (big) (unit as piece)	Godrej	
36	Lock & key (medium) (unit as piece)		
37	Lock & key (small) (unit as piece)		
38	Lac/ Sealing wax (unit as packet)		
39	Lead pencil for short-hand (unit as packet)		

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40	Laser Toner cartridge 388		
41	Marker pen small nib		
42	Marker Pen – page marker (unit as piece)		
43	Odonil (unit as box)		
44	Paper A-4 75 GSM (unit as packet)		
45	Paper A-4 size Yellow 75GSM (unit as packet)		
46	Paper-conquest note sheet (unit as ream)		
47	Paper DFC (unit as ream)		
48	Paper FS (leagal) size 75 GSM (Sheets 500)		
49	Paper poker/ perforator (unit as dozed)		
50	Paper punching device (double hole) (unit as piece)		
51	Paper weight (unit as piece)		
52	Plastic Scale 30 cm (unit as Piece)		
53	Plastic Scale 60 cm (unit as Piece)		
54	Register conquest paper leagal size 200 pages		
55	Register book no. 4 (unit as piece)		
56	Register no. 10		
57	Register conquest paper ½ DFC size 200 pages		
58	Register conquest paper leagal size 150 pages		
59	Register no.12		
60	Register cash book		
61	Register Acquittance roll		
62	Register Attendance		
63	Register handbook		
64	Register no.6 (Ruled)		
65	Register no.12 (Ruled)		
66	Register binding (unit as piece)		
67	Register conquest (unit as piece)		
68	Ribbon white (unit as packet)		
69	Rubber stamp (unit as piece)		
70	Scissor Medium (unit as Piece)		
71	Short hand note book (unit as packet 10 nos.)		
72	Sharpner (unit as piece)		
73	Stamp pad big (Steel) (per dozen)		
74	Stapler big HP-45 (Per Piece)		
75	Stapler small No.10 (Per Piece)		
76	Stapler-pin 24/6-1M (unit as box,20nos.)		
77	Stapler-pin 10-1M (unit as box, 20nos.)		
78	Seal Date (unit as piece)		
79	Seal office		
80	Stapler pin remover		
81	Thread-ball (unit as piece)		
82	Wrpping paper (per ream)		

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List of Electrical Items

Sl.No.	Particulars	Unit	Price per unit inclusive of all Taxes
1	Black tape	Per piece	
2	Calling bell Electric	Per piece	
3	Ceiling Fan	unit as piece	
4	Extension board/code 4 Socket	Per piece	
5	Flexible electric wire	Per metre	
6	Electric Cattle	Per piece	
7	Fan capacitor (Ceiling)	Per piece	
8	Fan capacitor (Stand)	Per piece	
9	Good night machine	Per piece	
10	LED Bulb 9 wt	Per piece	
11	LED Tube with frame	Per piece	
12	LED Bulb 12wt	Per piece	
13	LED Bulb 18 wt	Per piece	
14	Tube light	Per piece	
15	Tuni set	Per set	

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List of Miscellaneous Items

Sl.No.	Particulars	Unit	Price per unit inclusive of all Taxes
1	Antiseptic Liquid 550ml	Per Bottle	
2	Bleaching Powder	Per KG.	
3	Brush for Tiolet cleaner	Per piece	
4	Broom (Grass/Rema)	Per piece	
5	Broom (Coconut)	Per piece	
6	Car air freshner (unit as piece)	Per piece	
7	Car Mat (Per piece)	Per piece	
8	Candle Big size	Per packet	
9	Cloth – Markin for packing	Per metre	
10	Cloth- Red shaloo	Per metre	
11	Duster Broom for car	Per piece	
12	Door mat big size coconut	Per piece	
13	Distilled Water (2 liters)	Per Bottle	
14	Good night liquid mosquito repellent	Per piece	
15	Hand sanitizer alcohol based 500ml.	Per Bottle	
16	Harpic Liquid 500ml	Per Bottle	
17	Hand wash 200ml.	Per Bottle	
18	Mineral Water 500ml	Per Bottle	
19	Mineral Water 2ltrs.	Per Bottle	
20	Floor cleaner mop stick	Per piece	
21	Naphtalene	Per dozen	
22	Plastic Bucket Medium	Per piece	
23	Plastic dustbin	Per piece	
24	Plastic jug	Per piece	
25	Plastic mug big	Per piece	
26	Phenyle white 500ml	Per Bottle	
27	Phenyl Black 500ml.	Per Bottle	
28	Postal mail bag	Per piece	
29	Rat kill cake	Per piece	
30	Room freshner spray 250ml	Per Bottle	
31	Surface cleaner 500ml	Per Bottle	
32	Spoon Steel	Per dozen	
33	Surf Excel Detergent powder (per ½ KG)	KG	
34	Sutli / Jute	KG	
35	Tissue paper	Per packet	
36	Towel small size (Bombay dyeing)	Per piece	
37	Towel medium size (Bombay dyeing)	Per piece	
38	Towel big size (Bombay dyeing)	Per piece	
39	Pipe (as per requirement)		
40	Water tap		

Member
Motor Accident Claims Tribunal
 Cechar, Sitchar


 13/9/2024