

OFFICE OF THE MEMBER, MOTOR ACCIDENT CLAIMS TRIBUNAL

NAGAON::ASSAM

NOTICE INVITING QUOTATION

DATED NAGAON, THE 25TH MAY 2023.

Sealed quotations are hereby invited from local registered firms/shops for entering into Annual Rate Contract for supply of **Computer Peripherals** for use in the establishment of the Member, Motor Accident Claims Tribunal, Nagaon, for the financial year 2023-2024. The intending local firms must submit their quotations in sealed envelope to the office of the undersigned on or before 06.06.2023 during the working hours. In case any clarification is needed, the office of the undersigned may be contacted during office hours.

GENERAL TERMS AND CONDITIONS

1. The seal quotation shall be superscribed as "Quotation for supply of Computer Peripherals" and should contain the following documents:-

- i. Proof of Current Bank Account in the name of the Firm (Preferably SBI).
- ii. Trade licence issued by appropriate authority.
- iii. PAN card in the name of the firm.
- iv. GST registration Certificate.
- v. Any other documents which are required for supplying of Article to the Govt. Office.

2. The firm should have an established shop dealing in Computer peripherals. Details of the shop is to be furnished along with quotation for verification.

3. The rates approved by the committee constituted for the selection of bidder shall be valid for a period of 1(one) Year. 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.
4. The rate should be submitted with GST and without GST separately.
5. The rate quoted for each item shall be final and in no hike in price shall be considered in the contract period. Further, rate quoted in the price bid should be on door delivery to this establishment.
6. Preference may be given to Firm/ Shop which has experience in dealing with supply of Office goods. Supporting documents are to be attached.
7. The bidder shall have to supply the ordered items immediately on receipt of such supply order. The article to be supplied, should be of best and standard quality.
8. Payments shall be made after satisfactory execution of the order and supply of material in satisfactory condition on bill basis.
9. Sample of items should be submitted where necessary.
10. The firms should quote rate of items for the specified brand name, size, weight etc. (where applicable) as per the prescribed list/format appended herewith without adding any extra item.
11. The undersigned reserves the right not to accept or reject any or all quotation in part or full and he shall not be bound to accept the lowest bidder.
12. 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 undersigned reserves the right to terminate the supply order by giving intimation to the supplier.
13. The decision of the undersigned in all respect shall be final and binding.

25/5/2023
(Kaushik Hazarika)
Member, M.A.C.T.
Nagaon::Assam
Member, MACT
Nagaon, Assam

Memo No: MACT/Acct/N/78 (A)-76(c)

Dated 25.5.23

Copy To:

- 1) The System Officer, O/o The District & Session Judge, Nagaon. He is requested to upload the notice in the Official Website of Nagaon Judiciary, along with the ANNEXURE enclosed.
- 2) Notice board of the establishment.
- 3) Office File.

25/5/2023
Member, M.A.C.T.
Nagaon::Assam.

Member, MACT
Nagaon, Assam

ANNEXURE-A

QUOTATION FORM FOR SUPPLY OF COMPUTER PERIPHERALS

Ref. Memo No: Dated

To,

The Member
Motor Accident Claims Tribunal
Nagaon, Assam.

1. Name of the bidder with Address

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2. Contact Person with Phone No

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3. GST Registration No

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4. Details of items:-

Details of items	SI No.	Name of the items	Per Unit	Rate (in Rs.)		
				MRP	Quoted Rate	
					Without GST	With GST
	1.	Anti virus software (kaspersky/ E-set/ K7 anti virus/ Quick heal anti virus)	No.			
	2.	Blank CD	pc			
	3.	Compatible printer Cartridge 925	No.			
	4.	Compatible Toner 12A	No.			
	5.	Compatible Toner 88A	No.			
	6.	Compatible Toner 337	No.			
	7.	Computer CPU (DELL)	No.			
	8.	Computer CPU (HP)	No.			
	9.	Computer Keyboard (Logitech)	No.			
	10.	Computer LED monitor (AOC)	No.			
	11.	Computer LED monitor (DELL)	No.			
	12.	Computer LED monitor (HP)	No.			
	13.	Computer Mouse (Logitech)	No.			
	14.	Computer Printer (Canon) mention different model	No.			
	15.	Computer Printer (HP) mention different model	No.			
	16.	Computer UPS (Numeric)	No.			
	17.	Hard Drive (WD)	No.			
	18.	Pen drive (16 GB) reputed brand	No.			
	19.	Pen Drive (32 GB) reputed brand	No.			
	20.	RJ-45 connector	No.			
	21.	Xerox Machine	No.			
	22.	Xerox Machine Toner	No.			

(Signature of Prop/Manager)
Full Name with Date/Seal.