

OFFICE OF THE CHIEF JUDICIAL MAGISTRATE:::BAKSA::ASSAM

Memo No. CJM/BMA/2024/ 2235 E Dated. Mushalpur, the 27th day of August, 2024

NOTICE INVITING TENDER No. 2 of 2024

(FOR FORMS AND REGISTERS)

Sealed quotations are invited affixing Court Fee stamp of Rs. 8.25 (Non-refundable) from the intending registered firms for supply of Forms and Registers, for the establishment of the Chief Judicial Magistrate, Baksa for the year 2024-2025 as per specification given with the Notice.

The undersigned is not bound to accept of a particular firm even it may be lowest rate. Rate should be mentioned in figure and word showing the CGST, SGST and other charges etc. separately.

GENERAL TERMS & CONDITIONS

1. The sealed envelope containing quotation shall be marked as **"Tender for Supply of Forms and Registers"** and the following documents must be annexed with the quotation.
 - a) Copy of PAN Card.
 - b) Copy of Trade license from Municipal Board or any other authority.
 - c) Up to date copy of GST clearance certificate.
 - d) An established showroom or shop of respective products.

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 **Chief Judicial Magistrate, Baksa, Assam**, 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 rate 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/levies 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 material in satisfactory condition on bill basis. The decision of the Chief Judicial Magistrate, Baksa 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 duplicate.
 - Delivery Challan duly signed by the consignee.
5. The Chief Judicial Magistrate, Baksa reserves the right to accept or reject any or all the tenders in part or full, without assigning any reason whatsoever.
6. The Chief Judicial Magistrate, Baksa is not bound to accept the lowest tender.
7. The Chief Judicial Magistrate, Baksa reserves the right, to award the work to one or more bidders.
8. The Chief Judicial Magistrate, Baksa reserves the right to terminate the purchase order at any time by giving 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 Chief Judicial Magistrate, Baksa 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 **10th of September, 2024** & no quotation/tender will be received thereafter. The tenders shall be opened in the office of the Chief Judicial Magistrate, Baksa on **11th of September at 4:30 pm.**

10. The decision of the Purchase Committee, Baksa in all respect shall be final and binding on all.

Enclosed: List of Forms and Registers.

Chief Judicial Magistrate,
Baksa, Mushalpur

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Copy to:

- ✓ 1. The System Assistant, Baksa. He is directed to upload the order along with list of articles in the official website of District Judiciary, Baksa, BTAD, Assam.
2. The Notice Board of Hon'ble District & Sessions Judge, Baksa.
3. The Notice Board of Chief Judicial Magistrate, Baksa.
4. Office file.

Chief Judicial Magistrate,
Baksa, Mushalpur

27/08/24

OFFICE OF THE CHIEF JUDICIAL MAGISTRATE, BAKSA.

LIST OF ITEMS

(1)

Sl. No.	Description of Articles	Size	Quantity/Rate
1	Bill Register (In Printed Format) – 150 pages	42 cm x 30 cm	Per No.
2	Budget Register (Blank) – 100 Pages	36 cm x 22 cm	Per No.
3	Aquittance Register (In Printed Format) – 100 pages	42 cm x 30 cm	Per No.
4	Cash Book (In Printed Format) – 100 pages	37 cm x 25 cm	Per No.
5	Register (Blank) – 200 Pages	36 cm x 22 cm	Per No.
6	Register (Blank) – 150 Pages	36 cm x 22 cm	Per No.
7	Register (Blank) – 100 Pages	36 cm x 22 cm	Per No.
8	Register (Blank) – 80 Pages	36 cm x 22 cm	Per No.
9	Register (Rule) – 200 Pages	36 cm x 22 cm	Per No.
10	Register (Rule) – 150 Pages	36 cm x 22 cm	Per No.
11	Register (Rule) – 100 Pages	36 cm x 22 cm	Per No.
12	Register (Rule) – 50 Pages	36 cm x 22 cm	Per No.
13	Copy Register – (Blank)	42 cm x 30 cm	Per No.
14	Court Fee Register - (In Printed Format) – 380 Pages	36 cm x 22 cm	Per No.
15	Court Diary - (In Printed Format) – 380 Pages	36 cm x 22 cm	Per No.
16	Judgement Register (In Printed Format) – 100 Pages	36 cm x 22 cm	Per No.
17	Witness Register (In Printed Format) – 100 Pages	36 cm x 22 cm	Per No.
18	Disposal Register (In Printed Format) – 100 Pages	42 cm x 30 cm	Per No.
19	Register (Blank) – 200 Pages	42 cm x 30 cm	Per No.
20	Register (Blank) – 150 Pages	42 cm x 30 cm	Per No.
21	Register (Blank) – 100 Pages	42 cm x 30 cm	Per No.
22	File Holders – Title Coloured Printed	For Legal Size Documents	Per No.
23	File Holders – Title Coloured Blank	For Legal Size Documents	Per No.
24	Envelop – (Yellow)	22.9 cm x 32.4 cm	Per No.
25	Envelop – (Yellow)	16.2 cm x 22.9 cm	Per No.

Chief Judicial Magistrate
Baksa, Mushalpur
Baksa, Mushalpur
27/08/24