

**OFFICE OF THE DISTRICT AND SESSIONS JUDGE,**  
**UDALGURI**

**NOTICE INVITING QUOTATION**

Dated Udalguri, the 9<sup>th</sup> August, 2024

Sealed quotations in plain paper affixing Non Judicial Stamp of Rs. 8.25 (Non Refundable) only are invited from the local Government registered firms/ suppliers within Udalguri for supply of (1) Stationery, (2) Electrical and (3) Miscellaneous articles (list of items attached) to the Establishment of the District and Sessions Judge, Udalguri for the year **2024 – 2025** and may be extended as per decision of the authority. The quotation should reach the Office of the District and Sessions Judge, Udalguri on or before **19-08-2024** during working hours.

**GENERAL TERMS & CONDITIONS:**

- 1) The seal quotation shall be super scribed as "**Quotation for supply of Stationery/ Electrical/ Miscellaneous articles**" and should contain the following documents:-
  - a) Copy of PAN card.
  - b) Upto date copy of SGST/ CGST Registration certificate.
  - c) Copy of Udalguri Municipal Corporation Trade License.
- 2) The firm should have an established name in supplying with Stationery/ Miscellaneous/Electrical articles along with quotation for verification.
- 3) Rate should be quoted both in words and figure and **Inclusive of Taxes (CGST+SGST** where applicable as per Government norms) is to be shown separately against the item in the bill, where applicable.
- 4) The firm should quote rate for the item which are mentioned in the items list provided along with the quotation without adding any extra item.
- 5) Rate quoted for each item will be final and no hike in price of any material will be considered during the contract period.
- 6) Sample of item should be submitted if where necessary.



Contd.


- 7) The bidder shall quote rate against the specified brand name, size, weight etc. (where applicable) of the articles as per prescribed list/ format appended herewith.
- 8) The articles should be delivered to the Office of the District and Sessions Judge Office/ Bungalow etc. wherever necessary immediately.
- 9) The supplier will have to replace the reject articles immediately at their own cost.
- 10) The District and Sessions Judge, Udalguri reserves the right not to accept or reject any or all quotations in part or full and he shall not be bounded to accept the lowest price.
- 11) 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 District and Sessions Judge, Udalguri reserves the right to terminate the contract by giving intimation to supplier.
- 12) The decision of the District and Sessions Judge, Udalguri in all respect shall be final and binding.

**Sd/- N.S. Deori**

District & Sessions Judge  
Udalguri

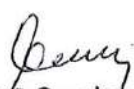
Memo No. DJ(U) 5181 - 5184, Dated Udalguri, the 9<sup>th</sup> August, 2024.

- System Assistant, District Judiciary, Udalguri for immediate uploading of the details of the Quotation Notice in the Udalguri Judiciary Website in the home page with the Caption: "**Notice dated 09/08/2024 for inviting quotations for Supply of Stationery Articles to the District and Sessions Judge, Udalguri**".
- The Notice Board, District & Sessions Judge, Udalguri.
- The Notice Board, Chief Judicial Magistrate, Udalguri.
- Office File.


  
District & Sessions Judge  
Udalguri  
District & Sessions Judge  
Udalguri : Assam  
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**List of Stationery Articles**

| Sl | List of Articles                                | Quantity   | Rate | GST Rate | CGST+SGST value | Price |
|----|---|------------|------|----------|-----------------|-------|
| 1  | Photostate Paper (A4 Size)<br>JK 70 GSM         | Per Ream   |      |          |                 |       |
| 2  | Photostate Paper (A4 Size)<br>JK 75 GSM         | Per Ream   |      |          |                 |       |
| 3  | Carbon Paper (Legal Size, Blue)<br>Kores        | Per Pkt.   |      |          |                 |       |
| 4  | Bound Register Ruled No.4                       | Per Piece  |      |          |                 |       |
| 5  | Bound Register Ruled No.8                       | Per Piece  |      |          |                 |       |
| 6  | Bound Register Ruled No.16                      | Per Piece  |      |          |                 |       |
| 7  | Bound Register Ruled No.32                      | Per Piece  |      |          |                 |       |
| 8  | Salu Binding Register Conquest<br>300 sheet S/F | Per Piece  |      |          |                 |       |
| 9  | Salu Binding Register Conquest<br>100 sheet DFC | Per Piece  |      |          |                 |       |
| 10 | Salu Binding Register Conquest<br>200 sheet DFC | Per Piece  |      |          |                 |       |
| 11 | Short Hand Book (oxford) 200<br>pages           | Per Dozen  |      |          |                 |       |
| 12 | Pen Stand ( for 4 pens), Best<br>Quality        | Per Piece  |      |          |                 |       |
| 13 | Fountain Pen (Parker)                           | Per Piece  |      |          |                 |       |
| 14 | Pen Ink (Parker) 50ml                           | Per Bottle |      |          |                 |       |
| 15 | Ball/ Gel Pen (Writometer)                      | Per Piece  |      |          |                 |       |
| 16 | Ball Pen (Red/Blue)                             | Per Piece  |      |          |                 |       |
| 17 | Stamp Pad (Camel) Big Size                      | Per Piece  |      |          |                 |       |
| 18 | Stamp Pads Ink (Kores)60ml                      | Per Bottle |      |          |                 |       |
| 19 | Alpin (king Brand) 100 gm                       | Per Box    |      |          |                 |       |
| 20 | Paper Clip                                      | Per Box    |      |          |                 |       |
| 21 | Sticky Notes                                    | Per Packet |      |          |                 |       |
| 22 | Permanent Marker Pen                            | Per Piece  |      |          |                 |       |
| 23 | Calculator 12 digit (Flair/Orpat)               | Per Piece  |      |          |                 |       |
| 24 | Paper weight Glass( Decorated)                  | Per Piece  |      |          |                 |       |
| 25 | Tag Cotton 9"                                   | Per Bundle |      |          |                 |       |
| 26 | Cotton White Ribbon 1/2"                        | Per Roll   |      |          |                 |       |
| 27 | File Cover (Best Quality)                       | Per Piece  |      |          |                 |       |
| 28 | File Board (Best Quality)                       | Per Piece  |      |          |                 |       |
| 29 | Four Folder File (Executive)                    | Per Piece  |      |          |                 |       |
| 30 | Stick File (Good Quality)                       | Per Piece  |      |          |                 |       |
| 31 | Envelop Brown (9"x4") 50 piece                  | Per Pkt.   |      |          |                 |       |
| 32 | Envelop Yellow (FS Size) Plastic<br>Coated      | Per Piece  |      |          |                 |       |
| 33 | Envelop Yellow (FS Size) Cloth<br>Coated        | Per Piece  |      |          |                 |       |
| 34 | Stapler Machine 24/6<br>(Kangaroo)              | Per Piece  |      |          |                 |       |

  
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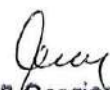
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|----|---------------------------------------|----------------|--|--|--|--|
| 35 | Stapler Machine 10 (Kangaroo)         | Per Piece      |  |  |  |  |
| 36 | Stapler Pin 24/6 (Kangaroo)           | Per small Pkt. |  |  |  |  |
| 37 | Stapler Pin 10 (Kangaroo)             | Per small Pkt. |  |  |  |  |
| 38 | Candle (Big Size)                     | Per Pkt.       |  |  |  |  |
| 39 | Cello Tap 2"                          | Per Piece      |  |  |  |  |
| 40 | Erez ex Pen                           | Per Piece      |  |  |  |  |
| 41 | High Lighter Pen                      | Per Piece      |  |  |  |  |
| 42 | Gems Clip (Plastic Coated)            | Per Pkt.       |  |  |  |  |
| 43 | Water Spong( with cover)              | Per Piece      |  |  |  |  |
| 44 | Page Marker Sticker, 4 strips         | Per Pkt.       |  |  |  |  |
| 45 | Gum Tube                              | Per Piece      |  |  |  |  |
| 46 | Fevi Stick                            | Per Piece      |  |  |  |  |
| 47 | Sealing Wax (Gripex)                  | Per Pkt.       |  |  |  |  |
| 48 | Laal Slau Markin Cloth                | Per Mtr.       |  |  |  |  |
| 49 | White Salu Markin Cloth               | Per Mtr.       |  |  |  |  |
| 50 | Paper Puncher (Two hole)              | Per Piece      |  |  |  |  |
| 51 | Sutli                                 | Per Kg.        |  |  |  |  |
| 52 | Pencil HB                             | Per Pkt.       |  |  |  |  |
| 53 | Pencil Reporter for Steno             | Per Pkt.       |  |  |  |  |
| 54 | Peon Book (50 leaf)                   | Per Piece      |  |  |  |  |
| 55 | Wooden Scale 12 inch                  | Per Piece      |  |  |  |  |
| 56 | Mouse (HP/Logitech)                   | Per Piece      |  |  |  |  |
| 57 | Keyboard (HP/Logitech)                | Per Piece      |  |  |  |  |
| 58 | Mouse Pad                             | Per Piece      |  |  |  |  |
| 59 | Pen Drive 32 GB HP (HP/Sony)          | Per Piece      |  |  |  |  |
| 60 | Pen Drive 64 GB HP (HP/Sony)          | Per Piece      |  |  |  |  |
| 61 | Xerox Tonner Canon NPG 59 Original    | Per Piece      |  |  |  |  |
| 62 | Xerox Tonner Canon NPG 59 Compatible  | Per Piece      |  |  |  |  |
| 63 | Xerox Tonner Canon NPG 28 Original    | Per Piece      |  |  |  |  |
| 64 | Xerox Tonner Canon NPG 28 Compatible  | Per Piece      |  |  |  |  |
| 65 | Tonner Cartridge(12A) HP Original     | Per Piece      |  |  |  |  |
| 66 | Tonner Cartridge (12A) compatible     | Per Piece      |  |  |  |  |
| 67 | Tonner Cartridge Canon 337 Original   | Per Piece      |  |  |  |  |
| 68 | Tonner Cartridge Canon 337 Compatible | Per Piece      |  |  |  |  |

  
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|----|---|-----------|--|--|--|--|
| 69 | Tonner Cartridge Canon 326 Original         | Per Piece |  |  |  |  |
| 70 | Tonner Cartridge Canon 326 Compatible       | Per Piece |  |  |  |  |
| 71 | Tonner Cartridge(88A) HP Original           | Per Piece |  |  |  |  |
| 72 | Tonner Cartridge (88A) compatible           | Per Piece |  |  |  |  |
| 73 | Tonner Cartridge(78A) HP Original           | Per Piece |  |  |  |  |
| 74 | Tonner Cartridge (78A) compatible           | Per Piece |  |  |  |  |
| 75 | Tonner Cartridge HP 110A Original           | Per Piece |  |  |  |  |
| 76 | Tonner Cartridge HP 110A compatible         | Per Piece |  |  |  |  |
| 77 | Tonner Cartridge Canon T06 Black Original   | Per Piece |  |  |  |  |
| 78 | Tonner Cartridge Canon T06 Black Compatible | Per Piece |  |  |  |  |
| 79 | CMOS Battery                                | Per Piece |  |  |  |  |
| 80 | RJ 45 Connector                             | Per Piece |  |  |  |  |
| 81 | I.O. Box Connector                          | Per Piece |  |  |  |  |

**List of Miscellaneous Article**

| Sl | List of Articles                          | Quantity   | Rate | GST Rate | CGST+SGST value | Price |
|----|---|------------|------|----------|-----------------|-------|
| 1  | Black Phenyl ( 1/2 Ltr.)                  | Per Bottle |      |          |                 |       |
| 2  | White Phenyl ( 1/2 Ltr.) Chitra Fresh     | Per Bottle |      |          |                 |       |
| 3  | Bleaching Powder (Bengal Chemicals) 500gm | Per Pkt.   |      |          |                 |       |
| 4  | Harpic                                    | Per Bottle |      |          |                 |       |
| 5  | Toilet Paper (standard size) Good Quality | Per Piece  |      |          |                 |       |
| 6  | Sanifresh                                 | Per Bottle |      |          |                 |       |
| 7  | Hit Spray (Black/ Red)                    | Per Bottle |      |          |                 |       |
| 8  | Colin -Cleaning Spray                     | Per Bottle |      |          |                 |       |
| 9  | Chitranala Oil                            | Per Bottle |      |          |                 |       |
| 10 | Vim Bar Big                               | Per Piece  |      |          |                 |       |
| 11 | Scotch Bite                               | Per Piece  |      |          |                 |       |
| 12 | Lux Soap (Big)                            | Per Piece  |      |          |                 |       |
| 13 | Detergent Powder ( 1/2 Kg)                | Per Pkt.   |      |          |                 |       |
| 14 | Detole Hand Wash 200ml                    | Per Bottle |      |          |                 |       |
| 15 | Naphthalene ( 1/2 Kg)                     | Per Pkt.   |      |          |                 |       |


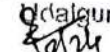
  
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|----|--|------------|--|--|--|
| 17 | Gamaxin Powder                                   | Per Kg.    |  |  |  |
| 18 | Harrow Kodal (Tata Make) No.6                    | Piece      |  |  |  |
| 19 | Spade (Khupri) 3"                                | Piece      |  |  |  |
| 20 | Mosquito Liquidator Oil (GoodNight/ Allout)      | Per Piece  |  |  |  |
| 21 | Mosquito Liquid with Machine (GoodNight/ Allout) | Per Piece  |  |  |  |
| 22 | Knife (Medium Size)                              | Per Piece  |  |  |  |
| 23 | Mortein Rat Kill Cake                            | Per Piece  |  |  |  |
| 24 | Room freshner( Godrej)                           | Per Bottle |  |  |  |
| 25 | Car Freshner                                     | Per Bottle |  |  |  |
| 26 | Car Freshner with Mechine                        | Per Bottle |  |  |  |
| 27 | Scissor Big Size                                 | Per Piece  |  |  |  |
| 28 | Lock & Key 40 mm                                 | Per Pair   |  |  |  |
| 29 | Lock & Key 60 mm                                 | Per Pair   |  |  |  |
| 30 | Ceiling Jharu                                    | Per Piece  |  |  |  |
| 31 | Cocunut Jharu                                    | Per Piece  |  |  |  |
| 32 | Phool Jharu                                      | Per Piece  |  |  |  |
| 33 | Tiles Cleaning Brush                             | Per Piece  |  |  |  |
| 34 | Floor Mopper (Mob)                               | Per Piece  |  |  |  |
| 35 | Dry Wiper  | Per Piece  |  |  |  |
| 36 | Sanitary Cleaning Brush                          | Per Piece  |  |  |  |
| 37 | Rope Plastic Kg                                  | Per Kg.    |  |  |  |
| 38 | Torch light 2 cell (Eveready)                    | Per Piece  |  |  |  |
| 39 | Torch light 3 cell (Eveready)                    | Per Piece  |  |  |  |
| 40 | Torch Light Battery (Eveready)                   | Per Piece  |  |  |  |
| 41 | Pencil Bettery (Eveready)                        | Per Piece  |  |  |  |
| 42 | Remote Bettery (Eveready)                        | Per Piece  |  |  |  |
| 43 | Duracell Pencil Battery                          | Per Piece  |  |  |  |
| 44 | Battery Water 1 ltr                              | Per bottle |  |  |  |
| 45 | Cup & Palte Pair (Bonchina)                      | Per Pkt.   |  |  |  |
| 46 | Drinking Glass (Milton)                          | Per Pkt.   |  |  |  |
| 47 | Drinking Glass (Borosil)                         | Per Pkt.   |  |  |  |
| 48 | Coaster Plate                                    | Per Pkt.   |  |  |  |
| 49 | Tea Spoon (Steel)                                | Dozen      |  |  |  |
| 50 | Tea Tray (Big Size)                              | Per Piece  |  |  |  |
| 51 | Quarter Plate Bonchina                           | Per Piece  |  |  |  |
| 52 | Dish (Rice Plate) Bonchina                       | Per Piece  |  |  |  |
| 53 | Dinner Set (Complete) Laopola                    | Per Pkt.   |  |  |  |
| 54 | Water Jug (Plastic)                              | Per Piece  |  |  |  |
| 55 | Water Jug (Steel)                                | Per Piece  |  |  |  |
| 56 | Water Bottle Plastic (Milton)                    | Per Piece  |  |  |  |
| 57 | Tiffin Box (Milton)                              | Per Piece  |  |  |  |
| 58 | Flask Steel Body, 1 Ltr (Milton)                 | Per Piece  |  |  |  |

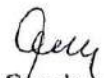
  
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|----|---|-----------|--|--|--|--|
| 59 | Flask Steel Body, 2 Ltr (Milton)            | Per Piece |  |  |  |  |
| 60 | Water Filter (Steel)                        | Per Piece |  |  |  |  |
| 61 | Filter Candle                               | Per Piece |  |  |  |  |
| 62 | Bamboo Basket (Round)                       | Per Piece |  |  |  |  |
| 63 | Waste Paper Basket (Plastic)                | Per Piece |  |  |  |  |
| 64 | Dustbin (Small size, Cello)                 | Per Piece |  |  |  |  |
| 65 | Mug (Cello, 1 Ltr)                          | Per Piece |  |  |  |  |
| 66 | Plastic Bucket 10 Ltr (Cello)               | Per Piece |  |  |  |  |
| 67 | Plastic Bucket 20 Ltr (Cello)               | Per Piece |  |  |  |  |
| 68 | Coat Hanger 6", Good Quality                | Per Piece |  |  |  |  |
| 69 | Towel (Bombay Dyeing) Big                   | Per Piece |  |  |  |  |
| 70 | Towel (Bombay Dyeing) Small                 | Per Piece |  |  |  |  |
| 71 | Chair Cushion (Kurlon)                      | Per Piece |  |  |  |  |
| 72 | Door Mat (Cotton)                           | Per Piece |  |  |  |  |
| 73 | Door Mat (Nylon)                            | Per Piece |  |  |  |  |
| 74 | Door Mat (Rubber)                           | Per Piece |  |  |  |  |
| 75 | Door & Window screen (Best Quality)         | Per Piece |  |  |  |  |
| 76 | Window Net (Best Quality)                   | Per Piece |  |  |  |  |
| 77 | Ring for screen                             | Per Pkt.  |  |  |  |  |
| 78 | Alluminium pipe for Screen                  | Per Piece |  |  |  |  |
| 79 | Brackets                                    | Per Pair  |  |  |  |  |
| 80 | Umbrella (Mohendra Dutta, Big Size)         | Per Piece |  |  |  |  |
| 81 | Wall clock (Ajanta, Medium)                 | Per Piece |  |  |  |  |
| 82 | Table Glass Pad 4MM                         | Sqr Ft.   |  |  |  |  |
| 83 | Table Glass Pad 6MM                         | Sqr Ft.   |  |  |  |  |
| 84 | Table Top Incliner Desk( Fibre), with Glass | Per Piece |  |  |  |  |
| 85 | Hand Sanitizer 100ml                        | Per Piece |  |  |  |  |
| 86 | Hand Sanitizer 500ml                        | Per Piece |  |  |  |  |
| 87 | Lizol                                       | Per Piece |  |  |  |  |
| 88 | Dustpan (Garbage carrier plate)             | Per Piece |  |  |  |  |
| 89 | Wax Pol Polish                              | Per Piece |  |  |  |  |
| 90 | Tissue Paper                                | Per Pkt.  |  |  |  |  |
| 91 | Rice Spoon (Big Size)                       | Dozen     |  |  |  |  |
| 92 | Bed Sheet King Size BQ                      | Per Piece |  |  |  |  |
| 93 | Pillow Cover BQ                             | Per Piece |  |  |  |  |
| 94 | National Flag (Big Size)                    | Per Piece |  |  |  |  |
| 95 | National Flag (Medium Size)                 | Per Piece |  |  |  |  |
| 96 | National Flag for Car                       | Per Piece |  |  |  |  |
| 97 | Flag Rope                                   | Per Piece |  |  |  |  |
| 98 | Plastic Tool                                | Per Piece |  |  |  |  |

**List of Electrical articles**

  
 District & Sessions Judge  
 Dibrugarh : Assam  


| Sl | List of Articles                                  | Quantity  | Rate | GST Rate | CGST+SGST value | Price |
|----|---|-----------|------|----------|-----------------|-------|
| 1  | Calling Bell (Electronic)                         | Per Piece |      |          |                 |       |
| 2  | Calling Bell Push (Manual, Battery)               | Per Piece |      |          |                 |       |
| 3  | Night Lamp Bulb 15W                               | Per Piece |      |          |                 |       |
| 4  | LED Bulb 9W                                       | Per Piece |      |          |                 |       |
| 5  | LED Bulb 18W                                      | Per Piece |      |          |                 |       |
| 6  | LED Bulb 30W                                      | Per Piece |      |          |                 |       |
| 7  | Halogen Bulb 50W                                  | Per Piece |      |          |                 |       |
| 8  | Halogen Bulb 100W                                 | Per Piece |      |          |                 |       |
| 9  | Halogen Bulb 200W                                 | Per Piece |      |          |                 |       |
| 10 | Tube Light Complete Fittings(Philips) LED         | Per Piece |      |          |                 |       |
| 11 | Tube Light LED 40W, 4 Fts. (Philips)              | Per Piece |      |          |                 |       |
| 12 | Stabilizer for AC                                 | Per Piece |      |          |                 |       |
| 13 | Celing Fan 56" (Usha)                             | Per Piece |      |          |                 |       |
| 14 | Celining Fan 56" (Havells)                        | Per Piece |      |          |                 |       |
| 15 | Stand Fan (Usha)                                  | Per Piece |      |          |                 |       |
| 16 | Wall Fan (Usha)                                   | Per Piece |      |          |                 |       |
| 17 | Fan Capacitor                                     | Per Piece |      |          |                 |       |
| 18 | Electronic Choke 40W (Philips)                    | Per Piece |      |          |                 |       |
| 19 | Electronic Regulator for Ceiling Fan (Anchor)     | Per Piece |      |          |                 |       |
| 20 | Room Heater ( Single Coil) Bajaj                  | Per Piece |      |          |                 |       |
| 21 | Room Heater (Double Coil) Bajaj                   | Per Piece |      |          |                 |       |
| 22 | Electric Kettle 1 Ltr. (Philips)                  | Per Piece |      |          |                 |       |
| 23 | Black Tap   | Per Piece |      |          |                 |       |
| 24 | Multi Standard Copper Wire (1.5 mm <sup>2</sup> ) | Per Mtr.  |      |          |                 |       |
| 25 | Multi Standard Copper Wire (2.5 mm <sup>2</sup> ) | Per Mtr.  |      |          |                 |       |
| 26 | Multi Standard Copper Wire ( 6 mm <sup>2</sup> )  | Per Mtr.  |      |          |                 |       |
| 27 | Service Wire (Main Line)                          | Per Mtr.  |      |          |                 |       |
| 28 | MCB Box 4 Ways (Havells)                          | Per Piece |      |          |                 |       |
| 29 | MCB 10 Amp (Havells)                              | Per Piece |      |          |                 |       |
| 30 | MCB 25 Amp (Havells)                              | Per Piece |      |          |                 |       |
| 31 | MCB Isolator 63 Amp (Havells) 4 pole              | Per Piece |      |          |                 |       |
| 32 | 3 Pin Top 16 Amp (Anchor)                         | Per Piece |      |          |                 |       |
| 33 | Board Switch 5 Amp (Anchor)                       | Per Piece |      |          |                 |       |

  
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|----|--|-----------|--|--|--|--|
| 34 | Multi Holder (Anchor)                        | Per Piece |  |  |  |  |
| 35 | Pendent Holder (Anchor)                      | Per Piece |  |  |  |  |
| 36 | Angle Holder (Anchor)                        | Per Piece |  |  |  |  |
| 37 | MCB Box (Havells)                            | Per Piece |  |  |  |  |
| 38 | Casing Pipe                                  | Per Piece |  |  |  |  |
| 39 | L.Bow/ Tee connector                         | Per Piece |  |  |  |  |
| 40 | S/S Combine                                  | Per Piece |  |  |  |  |
| 41 | Extension Cord Spike Buster 5<br>Amp 4 Port  | Per Piece |  |  |  |  |
| 42 | Extension Cord Spike Buster 16<br>Amp 4 Port | Per Piece |  |  |  |  |

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District & Sessions Judge

Gudakuri : Assam

9/8/25