

**OFFICE OF THE CHIEF JUDICIAL MAGISTRATE :: HAILAKANDI**

**NOTICE INVITING SHORT TENDER**

**Dated 11<sup>th</sup> November, 2024**

Tenders are invited from the Registered/recognized vendors under sealed cover envelope affixing court fees stamps worth of Rs. 8.25/- only for supplying of Office Registers (Printed) for the Establishment of Chief Judicial Magistrate, Hailakandi.

Interested vendors are hereby asked to submit their quotations in the Drop-Box installed in the Office of the undersigned w.e.f 12<sup>th</sup> November, 2024 from 10.00 AM till 5.00 PM of 30<sup>th</sup> November, 2024.

Sl No.	Name of Register	Pages	Quantity
1	Complain Register	400 pages (full conquest paper size)	01 No.
2	M R Register	200 pages (full conquest paper size)	01 No.
3	D V Act Case Register	200 pages (full conquest paper size)	01 No.
4	N I Act Case Register	200 pages (full conquest paper size)	01 No.
5	Misc Case Register	200 pages (full conquest paper size)	01 No.
6	Issue Register	200 pages (half conquest paper size)	03 Nos.
7	Docket Register	200 pages (half conquest paper size)	03 Nos.
8	Court Fee Register	200 pages (half conquest paper size)	35 Nos.
9	Court Diary	380 pages (half conquest paper size)	05 Nos.
10	Cause List	200 pages (half conquest paper size)	25 Nos.
11	PRC Case Register	500 pages (full conquest paper size)	02 Nos.
12	Certified Copy Register	300 pages (full conquest paper size)	03 Nos.
13	Fine Register	300 pages (half conquest paper size)	02 Nos.

**General Terms & Conditions:**

1. Only Government Registered Suppliers/Firms are entitled to submit the quotation.
2. Quotation must accompany with the **Trade License, PAN Card, GST Registration Certificate, Bank Account details, etc.** etc.

3. The tenderers are required to quote their lowest rate for each of the registers in unit price, both in figure and in words including GST. However, GST rate is to be shown separately against the item.
4. Duplicate/Sub-standard items will not be accepted anyway.
5. The undersigned reserves the right to accept or reject the quotations at any time, without assigning any reason thereof.

Sd/-  
(Subhadra Acharyya)  
Chief Judicial Magistrate,  
Hailakandi.

Memo No. HJC/08/2024/ 3558-62

Dated. 11/11/2024

Copy forwarded to:-

1. Hon'ble District and Sessions Judge, Hailakandi for favour of kind information.
2. The DIPRO, Hailakandi and requested to publish the 'NOTICE INVITING SHORT TENDER' in leading newspapers for the wide circulation of the same.
3. The System Assistant of this Judiciary, for immediate uploading of the Short Tender in the District Judiciary website with caption "Short Tender for Purchasing of Printed Registers for the Chief Judicial Magistrate, Hailakandi", with a scroll in the home page.
4. Notice Board.
5. Office File.

  
Chief Judicial Magistrate,  
Hailakandi.  
Chief Judicial Magistrate  
Hailakandi

11.11.24