



OFFICE OF THE CHIEF JUDICIAL MAGISTRATE  
HOJAI :: ASSAM.

No. CJM(H)/2022/.....

Dated:.....

**NOTICE INVITING QUOTATIONS**

**A. General**

The office of the Chief Judicial Magistrate, Hojai, invites reputed registered firms/Press for Quotation for printing and supply of Forms as per requirement listed hereunder.

**List of Forms**

| Sl. No. | Assam Schedule        | Form No. | Name of Forms      | Size  | GMS | Quantity (in Page Nos.) |
|---------|-----------------------|----------|--------------------|-------|-----|-------------------------|
| 1       | Assam Schedule - VIII | 153      | Warrant of Arrest  | A-4   | 70  | 5000                    |
| 2       | Assam Schedule - VIII | 152      | Summons to Accused | A-4   | 70  | 20000                   |
| 3       | Assam Schedule - VIII | 268      | Summons to Witness | A-4   | 70  | 10000                   |
| 4       | Assam Schedule - VIII | 127      | Order Sheet        | A-4   | 70  | 10000                   |
| 5       | Assam Schedule - VIII | 129      | Title Page         | A-4   | 165 | 10000                   |
| 6       | Assam Schedule - VIII | 129      | Title Page         | Legal | 165 | 10000                   |

**B. Submission of Quotation :**

1. The quotation in sealed cover superscripted as "Quotation for supply of Forms" should be sent to the office of the Chief Judicial Magistrate, Hojai, Assam by post or hand delivered.
2. The quotation in sealed cover containing the financial bids must reach the designated office on or before 10<sup>th</sup> March, 2022 within 4 P.M. Bids received after the due date/ time shall not be entertained.
3. The received bids shall be opened in this office on 11<sup>th</sup> March, 2022 at 3 P.M. in the presence of the bidder or their authorized representative. All the bidders shall remain present either in person or through authorized representative on aforementioned date and time in the office of the undersigned.
4. Incomplete quotation or bids not accompanied with the requiring supporting documents or quotation without sealed envelope shall be summarily rejected without assigning any reason and without any communication.
5. This office shall reserve the right to reject any bid without assigning any reasons if there appears to be reasonable and probable cause for same.
6. The rates quoted shall be valid for one year from the date of awarding the work of Printing and supply by the office of the Chief Judicial Magistrate, Hojai.
7. TDS will be deducted at the applicable rate from the contract amount.



8. The financial bid must mention the rate to be charged by the firm as per the following terms and conditions.

**C. Terms and Conditions :**

The firm / Press shall abide by the following terms and conditions:

1. The bidder must be a registered firm / Press and must submit necessary documents as follows.
  - i) Proof of Current Bank Account of nationalized Bank in the name of the firm.
  - ii) Trade license 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 tendered items to the Govt. Office.
2. The rates should be submitted with GST and without GST separately.
3. The rate quoted for each item will 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.
4. Preference shall be given to Firm which has experience in dealing with supply of Forms to the Govt. Offices/ Departments.
5. The bidder shall have to supply the ordered items immediately on receipt of such supply order. The articles to be supplied should be of best and standard quality.
6. Payment shall be made after satisfactory execution of the order and supply of material in satisfactory condition in bill basis.
7. Sample of the items should be submitted where necessary.
8. The undersigned reserves the right not to accept or reject any or all quotation in part or full and shall not be bound to accept the lowest bidder.
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 undersigned reserves the right to terminate the supply order by giving intimation to the supplier.
10. The decision of the undersigned in all respect shall be final and binding.

sd/-

Chief Judicial Magistrate  
Hojai, Assam

Memo No. CJM(H)/2022/.....922-925

Dated:.....04-03-22

Copy to:

1. The District Information and Public Relation Officer, Hojai, Assam.
2. System Office, Hojai District Judiciary for uploading the Notice in the official website of the District Judiciary, Hojai.
3. Notice Board of this establishment.
4. Office File.

Chief Judicial Magistrate  
Hojai, Assam

Chief Judicial Magistrate,  
Hojai, Sankardev Nagar.