

OFFICE OF THE SUB-DIVISIONAL JUDICIAL MAGISTRATE (M):.....:TITABAR

NOTICE INVITING QUOTATION

(Dated, Titabar the 06th May'2024)

Sealed quotations affixing Court fee Stamp of Rs. 8.25/- (Rupees Eight and paise twenty five) only are hereby invited from the intending reputed registered local firms for supplying of different Binding Registers as mentioned in the enclosed list to the office of the sub-Divisional Judicial Magistrate (M),Titabar on or before **20thMay'2024** till **04.00 P.M.** for the financial year 2024-2025. **"NO QUOTATION WILL BE ENTERTAINED BEYOND THE SCHEDULED DATE AND TIME"**.

TERMS & CONDITIONS

1. The parties, at the time of submitting quotation, shall have to submit photocopy of registration certificate, trade license, GST registration certificate and PAN card etc. of the firm. The envelope containing the quotation should be superscribed as **"QUOTATION FOR DIFFERENT BINDING REGISTERS."**
2. The rate should b quoted with GST and without GST and % of GST separately of the articles they intend to quote in the enclosed format.
3. The parties shall have to submit their firms current ban account number preferably SBI.
4. The rate quoted for each item will be final and no hike of price will be considered during the contract period i.e. in the financial year 2024-2025.
5. Sample of the items should be submitted, if and when necessary. The articles will be purchased as per requirement and same shall be delivered immediately.
6. The quotation will be open on **20th May'2024** at **04.00 P.M.** by the Purchase Committee/undersigned.
7. The proprietors/representatives of the intending firms may be present at the scheduled date and time of opening of the quotation. Those who does not attend at the time of opening of the quotation shall have no right to any objection, later on, although their quotation also be opened and may be accepted if found suitable.
8. The Sub-Divisional Judicial Magistrate (M),Titabar reserves the right to accept or reject any or quotations in part or full and shall not be bound to accept the lowest price.
9. In case of violation of terms and conditions of the quotation document or unsatisfactory supply of materials or poor quality, Sub-Divisional Judicial Magistrate (M),Titabar reserved the right to terminate the contract by giving intimation to the supplier.
10. The decision of the Sub-Divisional Judicial Magistrate (M),Titabar, in all respect shall be final.
11. No further communication shall be made in this respect except the selecting firm.

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Enclosed:- List of Registers= 1 sheet.

Sd/-
(Sd/- S.J. Deb)
Sub-Divisional Judicial Magistrate (M),
Titabar.

Memo No. JSD(T)/401-403/2024

Dated Titabar the 06th May'2024.


Copy to:-

1. The System Officer, District Judiciary, Jorhat for uploading the above NIQ in the District Judiciary website immediately.
2. Notice Board of the office of the SDJM(M), Titabar.
3. Concerning file.


Sub-Divisional Judicial Magistrate (M),
Titabar.

DESCRIPTION OF THE REGISTERS

Sl. No.	Name of the Registers	Size of the Paper	Volume	Rate without GST	Rate with GST	% of GST
1.	Register of application for Copies of document (Form No. (R) (16)	DFC Half	300 pages			
2.	Register of unimportant cases sent by the Police (Form No.(R)(II)	DFC Half	300 pages			
3.	Register of Miscellaneous Cases (Form No.(R) (2)(III)	DFC Half	300 pages			
4.	Register of Complaint Offences Form No.(R)(2)(1)	DFC Half	300 pages			
5.	Register of Process Issued (Form No.12)	DFC Half	300 pages			
6.	Register of Process Received (Form No.13)	DFC Half	300 pages			
7.	Register of Attendance of Witnesses (Form No. (R)(11)	DFC Half	200 pages			
8.	Trial Register (Form No. (R) (4)	DFC Half	200 pages			
9.	Trial Register of Petty Cases (Form No. 4(6)	DFC Half	200 pages			
10.	Register of Warrant of Imprisonment (Form No. R (7)	DFC Half	300 pages			
11.	Court Fee Register (Form No. R (10)	DFC Half	200 pages			
12.	Judgment Register (As per Assam police Manual) (Form No. R (11)	DFC	200 pages			
13.	G.R. Register {Form No. R (3)}	DFC Half	300 pages			
14.	Register for Petty Cases (R)(2)(II)	DFC Half	300 pages			


Sub-Divisional Judicial Magistrate (M)
Titabar