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

NOTICE INVITING QUOTATION

(Dated, Titabar the 03rd May'2025)

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* ***"Printed Binding Registers"*** *as mentioned in the enclosed list to the office of the Sub-Divisional Judicial Magistrate (M), Titabar on or before* ***16thMay'2025*** *till* ***04.00 P.M.*** *for the financial year* ***2025-2026.*** *"****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 PRINTED BINDING REGISTERS."***
2. *The rate should be quoted with GST of the articles they intend to quote in the enclosed format.*
3. *The parties shall have to submit their firm's current bank account number.*
4. *The rate quoted for each items/articles will be final and no hike of price will be considered during the contract period i.e. in the financial year* ***2025-2026.***
5. *Sample of the items/articles should be submitted, if and when necessary. The items/articles will be purchased as per requirement and same shall be delivered immediately.*
6. *The quotation will be open on* ***16th May'2025*** *in the office chamber of the undersigned, by the undersigned or any authorized person, as may be directed (if any changes on the date of the opening of the sealed quotations occur owing to any unavoidable circumstances it would be intimated in the* ***Official Website or Notice Board, O/o SDJM(M),Titabar,*** *only).*
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.*

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8. *No further communication shall be made in this respect except the selecting firm.*
9. *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.*
10. *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.*
11. *The decision of the Sub-Divisional Judicial Magistrate (M),Titabar, in all respect shall be final & binding.*

Enclosed:- List of Registers= 1(One) pages.

Sd/-

Sub-Divisional Judicial Magistrate (M),
Sub-Divisional Judicial Magistrate (M)
Titabar 03/05/25
Titabar.

Memo No. JSD(T)/575-576/2025 ***Dated Titabar, the 03rd May'2025.***

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),
Sub-Divisional Judicial Magistrate (M)
Titabar 03/05/25
Titabar.

DESCRIPTION OF THE REGISTERS

Sl. No.	*Name of the Registers*	*Size (inches)*	*Volume*	*Bid/Quoted price (Inclusive of Taxes) (In figures)*
1.	*Register of application for Copies of document (Form No. (R) (16)*	*17" X 13"*	*200 pages*	
2.	*Register of unimportant cases sent by the Police (Form No.(R)(II)*	*17" X 13"*	*200 pages*	
3.	*Register of Miscellaneous Cases (Form No.(R) (2)(III)*	*17" X 13"*	*200 pages*	
4.	*Register of Complaint Offences Form No.(R)(2)(I)*	*17" X 13"*	*200 pages*	
5.	*Register of Process Issued (Form No.12)*	*17" X 13"*	*200 pages*	
6.	*Register of Process Received (Form No.13)*	*17" X 13"*	*200 pages*	
7.	*Register of Attendance of Witnesses {Form No. (R) III}*	*12" X 17"*	*200 pages*	
8.	*Trial Register (Form No. (R) (4)*	*7" x 14"*	*200 pages*	
9.	*Trial Register of Petty Cases (Form No. (R) 6*	*12" X 17"*	*200 pages*	
10.	*Register of Warrant of Imprisonment (Form No. R (7)*	*12" X 17"*	*200 pages*	
11.	*Court Fee Register (Form No. R (10)*	*7" x 14"*	*100 pages*	
12.	*Judgment Register (As per Assam police Manual) (Form No. R (11)*	*8" x 13"*	*200 pages*	
13.	*G.R. Register {Form No. R (3)}*	*17" X 13"*	*200 pages*	
14.	*Register for Petty Cases (R)(2)(II)*	*17" X 13"*	*200 pages*	
15.	*Court Diary (Form No. 43)*	*8" x 11"*	*300 pages*	

Sub-Divisional Judicial Magistrate (A)
Titabar 09/05/25