OFFICE OF THE CIVIL JUDGE (SR. DIVISION), JALANDHAR

"NOTICE INVITING TENDER FOR PRINTING OF PRESCRIBED REGISTERS"

Sealed quotations are hereby invited from eligible and experienced suppliers/printers for the printing and supply of prescribed registers of approximate size 16" x 26", as per the attached list, for use in the Courts and Offices of this Sessions Division, Jalandhar.

Terms and Conditions:

1. The sealed quotations must reach this office on or before **11.05.2026 up to 5:00 PM**.
2. The quotations shall be opened on **12.05.2026 at 4:00 PM**.
3. Quotations should be submitted in a sealed envelope, duly superscribed as **"Quotation for Prescribed Registers"**, and addressed to the Civil Judge (Sr. Division), Jalandhar.
4. The rates quoted must be inclusive of all applicable taxes (including GST), transportation, loading/unloading, and delivery charges at the District Court Complex, Jalandhar.
5. The quality of paper, printing, and binding must conform to prescribed standards. Substandard material is liable to be rejected.
6. The supplier shall complete the supply within the stipulated time period as may be specified in the supply order.
7. This office reserves the right to accept or reject any or all quotations without assigning any reason.

Note: The detailed list of required registers is attached herewith.

- Sd-

Civil Judge Sr. Division,
Jalandhar.

List of Registers required to be printed for the Sessions Division, Jalandhar.

	Name and No. of Register	Quantity
1	Register of cases under special and Local Laws and the Criminal Procedures Code. (Register No. II)	50
2	Register of Miscellaneous Criminal Cases (Register no. III)	150
3	Register of Judicial Fine (Register No. VIII)	50
4	Decided Register (Register No. IV)	100
5	Register of Appeals and Revision in Criminal Cases (VI)	50
6	Register of Summary trials (Register No. XI)	100
7	Registers of Dates Fixed for trial of Criminal Cases including dates of receipt of cases sent up for trial by the Police (Register No. VII)	100
8	Register of Bail applications (Register No. XIV)	100
9	Register of Judicial Fine realization (Register No. IX)	150
10	Register of Traffic Cases (XIII)	100
11	Register of FIR (Register No. XV)	100
12	Registers of cases Indian Penal Code (Register No. I)	150
13	Register of Civil Suits (Register No. I)	150
14	Register of Succession Certificate (Register no. V)	100
15	Register of Dates fixed for the Trial of Original Suits, Appeals and Execution of Decrees (Register no. VII)	50
16	Register of Execution of Decrees (Register no. VIII)	50

Copy Agency Registers

17	Register of Applications and realization of Fees (CD-2)	100

- Sd-
Civil Judge Sr. Division,
Jalandhar.

Sr. No. 1

Part B-IV

REGISTER NO. II

Register of cases Under Special And Local Laws And The Criminal Procedure Code

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
No.	Date of Institution receipt by transfer or reference	Name of Police Station	Name of Village	Name of Complainant parentage and address	Name of accused parentage and address	Appeared under warrants	Appeared through summons	Appeared Voluntarily	Offence and or section and law applicable	Accused or respondent whether in custody, on bail or personal recognizance	Transferred to		Date and abstract of final order with date and name of Officer passing it	Result of appeal or Revision	Date of despatch of record to the record-keeper	Date of Consignment to the record room and No. of the case in the record-keeper's register	Remarks
											Another District	Another State					

Guidelines :- No. 1. A separate Note may be made to show how many of the persons entered in Column 11 were arrested by the police and how many were arrested by other agencies (e.g.) Forest or Excise Officers. Private persons etc.

Civil Judge (Sr. Division)
Jalandhar

Sr. No. 2.

Part B-IV

REGISTER NO. III

REGISTER OF MISC. CRIMINAL CASES

1	2	3	4	5	6	7	8	9	10
Sr. No.	Date Institution	Name of Police Station	Name of Complainant parentage and address	Name of accused with parentage and address	Abstract of petition or application	Abstract of final order with date and name of Officer passing the same	Date of despatch of record to the record-keeper	Date of receipt of record in record-room	Remarks

Civil Judge (Sr. Division)
Jalandhar

Sr. No. 3.

Register No. VIII
Register of Judicial Fines

1	2	3	4	5	6	7	8	9	10	11	12	13			14	15	16
	No. of case	Name of Parties	Number of persons fined	For what offence fined	Date of sentence	Amount of fine	Amount, if any, awarded is compensation or reward	Amount, if any, remitted, quoting authority	Date of order to police to realise	Date of warrant to levy by distress and sale	Amount realised with date of realisation	Amount paid into the Treasury with and date of Treasury receipt			Amount paid as compensation or reward, with date of payment	Amount, if any, refunded, quoting authority	Remarks
												For Credit to Government	For credit to a Municipal or Local Fund	As deposit			

Civil Judge (Sr. Division)
Jalandhar