

**Office of the District & Session Judge, East Champaran, Motihari**

**Tender No.- 01/2025(Purchase Cell)**

**F.Y.- 2024-2025,**

**Date:- 23.01.2025**

**Place of Receipt of Quotation :- Office of the Administration Incharge, Nazarat,  
Civil Court, East Champaran, Motihari**

As directed, quotations are invited from the reputed firms / suppliers for supply of stationery articles mentioned below for its use in the different Courts and Offices of the Civil Court, Motihari.

Sl. No.	List of Stationery Articles	No of Jista/ Page	Quantity
1.	A-4 size Paper (75 GSM)	-----	1500 pkts.
2.	Plain Paper (white)	-----	30 Rim
3.	Pen Stand (Medium size)	-----	50 pcs
4.	Pen Stand (Big size)	-----	20 pcs
5.	Guard File	-----	1000 pcs
6.	Cover File	-----	1000 pcs
7.	File For Record	-----	1000 pcs
8.	Fly Leaf	-----	2000 pcs
9.	Damper	-----	100 pcs
10.	Ekranga	-----	500 m
11.	Thread Ball	-----	1000 pcs
12.	Stapler No 10	-----	50 Pcs
13.	Stapler Pin No. 10	-----	500 pcs
14.	Register of Warrant of Imprisonment	100 Page	100 Pcs
15.	Register of Absconder	100 Page	100 Pcs
16.	Witness Register	300 Page	100 Pcs
17.	Warrant Register	300 Page	100 Pcs
18.	Warrant Execution Register	100 Page	100 Pcs
19.	Bail Register	100 Page	100 Pcs
20.	Register of Requisition from Copying Department	300 Page	100 Pcs
21.	Execution Cases Register	300 Page	50 Pcs
22.	Title Suit Register	300 Page	50 Pcs
23.	Trial Register	500 Page	50 Pcs
24.	GR Register	500 Page	5 Pcs
25.	Supplementary Register of Session Trial	300 Page	25 Pcs
26.	Supplementary Register Probate Cases	100 Page	25 Pcs
27.	Supplementary Register Claim Cases	100 Page	25 Pcs
28.	Supplementary Register of Money Appeal	100 Page	25 Pcs
29.	Supplementary Register Title Appeal	100 Page	25 Pcs
30.	Supplementary Register Eviction Appeal	100 Page	25 Pcs
31.	Supplementary Register Execution Appeal	100 Page	25 Pcs
32.	Register of Criminal Misc Cases	100 Page	25 Pcs
33.	Register of Civil Misc Cases	100 Page	25 Pcs
34.	Register of Misc Appeal Cases	100 Page	25 Pcs

23/1/25

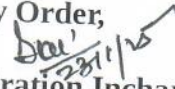
35.	Criminal Revision Register	100 Page	25 Pcs
36.	Criminal Appeal Register	100 Page	25 Pcs
37.	Register of Rent Appeal Case	100 Page	25 Pcs
38.	Inspection Defect Register	100 Page	100 Pcs
39.	Occasional Inspection Register	100 Page	100 Pcs
40.	Letter Issue Register	100 Page	100 Pcs
41.	Letter Receive Register	100 Page	100 Pcs
42.	Requisition for record issued Register	100 Page	100 Pcs
43.	Requisition for record received Register	100 Page	100 Pcs
44.	Attendance Register	50 Page	100 Pcs
45.	Peon Book	200 Page	150 Pcs

The firm/ supplier must have the financial capacity to execute the supply of aforesaid article. The Quotations must reach this office within three weeks (21 Days) from the date of display of this notice on the website of Civil Court, Motihari. Quotation received after stipulated time/date shall not be entertained. This tender notice can be downloaded from the website of Civil Court, Motihari:- "<https://motihari.dcourts.gov.in/>". The formats of the above mentioned registers may be obtained from the Office of the Administration Incharge, Civil Court, Motihari.

**Terms & Conditions:**

- (i) Proof of Registration of firm/supplier as per Government Rules.
- (ii) The firm must have GST and PAN number.
- (iii) The articles supplied should be in good condition.
- (iv) The rate of article must be quoted as per unit price.
- (v) The rate quoted in Quotation should be inclusive of all taxes and other charges, if any.
- (vi) No advance payment shall be made.
- (vii) The Court reserves the right to minimise or maximise the quantity as well as right to accept or reject any or all quotations without assigning any reason.
- (viii) The firm shall submit its bill in duplicate at the time of supply of articles.
- (ix) Payment will be made in account of the firm after due verification of items supplied.

  
Nazir,  
Civil Court, Motihari.

By Order,  
  
Administration Incharge,  
Civil Court, Motihari.