# Office of the Principal District & Sessions Judge, East Champaran, Motihari.

**Tender No.- 257/2026 (Purchase Cell)** **F.Y.- 2026-2027,** **Date:- 12.10.2026**

***Place of Receipt of Quotation*** **:-** ***Nazarat, Civil Court, Motihari, East Champaran.***

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

The list of Registers are as follows :-

| Serial No. | Form No. | Details of the Registers/Heading of the Registers | No. of Registers required | No. of sheets in Registers |
|---|---|---|---|---|
| 1. | R (1) | I. Register of Money and movable suits, II. Register of rent suits, III. Register of Title suits | 20 | 100 |
| 2. | R 1-A | Supplementary register, court of the additional I. Register of money and movable suits, II. Register of rent suits, III. Register of title suits | 100 | 100 |
| 3. | R 2 | Register of miscellaneous judicial cases in the court of district | 50 | 100 |
| 4. | R 4 | Register of appropriation for the execution of decrees in the court of.....district..... | 50 | 100 |
| 5. | R 4 (A) | Register of decrees of the other courts received for execution under section 38 and 39 of the civil procedure code | 50 | 100 |
| 6. | R 5 | I. register of money appeals, II. Register of rent appeal, III. Register of tittle appeal in the court of ..... | 10 | 100 |
| 7. | R 6 | Supplementary register I. Money appeal, II. Rent appeal, III. Title appeal, IV. Miscellaneous appeal | 50 | 100 |
| 8. | R 7 | Register of miscellaneous appeal instituted in the court of .....district..... | 10 | 100 |
| 9. | R 8 | Court Diary | 100 | 300 |
| 10. | R 9 | Register of petition and court fee in the courts of the..... | 100 | 300 |
| 11. | R 17 | Register of requisitions from the copying department | 100 | 300 |
| 12. | R 18 | Register of requisitions for documents and records. | 100 | 100 |
| 13. | R 19 | Register of records removed from the record room/ register of records entered in the dispatch list but kept back by the dispatching court | 25 | 100 |
| 14. | R19 A. | Requisition for record receive register | 100 | 100 |
| 15. | R19 B. | Requisition for record issue register | 100 | 100 |
| 16. | R 20 | List of records of class .....( suits/appeal/cases) sent to the district record room from the court | 25 | 100 |
| 17. | R 20 (A) | List showing the actual dates of deposits of records in the record room | 50 | 100 |
| 18. | R 20 (B) | Register showing the due date of destruction of cumbrous and bulky exhibits | 10 | 100 |
| 19. | R 21 | List of register to be permanently preserved | 10 | 100 |
| 20. | R 22 | Register of application for the return of documents | 10 | 100 |
| 21. | R 23 | Register of inspection of records in the court of | 100 | 100 |

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| **22.** | R 24 | **Register of pleaders and mukhtars enrolled in the court of.....at.....** | 5 | 100 |
| **23.** | R 25 | **Register of registered clerks of pleader/Mukhtars** | 5 | 100 |
| **24.** | R 27 | **Register of information regarding execution and miscellaneous cases for information of parties in the courts of .....** | 50 | 100 |
| **25.** | R 26 | **Register of commissions issued under the code of civil procedure and also writs of delivery of possession in respect of immovable property under the code requiring knowledge of surveying in the court of district** | 25 | 100 |
| **26.** | R 31 | Statistical register of the suits instituted according to valuation in the the court of | 50 | 100 |
| **27.** | R 33 | Statistical register of original cases/appeals received by transfer, or upon remand, review, or revival | 50 | 100 |
| **28.** | R 34 | Statistical register of suits/cases disposed of | 50 | 100 |
| **29.** | R 35 | Statistical register of appeals disposed of | 50 | 100 |
| **30.** | R 36 | Statistical register showing the results of application for the execution of decrees disposed of | 50 | 100 |
| **31.** | R 40 | Register of interlocutory injunction issued in the court of the .....district..... | 50 | 100 |
| **32.** | R 42 | Stock register of the books in the library of the court of .....at..... | 10 | 100 |
| **33.** | R 41 | Register of cases in which the proceedings have been stayed | 100 | 100 |
| **34.** | R 1 | Register of 1. Complaints of offence, 2. unimportant cases sent up by the police in which a FIR is not used. 3. Miscellaneous cases | 50 | 100 |
| **35.** | R 2 [old No. (M) 31] | Magistrate general register of of cases cognizable by the police | 50 | 100 |
| **36.** | R 3 [old No. (M) 34] | Register of cases institute or received by transfer for inquiry or trial in the court of magistrate of ( Trial Register) | 70 | 350 |
| **37.** | R 4 [old No. (M) 35 and (M) 36] | Register of appeals/revision cases | 50 | 100 |
| **38.** | R 5 [old No. (M) 37] | Register of warrant of imprisonment | 55 | 100 |
| **39.** | R 5 (A) | Register of absconder | 68 | 100 |
| **40.** | R 8 [old No. (M) 41] | Register of attendance of witness | 84 | 300 |
| **41.** | R 13 [old No. (M) 48] | List of records sent to district record room from the court of ..... | 50 | 100 |
| **42.** | R 14 [old No. (M) 49] | List of record of session cases, criminal appeals, and revision cases sent to sessions judge's record room from the court at | 50 | 100 |
| **43.** | R 18 [old No. (M) 52] | Register of cases decided in the court of .....exercising the power of .....at .... | 50 | 100 |
| **44.** | R 24 | Register of bail orders | 67 | 100 |
| **45.** | R 28 | Register of sessions cases | 50 | 300 |
| **46.** | R 29 | Dispatch Register of the Court | 10 | 500 |
| **47.** | A 17 | Register of criminal fines of the office.....for the month of..... | 50 | 100 |
| **48.** | - | Format of "inspection defect register" | 58 | 100 |
| **49.** | - | Format of "warrant execution register" | 52 | 100 |
| **50.** | - | Summon issued register | 100 | 100 |

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| 51. | - | Register of surrender | 50 | 100 |
| 52. | - | Register of bail application form no. (R) 4 A | 50 | 100 |
| 53. | - | Supplementary register eviction appeal | 50 | 100 |
| 54. | - | Supplementary register execution | 50 | 100 |
| 55. | - | Register of criminal misc. cases | 50 | 100 |
| 56. | - | Register of civil misc. cases | 50 | 100 |
| 57. | - | Occasional defect register | 50 | 100 |
| 58. | - | Letter issue register | 100 | 100 |
| 59. | - | Letter receive register | 100 | 100 |
| 60. | - | Fine cheque register | 50 | 100 |
| 61. | - | Peon book | 100 | 200 |
| 62. | - | Commercial suit register | 10 | 100 |
| 63. | - | Maintenance register | 10 | 100 |
| 64. | - | Matrimonial register | 10 | 100 |
| 65. | - | Guardianship register | 10 | 100 |
| 66. | - | Distress warrant register | 10 | 100 |
| 67. | - | Attendance Register | 50 | 100 |

The list of Forms are as follows:-

| Serial No. | Form No. | Details of the Forms/Heading of the Forms | No. of Forms required |
|---|---|---|---|
| 1. | J 1 | Title Page | 10000 |
| 2. | J 10 | List of documents produced by Plaintiff/defendant | 10000 |
| 3. | J 17 | Decree in original suit | 2000 |
| 4. | J 30 | Decree in appeal | 500 |
| 5. | J 36 | Grant of probate of will | 500 |
| 6. | J 46 | Award | 1000 |
| 7. | J 9 A | Order sheet | 50000 |

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.

12/10/2026

**Nazir,**
**Civil Court, Motihari.**

**By Order,**
12/10/26

**Administration Incharge,**
**Civil Court, Motihari.**