CIVIL COURT, BEGUSARAI

Quotation Notice No. .01...../2026

In view of the meeting convened on 19.12.2025 in the chamber of Sri Raj Narayan Nigam, D.A.S.J-I -cum- Spl. Judge of NDPS Act-cum-Spl. Judge of SC/ST Act -cum-Chairman, Purchase Committee, Civil Courts, Begusarai, in compliance of the minutes of the meeting a Sealed quotation are hereby invited from bonafide and reputed registered firms/suppliers having requisite experience in the field, for the supply/ printing of different types of registers for official use at Begusarai Judgeship.

The detailed terms and conditions of the quotation are as follows:-

Terms & Conditions :

1. Quantity Required: - The total tentative requirement is given below :

Sl No.	*Registers*	Required No. of Registers	
		No. of pages	No. of Registers
01.	G.R. Register (R)-2	250	45
02.	Trial Register (R)-3	250	70
03.	Court Diary (R)-8	300	60
04.	Sessions Register (R)-23	100	20
05.	Cr.Appeal/Cr.Revision Register (R)-4	50	20
06.	Title Appeal Register (R)-5	50	20
07.	Injunction Register (R)-40	50	20
08.	Suit Register (R)-1A	200	20
09.	Misc Judicial Case Register (R)-2	50	30
10.	Copying department Register (R)-17	200	60
11.	Warrant Execution Register (R)-2012(9) 791 SCC cases under primarily used category (Criminal)	50	60
12.	Stay Register (R)-41	50	60
13.	Court Fee Register (R)-9	100	75
14.	Absconder Register (R)-5A	50	60
15.	Witness Register (R)-8	100	60
16.	Inspection Defect Register gL-2(1919)	50	60
17.	Complain Register (R)-1	250	25
18.	Fine Register (A)17	100	60
19.	Bail Order Register (R)-24	200	52

The suppliers must supply the registers in strict conformity with the specifications.

2. Brand and Quality:- The paper to be used should be of Authentic Companies like Century, J.K Papers etc. quality and size of registers (oblong standard size) will not be compromised under any circumstances, and the bidder shall be responsible for ensuring authenticity.

Material Specification:- The paper to be used in the register should be minimum of 70 GSM. The format of the various registers will be provided to the supplier who will be given work order. While submitting the quotation the party must mention the quality of the paper they will provide.

4. Rates and Taxes:- The rates quoted must be inclusive of all taxes including GST. Bidders should provide a clear breakup of basic price and tax components. Any hidden charges claimed later shall not be entertained.

5.Delivery and Installation:-The successful bidder shall deliver and unload the registers at the premises of Civil Court, Begusarai. All expenses related to transportation and labour shall be borne by the supplier. **The entire work must be completed within the stipulated time frame mentioned in the supply order.**

6. Payment Terms:- No advance payment will be made. Payment shall be released only after successful supply and verification of registers by the competent authority. Bills shall be submitted in triplicate along with necessary documents.

7. Security Deposit:- **Every party shall deposit Rs. 10,000/- as Security Money in the form of a Demand Draft** drawn in favour of the Principal District & Sessions Judge, Begusarai, payable at Begusarai. The security deposit shall not carry any interest. The party whose quotation is Unsuccessful shall get refund of their security deposit after finalization of the quotation , while the successful bidder shall get refund only after completion of supply and verification of registers , or upon cancellation of the **quotation.**

8. Eligibility Criteria:- The interested firm must hold valid GST registration and a PAN number. Self-attested copies of the same must be enclosed with the quotation, otherwise, the **quotation** shall be rejected.

9. Rejection of quotation :- The Purchasing Committee, Civil Court, Begusarai, reserves the absolute right to accept or reject any or all quotations without assigning reasons. Incomplete, conditional, or unsigned quotations are liable to be rejected outright.

10. Jurisdiction:- Any dispute arising out of or in relation to this quotation process or supply order shall fall under the jurisdiction of the Civil Court, Begusarai, and the decision of the Principal District & Sessions Judge, Begusarai shall be final and binding.

11. Submission of quotation :- The quotation must be submitted in a sealed envelope clearly superscribed "quotation for Supply/ printing of registers at Civil Court, Begusarai". **The Parties must specify the size of the register and must ensure to mention the quality of paper in GSM.** The last date for submission is **January 20th , 2026 up to 05:00 P.M.,** at the office of the undersigned. The received quotation shall be **opened on January 28th,2026** in the office of the undersigned in the presence of purchasing committee and the parties who may wish to remain present.

02-01-2026

By Order of
Principal District & Sessions Judge
Civil Court, Begusarai.