

**OFFICE OF THE PRINCIPAL DISTRICT AND SESSIONS JUDGE :: MEDAK**

**TENDER NOTIFICATION FOR THE PURCHASE OF VARIOUS PRINTED REGISTERS**

**Dis.No.2634/2024**

**Dated: 30-12-2024**

Sealed quotations in the prescribed proforma are invited by the undersigned from the Book Binding Merchants/Vendors for purchase of below mentioned various **Printed Registers** for the use of the Unit of Prl. Dist & Sessions Judge's Court, Medak.

The copy of this Tender Notification can be obtained from this office on any working day between 10:00 A.M to 05:00 P.M. The quotations have to be submitted to **PRINCIPAL DISTRICT AND SESSIONS JUDGE'S COURT, MEDAK** on or before 25-01-2025 by 4:00 P.M.

The Sealed quotations will be opened on 25-01-2025 at 5:00 P.M.

Sl. No	Item Name	Description	Quantity
1.	Register of Original Suits Instituted (CR-1)	300 Pages	20
2.	Register of Original Petitions Instituted (CR-1A)	300 Pages	05
3.	Register of Execution Petitions received (CR-6)	300 Pages	10
4.	Appeal Intimation Register	300 Pages	10
5.	I.A Register (CR-5)	300 Pages	25
6.	Register of Suits disposed of (CR-8)	300 Pages	10
7.	Register of Miscellaneous cases Disposed of (CR-11)	300 Pages	5
8.	Hearing Book	300 Pages	25
9.	Detailed Register of Documents & Court fee (CR-17)	300 Pages	25
10.	Daily Register of Court fee (CR-18)	300 Pages	30
11.	Register of Papers received (CR-55)	300 Pages	40
12.	Register of Papers dispatched (CR-56)	300 Pages	40
13.	Account Book of Service Postage Stamps (CR-57)	300 Pages	10
14.	Cash Book (CR-119)	300 Pages	30
15.	Ledger (CR-37)	300 Pages	30
16.	Register of Receipts and Deposits (CR-38)	300 Pages	30
17.	Register of Payments of Deposits (CR-39)	300 Pages	30
18.	Permanent Advance Disbursement Register	300 Pages	30
19.	Record Issue Register (CR-62)	300 Pages	20
20.	Destruction Register of Original Suits (CR-63)	300 Pages	20
21.	Destruction Register of EP's (CR-66)	300 Pages	20
22.	Nazir's Register (A,B,C) (CR-53)	300 Pages	40
23.	Nazir's Register (Cash) (CR-53 B)	300 Pages	40

24.	Nominal Register of Process Peons & Amins ( CR-54)	300 Pages	25
25.	A- Register of Copyist Establishment (CR-25)	300 Pages	30
26.	B- Register of Copyist Establishment ( CR-26) (separately to each court)	300 Pages	30
27.	Register of Sessions Cases Receive and disposed of ( Crl.1)	300 Pages	30
28.	Register of Revision Cases Entertained ( Crl.R.3)	300 Pages	05
29.	Register of Appeal Cases Recieved ( Crl.R.2)	300 Pages	10
30.	Register of Results of Inquiries & Trials ( Crl.R.7)	300 Pages	25
31.	Register of Punishments ( Crl.R.8)	300 Pages	30
32.	Hearing Book ( Crl.R.13) Criminal Side	300 Pages	25
33.	Register of Appeal cases dispoed of (Crl. R.9)	300 Pages	10
34.	Register of Court fee and Process fees Received ( Crl.R.12)	300 Pages	10
35.	Record Destruction Register (Form No-26)	300 Pages	5
36.	Register of Misc. & Maintenance Cases Received (Crl.R.6A)	300 Pages	10
37.	Register of Calendar & Preliminary Cases Received ( Crl. R-4)	300 Pages	50
38.	Stock Register	300 Pages	10
39.	STC Register ( Crl. R.25)	300 Pages	100
40.	Register of Auction	300 Pages	10
41.	Register of Fair Copy Register( Crl. R.19)	300 Pages	25
42.	Library Register	300 Pages	10
43.	Register of Commission Issued ( Cr-49)	300 Pages	10
44.	Register of Sale Certificate ( Cr-35)	300 Pages	10
45.	Register of Disposal of Property (Crl. R-15)	300 Pages	50
46.	Stationary Register	300 Pages	50
47.	Fine Registers	300 Pages	50

**Note:**

The Book binding Merchants/Vendors should attend for negotiations with one sample of each Printed register.

**Prin Dist & Sessions Judge**  
Medak Dist.

30/12/24

## TERMS & CONDITIONS:

- A- Principal District & Sessions Judge reserves the right to accept or reject any or all quotations without assigning any reason. Further, Addendum / Corrigendum, if any shall be uploaded on to website of District Court only.
- B- The vendors shall have valid registration or trade license and GST to carry / supply the item in quotations. (Shops and Establishment Registration or Sale Tax act (GST) registration or Registered under certain enactment or any other certificate issue by Government or Government Agency).
- C- The vendors must have PAN No. and Bank Account in any of the Nationalized Banks / Scheduled Banks. (In case of Ltd. / Pvt., / Partnership Firm, the PAN and Account shall be in the name of the Firm/ Company and in case of individual Ownership, the PAN and Account may be in the name of owner).
- D- While submitting the tenders will be deemed to have read, understood and accepted all the terms and conditions stated in tender document and shall be complied with by the tendering firm.
- E- Vendor shall comply with all the statutory requirements/norms issued by the Govt., from time to time. It will be the responsibility of the supplier to ensure that items supplied are of the requisite quality and free from all defects.
- F- The decision of the Principal District Judge, Medak shall be final as to the quality of the items and shall be binding upon the tenders.
- G- Any item fails conformity with specification will be rejected out rightly and it shall be replaced immediately. (Within Three days from the information about rejection)
- H- Tender must reach this office not later than the time and date notified in the tender. In the event of tender received after scheduled date and time, the tender will not be allowed and it will be rejected summarily.

### Copy to:

01. The Member, Purchase Committee-Senior Civil Judge, Medak.
02. The District Collector, Medak for display on Notice board.
03. Notice Board, Principal District and Sessions Court, Medak.
04. The Senior Superintendent, Central Nazareth, Principal District Court, Medak.
05. The Superintendent, Accounts Section, Principal District Court, Medak.