OFFICE OF THE DISTRICT & SESSIONS JUDGE::BAKSA::MUSHALPUR

SHORT TENDER NOTICE
Dated : 25-07-2025

In reference to Office Note dated 10-07-2025, **sealed quotations affixing Court Fee Stamp of Rs. 8.25** (Rupees Eight and Paisa Twenty-Five) only are hereby invited from reputed and experienced vendors/suppliers for the **supply and printing of official rubber stamps**, as per the requisitions received from various Courts and branches under the establishment of the District & Sessions Judge, Baksa, Mushalpur.

The list of required stamps, including the number, type (Plain/Round), and the text to be printed, is enclosed herewith and may also be obtained from the office during working hours on any working day.

Terms & Conditions:

1. Quotations must include all applicable taxes and charges.
2. The stamps must be of good quality, durable, and clearly legible.
3. Sealed quotations must be submitted on or before **02-08-2025 by 4:00 PM**.
4. The envelope should be clearly superscribed with: **"Quotation for Supply of Rubber Stamps"**.
5. The undersigned reserves the right to accept or reject any or all quotations without assigning any reason thereof.

Quotations should be addressed to: Office of the District & Sessions Judge, Baksa, Mushalpur – 781372

Sd/-
(Piranur Ali)
Chief Administrative Officer
O/O the District & Sessions Judge
Baksa, Mushalpur

Memo No.: DJ/BAK/2025/ 3063-3066 **Dated:** 25.07.25

Copy to:

1. The Court Manager, O/o the District & Sessions Judge, Baksa, Mushalpur
2. The Accountant, O/o the District & Sessions Judge, Baksa, Mushalpur
3. The System Assistant, O/o the District & Sessions Judge, Baksa, Mushalpur *[for uploading in the official website]*
4. All Notice Boards of this establishment
5. Office File

25/07/25

(Piranur Ali)
Chief Administrative Officer
O/O the District & Sessions Judge
Baksa, Mushalpur

Chief Administrative Officer
Office of the District & Session Judge
Baksa, Mushalpur

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, BAKSA, MUSHALPUR

The list of required stamps, including the number, type (Plain/Round/Mechanical), and the text to be printed may also be obtained from the office during working hours on any working day.

1. Court of the Civil Judge (Jr. Div.), Baksa, Mushalpur.

Sl No.	Name on Stamp	Shape & Size	Numbers
1	Receipt Stamp for Civil Judge (Jr. Div.), Baksa	Plain	1
2	Forwarding Stamp for causing service and return	Plain	1
3	Civil Judge (Jr. Div.), Baksa, Mushalpur	Plain	1

2. For use in the office of the District and Sessions Judge, Baksa.

Sl No.	Name on Stamp	Shape & Size	Numbers
1	Member, MACT, Baksa, Mushalpur	Plain	1
2	Motor Accident Claims Tribunal, Baksa, Mushalpur	Round	1
3	SESSIONS URGENT	Plain (Big Size)	1
4	OLD PENDING	Plain (Big Size)	1

3. Court of the District and Sessions Judge, Baksa, Mushalpur.

Sl No.	Name on Stamp	Shape & Size	Numbers
1	Sessions Judge, Baksa, Mushalpur	Plain	1
2	District Judge, Baksa, Mushalpur	Plain	1
3	Bench Asstt., D&SJ, Court	Plain	1

4. Court of the Addl. District & Sessions Judge cum Spl. Judge (POCSO), Baksa, Mushalpur.

Sl No.	Name on Stamp	Shape & Size	Numbers
1	Special Judge (POCSO), Baksa, Mushalpur	Plain	1
2	In the Court of Special Judge (POCSO), Baksa, Mushalpur	Round	1
3	Addl. District and Sessions Judge, Baksa, Mushalpur	Plain	1

5. For office use only.

Sl No.	Name on Stamp	Shape & Size	Numbers
1	Administrative Officer, O/O the Civil Judge (Jr. Div), Baksa, Mushalpur	Plain	1
2	Solemnly affirmed at the office of the ..... on the .....day of .....before me.	Plain	2

Office of the District & Session Judge Baksa, Mushalpur

3	Chief Administrative Officer, O/O the District & Sessions Judge, Baksa, Mushalpur	Plain	1
4	Report Seen..... Type of Service..... Date.....	Plain	1
5	Administrative Officer, Civil Judge (Jr. Div.)	Plain	1
6	Date Seal for District Judge, Baksa, Mushalpur	Plain (Mechanical)	1
7	Sd/-, Sessions Judge, Baksa, Mushalpur.	Plain	1

6. For use in the Court of the Civil Judge (Sr. Div.), Baksa, Mushalpur.

Sl No.	Name on Stamp	Shape & Size	Numbers
1	Civil Judge (Sr. Div.), Baksa, Mushalpur	Plain	1
2	Civil Judge (Sr. Div.), Baksa, Mushalpur	Round	1
3	Exhibit Stamp of Civil Judge (Sr. Div.), Baksa	Plain	1

7. For use in dispatch branch.

Sl No.	Name on Stamp	Shape & Size	Numbers
1	DESPATCHER, O/O District & Sessions Judge, Baksa, Mushalpur	Plain	1
2	Forwarded to..... for causing service and return to the issuing court. Chief Administrative Officer, O/O District & Sessions Judge, Baksa, Mushalpur.	Round	1

Chief Administrative Officer
Office of the District &
Session Judge
Baksa, Mushalpur