

**OFFICE OF THE DISTRICT & SESSIONS JUDGE**  
**HOJAI :: ASSAM.**

Memo No. DJHj/ I/ 21/ 607-610 ,

Dated Hojai the 7<sup>th</sup> July/ 2021.

**TENDER NOTICE**

**A. General**

The District & Sessions Judge establishment, Hojai, invites reputed registered firms/Press for Quotation of affixing Court fees of Rs. 8.25 (Rupees Eight and twenty five paise) only non-refundable for printing and supply of Registers and Forms as per requirement listed in the Annexure mentioned hereunder.

**Annexure A:**

**List of Registers**

Sl. No.	Particulars	Form No.	Court Name	Size	Quantity Required for the year urgently ( in Numbers).
1	Court Fee Register (Civil)	R.12, Civil Rules & Orders	District & Sessions Judge, Civil Judge-Cum- Asstt. Sessions Judge, Munsiff	1/4	4
2	Statistical Register of Title Suit, Money Suit and Rent Suits, all Misc. Cases disposed of	R.42, Civil Rules & Orders	District & Sessions Judge, Civil Judge-Cum- Asstt. Sessions Judge, Munsiff	1/4	4
3	Register of application for execution of decrees	R.5 Civil Rules & Orders	District & Sessions Judge, Civil Judge-Cum- Asstt. Sessions Judge, Munsiff	1/4	4
4	Register of application for sale	R.27, Civil Rules & Orders	District & Sessions Judge, Civil Judge-Cum- Asstt. Sessions Judge, Munsiff	1/4	

  
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5	Register of application for returning of documents	R.26, Civil Rules & Orders	District & Sessions Judge, Civil Judge-Cum- Asstt. Sessions Judge, Munsiff	1/4	4
6	Register of stamp duty penalty	R.17, Civil Rules & Orders	District & Sessions Judge, Civil Judge-Cum- Asstt. Sessions Judge, Munsiff		4
7	Register of decree sent to or received from other court for execution	R.20(i, ii) Civil Rules & Orders	District & Sessions Judge, Civil Judge-Cum- Asstt. Sessions Judge, Munsiff		4
8	Register of Record Received	R. 25 (A) Civil Rules & Orders	District & Sessions Judge, Civil Judge-Cum- Asstt. Sessions Judge, Munsiff		4
9	Register of Recognised Clerks of pleader	R.32, Civil Rules & Orders	District & Sessions Judge, Civil Judge-Cum- Asstt. Sessions Judge, Munsiff		4
10	Register of Challan	(A)13 Civil Rules & Orders	District & Sessions Judge, Civil Judge-Cum- Asstt. Sessions Judge, Munsiff		4
11	Register of Payment Order	(A)15 Civil Rules & Orders	District & Sessions Judge, Civil Judge-Cum- Asstt. Sessions Judge, Munsiff		4
12	Daily Register of Deposit	A.17(i,ii) Civil Rules & Orders	District & Sessions Judge, Civil Judge-Cum- Asstt. Sessions Judge, Munsiff		4
13.	Clearance Register of a deposit	A.19 Civil Rules & Order	District & Sessions Judge, Civil Judge-Cum- Asstt. Sessions Judge, Munsiff		4
14	Register for Judicial Deposit	A.21 Civil Rules & Orders	District & Sessions Judge, Civil Judge-Cum- Asstt. Sessions Judge, Munsiff		4
15	Contingent Register	A.29 Civil Rules	District & Sessions		4

  
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		& orders	Judge, Civil Judge- Cum- Asstt. Sessions Judge, Munsiff		
16	Register of Attendant of Witness	R.11 Crl. Rules	District & Sessions Judge		4
17	Register of Cr. Appeal Conquest	R.5(I) Crl. Rules	District & Sessions Judge		4
18	Register of Cr. Revision	R.5(II) Crl. Rules	District & Sessions Judge		4
19	Court Diary Conquest	R. 9	District & Sessions Judge, Civil Judge- Cum- Asstt. Sessions Judge, Munsiff		5
20	Register of Rent Appeals	R. 6(III) Civil Rules & Orders	District & Sessions Judge, Civil Judge- Cum- Asstt. Sessions Judge, Munsiff		3
21	Register of Movable Attached property	R.19 Civil Rules & Orders	District & Sessions Judge, Civil Judge- Cum- Asstt. Sessions Judge, Munsiff		4
22	Cash Book		District & Sessions Judge, Civil Judge- Cum- Asstt. Sessions Judge, Munsiff		4
23	Register of Title Sult	R.1(I)	District & Sessions Judge, Civil Judge- Cum- Asstt. Sessions Judge, Munsiff	1/2	4
24	Register of Money Sult	R.1(II)	District & Sessions Judge, Civil Judge- Cum- Asstt. Sessions Judge, Munsiff	1/2	4
25	Register of Rent Sult	R.1(III)	District & Sessions Judge, Civil Judge- Cum- Asstt. Sessions Judge, Munsiff	1/2	4
26	Statistical Register of T.A., M.A, Misc.	R.43	District & Sessions Judge, Civil Judge- Cum- Asstt. Sessions Judge, Munsiff	1/4	4

  
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27	Statistical Register of Title Execution, Money Execution	R.44	District & Sessions Judge, Civil Judge-Cum- Asstt. Sessions Judge, Munsiff	1/4	4
28	Register of Misc. Judicial Cases	R.(2)	District & Sessions Judge, Civil Judge-Cum- Asstt. Sessions Judge, Munsiff	1/2	4
29	Register of Title Appeals,	R. 6(i)	District & Sessions Judge, Civil Judge-Cum- Asstt. Sessions Judge, Munsiff	1/2	4
30	Register of Money Appeals,	R. 6(ii)	District & Sessions Judge, Civil Judge-Cum- Asstt. Sessions Judge, Munsiff	1/2	4

  
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**Annexure B:****Forms**

Sl. No.	Particulars	Form No.	Size	Quantity (in Page Nos.) Required for the year urgently.
1	Form of order sheet	J.13	A-4	100
2	Form of 2 <sup>nd</sup> Order sheet		A-4	100
3	Order sheet for Magistrate Records	M.106	A-4	100
4	Table of Contents		A-4	500
5	Despatch List		A-4	50
6	Title Page	J.5	A-4 (Yellow)	500
			A (Pink)	500
			A (Sky Blue)	500
7	Courts Certificate	M.33	Legal	100
8	Court Notice		A-4	100
9	Form of Recording deposition	M.83	A-4	100
10	Requisition	M.10	Legal	100
11	Heading of Judgment	1.2	A-4	100
12	Order of Appointment of Guardian	J.63	Legal	100
13	Form of Temporary injunction	P.18	Legal	100
14	Letter to P.P. instructing him to appear	M.101	Legal	100
15	Letter calling for records	M98	Legal	100
16	List of Exhibits	M.110	A-4	100
17	Letter to accompany record	M.12	A-4	100
18	Form of Heading deposition	J.1	A-4	100
19	Warrant of arrest	No.2	A-4	200
20	Proclamation form	No.4	Legal	100
21	Order of attachment	No. 7	Legal	100
22	Summon to witness	P.45	Legal	100
23	Warrant of commitment	No.17	Legal	100

  
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24	List of documents produced by plaintiff/defendant	1.22	A-4	100
25	List of documents produced by plaintiff/defendant	1.22	A-4	100
26	Warrant of attachment in the case of a dispute as to the possession of land	No. 6	Legal	100
27	Warrant for the production of prisoner in a criminal Court	No. 72	Legal	100
28	Commission of examine absent witness	1.36	A-4	100
29	Warrant in the first instance to bring up a witness	No.9	A-4	100
30	Warrant for use by Appellate Court	No.49	Legal	100
31	Warrant for intermediate custody	No. 43	Legal	100
32	Form of recording examination of accused	M.65	A-4	200
33	Bond and Bail Bond after arrest	No.3	Legal	200
34	Release Order		A-4	100
35	charge with one head	No. 32	A-4	100
36	Charge with two head	No. 38	A-4	100
37	Charge with three heads	No. 34	A-4	100
38	Charge with four heads	No. 35	A-4	100
39	Form to be attached to all warrant commitment	No. 38	A-4	200
40	Last Pay certificate for Non gazetted officers	No. 67	Legal	50
41	Dak Book		1/8	5
42	Acquittance Register		1/2	5
43	Peremptory receipt Book			5
44	Fine Cheque Book/Fine receipt			4
45	Stock Register			4

  
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## **B. Submission of Quotation :**

1. The quotation in sealed cover should be sent to the office of the District & Sessions Judge, Hojai, Assam by post or hand delivered.
2. Interested Registered firms/Press must submit their quotation in two separate sealed covers as per the format enclosed as Annexure 'A' and Annexure 'B'. Both the bids should be kept together in another sealed cover superscripted as "Quotation for supply of Registers and forms".
3. The quotation in sealed cover containing the bids must reach the designated office on or before 20<sup>th</sup> July, 2021 within 4 P.M. Bids received after the due date/ time shall not be entertained.
4. The received bids shall be opened in this office on 22.07.2021 at 3 P.M. in the presence of the bidder or their authorized representative. All the bidders may remain present either in person or through authorized representative on aforementioned date and time in the office of the undersigned.
5. Incomplete quotation or bids not accompanied with the requiring supporting documents or quotation without sealed envelope shall be summarily rejected without assigning any reason and without any communication.
6. This office shall reserve the right to reject any bid without assigning any reasons if the bidding appears to be unreasonable.
7. The rates quoted shall be valid for one year from the date of awarding the work of Printing and supply by the office of the District & Sessions Judge, Hojai.
8. The tenderer should indicate the paper qualities (GSM) along with the bid.
9. TDS will be deducted at the applicable rate from the contract amount.
10. The financial bid must mention the rate to be charged by the firm as per the following terms and conditions.

## **C. Terms and Conditions :**

The firm / Press shall abide by the following terms and conditions.


The bidder must be a registered firm / Press and must submit the necessary documents as follows.

1.
  - i) Proof of Current Bank Account of nationalized Bank in the name of the firm.
  - ii) Trade license issued by appropriate authority.
  - iii) PAN Card in the name of the firm.
  - iv) GST registration certificate.

  
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- v) Any other documents which are required for supplying of tendered items to the Govt. Office.
2. The rates should be submitted with GST and without GST separately.
  3. The rate quoted for each item will be final and in no hike in price shall be considered in the contract period. Further, rate quoted in the price bid should be on door delivery to this establishment.
  4. Preference shall be given to Firm which has experience in dealing with supply of Forms and Registers to the Govt. Offices/ Departments.
  5. The bidder shall have to supply the ordered items immediately on receipt of such supply order. The articles to be supplied should be of best and standard quality.
  6. Payment shall be made after satisfactory execution of the order and supply of material in satisfactory condition in bill basis.
  7. Sample of the items should be submitted to the Office of District & Sessions Judge by the bidder.
  8. The undersigned reserves the right not to accept or reject any or all quotation in part or full and shall not be bound to accept the lowest bidder.
  9. In case of violation of terms and conditions of the tender document or unsatisfactory supply of material or of poor quality and below standard, the undersigned reserves the right to terminate the supply order by giving intimation to the supplier.
  10. The decision of the undersigned in all respect shall be final and binding.

  
District & Sessions Judge  
Hojai, Assam.

Memo No. DJHj/ I/ 21/ 607-610,

Dated Hojai the 7<sup>th</sup> July, 2021.

**Copy to**

1. The District Information and Public Relation Officer, Hojai, Assam.
- ✓ 2. System Office, O/O the District & Sessions Judge, Hojai, Assam for uploading the Notice in the official Website of the District Judiciary, Hoja, along with the Annexure enclosed.
3. Notice Board of this establishment.
4. Office File.

  
District & Sessions Judge,  
Hojai, Assam.  
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