

জিলা ও সত্ৰ ন্যায়াধীশৰ কাৰ্য্যালয়, যোৰহাট
OFFICE OF THE DISTRICT & SESSIONS JUDGE, JORHAT

NOTICE INVITING QUOTATION

Dated Jorhat, the 13th day of September, 2021

Sealed quotations affixing Court Fee Stamp of Rs. 8.25/- only (Non refundable) are hereby invited from local printing press for 'Supply of Court Diary and other various Registers' to the office of the District & Sessions Judge, Jorhat for the year 2021-2022 **on or before 21/09/2021 till 4.00 p.m. No quotation will be entertained beyond the scheduled date and time.**

GENERAL TERMS & CONDITIONS

1. The Parties at the time of submitting quotation shall have to submit photocopy of trade license & GST Registration certificate etc of the firm. The envelope containing the quotation should be superscribed as "**Quotation for Supply of Court Diary and other various Registers**".
2. The Parties also have to submit firm's Current Bank (Preferably S.B.I.) account number.
3. The rate should be quoted with GST.
4. The quotation will be opened **on 22/09/2021** in the office chamber of the undersigned, by the undersigned or any authorized person, as may be directed. (if any changes on the date of opening the sealed quotations occur owing to any unavoidable circumstances, it would be intimated in the **official website only.**)
5. The proprietor or the representative of the intending firm should be present at the scheduled date and time of opening the quotation. Those who do not attend at the time of opening of the quotation shall have no right to any objection, later on, although their quotation will also be opened and may be accepted, if found suitable.
6. No further communication shall be made in this regard.
7. Rate quoted for each register will be final and no hike in price of any material will be considered till the end of this financial year wherever required.
8. Sample of any register should be submitted, where necessary.
9. The various registers and court diaries will be purchased as per requirement and same shall be delivered at the earliest.
10. The District & Sessions Judge, Jorhat 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 price.
11. In case of violation of terms and condition of the quotation document or unsatisfactory supply of materials or of poor quality and below standard, District & Sessions Judge, Jorhat reserves the right to terminate the contract by giving intimation to supplier immediately.
12. The decision of the District & Sessions Judge, Jorhat in all respect shall be final and binding.

Enclosed: - 01 (one) page.


13/9/2021
**District & Sessions Judge,
Jorhat.**

13/9/21

List of Registers & Court Diary

Sl No.	Name Of Registers	No. of Pages	Form No.	Size (inches)	Rate per register (Rs.)
1.	Register of Petitions etc., and Court Fees (Civil)	300	(R)12	14"x16"	
2.	Register of Petitions etc., and Court Fees (Criminal)	300	(R)10	14"x 16"	
3.	Register of Title Suits	300	(R)1(i)	20"x 38"	
4.	Register of Money Suits	300	(R)1(ii)	20"x 38"	
5.	Statistical Registers	200	(R) 38	14" x 16"	
6.		200	(R) 39	14" x 16"	
7.		200	(R) 40	14" x 16"	
8.		200	(R) 41	14" x 16"	
9.		200	(R) 42	14" x 16"	
10.		200	(R) 43	14" x 16"	
11.		200	(R) 44	14" x 16"	
12.	Register of Miscellaneous Judicial Cases	200	(R) 2		
13	Register of Appeals	200	(R) 6 (i),(R)6(ii),(R)6(iii)	14" x 16"	
14	Register of applications for execution of decrees	200	(R) 5	14" x 16"	
15	Register of insolvency petitions	200	(R) 3	14" x 16"	
16	Register of application for Sale Certificate	200	(R) 27	14" x 16"	
17	Register of application for returning of documents	200	(R) 26	14" x 16"	
18	Register of Stamp duty and penalty	200	R (17)	14"x16"	
19	Register of decrees sent to or received from other Courts for execution	200	(R)20(i) and (R)2(ii)	14"x16"	
20	Register of Records received	200	(R)25 A	14"x16"	
21	Register of recognized clerks of pleaders	200	(R) 32	14"x16"	
22	Register of Challans	200	(A) 13	14"x16"	
23	Register of payment orders	200	(A) 15	14"x16"	
24	Daily Register of Deposits (A & B)	200	(A) 17 (i) & (A) 17 (ii)	14"x16"	
25	Clearance Register of a deposit	200	(A) 19	14"x16"	
26	Register of Judicial deposits	200	(A) 21	14"x16"	
27	Contingent Register	200	(A) 29	14"x16"	
28	Contract Contingent Register	200	(A) 28	14"x16"	
29	Register of movables attached property	200	(R) 19	14"x16"	
30	Register of securities, jewellery, etc.	200	(R) 18	14"x16"	
31	Judgment Register	300		14"x16"	
32	Disposal Register	300		14"x16"	
33	Register of Attendance of Witnesses	500	(R) 11	14"x16"	
34	Register of Criminal Appeal	200	(R) 5(i)	14"x16"	
35	Register of Criminal Misc. Cases	200	(R)2(iii)	14"x16"	
36	Register of Criminal Revision	200	(R) 5 (ii)	14"x16"	
37	Register of Letters Issued	300		14"x16"	
38	Register of Letters Received	300		14"x16"	
39	Plain Register	200			
40	Civil Court Diary				
41	Criminal Court Dairy				

* Any other register as and when required


 13/9/2021