OFFICE OF THE SUB-DIVISIONAL JUDICIAL MAGISTRATE (M), BOKAKHAT

NOTICE INVITING TENDER

Sealed tenders affixing court fee stamps of Rs. 8.25/- only (Non refundable) are hereby invited from the intending parties (Firms/Individuals/Group of Individuals/Printing Presses etc. involved in similar nature of work) for **printing and supply of 3000 (Three thousand) copies of Summons (Padakiyale Chaman)** in the Assamese format of the specimen copy attached herewith (Annexure-A), for use in the Court of the Judicial Magistrate, Bokakhat (Traffic Challan Adalat cases),

On a one-time supply basis for the financial year 2026-2027. Details may be obtained from the Golaghat Judiciary website **https://golaghat.dcourts.gov.in** or O/O **The Sub-Divisional Judicial Magistrate(M), Bokakhat.** The tender should reach the **I/C Head Assistant, O/O the Sub-Divisional Judicial Magistrate(M), Bokakhat** on any working days **on or before 30th October 2026 by 3.00 P.M.**

General Terms & Conditions:

1. The tenderers shall also have to accompany the following documents,
   a. Copy of PAN Card of the proprietor/firm.
   b. Copy of registration/partnership deed of firms(if applicable).
   c. Copy of Trade License.
   d. Copy of GST Registration Certificate(if applicable).
   e. A sample copy of the summons printed by the tenderer as per the format at Annexure-A.
2. The tenderers are invited to quote their rates on per copy basis as well as for the total quantity of 3000(Three thousand) copies, both in figures and in words, inclusive of all taxes, printing, packing and delivery charges at the office of the undersigned.
3. The rate quoted will be final and binding and no hike in rate will be considered during the contract period.
4. The undersigned reserves the right to accept or reject any or all tender(s) in part or full and shall not be bound to accept the lowest rate.
5. In case of violation of terms and conditions of the tender document or supply of copies not conforming to the specifications in terms of quality, format and promptness, the undersigned reserves the right to cancel the work order by giving intimation to the supplier and reject the supply.
6. The Sub-Divisional Judicial Magistrate(M),Bokakhat, reserves the right to post pone and/or extend the date of receipt/opening of rates/quotations or to withdraw the same, without assigning any reason whatsoever.
7. The tenderers are required to submit the complete rates/quotations only after satisfying each and every condition as well as after examining the format of the summons at Annexure-A.

8. The supplier shall in no case sub-let/transfer the work order to any other person or agency.
9. The supplier shall be fully responsible for maintaining the confidentiality of the contents of the summons and shall not use the format, or print or retain any extra copies, for any purpose other than the supply to the undersigned. Any misuse shall make the supplier liable for legal action.
10. The supplier shall be solely responsible for payment of wages/salaries, other benefits and allowances to the personnel employed by him in connection with the work, and the Sub-Divisional Judicial Magistrate(M), Bokakhat shall have no liability whatsoever in this regard.
11. The supplier shall be directly responsible for any/all disputes arising between him and his personnel and shall keep the Sub-Divisional Judicial Magistrate(M), Bokakhat indemnified against all actions, losses, damages, expenses and claims whatsoever arising thereof.
12. The supplier shall report to the Head Assistant of the Sub-Divisional Judicial Magistrate(M), Bokakhat regarding the progress of printing and delivery of the copies.
13. The entire quantity of 3000(Three thousand) copies shall be delivered at the office of the Sub-Divisional Judicial Magistrate(M), Bokakhat within 15(fifteen) days from the date of issue of the work order, either in one lot or in lots as may be directed by the undersigned.
14. The Sub-Divisional Judicial Magistrate(M), Bokakhat reserves the right to include new terms and conditions or may also exclude any aforesaid terms & conditions without any prior notice.

Specifications/Scope of Work:

1. The prime objective of the work is to obtain 3000(Three thousand) copies of Summons, printed neatly and accurately, exactly in the Assamese format given at Annexure-A, without any alteration in the matter, script, headings, blank lines, spacing or layout.
2. The broad details of work covered under the scope are enumerated as follows:
   a) Printing of 3000(Three thousand)copies of Summons strictly as per the format at Annexure-A.
   b) Paper: good quality white paper of A4 size, not less than 70 GSM, printed in black ink on one side only. Each sheet shall carry two summons, one above the other, separated by a dotted cut-line with scissors mark, as shown in Annexure-A.
   c) The print shall be clear, sharp and free from smudges, mis-prints and spelling mistakes. The blank lines for name/address, case details and dates shall be left as shown in the format.
   d) Copy of Summon in printable PDF format can be collected from the office of the undersigned during office hours.
   e) The sheets shall be cut/packed in bundles or pads of 100(one hundred)sheets, or as directed by the undersigned.

f) Submission of a sample/proof copy for approval of the undersigned before commencement of full printing, if so required.

g) Packing and safe delivery of all copies at the office of the undersigned at the cost of the supplier. Copies found defective, mis-printed or not conforming to the format shall be replaced by the supplier at his own cost within 3 (three) days of intimation.

Terms and payment:

a) The supplier will submit the bill for reimbursement in triplicate, which shall be duly certified by the Head Assistant, O/O the Sub-Divisional Judicial Magistrate (M), Bokakhat after verification of the quantity and quality of the copies supplied, and the same shall be paid thereof after making recovery, if any.

b) Payment to the supplier shall be made by account transfer to the designated account mentioned by the supplier in the tender document or account payee cheque, on presentation of the bill. Cash payment of any kind is strictly prohibited. Tax payable shall be deducted at the source as per the rules.

Penalty:

I. In the event of failure to deliver the copies within the period stipulated above, in part or full, the supplier is liable to be penalized@Rs.100/-(Rupees one hundred only) per day of delay and the amount shall be recovered from the bill or otherwise. For the purpose of imposing penalty, the decision of the Sub-Divisional Judicial Magistrate (M), Bokakhat will be final and binding on the supplier and shall not be subject to dispute or arbitration.

II. The supplier shall ensure that the copies supplied are strictly as per the approved format and specifications, failing which the same shall be rejected.

Sub-Divisional Judicial Magistrate(M),
Bokakhat
Sub-Divisional Judicial Magistrate(M)
Bokakhat

Memo No. BJ (G)/2751-56/26 Date: 26/10/26

Copy to :-

1) The Hon'ble District & Sessions Judge, Golaghat
2) Hon'ble Chief Judicial Magistrate, Golaghat
3) System Assistant, O/o Hon'ble District & Sessions Judge Golaghat
4) Accounts Section
5) Notice Board
6) Office File

Sub-Divisional Judicial Magistrate(M),
Bokakhat
Sub-Divisional Judicial Magistrate(M)
Bokakhat

ANNEXURE-A

SPECIMEN COPY OF SUMMONS(CHALLAN) TO BE PRINTED

..... ন্যায়িক দণ্ডাধীশৰ আদালত, বোকাখাত
পদকীয়ালৈ চমন

গোচৰ নং :-

প্ৰতি,

_____

_____

ইয়াৰ দ্বাৰাই আপোনাক জনোৱা হয় যে, CR(MV) _____ U/S _____ গোচৰটো এই আদালতত আপোনাৰ বিৰুদ্ধে ৰুজু হৈ আছে। গোচৰটি "যানবাহন চালান আদালত" (Traffic Challan Adalat)ৰ জৰিয়তে নিষ্পত্তিৰ বাবে ইং_____ তাৰিখে দিন ধাৰ্য কৰা হৈছে।

গতিকে উক্ত তাৰিখে দিনৰ ১০:৩০ বজাত আপুনি/আপোনাৰ অধিবক্তা আদালতত উপস্থিত থাকি বিহিত জৰিমনা জমা দিবৰ বাবে জনোৱা হ'ল, অন্যথা ভাৰতীয় নাগৰিক সুৰক্ষা সংহিতাৰ অধীনত আপোনাৰ বিৰুদ্ধে গ্ৰেপ্তাৰী পৰোৱানা জাৰি কৰা হ'ব।

জৰিমনা দিবলৈ অনিচ্ছুক হলে অধিবক্তা নিযুক্ত কৰি গোচৰটি মোকাবিলা কৰিব পাৰিব।

আজি ইং _____ তাৰিখে অধিষ্ঠাতা বিষয়াৰ চহী ও আদালতৰ মোহৰ মাৰি প্ৰেৰণ কৰা হ'ল।

ন্যায়িক দণ্ডাধীশ,
বোকাখাত

✂.....✂ .....✂

..... ন্যায়িক দণ্ডাধীশৰ আদালত, বোকাখাত
পদকীয়ালৈ চমন

গোচৰ নং :-

প্ৰতি,

_____

_____

ইয়াৰ দ্বাৰাই আপোনাক জনোৱা হয় যে, CR(MV) _____ U/S _____ গোচৰটো এই আদালতত আপোনাৰ বিৰুদ্ধে ৰুজু হৈ আছে। গোচৰটি "যানবাহন চালান আদালত" (Traffic Challan Adalat)ৰ জৰিয়তে নিষ্পত্তিৰ বাবে ইং_____ তাৰিখে দিন ধাৰ্য কৰা হৈছে।

গতিকে উক্ত তাৰিখে দিনৰ ১০:৩০ বজাত আপুনি/আপোনাৰ অধিবক্তা আদালতত উপস্থিত থাকি বিহিত জৰিমনা জমা দিবৰ বাবে জনোৱা হ'ল, অন্যথা ভাৰতীয় নাগৰিক সুৰক্ষা সংহিতাৰ অধীনত আপোনাৰ বিৰুদ্ধে গ্ৰেপ্তাৰী পৰোৱানা জাৰি কৰা হ'ব।

জৰিমনা দিবলৈ অনিচ্ছুক হলে অধিবক্তা নিযুক্ত কৰি গোচৰটি মোকাবিলা কৰিব পাৰিব।

আজি ইং _____ তাৰিখে অধিষ্ঠাতা বিষয়াৰ চহী ও আদালতৰ মোহৰ মাৰি প্ৰেৰণ কৰা হ'ল।

ন্যায়িক দণ্ডাধীশ,
বোকাখাত

Sub-Divisional Judicial Magistrate(M)
Bokakhat