

**IN THE HIGH COURT AT CALCUTTA**  
*Appellate Side*

**NOTICE INVITING TENDER**

No. 2575 - AC dated 16.05.2016

Sealed Tenders (**in Tender Form**) are invited from such participant(s) who are specifically authorised by the Original Equipment and Consumable Manufacturer of 'XEROX'-brand photocopiers (being M/S XEROX INDIA LIMITED) for supply of such number of consumables etc. as may be requisitioned by this Hon'ble Court till 31.03.2018 **and also for** 'Comprehensive On-Site Maintenance' of 19 (nineteen) number of 'XEROX'-brand photocopiers till 31.03.2018.

Willing participant(s) must submit, in a separate envelope, 'Certificate(s) of Authorisation' strictly in prescribed format to be downloaded from the website, duly endorsed, after the issuance and publication of the instant Notice, by the competent authority of the above-named Original Equipment & Consumable Manufacturer.

All willing participants are advised to download '**Tender Form**' [Annexure-A] and format of '**Certificate of Authorisation**' [Annexure-B] and to read the 'Terms & Conditions' of the instant Notice carefully before submitting Tender(s). Submission of Tender(s) by willing and otherwise eligible participant(s) will be construed as its/their acceptance of all the said 'Terms & Conditions'.

The Last Date for submission of Tenders, in the manner prescribed hereunder, is **06.06.2016**.

Date: 16.05.2016

*Deputy Registrar (Accounts)*

**TERMS & CONDITIONS**

**A. SUBMISSION OF TENDER:**

**1. Tender(s) shall have two parts – (a)** 'Certificate of Authorisation' duly endorsed, after issuance and publication of the instant Notice, by the **Competent Authority** (either Regional Manager, or Regional Sales Manager or Regional Business Development Manager or Regional Manager Institutional Sales) of the Original Equipment & Consumable Manufacturer; **AND (b)** Tender in prescribed Form. The 'Certificate of Authorisation', **accompanied by signed copies** of PAN, VAT-Registration, Service Tax Registration should be submitted in a sealed envelope superscribed '**AUTHORISATION FOR CONSUMABLES & MAINTENANCE**', and the Tender in a separate sealed envelope superscribed '**TENDER FOR CONSUMABLES & MAINTENANCE**'. In the absence of the mandatorily prescribed 'Certificate of Authorisation', the Tender of any participant will be treated as incomplete and/or will not be reckoned and/or will not be opened and/or will be summarily rejected.

**2. Tenders** (in two parts as delineated in A.1) must be **addressed to 'Deputy Registrar (Accounts), High Court, A.S, Calcutta'** submitted in the office of the **Deputy Registrar (Accounts), A.S** on or before **16-00 hours of 06.06.2016**. No Tenders, even if complete, irrespective of whether hand-delivered or sent by Post etc., will be received after 16- 00 hours of 06.06.2016.

**3. Tender Forms** [at Annexure A] must be downloaded from the website.

**4. Rate per Consumable, exclusive of V.A.T but inclusive of others charges etc.**, should be quoted keeping in mind that if selected, the selected participant-supplier shall have to **supply such Consumables at such quoted rate till 31.03.2018**.

**5. In case of 'Comprehensive On-Site Maintenance', rate of 'Maintenance Charge' exclusive of 'Service Tax' etc., should be quoted.**

**B. SUPPLY AND SERVICE CONDITIONS:**

1. Selected participant shall be bound to supply **genuine consumables, the estimated quantities of which are provided hereunder, till 31.3.2018** at the quoted rate.

Srl.	Consumable	Estimated Requirement
1.	Toner Cartridge for WC5016/WC5020DN	220 pieces
2.	Drum Cartridge for WC5016/WC5020DN	130 pieces
3.	Fuser Assembly for WC5016/WC5020DN	9 pieces
4.	Toner Cartridge for WC 5225	28 pieces
5.	Drum Cartridge for WC 5225	20 pieces
6.	Fuser Assembly for WC 5225	5 pieces
7.	Toner Cartridge for WC 5638/WC238	20 pieces
8.	Drum Cartridge for WC 5638/WC238	14 pieces
9.	Fuser Assembly for WC 5638/WC238	3 pieces

2. In case of any complaint regarding any consumable supplied, **the same should be replaced without any extra cost within 1 (one) working day**, failing which appropriate action(s) will be taken against the selected participant as per the decision of the Competent Authority of this Hon'ble Court.
3. The selected participant shall be bound to provide **'Comprehensive On-Site Maintenance'** of the photocopiers described below till 31.03.2018, **that is for approximately 22 months**, in **'as is, how is, where is'** condition. 'Comprehensive On-Site Maintenance' shall mean and include replacement of defective spares **with new, original spares** (except Fuser Assembly), attending to **Preventive Maintenance** of each and every photocopier once every month irrespective of Service Call(s), respond to regular Service Calls within 1 (one) working day, **provision of alternative photocopier** in case any listed photocopier needs to be taken away for Workshop Repairing, **cleansing** of glasses, facials, lenses and receptors.

Srl.	Model	Serial Numbers
1.	WC5016	3318484227, 3328535725, 3317417151, 3317409221, 3317416155 = 5 photocopiers
2.	WC5020DN	3330404182, 3330403437, 3330427921, 3315228076, 3315227193, 3313635090, 3313635073, 3330426968, 3315176670, 3315154757, 3315155583 = 11 photocopiers
3.	WC5225	3315706415 = 1 photocopier
4.	WC5638	3631571670 = 1 photocopier
5.	WC238	2233914986 = 1 photocopier

4. In case of any irregularity, delinquency, improper supply or service, delay in supplying or servicing, **'Liquidated Damages'** of upto 50% of Billed Amount shall be realised by the Hon'ble Court from the selected participant.
5. **In case of supply**, payment(s) shall be released within 3 (three) months from the date of submission of Bill(s) after supply(s)/service(s), **subject to availability of fund**.
6. **In case of 'Comprehensive On-Site Maintenance'**, 50% of Gross Maintenance Charge will be released after completion of one month's servicing, another 25% after 30.04.2017, and the remaining 25% after 31.03.2018, subject to availability of fund.

**C. OPENING OF TENDER:**

1. Tenders, if considered valid and complete, will be opened jointly by Joint Registrar (General Administration-II), A.S and Deputy Registrar (Accounts), A.S, Asstt. Registrar-VI, A.S on **06.06.2016 at 4.15 p.m.**

**D. GENERAL:**

1. Canvassing by any participant, in any form, will render its disqualification.
2. The Hon'ble Court may issue Purchase Order in favour of any such participant whose Tender is valid and complete, and whose Tender/Offer has been reasonably regarded as substantially approvable. In this regard, the decision of the Competent Authority of this Hon'ble Court will be final and binding upon all concerned.

3. The Hon'ble Court may cancel the instant process at any point of time without ascribing any reason whatsoever.

**E. POST-SELECTION DUTIES AND OBLIGATIONS**

1. The selected participant(s) **shall be bound** to supply the requisitioned number of the listed consumables and to provide 'Comprehensive On-Site Maintenance' at the rate(s) approved by the Competent Authority of this Hon'ble Court till 31.3.2018.

2. The selected participant **shall not increase such approved rates** before the expiry of the said term(s).

3. The Hon'ble Court's administration may, if considered necessary, employ and/or engage qualified third party agency to examine the genuineness of the consumables supplied by the selected participant. In case of detection of any irregularity in the quality of the consumables supplied by the selected participant, the administration of the Hon'ble Court may take any such punitive action or actions as it may consider appropriate, apart from charging '**Liquidated Damages**' of upto 50% of Billed Amount.

4. The selected participant **shall be bound** to supply such consumables earliest **within 7 (seven) days from the date of requisition in any form**, or within such date as shall be mentioned in Work Order / Purchase Order, whichever is later.

**XXXXXXXXXXXXXXXXXXXX**

**ANNEXURE – A**

**TENDER FORM**

***The Deputy Registrar (Accounts),  
High Court, A.S, Calcutta.***

**Sub:** Tender for Consumables etc.

**Ref:** Hon'ble Court's Notice Inviting Tender bearing number \_\_\_\_\_ .

Sir,

In respect of the captioned N.I.T, we are to offer our following rate for genuine Consumables etc. and for 'Comprehensive On-Site Maintenance' till 31.03.2018. Sir, we have read and understood the Terms & Conditions contained in the said Notice Inviting Tender and we are to delightfully express our agreement to those. Our rates, exclusive of V.A.T , and Service Tax etc., but inclusive of all other charges etc. are as follow:

Srl	Consumable	Estimated Requirement	Rate (ex-Vat)	Gross Price (ex-VAT)
1.	Toner Cartridge for WC5016/WC5020DN	220 pieces		
2.	Drum Cartridge for WC5016/WC5020DN	180 pieces		
3.	Fuser Assembly for WC5016/WC5020DN	9 pieces		
4.	Toner Cartridge for WC 5225	28 pieces		
5.	Drum Cartridge for WC 5225	20 pieces		
6.	Fuser Assembly for WC 5225	5 pieces		
7.	Toner Cartridge for WC 5638	20 pieces		
8.	Drum Cartridge for WC 5638/WC238	14 pieces		
9.	Fuser Assembly for WC 5638/WC238	3 pieces		

Srl	Model	Serial Numbers	Maintenance Charge (ex-S.T etc.)	Gross Maintenance Charge (ex-S.T etc)
1.	WC5016	3318484227, 3328535725, 3317417151, 3317409221, 3317416155 = 5 photocopiers		
2.	WC5020DN	3330404182, 3330403437, 3330427921, 3315228076, 3315227193, 3313635090, 3313635073, 3330426968, 3315176670, 3315154757, 3315155583 = 11 photocopiers		
3.	WC5225	3315706415 = 1 photocopier		
4.	WC5638	3631571670 = 1 photocopier		
5.	WC238	2233914986 = 1 photocopier		

Thanking you,  
Yours faithfully,

\_\_\_\_\_  
(Signature with Date and Stamp)

Name:

Designation:

Name of the Firm/Company etc. : \_\_\_\_\_

Registered Address with Contact Number: \_\_\_\_\_

PAN : \_\_\_\_\_

**ANNEXURE – B**

**‘CERTIFICATE OF AUTHORISATION’**

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that M/S \_\_\_\_\_, having its registered office at \_\_\_\_\_ and having PAN \_\_\_\_\_, is authorised to participate in the tender process of Hon’ble High Court at Calcutta notified through Notice Inviting Tender bearing number \_\_\_\_\_ dated \_\_\_\_\_.

(Full Signature)

Name:.....

Designation: .....

Date: .....

Seal:

**\* Attach Business Card of the Authorising Official**