

High Court At Calcutta
In The Circuit Bench At Jalpaiguri

TENDER NOTICE

[PPC/CB/JPG/11/N/N.I.Q/02.07.2025]

On behalf of the Circuit Bench of Calcutta High Court at Jalpaiguri, sealed Tender/Quotations are invited from Authorized Service Providers for Comprehensive Annual Maintenance Contract (AMC) of below mentioned Photocopier (**Make: CANON**) machines and its Peripherals for official use of all Sections / Departments and Courts in the Circuit Bench of Calcutta High Court at Jalpaiguri.

Sl No.	Unit-description	Serial Number
1	CANNON (Cannon IR-2004)	WDZ06603
2	CANNON (Cannon IR-2004)	WDZ06887
3	CANNON (Cannon IR-2004)	WDZ06852
4	CANNON (Cannon IR-2004)	WDZ06857

All willing participants are advised to carefully read, and strictly follow, the “Terms & Conditions” of the instant Notice before submitting Tender(s).

The Last Date for submission of Tenders, in the manner prescribed hereunder, is 14.07.2025 at 04.30 p.m.

Date: 02.07.2025

Sd/-
Deputy Registrar(Accounts),
Circuit Bench of Calcutta High Court
at Jalpaiguri

TERMS & CONDITIONS

- Quotations should be submitted along with a copy of PAN Card, GST Registration and Trade License addressed to the “Deputy Registrar (Accounts), Circuit Bench of Calcutta High Court at Jalpaiguri, Near Jalpaiguri Town Railway Station, Post-Jalpaiguri (Sadar), Pin-735101, West Bengal” on or before of **14.07.2025** at 04.30 p.m. and should be properly signed and stamped. The Hon’ble Court will not take responsibility for delay, loss or non-receipt of quotations sent by the post. The sealed envelopes will be opened on **15.07.2025** at 02:00 p.m.
- Quotations should be submitted in sealed envelope with “**PPC/CB/JPG/11/N/N.I.Q/02.07.2025**” superscribed on it.
- **Comprehensive Annual Maintenance Contract (AMC) shall mean and include all cost of spares (hardware) and labour for full service maintenance.**
- Rates inclusive of all Taxes (GST & etc.) should be mentioned.
- Suppliers are instructed to submit the copy of the PAN, GST Registration Certificate, Trade License along with the quotation.
- Conditional quotations will not be considered.

(Contd.)

- Willing bidders submitting quotation should specify the address of its office and its Phone/Mobile number (and other contract numbers e.g. Fax, if available) for the purpose of quick communication in the event of urgency.
- The rate quoted by the bidders shall remain fixed for entire duration of the contract and will not be changed/enhanced on any account. All duties, taxes and other levies payable under the contract shall be included in the total price.
- The Hon'ble Court may award the contract to the supplier whose Quotations has been determined to be substantially responsive and who has quoted the lowest evaluated price. **However, the Hon'ble Court is not bound to accept the lowest bid keeping in consideration of the several aspect like administrative convenience, best services etc.**
- The Hon'ble Court reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time for administrative connivance.
- Payment towards the bill of the AMC will be made after availing administrative approval for releasing of fund by the Government of West Bengal.
- Canvassing on the part of a supplier submitting quotation will render its quotation liable to cancellation summarily.
- **Bidders with Authorization from Original Equipment Manufacturer (OEM) would be given Preference.**