# IN THE HIGH COURT AT CALCUTTA Appellate Side

#### NOTICE INVITING QUOTATION

No. 661 – Jt. R (Admn.-II) dated 20.02.18

**Sealed Quotations** are invited from otherwise Authorised Service Providers for 'Annual Maintenance Contract' of the following photocopiers installed in the A.S Establishment during the period 01.01.2018 - 31.12.2018:

Srl.	Unit-description	Serial	Brand/Make	Installed in
		Number		
1.	eS225 + R.A.D.F	C3AC82558	HCL Toshiba	Second Appeal Section
2.	eS225 + R.A.D.F	C3AC82610	HCL Toshiba	Party Copy Section
3.	eS225 + R.A.D.F	C3AC82579	HCL Toshiba	Correspondence Section
4.	eS225 + R.A.D.F	C3AC82611	HCL Toshiba	First Appeal Section
5.	WC 5020DN	3315153360	Xerox	O/o Ld. Registrar General
6.	WC 5020DN	3315153173	Xerox	Appointment Section
7.	WC 5020DN	3315153033	Xerox	Mandamus Section
8.	WC5020DN	3315167697	Xerox	Criminal Xerox Section

All willing participants are advised to carefully read, and strictly follow, the 'Terms & Conditions' of the instant Notice 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 02.03.2018.

Date: 20.02.2018 Deputy Registrar (Establishment)

## TERMS & CONDITIONS

## A. ELIGIBILITY OF PARTICIPANTS:

- 1. Participants <u>must</u> submit self-attested copies of the following documents in support of their eligibility:
  - a) PAN Card
  - b) G.S.T-Registration
  - c) Trade License
  - d) Authorisation Certificate from the concerned Original Equipment Manufacturer showing that they are authorised to provide service to the machines installed in this Hon'ble Court during 01.01.2018 31.12.2018. Such Authorisation should be issued after publication of this N.I.T in O.E.M's letterhead and should be submitted in Original.

#### **B. SUBMISSION OF TENDER:**

1. Participants must submit their Quotations in 'gala'-sealed envelopes in the office of **Deputy Registrar** (Establishment), A.S on or before 16-45 hours of 02.03.18. The envelope should be superscribed 'AMC/02-2018' and must not contain any sign/insignia/name/print denoting identity of the participant. Each page of the Quotation should be signed by competent official with date and stamped.

- b] No Quotations, even if complete, irrespective of whether hand-delivered or sent by Post etc., will be received after <u>16 45 hours of</u> **02.03.2018**.
- c] In the absence of, or invalidity of, the mandatorily prescribed documents proving eligibility as enumerated herein above, the Quotation of such participant will be treated as incomplete and its 'Financial Bid' will not be opened and reckoned, and its Quotation will be summarily rejected.

#### C. LAST DATE OF SUBMISSION:

1. The last date for submission of Tenders is 16-45 hours of 02.03.2018.

#### **D. OPENING OF TENDER:**

1. Tenders, if considered timely, valid and complete, will be opened jointly by Joint Registrar (General Administration-II) and Deputy Registrar (Establishment) on 03.03.2018 during office-hours.

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

- 1. The selected Maintenance Provider shall be bound to provide maintenance and servicing of the listed Photocopiers for the given period strictly as per the conditions and at such rate(s) as will be kindly approved by the Hon'ble Competent Committee.
- 2. In case of Service Calls, the selected Maintenance Provider shall ensure that Service Call Statement / Report is duly endorsed by the Section Officer/Superintendent/competent Assistant of the Section/Department concerned.
- **3.** The selected Maintenance Provider **shall not be entitled to re-assign the Maintenance-contract** to any third-party.
- **4.** The selected Maintenance Provider **shall not be able to rescind** the Contract in the midst of the settled 'Maintenance-period'. In such case, the selected Maintenance Provider shall have to **refund upto 80% of all payments received by it** as on the material point of time as Liquidated Damages.
- **5.** The selected Maintenance Provider shall submit 'Maintenance Matrix', or names, designations and contact details of competent officials and technicians, to Section Officer, Photocopy Section (Main Xerox Section).

## F. GENERAL:

- 1. Canvassing by any participant, in any form, will render its disqualification.
- 2. The Hon'ble Court may accept partly or fully, such offer of any of the otherwise eligible participants, which will be considered most substantially responsive. The Hon'ble Court may issue Work Order in favour of any such participant whose Quotation is valid and complete, and whose Quotation / Offer has been reasonably regarded as substantially approvable As regards consideration of offers made by the participants, the decision of the Hon'ble Competent Committee will be final and binding.
- **3.** The Hon'ble Court may cancel the instant process at any point of time without ascribing any reason whatsoever.