

IN THE HIGH COURT AT CALCUTTA
Appellate Side

NOTICE INVITING TENDER

[PPC/27/N/N.I.T/14-15]

Sealed Tenders [strictly in prescribed Form at Annexure-A to be downloaded from the website and following the terms contained hereunder] are invited from such participant(s) who are specifically authorised by the Original Equipment and Consumable Manufacturers (M/S HCL INFOSYSTEMS LTD for 'TOSHIBA' brand, M/S SAMSUNG INDIA LIMITED for 'SAMSUNG' brand, M/S XEROX INDIA LIMITED for 'XEROX' brand and M/S CANON INDIA LIMITED for 'CANON' brand copiers) for supply of such number of consumables etc. as may be requisitioned by this Hon'ble Court during the period commencing from 01.04.2015 and ending on 31.03.2018.

Willing participant(s) must submit, in a separate envelope, 'Certificate(s) of Authorisation' strictly in prescribed format [at Annexure-B] 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 carefully 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 31.01.2015.

Date: **14.01.2015**

Deputy Registrar (Accounts), A.S

DESCRIPTION OF CONSUMABLES ETC.

Srl.	Description of Consumable etc.	Brand (Name of O.E.M)
1.	Toner for eStudio 195	TOSHIBA (M/S HCL Infosystems Ltd.)
2.	Drum for eStudio 195	TOSHIBA (M/S HCL Infosystems Ltd.)
3.	Developer for eStudio 195	TOSHIBA (M/S HCL Infosystems Ltd.)
4.	Blade-D for eStudio 195	TOSHIBA (M/S HCL Infosystems Ltd.)
5.	Blade-R for eStudio 195	TOSHIBA (M/S HCL Infosystems Ltd.)
6.	Heat Roller for eStudio 195	TOSHIBA (M/S HCL Infosystems Ltd.)
7.	Pressure Roller for eStudio 195	TOSHIBA (M/S HCL Infosystems Ltd.)
8.	Toner for eStudio 225	TOSHIBA (M/S HCL Infosystems Ltd.)
9.	Drum for eStudio 225	TOSHIBA (M/S HCL Infosystems Ltd.)
10.	Developer for eStudio 225	TOSHIBA (M/S HCL Infosystems Ltd.)
11.	Blade-D for eStudio 225	TOSHIBA (M/S HCL Infosystems Ltd.)
12.	Blade-R for eStudio 225	TOSHIBA (M/S HCL Infosystems Ltd.)
13.	Heat Roller for eStudio 225	TOSHIBA (M/S HCL Infosystems Ltd.)
14.	Pressure Roller for eStudio 225	TOSHIBA (M/S HCL Infosystems Ltd.)
15.	Toner for SL-M3370FD	SAMSUNG (M/S Samsung India Limited)
16.	Toner for WC 5016 / WC 5020DN	XEROX (M/s Xerox India Limited)
17.	Drum for WC 5016 / WC 5020DN	XEROX (M/s Xerox India Limited)
18.	Fuser Assembly for WC 5016	XEROX (M/s Xerox India Limited)
19.	Fuser Assembly for WC 5020DN	XEROX (M/s Xerox India Limited)
20.	Toner for WC 5225	XEROX (M/s Xerox India Limited)
21.	Drum for WC 5225	XEROX (M/s Xerox India Limited)
22.	Fuser Assembly for WC 5225	XEROX (M/s Xerox India Limited)
23.	Toner for WC 5638	XEROX (M/s Xerox India Limited)
24.	Drum for WC 5638	XEROX (M/s Xerox India Limited)
25.	Fuser Assembly for WC 5638	XEROX (M/s Xerox India Limited)
26.	Toner for iR2420L	CANON (M/S Canon India Limited)
27.	Drum for iR 2420L	CANON (M/S Canon India Limited)
28.	Toner for iR 2422L	CANON (M/S Canon India Limited)
29.	Drum for iR 2422L	CANON (M/S Canon India Limited)

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 of the Original Equipment & Consumable Manufacturer(s); **AND (b) Tender** in prescribed Form, endorsed as ‘Issued’ by the Deputy Registrar (Accounts). The ‘Certificate(s) of Authorisation’ should be submitted in a sealed envelope superscribed **‘PPC/27/A’**, and the Tender in a separate sealed envelope superscribed **‘PPC/27/B’**. 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 **Assistant Registrar-VI, A.S** on or before **16-00 hours of 31.01.2015**. No Tenders, even if complete, irrespective of whether hand-delivered or sent by Post etc., will be received after 16-00 hours of 31.01.2015.
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**.

B. 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, and any subsequent declaration pertaining to the instant 'Notice Inviting Tender' will be published in the Notice Board of the A.S.

C. 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.
4. Subsequent to issuance of Purchase Order, the selected participant shall have to strictly adhere to the Sub-Clauses contained in Clause D hereunder.

D. POST-SELECTION DUTIES AND OBLIGATIONS

1. The selected participant(s) shall be bound to supply the requisitioned number of the listed consumables at the rate approved by the Competent Authority of this Hon'ble Court during the period 01.04.2015 - 31.03.2018. **Upon intimation to the selected participant from this Hon'ble Court, the said participant may have to submit a Declaration (in Non-Judicial Stamp Paper worth Rs 10/-) assuring the administration of this Hon'ble Court of all the sub-clauses contained herein, and Purchase Order may only be issued in its favour after submission of such Declaration.**
2. The selected participant **shall not increase such approved rates** before the expiry of the said term.
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.

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. In case of any delay, the administration of the Hon'ble Court may deduct maximum **25% of the pending outstanding** due to the selected participant/supplier as **'Liquidated Damages'**.
5. The Hon'ble Court will, subject to the other provisions contained in Clause D, **release payment for the consumables supplied by the selected participant within 100 (one hundred) working days** from the date of its submission of Bill(s), subject to availability of funds.
6. In case of any irregularity or defects in consumables supplied by the selected participant, the latter will be bound to **replace, without any additional cost**, such defective / unacceptable etc. consumables with new, genuine ones **within 3(three) working days**.

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
PPC/27/N/NIT/14-15 dated 14.01.15.

Sir,

In respect of the captioned N.I.T, we are to offer our following rate for genuine Consumables etc. 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 but inclusive of all other charges etc. are as follow:

Srl.	Description of Consumable etc.	RATE PER UNIT (<u>inclusive</u> of all charges, levies etc., but <u>exclusive</u> of V.A.T) In Rs.
1.	Toner for eStudio 195	
2.	Drum for eStudio 195	
3.	Developer for eStudio 195	
4.	Blade-D for eStudio 195	
5.	Blade-R for eStudio 195	
6.	Heat Roller for eStudio 195	
7.	Pressure Roller for eStudio 195	
8.	Toner for eStudio 225	
9.	Drum for eStudio 225	
10.	Developer for eStudio 225	
11.	Blade-D for eStudio 225	
12.	Blade-R for eStudio 225	
13.	Heat Roller for eStudio 225	
14.	Pressure Roller for eStudio 225	
15.	Toner for SL-M3370FD	
16.	Toner for WC 5016 / WC 5020DN	
17.	Drum for WC 5016 / WC 5020DN	
18.	Fuser Assembly for WC 5016	
19.	Fuser Assembly for WC 5020DN	
20.	Toner for WC 5225	
21.	Drum for WC 5225	
22.	Fuser Assembly for WC 5225	
23.	Toner for WC 5638	
24.	Drum for WC 5638	
25.	Fuser Assembly for WC 5638	
26.	Toner for iR2420L	
27.	Drum for iR 2420L	
28.	Toner for iR 2422L	
29.	Drum for iR 2422L	

Thanking you,

Yours faithfully,

(Signature with Date and Stamp)

Name:

Designation:

Name of the Firm/Company etc. : _____

Registered Address with Contact Number: _____

PAN : _____ V.A.T Registration No.: _____

Name & Contact Number of Representative: _____

***** COPY OF P.A.N MUST be enclosed.**

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 _____ and VAT No. _____, is
authorised to participate in the tender process of Hon’ble High Court at
Calcutta notified through Notice Inviting Tender bearing number
PPC/27/N/NIT/14-15 dated 14.01.15.

Name:.....

Designation:

Date:

Seal: