IN THE HIGH COURT AT CALCUTTA Appellate Side

NOTICE INVITING TENDER

No. 114 - Jt. R (G.A)-II dated 11.01.2017

SEALED TENDERS, containing rates in the prescribed format, are invited from all interested and otherwise eligible participants for supply of High Duty Photocopiers on Buy-Back of old and/or defective or defunct photocopiers strictly following the 'Terms & Conditions' given hereunder.

Submission of Tender by any interested participant will be construed as its acceptance of all the 'Terms & Conditions' as well as the Annexures of the instant Tender Notice.

The last date for submission of Quotations is **25.01.2017.**

Sd/Date: 11.01.2017 Deputy Registrar (Judicial)-I/C, A.S

TERMS & CONDITIONS

A. ELIGIBILITY:

1. Only such participants, who will be 'Authorised' (in Annexure-A) by the Channel Manager / Business Development Manager / Head-Regional Business Development / Regional Head – Institutional Business of the Original Equipment Manufacturer ('XEROX' or 'HCL Toshiba') will be eligible to submit Tenders, provided that such participants must have <u>PAN</u>, valid <u>V.A.T</u>-registration and <u>Service Tax Registration</u>*(s).

* In case the participant is exempted from Service Tax Registration, (i) Declaration to the effect & (ii) Last F.Y's Audited P/L Statement showing less than Rs 10 lakhs as 'Income from Service-providing' should be submitted.

B. SUBMISSION OF TENDERS:

- 1. Willing participants must submit 'Application for Inspection' to the office of Superintendent, Photocopy Section, A.S and get inspection of the photocopiers listed for 'Buy-back' arranged. AFTER COMPLETION OF INSPECTION, PARTICIPANTS NEED TO OBTAIN A CERTIFICATE TO THE EFFECT FROM 'SUPERINTENDENT, PHOTOCOPY SECTION, A.S'. No Tender, without proper 'Inspection Certificate' as mentioned above, will be treated as valid Tender.
- 2. Then, such participants who have conducted Inspection, can submit their Tenders in Two Parts (in two envelopes) to the office of **Deputy Registrar (Judicial)**, **A.S** on or before 16-45 hours of **25.01.2017**. **Participants will be issued Acknowledgement Receipt in lieu of Tenders submitted**.
- 3. The first envelope should be superscribed 'NIT-114: ELIGIBILITY' and must contain:_
 - (a) **'Authorisation'**, in Authoriser's 'Letter-head', as per format in Annexure-A, issued after the date of publication of this Notice, <u>in</u> original; &
 - (b) <u>Signed and stamped</u> copies of **PAN, VAT Registration, Service Tax Registration** (subject to Clause A.1); &
 - (c) 'Inspection Certificate' issued by Superintendent, Photocopy Section, A.S.
- 4. The second envelope should be superscribed 'NIT-114: FINANCIAL BID'. The 'Financial Bid' shall comprise of:
 - (a) Forwarding letter in participant's Letterhead

(b) Tender in prescribed **Tender-format** (in Annexure-B) in participant's letter-head.

Each page of the Financial Bid should be signed with date and stamped.

- **NOTE** (I): a] Tenders should be submitted <u>strictly following the terms and</u> conditions.
 - b] Participants must quote rates for each and every item. Partial quotation / selective quotations will be summarily rejected.
 - c] In the absence of the mandatorily prescribed 'Authorisation' or in case of absence of / invalidity of any mandatorily prescribed documents proving eligibility as enumerated herein above, the Tender of such participant will be treated as incomplete and its 'Financial Bid(s)' will not be opened and reckoned, and its Tender will be summarily rejected.
 - d] All envelopes forming part of Tender should be 'gala-sealed', i.e closed and sealed with shellac, not merely stapled, or closed with adhesive tapes etc.
- 5. Inspection of listed devices can be made on any working day, on 'as is, where is' condition, between 16.01.2017 and 20.01.2017 (both days inclusive), between 12 noon and 3 pm.

C. LAST DATE OF SUBMISSION OF TENDERS:

1. The last date for submission of Tenders is **16-45 hours of 25.01.2017**, irrespective of whether hand-delivered, or sent by post or courier.

D. OPENING OF TENDERS:

1. Tenders will be opened by Ld. Joint Registrar (General Administration-II) & Deputy Registrar (Judicial), A.S on **27.01.2017 or 30.01.2017** during office-hours.

E. COMPULSORY 'BUY-BACK' OF OLD PHOTOCOPIERS:

The Hon'ble Court intends to dispose of 1 (one) WC 238, 1 (one) WC 5638, 1 (one) WC 5225, 2 (two) WC 5020DN and 1 (one) Phaser 3100MFP machines on <u>'as is, where is, how is</u>' basis. Details:

BRAND & MODEL	SERIAL	INSTALLED IN
	NUMBER	
XEROX WC 238	2233914986	Main Xerox (Photocopy) Section
XEROX WC 5638	3631571670	Main Xerox (Photocopy) Section
XEROX WC 5225	3315706415	Main Xerox (Photocopy) Section
XEROX WC5020DN	3315155583	Main Xerox (Photocopy) Section
XEROX WC5020DN	3315167697	Criminal Editorial Section
XEROX Phaser 3100MFP	-	O/O Jt. Registrar (Genl. Admn.)

F. HIGH-DUTY PHOTOCOPIERS TO BE SUPPLIED ON 'BUY-BACK':

- 1. High-duty Photocopiers of 'XEROX' or 'HCL TOSHIBA' brands are wanted.
- 2. Each High-duty Photocopier need to be 'full duplex' with 'networking' facility', and should process 'Legal Size' papers.
- 3. Number of High-Duty Photocopier Units to be supplied on 'Buy-Back':

Srl.	To be installed at	ON BUY-BACK OF:	REQUIRED:
1.	Main Xerox Section (Photocopy Section), A.S	WC 238 (2233914986) & WC5020DN (3315155583) &	1 (one) photocopier-unit 'XEROX' or HCL Toshiba' B/W-photocopier of minimum 45ppm speed with minimum 110- sheet RADF/DADF & minimum 1800-sheet capacity L.C.F/H.C.F
2.	Main Xerox Section	WC 5638 (3631571670)	1 (one) photocopier-unit 'XEROX' or HCL Toshiba' B/W-photocopier of

	(Photocopy Section), A.S		minimum 45ppm speed with minimum 110-sheet RADF/DADF & minimum 1800-sheet capacity L.C.F/H.C.F
3.	Main Xerox Section (Photocopy Section), A.S	WC 5225 (3315706415)	1 (one) photocopier unit 'XEROX' or 'HCL Toshiba' B/W-photocopier of minimum 45ppm speed with minimum 110-sheet RADF/DADF & minimum 1800-sheet capacity L.C.F/H.C.F
4.	Criminal Editorial Section, A.S	WC 5020DN (3315136740)	1 (one) photocopier 'XEROX' or 'HCL Toshiba' B/W – Photocopier of minimum 35ppm speed with minimum 110-sheet RADF/DADF
5.	Office of Joint Registrar (General Administration), A.S	Phaser 3100MFP	1 (one) photocopier 'XEROX' or 'HCL Toshiba' B/W – Photocopier of 20-22 ppm speed (Full Duplex)

G. ADDITIONAL MANDATORY OFFERS THAT NEED TO BE MADE:

1. Willing participants <u>must</u> offer minimum '3 years' 'Defect Liability Period' from the date of installation.

'Defect Liability Period' means that the O.E.M / its Authorised Vendor shall be liable for all defects arising within such period and shall take measures to remove all defects and repair machines by supplying **new, genuine** spares/parts/components (in-built/ancillary/cosmetic) without any additional cost whatsoever.

2. Willing participants must offer 'Full Replacement Guarantee' of minimum 6 (six) years or minimum 20,00,000 (Twenty Lakh) copies, whichever is earlier.

That is, in case any supplied photocopier and/or installed DADF/RADF and/or HCF/LCF gets irreparable or unusable, due to any technical-fault/service-provider's negligence or inaction or failure or intentional lapses or irregularity within 6 (six) years or before producing 20,00,000 (Twenty Lakh) copies whichever is earlier, such photocopier and/or DADF/RADF and/or HCF/LCF should be replaced, without any additional cost whatsoever, with a new, unused one of equal or better specification.

H. MISCELLANEOUS:

- 1. In case of Service Calls, the selected concern(s) shall ensure that Service Call Statement/Report is duly endorsed by the Section Officer/Superintendent/competent Assistant of the Section/Department concerned and/or Superintendent, Photocopy Section (Main Xerox Section, A.S).
- 2. The selected concern(s) shall submit 'Maintenance Matrix', or names, designations and contact details of competent officials and technicians, to Superintendent, Photocopy Section.
- 3. The selected concern(s) shall have to take possession of the photocopier(s) on 'Buy Back' within 3 working (days) of receiving written intimation to the effect, failing which the Hon'ble Court may dislocate and dispose of the same(s).
- 4. The selected concern(s) shall remain indemnified against such defects to photocopier-unit(s) that are resultant of mishandling, electrical short-circuits, natural calamities and rampage.



$\boldsymbol{ANNEXURE-A}$

'LETTER OF AUTHORISATION'

To The Registrar (Administration), High Court, Appellate Side, Calcutta, Kolkata – 700001.

Ref: Hon'ble Court's	Tender Notice	No		_ dated _	·	
Sir,						
This is to certify that M/S registered office at						
and having PAN	t, quote rates to permitted to the through N	for suppli participat otice In	es and see in the	servicing tender p Tender	etc to the	e Hon'ble of Hon'ble
				(Signatu	re)	
	Name:		• • • • • • • • • • • • • • • • • • • •		••••	
	Designation: .					
	Date:		••••			
	Seal:					

Note: To be submitted in Authoriser's Letter Head.

ANNEXURE – B ('FINANCIAL BID')

To The Deputy Registrar (Judicial), High Court, A.S, Calcutta.		
Sub: Tender in response to	 	
NAME:		

PAN:

			1	T	
Srl.	REQUIRED:	BRAND & MODEL OF PHOTOCOPIER AND CAPACITY OF ACCESSORIES (RADF/DADF or LCF/HCF)	RATE (excludin g applicabl e Taxes)	BUY- BACK Value	TOTAL SUPPLY RATE (excluding Taxes) [Rate – Buy Back Value] Both in FIGURES & WORDS
1.	'XEROX' or 'HCL Toshiba' B/W photocopier of minimum 45ppm speed with minimum 110-sheet RADF/DADF & minimum 1800-sheet capacity L.C.F/H.C.F, against BUY- BACK of WC 238 (2233914986) & WC5020DN (3315155583) For Main Xerox Section (Photocopy Section)	'Defect Liability Period': 'Full Replacement Guarantee Period':			
2.	1 (one) 'XEROX' or 'HCL Toshiba' B/W photocopier of minimum 45ppm speed with minimum 110-sheet RADF/DADF & minimum 1800-sheet capacity L.C.F/H.C.F, against BUY- BACK of WC 5638 (3631571670) For Main Xerox Section (Photocopy Section)	'Defect Liability Period': 'Full Replacement Guarantee Period':			
3.	1 (one) 'XEROX' or 'HCL Toshiba' B/W-photocopier of minimum 45ppm speed with minimum 110-sheet RADF/DADF & minimum 1800-sheet capacity L.C.F/H.C.F, against BUY- BACK of WC 5225 (3315706415) For Main Xerox Section (Photocopy Section)	'Defect Liability Period': 'Full Replacement Guarantee Period':			
4.	1 (one) 'XEROX' or 'HCL Toshiba' B/W –Photocopier of minimum 35ppm speed with minimum 110-sheet RADF/DADF, against BUY-BACK of WC 5020DN (3315136740) For Criminal Editorial Section	'Defect Liability Period': 'Full Replacement Guarantee Period':			

5.	1 (one)						
3.	'XEROX' or 'HCL Toshiba'						
	B/W –Photocopier of 20-						
	±						
	22ppm speed (Full Duplex)						
	against BUY-BACK of Xerox						
	Phaser 3100MFP	'Defect Liability Period':					
	Filasei 3100iviFF	Defect Liability Feriod .					
		'Full Replacement Guarantee					
		Period':					
	For O/O Joint Registrar (Genl.	Teriod :					
	Admn.)						
	Aumin.)						
		Other Details / Terms:					
		Special Remarks, if any	y:				
	Name of the Participant:						
	•						
	PAN:	VAT-Registration	า No.:				
	Registered Address:						
			• • • • • • • • • • • • • • • • • • • •				
	Contact No.: (Phone) (Mobile)						
(Signature with Date and Stamp)							
	(Signature with Date and Stamp)						
	Name of the Cignoters						
	Name of the Signatory:						
	Designation	i:					
	Contact No. of the Signatory:						