

IN THE HIGH COURT AT CALCUTTA

Appellate Side

NOTICE INVITING TENDER

No. 115 - Jt. R (G.A)-II dated 11.01.2017

Sealed Tenders (in Tender Form) are invited from otherwise eligible concerns for '**On-Site Comprehensive Operational Maintenance with Replacement Guarantee**' of the following photocopiers/M.F.Ds installed in the A.S Establishment:

Srl.	Model & Unit-description	Serial Numbers	Period/Term of 'O.C.O.M'
1.	WC 5225 (Xerox) Full Duplex (Installed in Accounts Section)	3315706458	2 (two) years from the Date of Formal Order
2.	WC 5225 (Xerox) Full Duplex (Installed in Party Copy Section)	3315881721	2 (two) years from the Date of Formal Order

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 **21.01.2017**.

Date: 11.01.2017

Deputy Registrar (Judicial)/c

TERMS & CONDITIONS

A. ELIGIBILITY OF PARTICIPANTS:

- Such participants who will be specifically '**Authorised**' by the Regional Manager / Channel Manager / Senior Manager / Sales Manager / Business Manager of the Original Equipment Manufacturer will be eligible to submit Tenders, provided that such participants must have PAN, valid Trade License, valid V.A.T and Service Tax Registration*(s). The Format of such 'Authorisation' is provided at Annexure-A and such format should be followed strictly. * *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 TENDER:

- Participants must 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 21.01.2017, **and collect 'Acknowledge Slip'** as proof of submission of tender.

The first envelope should be superscribed '**NIT-115 : ELIGIBILITY**' and must contain:

- '**Authorisation**', in Authoriser's 'Letter-head', as per format in Annexure-A, issued after the date of publication of this Notice, in original; &
- Signed and stamped copies of PAN, VAT Registration, Service Tax Registration (subject to Clause A.1) and Trade License; &

The second envelope should be superscribed '**NIT - 115 : FINANCIAL BID**'. The 'Financial Bid' shall comprise of:

- Tender, as per 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 strictly following the terms and conditions.

b] No Tenders, even if complete, irrespective of whether hand-delivered or sent by Post etc., will be received after 16 - 45 hours of 21.01.2017.

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' will not be opened and reckoned, and its Tender will be summarily rejected.

e] 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.

f] **Inspection of listed devices can be made on any working day, on 'as is, where is' condition, on 16.01.2017, 17.01.2017 & 18.01.2017, between 12 noon and 3 pm.**

C. LAST DATE OF SUBMISSION:

1. The last date for submission of Tenders is **16-45 hours of 21.01.2017.**

D. CONDITIONS OF 'ON-SITE COMPREHENSIVE OPERATIONAL MAINTENANCE':

1. The selected participant shall be bound to provide '**On-Site Comprehensive Operational Maintenance with Replacement Guarantee**' of the listed **photocopiers & M.F.Ds** described below during the stated period in 'as is, how is, where is' condition.

2. 'On-Site Comprehensive Operational Maintenance' shall mean and include:

- a. **Provision** of **ALL spares, parts, components, ancillary components etc.**
- b. **Replacement** of all defective/unusable spares, parts, components (in-built & ancillary) etc of photocopier **with new, original spares, parts, components (in-built & ancillary) etc;**
- c. **Respond** to Service Calls / Requests within 1 (one) working day;
- d. **Provision of alternative photocopier/MFD (of identical or better specification)** in case any listed photocopier needs to be taken away for Workshop Repairing during the 'Maintenance-period';
- e. Attending to **Preventive Maintenance** of each and every photocopier at least **once every two months irrespective of, and apart from, Service Call(s);**
- f. **Cleansing** of glasses, facials, lenses, lamps, mirrors, sensors and receptors once every two months.
- g. **REPLACEMENT OF PHOTOCOPIER/MFD** with **usable photocopier/MFD, as the case may be, of equal or better specification,** in case any photocopier/MFD becomes **irreparable or unusable, due to any technical-fault/service-provider's negligence or inaction or failure or intentional lapses or irregularity** during the Maintenance-period.
- h. In all cases, the new parts/components/replaced machine etc will remain property(s) of this Hon'ble Court.

3. In case of any irregularity, delinquency, improper service, delayed response, intentional service/maintenance-lapses, '**Liquidated Damages**' of upto **50%** of Billed Amount shall be realised by the Hon'ble Court from the selected participant, **apart from taking any other punitive measures** as the Competent Authority of this Hon'ble Court may deem appropriate.

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 _____, having its
registered office at _____

_____ and having PAN _____, is competent and authorised to provide ‘On-Site Comprehensive Operational Maintenance’ to _____ of the Hon’ble Calcutta High Court and it is hereby permitted to participate in the tender process of Hon’ble High Court at Calcutta notified through Notice Inviting Tender bearing number _____ dated _____ and submit other offers.

(Signature)

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:

Srl. No.	Model & Unit-description	Serial Numbers	Period/Term of ‘O.C.O.M’	RATE <i>(exclusive of taxes)</i>
1.	WC 5225 (Xerox) Full-Duplex (Installed in Accounts Section)	3315706458	2 (two) years from the date of Formal Order	
1.	WC 5225 (Xerox) Full-Duplex (Installed in Party Copy Section)	3315881721	2 (two) years from the date of Formal Order	

Other Details / Terms:
Special Remarks, if any:

Name of the Participant:

PAN: VAT-Registration No.:

Registered Address:
.....
.....

Contact No.: (Phone) (Mobile)

.....
(Signature with Date and Stamp)

Name of the Signatory:
Designation:
Contact No. of the Signatory: