

**HIGH COURT OF JUDICATURE AT BOMBAY,
NAGPUR BENCH, NAGPUR.**

NOTICE

NO.N/Photocopy/5650/2023

Date : 07/12/2023

**NOTICE FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF
PHOTOCOPIER MACHINES**

1. Sealed Quotations are invited from experienced and reputed parties for Comprehensive Annual Maintenance Contract (AMC) for Four Photocopy Machines installed in the Office of the High Court of Bombay, Nagpur Bench, Nagpur. The eligibility criteria, conditions governing the maintenance contract and particulars of machines are mentioned in Annexure-I, II and III respectively.
2. Interested parties are requested to furnish the comprehensive AMC rates-per Photocopy machine with per copy rates (including GST) for a period of one year. The Quotation applications of only those who satisfy the eligibility criteria and conditions governing AMC (as laid down in Annexure-I &II) will be considered. The quotation should be submitted as per two cover system i.e. Technical cover and Financial cover separately in two different sealed envelopes. These envelopes should be superscribed "TECHNICAL COVER" and "FINANCIAL COVER". Both the sealed envelopes should be put inside another bigger sealed envelope which should be super-scribed "QUOTATION FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF PHOTOCOPY MACHINES" and should be addressed to the "REGISTRAR, (ADMINISTRATION), HIGH COURT OF BOMBAY, NAGPUR BENCH, CIVIL LINES, NAGPUR - 440 001".
3. Details can be accessed on official website www.bombayhighcourt.nic.in.
4. Last date for submission of sealed quotation is 21/12/2023 up to 3.00 p.m. Quotations received after the last date will not be entertained. Sealed Quotations will be opened on 22/12/2023 at 4:00 p.m.
5. This office reserves the right to accept or reject any/all said quotations without assigning any reason thereof.

6. **Schedule :**

quotation Reference	High Court / Photocopier AMC/ /2023
Date of Publication	On 07/12/2023
Last date and time of submission of quotation Offers.	On 21/12/2023 upto 3.00 p.m.
Time and Date of opening of quotation Offers (If possible)	On 22/12/2023 at 4.00 p.m.
quotation should be addressed to	The Registrar (Administration), High Court of Bombay, Nagpur Bench, Nagpur.
Address for Communication	The Registrar (Administration), High Court of Bombay, Nagpur Bench, Civil Lines, Nagpur.
Contact Telephone Nos.	0712 – 2560399 / 2562892
E-mail address	hcnag.mah@nic.in

7. **Other quotation Information :**

quotation Amount	E.M.D.	Contact Period
Rs. 1000/- (Non refundable) By D.D. from any scheduled commercial bank in favour of "Registrar, High Court of Bombay at Nagpur" payable at Nagpur.	Rs. 15000/- By D.D. from any scheduled commercial bank in favour of "Registrar, High Court of Bombay at Nagpur" payable at Nagpur.	One year from the date of award of contract

8. **Instructions for Submission of quotation :**

i) The quotation will have to be submitted in two parts i.e. Technical Cover (documents as per eligibility criteria documents) and Financial Cover (as per Annexure - "A" & "B"). The formats & documents to be submitted in Technical & Financial Covers are mentioned in the quotation document. The Vendors should submit their Technical and Financial Covers separately in two sealed envelopes and these two envelopes should be put into another cover envelope with proper labeling of following information in bold :-

**CONFIDENTIAL / OPEN ONLY BEFORE THE REGISTRAR (ADMN.)
(Extreme Right hand Side of the Envelope)**

Name of the Assignment :
Quotation Notice Number and Date :
Deadline for Submission of Bid :

To,
The Registrar (Administration),
High Court of Bombay,
Nagpur Bench,
Nagpur – 440 001.

NAME, ADDRESS AND CONTACT NUMBER OF THE VENDOR.

ii) The Technical & Financial Cover envelopes should be clearly marked as Technical Cover & Financial Cover on the top of the relevant envelopes. Vendor must submit their quotations through Registered Post / Speed Post / Courier in order to reach the same to this office within time limit or may inward the same on or before the last date and time for submission of quotation as mentioned in above Schedule. The High Court of Bombay, Nagpur Bench, Nagpur will not be responsible for postal delay / any consequence in receiving of the quotation. Any quotation received after the deadline will be outrightly rejected.

lii) If the interested quotationer(s), so desire, they may obtain detailed configuration of the above Hardware Items on any working day between 4.00 – 5.00 p.m. from Establishment Section.

iv) Any queries relating to the quotation Document and the terms and conditions contained therein should be addressed to the 'The Registrar (Administration) on email ID hcnag.mah@nic.in' and on Telephone Nos. 0712 – 2562892 / 0712 – 2560399 as mentioned in the quotation Document.

Date: 07/12/2023

Sd/-
(Ravindra M. Sadrani)
Registrar (Administration)

ANEXURE-I

Eligibility criteria for AMC of Photocopy machines:

1. The Company/Firm/Enterprise/Vender intending to submit the sealed quotation (hereinafter called the Company) shall be a reputed organization in the field of maintenance of photocopier machines.

2. The vendor should have undertaken AMC for at least one Government Department/Public Sector Unit (PSU), in any of the previous three years in Nagpur and should have provided the supporting documents from their local offices at the designated customer sites.

3. The company's contract should not have been terminated before the expiry of the full term, in any of the previous years or current years.

4. The company must have expertise in the field of maintenance of photocopier machines and its service engineer must be knowledgeable enough to troubleshoot any problem related to the machines.

5. Registration Certificate, GST registration, PAN No., TIN No., Agreement copies with other firms must be attached with the quotation.

Date: 07/12/2023

Sd/-
(Ravindra M. Sadrani)
Registrar (Administration)

ANNEXURE-II

Terms and Conditions governing AMC :

1. This office does not bind itself to accept the lowest quotation and reserves the right to reject any or all the quotations received without assigning any reason whatsoever quotations in which any of the particulars and prescribed information are inadequate or incomplete in any respect of the prescribed conditions are not fulfilled, are liable to be rejected.
2. The maintenance service by the company shall include quarterly preventive service and breakdown maintenance of all Photocopier machines of this office. The AMC will be comprehensive and includes preventive maintenance / monthly regular services of the Photocopier Machines and / or replacement of any items / spare parts of good / standard quality for keeping the Photocopier Machines active and free from any defects / disturbance.
3. All spare parts like Toner, Drum Kit, Fuser Kit, Lamps, PCB, Power Supply Unit, Unit Gears, Roller Bush, Laser Unit, etc and any internal part whatsoever (Original spare parts only) would be replaced by the vendor Free of cost during the AMC period.
4. The AMC charges shall include of consumable items i.e. Cartridges, Toners except Papers.
5. The vendor will carry out the repairing of the whole unit and parts thereof at the office of the High Court of Bombay, Nagpur Bench, Nagpur. All the machines must be serviced onsite at office premises. **The agency will provide adequate standby machines / systems if the problem is not solved within 24 hours.**
6. The charges regarding shifting of machines will be covered in this Annual Maintenance Contract itself.
7. This contract will be effective for a period of one years. The payment of this contract will be made on quarterly basis subject to availability of the fund.

8. The Company Engineer/Service Person shall have to give at least one preventive maintenance/servicing visit every month at our site for precautionary examination of the photocopier machines on office working day and will sign in the log-book, maintained in the Systems. Failing to do so, penalty of Rs. 500/- per month per machine will be deducted from quarterly payment of AMC bill.
9. All the complaint should be attended within 24 hours, failing which penalty for not attending the complaint will be Rs. 300/- per day which will be deducted from quarterly payment of AMC bill.
10. The performance security amounting to Rs. 15,000/- valid for a period of 60 days beyond the date of completion of contract successfully is to be furnished by the successful quotationer awarded the contract.
11. The interested quotationer are required to submit refundable Earnest Money Deposit (E.M.D.) of Rs. 15,000/- (Rupees Fifteen Thousand Only) in the form of Demand Draft from any Scheduled Commercial Bank in favour of "Registrar, High Court of Bombay at Nagpur" payable at Nagpur.
12. The Earnest Money Deposit of unsuccessful quotationer(s) will be returned after the acceptance of the successful quotation within reasonable time. The said Earnest Money will not earn any interest thereof. Earnest Money Deposit of the successful quotationer will be returned only after the successful completion of the contract.
13. This office has the right to amend, rectify, alter and relax any conditions referred above for this quotation without assigning any reasons. In case of any dispute of any kind whatsoever, the decision of this office shall be final and binding. All the disputes will be subject to jurisdiction of Nagpur.
14. The Annual Maintenance Contract may be extended for further period upto one year at the same rates and terms and conditions at the discretion of the Registry of High Court of Bombay, Nagpur Bench, Nagpur.

15. The Registrar (Administration), High Court of Bombay, Nagpur Bench, Nagpur, reserves the right to terminate the contract at any time without assigning any reason whatsoever.

Date: 07/12/2023

Sd/-
(Ravindra M. Sadrani)
Registrar (Administration)

ANNEXURE-III

List of Photocopier Machines :

Sr. No	Model No.	Machine Serial No.	Quantity	Purchased Year	Branch/Section
1	Ricoh – MP5054 SP	G186R890088	01	2016	Establishment
2	Ricoh – MP3054 SP	G155P700466	01	2016	Copying
3	Canon – iR 4545 (45 cpm)	YAK01318	01	2018	Paper Book
4	Canon - iR 4535 (35 cpm)	YAG01175	01	2018	Paper Book

Enclosures: Technical and Financial cover formats

Copy to:

1. The Deputy Registrar (IT), High Court Appellate Side, Bombay with request to up load the quotation for publication in the official website i.e. www.bombayhighcourt.nic.in
2. The Principal District Judge, Nagpur for publication on their Notice Board.
3. The Collector/The Commissioner, Nagpur Municipal Corporation/ The Commissioner of Police, for publication on their Notice Board.
4. Notice Board of the High Court of Bombay, Nagpur Bench, Nagpur

Date: 07/12/2023

Sd/-
(Ravindra M. Sadrani)
Registrar (Administration)

ANNEXURE-A

FORM

(For Annual Maintenance Contract for Photocopier Machines)

1	Name and full address of the quotationer	
2	Name and full address of the Establishment (If the Establishment is Firm or Company, then relevant registration certificate number)	
3	Means of communications; a. Whatsup Mobile Number b. E-mail ID c. Land Line Telephone Number	
4	a. PAN No. b. GST Registration No. c. Shop and Establishment Licence No. d. Professional Tax Registration No.	
5	Experience in terms of years in the field of supply Computer Peripherals	
6	Details of Government offices/ establishments to which the services are provided in the last 3 years	
7	Details of the Demand Draft enclosed with this quotation form	

Nagpur

Date: /12/2023

Signature of the Tenderer

ANNEXURE-B

FINANCIAL COVER:-

Sr. No	Model No. Of Photocopier Machine	Quantity	Purchased Year	Paper Size	Rate/Copy (in figures and words)
1	Ricoh – MP5054 SP	01	2016	A4 Black & White	
2	Ricoh – MP3054 SP	01	2016	A4 Black & White	
3	Canon – iR 4545 (45 cpm)	01	2018	A4 Black & White	
4	Canon - iR 4535 (35 cpm)	01	2018	A4 Black & White	

(PRICE QUOTED SHOULD BE INCLUSIVE OF ALL TAXES)

DECLARATION

I hereby certify that the information furnished in Annexure A and B is true and correct to the best of my/our knowledge. I understand that in case, any deviation is found in the above statement at any stage; I/We will be blacklisted and will not have any dealing with the Department in future. I/ We convey our unconditional acceptance to the terms and condition as mentioned in the quotation document.

Signature and Seal of Authorized
Signatory with date