

DISTRICT COURT, THIRUVANANTHAPURAM

No.C3- 6334/2017

Dated: 08.08.2017

TENDER NOTICE

Due Date & Time for receipt of Quotation	23.08.2017 3 pm
Date & Time of opening of quotation	23.08.2017 4 pm
Designation & Address of officer to whom the quotations is to be addressed	The District Judge, Thiruvananthapuram. PIN : 695 035
Superscription on the envelope	TENDER NOTIFICATION No. 4 / 2017 - 18 "SUPPLY & INSTALLATION OF DIGITAL PHOTOCOPIER UNDER BUY BACK SCHEME"

Sealed tenders are invited from authorised dealers, **with experience of more than 3 years**, for the supply and installation of new digital photocopier, with the following specifications, for the use of Sub Court, Attingal.

1. Type : Desktop (Printer / Scanner enabled)
2. Technology : Laser
3. Speed : 25 pages per minute or higher
4. Paper Size : A3 – A5
5. Print Resolution : 1200 x 600 dpi or higher
6. Scan : Inbuilt - Colour - up to A3
7. Scan Resolution : 600 x 600 dpi or higher
8. Zoom : 25 to 400%
9. Inbuilt duplex with DADF/ARDF(both for Tray feed & Bypass feed)
10. Input Paper Capacity : 250 or more Sheets – 1 Tray or more
100 or more Sheets – Bypass
Standard
11. Automatic Document Feeder : 50 sheets or more
12. Printer Drivers : Windows & Linux / **Ubuntu**
13. Memory : 256 MB or higher

14. High Speed USB 2.0 & Network Interface (Ethernet 10/100 Base -T)
15. Multiple Copying : 1 to 999 Copies
16. Other features : Scan to USB, Electronic Sorting, Automatic duplexing unit, Auto paper Selection, Image Adjustments, Series Copy, Combine Copy, Image Rotation, ID Card Copy, **Print PDF document from USB** etc.
17. Amount : Not Exceeding **Rs.1,00,000/-** (Rupees One Lakh Only)

The tender shall contain the rate of the machine (inclusive of all tax), buy-back rate, Warranty offered, Toner Yield, Price of toner cartridge and CSMC (per copy rate – specify if tax is extra) for a period of five years from the date of expiry of warranty. A copy of the brochure of the machine quoted, a draft copy of the CSMC agreement and a copy of the experience certificate shall be incorporated with the tender. While quoting a model and rate for the same, it may also be considered that the average number of photocopies to be taken is nearly 20,000/month.

The supplier / dealer must execute a Comprehensive Maintenance Contract for a period of five years on expiry of guarantee / warranty of the machine and the **agreement shall be entered into between the supplier and the purchaser at the time of purchase itself.** The CSMC is to start after the expiry of the warranty period, during the period which the goods are to maintained free of cost by the supplier (9.63 of Store Purchase Manual 2013).

The upset price of the old photocopier installed in the Sub Court, Attingal has been assessed by the PWD Electronics Wing as Rs.4,000/- (Rupees four thousand only) and is to be adjusted in the price of the new photocopier since the new photocopier is ordered to be purchased under the buy back scheme by the Hon'ble High Court of Kerala.

The acceptance of tender will be subject to the following further conditions :

1. The tender should be addressed to the District Judge, Thiruvananthapuram, in a sealed cover with the tender number duly superscribed on the cover.

2. Intending tenderer should send their tender so as to reach in the address mentioned, on due date and time (noted above). No tender received after the specified date and time will be accepted on any account.
3. The tender will be opened on the appointed day and time by the District Judge, in the presence of such of those tenderer or their nominees who may be present at that time.
4. If any tenderer withdraws from his tender before the expiry of the period fixed for keeping the rates firm for acceptance, the earnest money, if any, deposited by him will be forfeited to Government or such action taken against him as Government think fit.
5. The District Judge, Thiruvananthapuram has the right of accepting or rejecting any or all tenders without specifying any reason(s) thereof. The District Judge is under no obligation to accept the lowest tender.
6. **There is no obligation on the part of the District Judge, Thiruvananthapuram to inform the unsuccessful Tenderer of the outcome of the Tender process and reasons of rejection of tender.**
7. The successful tenderer must supply the product immediately after acceptance of the supply order.
8. Withdrawal from the tender after its acceptance or failure to supply within a specified time will entail cancellation of the order and appropriate penalty will be recovered from the performance security or the EMD as the case may be.
9. Rates offered in the tender shall remain valid for three months.
10. The prices quoted should be inclusive of all taxes, duties, cesses etc.
11. The successful firm shall deal with the District Court only. No intermediary agency will be allowed. If it is found that the contractor has violated these conditions, the contract will be terminated forthwith without any notice, by the District Judge, Thiruvananthapuram and the performance security will be forfeited.
12. The contract can be terminated by the District Judge,

Thiruvananthapuram at any time without assigning any reason if the work of the contractor is found unsatisfactory. In this respect, the decision of District Judge, Thiruvananthapuram will be final and binding on the contractor. The District Judge, Thiruvananthapuram reserves the right to accept or reject any bid in whole or in part without assigning any reasons thereof.

13. Payments will be made only after the supplies are actually verified and taken into stock and also on allotment of funds.
14. Bills in triplicate shall be submitted in favour of the District Judge, Thiruvananthapuram for effecting the payment. No advance payment will be made for the services.
15. The tenderer shall quote the percentage of rebate (discount) offered by them if the payment is made within 15 days / within 30 days of taking delivery of stores.
16. Special conditions if any printed on the tender sheets of the tenderer or attached with the tender will not be applicable to the contract unless they are expressly accepted in writing by the purchaser.
17. The tenderer shall quote the period of warranty/guarantee offered by them.

The sealed tenders, along with EMD (if the actual price of the machine is Rs.1,00,000/- or more, not needed for less than Rs.1,00,000/-) for an amount equivalent to 1% of the rate quoted in the form of a Demand Draft drawn in favour of the District Judge, Thiruvananthapuram, payable at Thiruvananthapuram, shall be submitted on or before 23.08.2017 (3 pm) and the tenders will be opened on the same day at 4 pm.

(Approved for Publication)

sd/-

DISTRICT JUDGE

By Order,

sd/-

SHERISTADAR