

DELHI JUDICIAL ACADEMY

(High Court of Delhi)

SECTOR – 14, DWARKA

NEW DELHI - 110078

Ph. No. : 011-28036684, Fax No. : 011-28036683

Website: www. <http://judicialacademy.nic.in>, Email : dja@nic.in

No. DJA/Purchase-Photocopier/397/2009/

Date:

NOTICE INVITING TENDERS

Sealed tenders are invited for Comprehensive Annual Maintenance of Sharp Photocopier machine on behalf of the Director (Administration), Delhi Judicial Academy, Sector-14, New Delhi-110078 from the authorized service providers of M/s Sharp or other service provider having two years experience in maintenance of Sharp Photocopier machines:-

Sl. No.	Make	Machine Model	Unit
1.	Sharp	Model MX- M700U	01

The technical bid and financial bid in separate envelopes should be submitted strictly as per the format given in the **Annexure. I and Annexure. II** respectively. The rates quoted in the Financial Bid should be both in words and figures. If any difference is noticed between the amount quoted in words and figures, amount quoted in words shall be taken as final. Bids with any cutting or overwriting in figures will not be considered. The financial bid should be properly sealed. Financial bids only of those firms will be opened who qualify on the basis of the Technical Bid.

The Technical Bid and Financial Bid should be put in two separate envelopes superscribed as **“Technical Bid” and “Financial Bid” and sealed separately. Both the envelopes alongwith the envelope containing EMD should be put in a bigger envelope superscribed “Tender for Comprehensive Annual Maintenance Contract for Photocopiers”** which **should reach on or before 29.05.2017 by 11.00 a.m. The bid will be opened at 11.30 a.m. on 29.05.2017** in Delhi Judicial Academy, Sector-14, Dwarka, New Delhi. Authorized representatives of the bidder may like to be present at the time of opening of bids, if so desired. The bid received late i.e. after 11.00 a.m. on the last date of receipt of bids as indicated above will not be considered. If the technical bids and financial bids are not submitted separately as stated above, the tender would liable to be summarily rejected.

Terms & Conditions:

1. During the contract, the photocopy machines will be serviced at least every quarter during the year. A certificate from the user is also required to be taken in token of the service of the machine. Such services are to be carried out on quarterly basis.
2. The firm shall maintain the equipment as per manufactures' guidelines and shall use standard components for replacement.
3. The contract includes corrective maintenance, preventive maintenance on regular basis and free replacement of all spares like Mother Board, Power Supply, Scanner PCB, Laser

Unit. Thermistor, Thermostat, different motors, electromagnetic clutches, gears, pulleys, driving belts, bushes, shafts, bearings, paper feed rollers, separation Rollers, Paper Pick Up Rollers, High voltage transformers, all PCBs & Sensors etc. & consumables like toner, Drum Maintenance Kit/Fuser Maintenance Kit etc excluding Paper, Power.

4. Earnest money by means of a Demand Draft of Rs. 3,000/- (Rs. Three Thousand only), valid upto 45 days beyond the final validity period of bid, should be enclosed with the bid. Bids received without earnest money will not be considered. The Demand Draft should be payable in the name of DDO, Delhi Judicial Academy, New Delhi.
5. The bids shall be valid for a period of 90 days from the date of opening of financial bid.
6. Any conditional tender will not be considered.
7. The Agency shall be required to deposit performance security of Rs 7,500/- (Refundable), valid upto 60 days after the completion of the contract. The Performance Security will be refundable after completion of all contractual obligations. The performance security shall be paid in favour of the DDO, Delhi Judicial Academy, New Delhi in the form of DD/FDR. No interest on performance security shall be payable.
8. In case of any complaint, the Agency/ service provider shall attend the same within 24 hrs.
9. The Agency/ service provider should inform the contact nos. including mobile no. and current address of the Agency/ service provider and its engineers who have to attend the complaint.
10. The agency/ service provider shall use standard/ISI product for repairing/maintenance of photocopier machine.
11. If the services of the agency/ service provider are found unsatisfactory, the contract may be cancelled at any time and action will be taken as per procedure.
12. The Delhi Judicial Academy reserves the right to accept or reject any or all the bids without assigning any reason thereof. In case of any dispute, the decision of the DJA will be final and binding. The DJA also reserves the right to terminate the Contract at any time without assigning any reason thereof.
13. The Agency/ service provider shall ensure stand by arrangement, if required.
14. The contract is not transferable.
15. The agency/ service provider shall fix the Digital Copier machine at appropriate place after repair/service.
16. The agency/ service provider shall carry out the work at its own risk and cost.
17. The rate shall be valid for one year from the issue of work award letter.
18. If the service's found satisfactory the contract may be extended.
19. Payment shall be made on quarterly basis after receiving the bill along with meter reading and satisfactory report from user department Taxes, TDS and other statutory levies, as applicable from time to time, shall be deducted from the bills.

Sd/-
Director (Administration)

Copy to:-

1. Notice Board.
2. The Programmer, Delhi Judicial Academy, with a request to upload on Delhi Judicial Academy website.

Sd/-
Director (Administration)

Annexure-I
Technical Bid

Subject: - Bid for Comprehensive AMC of Photocopier Machines installed in the Delhi Judicial Academy.

Sir,

The undersigned has read the understood the terms & conditions of the tender document in respect of Comprehensive AMC of Photocopier Machine and do hereby submit requisite technical bid, to provide such services to Delhi Judicial Academy as given below:

1.	Name Of the Agency	
2.	Address of the Agency	
3.	Name, Designation and address of the person to whom all references shall be made regarding this tender	
4.	Service Tax Registration No. (copy to be enclosed)	
5.	Income Tax Registration No. (copy to be enclosed) of the Agency/Firm.	
5.	VAT/TIN Registration No. of the Agency/Firm (copy to be enclosed).	
6.	Telephone with STD Code	
7.	E-mail of the contact person	
8.	Fax No. (with STD Code)	
9.	Experience of at least 2 years in maintenance of Sharp Photocopier machines. (Documents to be attached.	Enclosed/ Not enclosed
10.	Number of Service Engineers as on date	
11.	Whether EMD enclosed	
12.	Whether separate envelops prepared for technical bid and Financial bid.	
13.	Whether the firm has requisite infrastructure at Delhi/NCR to do the job in urgent manner & sufficient manpower/service engineer to do	

the job timely.	
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Annexure-II
Financial Bid

FORM FOR QUOTING RATES FOR AMC/CAMC/TCS OF PHOTOCOPIER
MACHINE

1. Name and full address of the agency
With Telephone/Mobile No.:-
2. AMC/CAMC/TCS rates:

Sl. No.	Make	Machine Model	AMC/CAMC/TCS Rate per copy in Rs.
1.	Sharp	Model MX-M700U	
(Rs. in words)			

We/I have read all the terms and conditions mentioned in the Notice Inviting tender (duly signed on each page and undertake to comply with them.

Place:

(Signature of the Bidder)
(alongwith Agency's seal)

Date:

Declaration:-

We also declare that

1. We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.
2. We are not black-listed by any Central/State Government/Public Sector Undertaking in India.

Yours faithfully,

(Signature of the Authorized person)

Name:-

Designation:

Seal:-

Details of Firm/Agency

1. Name of Firm/Agency:- _____
2. Address of Firm/Agency:- _____

3. Contact No.:- _____
4. VAT Registration No. (Copy attached):- _____
5. Service Tax No. (Copy attached):- _____
6. PAN No. (Copy attached):- _____

Place :

(Signature of the Bidder)
(alongwith Agency's seal)

Date:-