

IN THE HIGH COURT OF DELHI : NEW DELHI

No. 3599/STY./DHC
Dated 12/02/2020

From:

The Registrar General,
High Court of Delhi, New Delhi.

To,

(on the website of Delhi High Court)

**Sub:- Fresh Tender for Heavy Duty Photocopier machine of RICOH/
KYOCERA/ SAMSUNG/ CANON/ HP/ KONICA MINOLTA make of around 100
cpm having duty cycle of 10-15 lakh pages.**

Sir/Madam,

This court recalls its previous Tender No. 24/STY./DHC dated 24.12.2019 and invites fresh quotations for Heavy Duty Photocopier machine of around 100 cpm having duty cycle of 10-15 lakh pages of RICOH/ KYOCERA/ SAMSUNG/ CANON/ HP/ KONICA MINOLTA make.

The authorised vendor(s) of aforesaid manufactures are requested to submit/re-submit quotations in sealed envelope clearly mentioning the technical details of the model being offered along with the minimum duty cycle of the photocopier machine being offered in terms of number of years as well as number of copies. The vendor(s) are further directed to attach current authorisation letter from the OEM (Original Equipment Manufacturer) along with their quotation. The rates offered must be inclusive of GST (with rate of GST separately mentioned). Any other charges must be mentioned separately and must not be included in the base cost of photocopier machine.

The firms are also directed to provide AMC rates from **day one** separately on per page basis (with numbers of free copies specifically mentioned) which includes free replacement of all spares, services & consumables i.e. Toner, drum etc. The vendor who are interested in participating keep in mind that complaint(s) regarding non-functioning of photocopier machine, for toner or for regular spare parts be attended on the same day, if the complaint is lodged before Lunch Hours i.e. 01:15 PM, or before Lunch Hours of the next working day if the complaint has been lodged after 01:15 PM on a specific day. In case of non-availability of spare parts, exact time be provided after confirmation with the OEM without delay. Vendor(s) also needs to make provision of providing atleast two toners as standby to be kept in the IT/Stationery Branch of this Court. Single point of contact must be engraved on the machine for ease of user(s).

The authorised vendor(s) who are interested to participate in the instant tender shall also submit a Demand draft/Pay order of **Rs. 10,000/- (Rupees Ten Thousand only)** in favour of **"The Registrar General, Delhi High Court, New Delhi-110503"** payable at New Delhi towards Earnest Money Deposit (refundable without interest on written request) in a sealed envelope to the AO(J) (IT/Stationery), Room No. 6, Ground Floor, LCB-III, Delhi High Court on or before 25-02-2020 till 5:00PM.

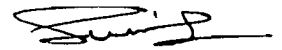
The quotation should be addressed in the name of "The Registrar General, Delhi High Court, New Delhi" and the subject of this letter & due date be superscribed on the envelope. Quotation received without subject & due date mentioned above, and without DD/Pay order towards refundable EMD, as referred above, shall be summarily rejected. No request for waiver of submitting EMD shall be entertained.

The DDs/Pay orders towards EMDs of all the tenderers, except the lowest three, shall be returned on written request & EMD of successful tenderer will be returned after completing the supply and after fulfilling all codal formalities. The DD/Payorder of L-2 & L-3 will be returned after awarding the work order to successful tenderer. If the offer of quotation is withdrawn by the tenderer after opening of tender or any other default, the amount of EMD will be forfeited and the firm will be blacklisted to participate in future tenders of this Court.

The validity of rates should not be less than 180 days from the last date of submission of quotation. Quotation with less period of validity of rates shall be rejected. Quotation received after due date shall be rejected.

This Court reserves the right to modify/amend the terms and conditions of this quotation at any stage.

Yours truly;

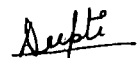


(Sunil Kukreja)

Registrar (IT)

for Registrar General

CC to : - JD (IT) with a request to upload this quotation on the website of Delhi High Court.



(Deepti Chhabra)

Assistant Registrar (IT/Sty./Dig.)