

Through Regd. Post.

**OFFICE OF THE DISTRICT & SESSIONS JUDGE::
TIS HAZARI COURTS : DELHI**

No _____/Purchase Cell/07

Dated _____

SHORT TERM TENDER

- 1 The Manager, Kendriya Bhandar, West Block VIII, Wing-III, Ground Floor, R.K. Puram, New Delhi.
- 2 The Manager, NCCF India Ltd, 92, Deepali Building, 6th Floor, Nehru place, N.D
- 3 The Manager DSIDC, Admn. Block Okhla Phase-I, Near Police Station, New Delhi
- 4 The Manager DCCW Store limited, Karam Pura Road, Moti Nagar, New Delhi-15.
- 5 The Manager, Delhi State Consumer Co-operative Federation Ltd, G-184, Basement, Behind Dena Bank , Hari Nagar, Delhi-64
- 6 The Sudhar Sabha Consumers Co-operative Store Ltd. , DDA Shop No. A/1 Market, B-4, Lawrence Road, Delhi-35
- 7 Notice Board:- At Tis Hazari, Patiala House, Karkardooma and Rohini Courts, for information to other Government stores/Emporium/General tenderers.
- 8 District Courts Web-site Committee, Karkardooma Courts, Shahdara, Delhi with the request to place the tender form on the website of District Courts, Delhi.
- 9 M/s Total Solution, 2369/5D, Mandir Wali Gali, Shadi Khampur (Patel Nagar), New Delhi-08
- 10 M/s Samsung Electronics Co. Ltd. 7th & 8th Floor, IFCI Tower, 61, Nehru Place, ND
- 11 M/s Panasonic Asia Pacific Pvt. Ltd., 615-616, 6th Floor, International Trade Tower, Nehru Place, New Delhi-19
- 12 M/s Samtech Communication Pvt. Ltd. 434, Mathura Road, Bhogal, ND-14
- 13 M/s Netstar Technologies Pvt. Ltd. 27-M/1, Zamrudpur, Greater Kailash-I, ND-48.
- 14 M/s Microtech Infosys (P) Ltd. 29, Gujarat Vihar, (Opposite Preet Vihar Petrol Pump), Delhi-92.
- 15 M/s Multi Tech Services, 304, 3rd floor, Gupta Apptt. K-138, Kalkaji, Delhi-19
- 16 M/s Canon India Pvt. Ltd. A-23, Sector-59, Phase – III, NOIDA – 201301 (UP)

Sub: (1) Comprehensive Annual Maintenance Contract of 11 fax machines as mentioned below:-

- a) One fax machine of Panasonic make model KX-FT 73 installed in the office of judge Incharge, Patiala House Courts **(for a period of one year w.e.f. 6.09.2007)**
- b) Two Fax machines of Panasonic make model KX-FT 63 installed in the office of ACMM, Tis Hazari Courts & lying in stock with General Branch, Tis Hazari Courts. **(for a period of one year w.e.f. 20.09.2007)**
- c) One fax machine of Panasonic Make model KX-FT-903 installed in the office of Judge Incharge, Karkardooma Courts, Delhi. **(for a period of one year w.e.f. date of order)**
- d) Three Fax machines of Samsung make model SF-341P installed in the offices of ACMM, (1) Rohini Courts, (2) Patiala House Courts & (3) Karkardooma Courts, Delhi **(for a period of one year w.e.f. 6.09.2007)**
- e) Four fax machines of Canon make model B-822 installed in the (1) office of Judge Incharge, Rohini Courts, (2) Mediation Centre, Tis Hazari Courts, (3)

Mediation Centre, Karkardooma Courts & (4) Office of the Ld. District & Sessions Judge, Delhi. **(for a period of one year w.e.f. date of order)**

Note : (1) Bidders are free to inspect all the fax machines before participation in the tender process.

(2) The Comprehensive AMC in respect to the fax machine, shall be on the basis of the condition of the machine as are available at the time of participation in the bid process. The bidder are free to inspect the fax machines during working hours of the courts before they participate in the tender process.

(3) Rates should be quoted for Comprehensive AMC with or without consumables i.e. ink cartridge etc.

You are hereby requested to send your sealed quotation for the above mentioned items with necessary descriptions separately on the following Terms & Conditions:

Special Terms & Conditions :

- 1) **The quotations / tender complete in all respect be put only in tender box placed in room No 326, 3rd Floor Tis Hazari Courts, Delhi on or before 31.08.2007 at 3.30 P.M. which will be opened on the same day in the presence of tenderers.**
- 2) The tenderer who is interested to undertake the work of AMC abovesaid items should be in possession of requisite licence/necessary permission from the competent authority to carry out such jobs and must have at least five year experience in the respective field.
- 3) All the machines / equipments should be checked at least twice in a month and necessary repair/replacement of parts carried out as and when required with the original one as provided in the machines / equipments.
- 4) The tenderer are required to put all the machines in perfect working order during the contract period.
- 5) Job Card would be strictly maintained and signature of the complainant be obtained for each visit separately.
- 6) The technician/Electrician should possess proper I-Cards duly signed/stamped by the tenderer as well as by this department, while visiting the courts premises/residence of Judicial officers.
- 7) The complaint made in the forenoon over telephone should be attended either in the forenoon itself or latest by afternoon of the date of complaint. Similarly, complaint made during afternoon should be attended in the afternoon itself and latest by the following morning, even if it happens to be a holiday.
- 8) At any time, during the contract period the job work may be cross checked, and if the job work not found satisfactory or according to the contract order, necessary action as deemed fit this department may be taken against the contractor.
- 9) The rates should be valid for a period of minimum one year from the date of awarding of contract.

- 10) No extra payment would be made to the contractor except the rates approved by this department.
- 11) The rates should be written in words as well as in figures and sales tax, VAT, Excise Duty must be mentioned separately, **(if ST/VAT/Service Tax, Excise Duty etc. is not mentioned, the rates of concerned item will be treated as inclusive of ST,VAT, Excise Duty etc.)**. Further, rates should be valid for a period of one year from the date of order.
- 12) **The tender should be accompanied with EMD of 5% of quoted rates in either form of Demand Draft / Pay Order / FDR / Bank Guarantee in favour of District & Sessions Judge, Delhi, Tis Hazari Courts, Delhi.**
- 13) In case, if the above said machines cannot be repaired at site, standby arrangement should be provided without any additional charges till the same is not got repaired and re-installed.
- 14) No payment will be made in advance to the tenderers. The payment shall be made on quarterly/monthly/yearly basis as decided by this department and after receiving satisfactory working report from the actual users. The pre-receipted bill in quadruplicate be submitted after each quarter for arranging payment.
- 15) **After awarding the contract, the respective EMD/bid security submitted by the firm would be returned to them with the direction to submit the performance security as deemed fit by the Purchase Committee of this department in the form of FDR/Bank Guarantee/Demand Draft. The said performance security would be valid for a period of all contractual obligations.**
- 16) In the event of performance under contract period is found unsatisfactory, a written notice will be issued to the contractor to improve the service. If the service does not improve, even within fortnight after receiving the notice, the contract may be terminated without making any further reference.
- 17) **Quotations through Direct, courier, post and any other means, shall not be accepted / entertained in any case.**
- 18) Quotations received after due date & time shall not be considered in any case.
- 19) **The firms must have permanent Service Tax /VAT / TIN Number and mention the same in their invoice/receipts submitted by them, those who have not the same, need not apply. Also the firm must submit proof of depositing VAT /Service tax to indenting department.**
- 20) The rates should be quoted F.O.R. Tis Hazari, Karkardooma, Patiala House and Rohini Courts, Delhi or as directed by this office.
- 21) The tenderers are required to attach photocopy of current Sales Tax Clearance Certificate along with their quotations. Failure to submit Current STCC may render them invalid automatically.
- 22) On the top of envelope/quotations the name of the articles must be mentioned clearly for which quotation has been called.
- 23) The Tenderers will furnish warranty/Guarantee against manufacturing defects at least for minimum period of one year.
- 24)

- 25) The firm should not be black listed by any Govt. Department/Semi Govt. If any proof of black listing is found against the tenderer/firm at any time during the period of contract/purchase, the whole claim or part thereof as decided by the Purchase Committee may be forfeited without assigning any reason.
- 26) When any working day is declared a holiday then the tenders will be opened on the next working day.
- 27) In case of job work or material used is found below the standard and not according to the specifications, the Purchase Committee reserves the right to forfeit the whole claim or part thereof. The decision of Purchase Committee will be final in this regard.
- 28) The Purchase Committee reserves the right to terminate any contract at any time before the expiry of the period covered under the contract without assigning any reason thereof and without incurring any liability.
- 29) The Purchase Committee reserves the right to accept or reject any tender without assigning any reason whatsoever and no representation of any kind will be entertained.
- 30) The tenderers should submit separate quotation for each item as mentioned in the subject.
- 31) In case of dispute the decision of Purchase Committee shall be final and binding upon the tenderer/firm/contractor/supplier.
- 32) The amount of security will be refunded as soon as possible to the unsuccessful tenderers on written request. The Govt. Stores who have been declared exempt from depositing EMD shall be required to submit documentary evidence as proof to prove that they are exempted from depositing earnest money by the Govt. of India/Govt. of NCT of Delhi. In the absence of earnest money/documentary evidence the quotation shall not be considered.
- 33) The department reserves the right to impose any other condition at the time of placing order.

(B.B. CHAUDHARY)
**Chairman, Purchase Committee/
Additional District & Sessions Judge, Delhi**