

**Office of the Registrar-In-Charge of Nezarath Department
District Judge's Court, Purba Bardhaman**

**Notice Inviting Quotation
No.....02.../ Dated: 03.02.2021**

Name of the work : Non-comprehensive annual maintenance contract (AMC) for the CANNON Photocopier Machines installed at various courts and departments of the Judgeship of Purba Bardhaman.

Description, quantity and location of the machines proposed to be brought under the purview of the AMC:

<u>KATWA</u>	
Criminal Copying Department : 01	I.R. 1024 (CANNON)

Sealed quotations, are invited from all willing authorized service providers of SHAPR photocopier machines for above mentioned work. The bidders must quote the rate taking into account the following terms and conditions

Terms & Conditions

1. The quotations should be properly sealed, signed and stamped and should be dropped in the designated quotation box kept in front of the **Nezarath Department, District Judge's Court, Purba Bardhaman, P.O. & P.S.-Burdwan, Pin – 713101** by 20.02.2021 on or before 4.30 P.M.
2. Bids received through any other mode such as speed post, courier service or Registered post will not be entertained. The Office of the Nezarath Department will not take any responsibility for delay, loss or non-receipt of quotations sent by post. Bids received after the due date and time and the incomplete ones shall be rejected outrightly.
3. Only the service providers authorized by CANNON photocopier company are permitted to participate in the tendering process . Quotations submitted by any unauthorized service provider will be summarily rejected. Authorization Certificate must be enclosed.
4. The Company / Firm must have GST Registration, PAN, Bank Account. Supporting documents must be enclosed.
5. The Company / Firm will be required to provide all the necessary contact nos.(Land line / Cell phone) to enable the users to lodge complaints as and when any problem is detected. Stickers bearing name of the company and Land line / Cell phone nos. must be pasted on all the machines.
6. Faulty parts must be replaced with original and genuine parts of CANNON brand only.

7. Rate should be quoted taking into account the description, make, type, specification etc. of the photocopier machines.
8. Conditional quotations will not be considered.
9. Participating service providers must specify the address of its office and its phone/mobile number (and other contact numbers e.g. *Fax, e-mail* if available) for the purpose of quick communication in the event of urgency.
10. Canvassing on the part of authorized service providers submitting quotation will render its quotation liable to cancellation summarily.
11. As a general rule the contract will be awarded to the authorized service providers who has quoted the lowest price and whose quotation is otherwise acceptable being in conformity with the terms and conditions. However, the District Judge, Purba Bardhaman is not bound to accept the lowest bid and he reserves the right to accept any quotation or reject any or all quotations without assigning any reason and also to cancel the entire process at any time prior to awarding the contract for any reason whatsoever.
12. Payment will be made to the holder of the AMC on presentation of bill as per the rate approved by the Learned District Judge, Purba Bardhaman subject to availability of allotment .-
13. Learned District Judge, Purba Bardhaman reserves the right to terminate the agreement by 30 days written notice without assigning any reason and by 15 days written notice by assigning reason.
14. In case of any deviation/default on part of the selected authorized service provider the concerned authority may pursue any or all such actions against it as it may deem fit and proper.
15. In all matter of any dispute relating to this contract, the decision of the Learned District Judge, Purba Bardhaman shall be final.
16. Learned District Judge, Purba Bardhaman reserves the right to renew the contract, on same terms, conditions and rates, for such period as it any deem necessary taking into account of the services rendered during the contract period.
17. Properly received quotations will be opened at 02-30 p.m. on 21/02/2021 in presence of the bidders.

Nazir is directed to circulate this tender-notice for display in the office notice board of the Courts of Burdwan Sadar, Katwa and Kalna Sub-divisions including the official website of the Judgeship of Purba Bardhaman and other important offices such as the office of the Sabhadhipati, Zilla Parishad, Purba Bardhaman, District Magistrate, Purba Bardhaman, Superintendent of Police, Purba Bardhaman, Chairman, Municipality Purba Bardhaman etc..

Inform all concerned accordingly.

Sd/-

(Kuntal Bhattacharyya)
Registrar-In-Charge of Nezarath Department,
District Judge's Court, Purba Bardhaman

Office of the Judge-In-Charge of Nezarath Department
District Judge's Court, Purba Bardhaman.

Memo No.....66...../ Dated: 03.02.2021

Copy forwarded to:-

- 1) The District Magistrate, Purba Bardhaman.
- 2) The Superintendent of Police, Purba Bardhaman.
- 3) The C.M.O. H. Purba Bardhaman.
- 4) The Chairman, Purba Bardhaman Municipality.
- 5) The S.D.O, North/Sourth, Purba Bardhaman.
- 6) The Sabahadhipati, Zilla Parishad, Purba Bardhaman
- 7) The Secretary, Zilla Parishad, Purba Bardhaman.
- 8) The Registrar-in-Charge of Accounts, Civil Courts, Purba Bardhaman
- 9) The Judge-in-Charge of Nezarath, Civil Court, Kalna/Katwa with a request display the memo of "Notice Inviting Tender" in the notice board.
- 10) The Chief Judicial Magistrate, Purba Bardhaman.
- 11) The A.C.J.M, Kalna/Katwa.
- 12) The Nodal Officer, Purba Bardhaman.
- 13) The System Officer/Assistant of E-Court Project, Purba Bardhaman, for uploading the Tender official Website.

Sd/-

(Kuntal Bhattacharyya)
Registrar-In-Charge of Nezarath Department,
District Judge's Court, Purba Bardhaman