



# DELHI STATE LEGAL SERVICES AUTHORITY

(Constituted Under the 'Legal Services Authorities Act, 1987', an Act of Parliament)

**Under the Administrative Control of High Court of Delhi**

Central Office, Patiala House Courts Complex, New Delhi - 110001

Ph. : 23384781, Fax : 23387267, Email : procurement-dslsa@nic.in



Ref.No.53/DLSA/P.Wing/Photopier/14-15/2017/ 13957

Dated:- 18-12-2017

## TENDER NOTICE

Sealed quotations are invited from Authorized vendor for the Annual Maintenance Contract (FSMA) for the following Photocopy Machines installed in the Central Office, DSLSA, Patiala House Courts and District Legal Services Authorities located in District Courts Complexes and its other offices located in Delhi/New Delhi:-

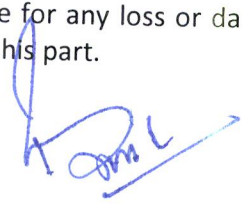
S.No.	Model of Photocopy Machine	Sites of Installation of Machines	Office Phone No.
1	Model iR ADV C2225 make Canon	Central Office, Delhi State Legal Services Authority, PHC, New Delhi	23072022
2	Model iR4245 make Canon	Central DLSA, Room No.287, Tis Hazari Courts, Delhi	23933231
3	Model iR4245 make Canon	South-West DLSA, Admn. Block, Dwarka Courts, Dwarka, N.Delhi	28041480
4	Model iR4245 make Canon	Shahdara DLSA, Room No.310, Karkardooma Court, Delhi.	22101456
5	Model iR4245 make Canon	South East DLSA, Saket Courts, n.Delhi	29561040
6	Model 2022N make Canon	JJB-I, Kingsway Camp	-----

The quotations must include the following:-

- Upkeep and maintenance of hardware installed.
  - To provide and maintain the required drivers and additional peripherals and hardware for maintaining the equipment's.
  - Repair to be carried out at the location of the equipment.
  - Standby arrangement to be made in case the equipment is to be taken to workshop for repairs.
  - Any other maintenance work to be undertaken related to the photocopy machines/peripherals.
- The contract includes replacement of parts and consumables like toners, drum etc of Original Equipment's Manufacturer (OEM). The interested agencies will submit the rates for AMC (As per Annexure B) on or before 11/01/2018 at 1p.m
  - Interested agencies shall furnish their proposal/rates through two bid system i.e. **Technical Bid (Annexure-A)** and **Financial Bid (Annexure-B)**.

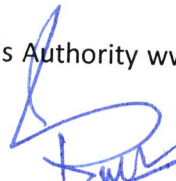
*[Handwritten signature]*

4. The list of Photocopy Machines is shown above.
  - (i) The replacement of any part of the Photocopy Machine/peripherals, whenever required, must be carried out by the service provider/vendor with genuine part of same specification and warranty.
  - (ii) The firm shall maintain the equipment as per manufacturer's guidelines and shall use standard OEM components for replacement.
5. The other terms and conditions for awarding the AMC shall be as under :-
  - (i) The initial period of contract will be for one year from the date of award of contract depending upon the approval of HOD. The rates quoted will remain in force for the full period of contract. No demand for revision of rate on any account shall be entertained during the contract period. The AMC can be extended, if so desired by the Competent Authority, based on the performance of the service provider.
  - (ii) The firm/company will prepare logbooks for each of the machine to be taken under the AMC and Preventive maintenance like special cleaning of the Machine will be carried out time to time.
  - (iii) The service engineers would take up any reported fault within two hours. As far as possible, the repairs would be carried out on-site. However, in case the equipment is taken to the workshop, the firm would provide a standby for the same.
  - (iv) The firm must carry out repairs within 24 hours, to the satisfaction of the user. A call sheet duly signed by user and should be submitted to the concerned Branch after successful repair.
  - (v) Each tender must accompany an earnest money deposit of Rs.10,000/- (Rs. Ten thousand only) in shape of Bank Draft of any Nationalized Bank in favour of '**DDO, Delhi State Legal Services Authority**', which will be refunded to the tenderers, whose tenders are not accepted except in case of the successful bidder.
  - (vi) The successful Annual Maintenance Contractor shall be required to deposite 10% of amount of the total rates offered as Security Deposit/Performance Guarantee during the period of AMC in the form of fixed deposite in the name of "**DDO, Delhi State Legal Services Authority**" which shall be valid till beyond 60 days of the contract period and shall be refunded. In case of any violation of contract, the same shall be forfeited.
6. The interested firm may submit sealed envelopes for "Technical Bid" and "Financial Bid" in a sealed cover superscribed "Quotation for AMC of Photocopy Machines" addressed to "Member Secretary, Delhi State Legal Services Authority, Central Office Patiala House Courts, New Delhi-110001" latest by 1p.m. on 11/01/2018.
7. Quotations received after due date, those received without separate sealed cover and rates not quoted in specified proforma will not be accepted. DSLSA reserves the right to reduce or increase the number of items offered for maintenance contract during the period of the AMC.
8. The Tender is not transferable.
9. DSLSA reserves the right to accept or reject any or all tenders without assigning any reasons.
10. The contractor shall be responsible for any loss or damage caused to any of the machines owing to negligence on his part.





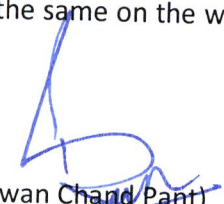
11. The tender notice is also available in the website of this Authority [www.dslsa.org](http://www.dslsa.org)

  
(Bhuwan Chand Pant)  
**Superintendent (Procurement),**  
**DSL SA**

Ref.No.53/DSL SA/P.Wing/Photopier/14-15/2017/13958 TO 13959 Dated:- 18/12/17

Copy forwarded for display at the Notice Boards of:-

- (i) Notice Board, DSL SA, Patiala House Courts, New Delhi.
- (ii) Notice Board of District Court, Patiala House Courts, New Delhi.
- (iii) Ms. Sonia, Sr. Programmer with the directions to upload the same on the website of this Authority.

  
(Bhuwan Chand Pant)  
**Superintendent (Procurement),**  
**DSL SA**

**TECHNICAL BID****ANNEXURE-A**

1	Name of the Firm	
2	Address of the Firm	
3	Registration No.	
4	Name of authorised signatory	
5	Specimen signature of the Authorized signatory	
6	Tel. No. of the authorized signatory and other Tel No. of the Firm	
7	Whether EMD enclosed. If "yes" then DD/Pay order no.	
8	List of copies of documents enclosed	
9	Registration in GST (compulsory)	
10	Service Tax no. (compulsory)	
11	Experience in Govt. Departments like Central Govt., Delhi Govt., Autonomous Bodies (compulsory)	
12	ISO Registration no., if any	

**FINANCIAL BID****ANNEXURE-B**

1	Name of firm	
2	Address of firm	
3	Name of authorized Signatory	
4	Specimen Signature of the Authorized Signatory	
5	Tel. No. of the authorized signatory and other Tel. Nos. of the firm	

**Photocopy Machine**

S.No.	Description of Photocopy Machines	No. of units	Charges Inclusive/Exclusive Tax	Total Rate
1	Model iR 4245 (Canon)	01		
2	Model iR 4245 (Canon)	01		
3	Model iR 4245 (Canon)	01		
4	Model iR 4245 (Canon)	01		
5	Model iR C 2225 (Canon)	01		
6	Model 2022N (Canon)	01		