



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.005/DSLSA/P.Wing/Scanner/2014/2018-19/ 10850-53

Dated:- 17-9-2018

TENDER NOTICE

Sealed quotations are invited from the vendors of Reputed Firm having office at Delhi/NCR region with atleast 2 years experience for the Comprehensive Annual Maintenance Contract of Scanners of make Canon installed in the Central Office, Delhi State Legal Services Authority, Patiala House Court Complex, New Delhi.

The quotations must include the following:-

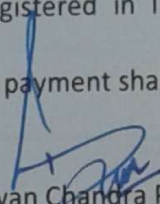
- a) Upkeep and maintenance of hardware installed.
- b) To provide and maintain the required hardware for maintaining the equipment's.
- c) Repair to be carried out at the location of the equipment.
- d) Any other maintenance work to be undertaken related to Scanners.
2. The interested agencies will submit the rates for AMC (As per Annexure B) on or before 9.10.2018 till 3p.m
3. Interested agencies shall furnish their proposal/rates through two bid system i.e. Technical Bid (Annexure-A) and Financial Bid (Annexure-B).

- (i) The replacement of any part, 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.

4. 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. 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 alongwith written request by the service provider.
- (ii) 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.
- (iii) The selected bidder has to ensure that the problem reported or any fault developed in the items under AMC is replaced/rectified promptly within 24 hours of reporting the call.
- (iv) Each quotation must accompany an EMD deposit of Rs.2500/- (Rs. Twenty Five Hundred only) in shape of Bank Draft of any Nationalized Bank in favour of 'DDO, DSLSA, which will be returned to the tenderers, whose tenders are not accepted except in case of the successful bidder. EMD of the successful bidder shall be returned only after the verification of Performance Guaranty.

- (v) The interested firm must be having its office situated in New Delhi/NCR Region.
- (vi) The successful Annual Maintenance Contractor shall be required to deposit 10% of amount of the total rates offered as Security Deposit/Performance Guarantee during the period of AMC in the form of fixed deposit in the name of "DDO, DSLSA" which shall be valid till beyond 60 days of the contract period and shall be returned after successfully completion of his tenure for AMC. In case of any violation of contract, the Security Deposit/Performance Guarantee shall be forfeited.
- (vii) The interested firm may submit sealed envelopes for "Technical Bid" and "Financial Bid" in a sealed cover superscribing "Quotation for AMC of Scanner" addressed to "Member Secretary, Delhi State Legal Services Authority, Central Office, Patiala House Courts Complex, New Delhi-110001" latest by 3p.m. on 9.10.2018. Financial Bid shall be opened only of those bidders who successfully qualified the Technical bid.
- (viii) Quotations received after due date or those received without separate sealed cover or rates not quoted in specified proforma or without EMD 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.
- (ix) The Tender is not transferable.
- (x) Delhi State Legal Services Authority reserves the right to accept or reject any or all tenders without assigning any reasons.
- (xi) The contractor shall be responsible for any loss or damage caused owing to negligence on his part.
- (xii) The successful bidder will supply original spare parts of Scanners only manufactured by the OEM. If at any point of time it is observed/noticed that any spurious part has been supplied this Authority will replace the same with genuine parts and its cost shall be recovered from the Service Provider.
- (xiii) In the event of dispute, Member Secretary shall appoint the arbitrator and his decision shall be final and binding on both the parties. Only the Courts situated at New Delhi will have Jurisdiction over dispute if any.
- (xiv) The interested bidders before rating quote may inspect all Scanners. The firm/bidder shall not be allowed to enhance or charge extra amount for repair/replacement for any defect found by them after finalization of Tender.
- (xv) The interested bidders must ensure that they are registered in Income Tax Dept., GST and have to submit the proof of latest return.
- (xvi) Payments will be released on quarterly basis. No advance payment shall be made.

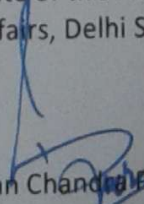

 (Bhuwan Chandra Pant)
 Superintendent (Procurement),
 DSLSA

Ref.No.005/DSLSA/P.Wing/Scanner/2014/18-19/10850-53

Dated:- 17-9-2018

Copy forwarded for display at the Notice Boards of:-

- (i) Notice Board, DSLSA, Patiala House Courts, New Delhi.
- (ii) Notice Board of District Courts, Patiala House Courts, New Delhi.
- (iii) Ms. Sonia, Sr. Programmer to upload the same on the website of this Authority.
- (iv) P.S. to The Principal Secretary (Law, Justice & Legislative Affairs, Delhi Secretariat, New Delhi with request for uploading this on their Website.


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 Superintendent (Procurement),
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1	Name of the Firm	
2	Address of the Firm	
3	Registration No. (If any of the firm)	
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/Bank Draft	
8	Registration in GST (with proof of filing of latest return)	
9	PAN No.(with proof)	
10	Experience in Govt. Departments like Central Govt., Delhi Govt., Autonomous Bodies (compulsory) at least 2 year.	
11	ISO Registration no., if any	
12	List of copies of documents enclosed	

AMC required for the Scanners as follows:-

FINANCIAL BID

ANNEXURE-B

1	Name of firm	
2	Address of firm	
3	Tel. No. of the authorized signatory and other Tel. Nos. of the firm	
	<u>Scanner Description</u>	<u>Amount to be quoted (in Rs.)</u>
4 (i)	Canon DR 6030C (Qty.- 1)	
(ii)	Canon DR 2020 (Qty. - 12)	