OFFICE OF THE DISTRICT & SESSIONS JUDGE, KAMRUP (METRO), GUWAHATI

"NOTICE INVITING TENDER"

Sealed Tender affixing Court fee stamps of Rs.8.25 (Non-refundable) are invited from interested Authorised dealers/ suppliers of Original Equipment Manufacturers, for supply and installation of one **Heavy Duty Multi-function Photocopier Machine** of reputed and established brand, along with related accessories including Voltage Stabilizer and Heavy-Duty Rolling Trolley, in the establishment of the undersigned, as per the technical specifications tabulated in the tender document.

The invitation to bid is open to all bidders meeting the qualification criteria mentioned in the terms and conditions governing the tender.

The Quotation should reach the Office of the undersigned on or before **11.12.2026.**

Interested firms may contact the office of the undersigned during office hours, for any other clarifications and details.

Interested bidders may also visit **http://kamrupmetro.dcourts.gov.in** for downloading the tender document, and the terms and conditions governing the procurement process.

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Sd/-
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Annexures: **1. Specifications of Photocopier Machine to be procured.**
2. Terms & Conditions governing the quotation.

Memo No.DJK/STN/ 12703 - 12706 /E, Dated 23.11..2026

Copy forwarded for information and necessary action to:

1. The Directorate of Information & Public Relations, Dispur, Guwahati-6 (Janasanyog) Govt. of Assam, with a request to publish an abridged version of the "Notice Inviting Tender" in two leading newspapers.
2. Systems Officer, District Judiciary, Kamrup (Metro), He is directed to upload the "**Notice Inviting Tender**" in the Official website of the Kamrup Metro District Judiciary.
3. All the Notice Boards of this Establishment.
4. Office File

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Annexure - I

SPECIFICATIONS OF DIGITAL MULTI - FUNCTION PHOTOCOPIER MACHINE

Sl. No.	Parameter	Minimum Specification
1.	Type	A4 Monochrome Laser Multifunctional Photocopier
2.	Technology	Monochrome Laser/ electrophotographic
3.	Functions	Copy, Print and Scan; Network printing
4.	Memory	Standard: 2 GB RAM
5.	Storage	Standard: 64 GB eMMC
6.	Processor speed	1.2 GHz or better
7.	Supported Paper Sizes	A3, A4, A4R, A5, Legal
8.	Copy/Print speed	Minimum 25 pages per minute (A4) (1 sided / 2 sided)
9.	Copy resolution	Minimum 600 × 600 dpi
10.	Print resolution	Minimum 1200 × 1200 dpi
11.	Duplex	Automatic 2-sided copying and printing
12.	DADF (Duplex Automatic Document Feeder) Paper Capacity	Upto 50 sheets
13.	Paper Supply Options	Cassette Feeding Units (Upper & Lower) Multi Purpose Tray
14.	Paper Supply Capacity	Minimum 500 sheets (A4, 75 GSM)
15.	Paper Output Capacity	Minimum 200 sheets (A4, 75 GSM)
16.	Magnification in Copy Function	Variable zoom: 25% to 400%
17.	Type of Scanner	Colour Scanner

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18.	Scan Resolution	Minimum 600 × 600 dpi
19.	Scan Method	Push Scan, Pull Scan, Scan to Network, Scan to USB Memory
20.	Control Panel/ Display	Colour touchscreen, approximately 7 inches or larger
21.	Interface Connection	Standard: USB 2.0 (Host), Ethernet (Gigabit LAN / Network Port) and Wi-Fi
22.	Protocol Supported	TCP/IP (For Wired LAN Specifications) FTP (TCP/IP), IEEE 802.11b, IEEE 802.11g (For Wireless LAN Specifications)
23.	Operating system compatibility	Windows 10/11, Linux and Other commonly used current operating systems
24.	Monthly Duty cycle	30,000 Pages
25.	Estimated Toner Yield	Minimum 20,000 pages
26.	Consumables	OEM/ standard consumables readily available in India
27.	Finishing Capabilities	Standard : Collate, Group
28.	Authentication and Access Control	User Authentication (Picture Login, PIN Login, Username and Password Login, Function Level Login, Mobile Login), Department ID Authentication (Department ID and PIN Login,
29.	Energy efficiency	Compliance with applicable current energy-efficiency / environmental standards
30.	Warranty	Minimum 2 years comprehensive onsite warranty, including parts and labour

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31.	**Installation**	**Delivery, installation, commissioning and user training included**
32.	**Accessories**	1. One Voltage Stabilizer of required rating 2. Suitable Rolling Trolley Stand with locking caster wheels for placement of the Photocopier Machine

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Annexure- II

General Terms & Conditions:-

1. Only the authorised dealers/ suppliers/ distributors of Original Equipment Manufacturers having their dealership/ Sales Offices within the territory of Guwahati Municipality, are entitled to submit quotation.

2. The successful bidder shall be responsible for :-

   a)Supply of **one (1) new Photocopier Machine** conforming to the prescribed technical specifications.

   b)Safe transportation and delivery of the machine at the designated office premises.

   c) Installation, testing and commissioning of the machine.

   d) Demonstration /training of the concerned officials/ staff regarding basic operation and maintenance of the machine.

   e) Providing all necessary accessories, standard components, software/drivers, cables and other items required for satisfactory operation of the machine.

   f) Providing warranty and after-sales service as specified in the tender.

3. The intending firms/ quotationers should submit bids of only those products which match the specifications / configurations of the Photocopier machine proposed to be acquired by the office of the undersigned, as mentioned in the tender document. The Photocopier Machine offered by the bidder should, at a minimum, conform to the specifications laid down in this tender document. The intending bidders may seek any other clarifications regarding the specifications of the Photocopier Machine sought to be procured from the office of the undersigned.

4. The tenderers shall furnish full specifications of the photocopier machine offered by them. The intending firms should submit bids of products having quality assurance certification like ISO 9001/ ISI/CE/ FDA. The bidders must quote the specific brand and model of Digital Photocopier along with the voltage stabilizer, giving details of make, brand, part number, model number etc.

5. The bidder must satisfy the following minimum eligibility requirements:-

   a) The bidder must be a registered firm/company/proprietorship/partnership or an authorized dealer/supplier eligible to participate in government procurement.

   b)The bidder should have valid registration under applicable laws, including mandatory GST registration.

   c) The bidder should be an authorized dealer/distributor/ supplier of the quoted product/ original equipment manufacturer, having their dealership within the territory of Guwahati Municipality. An authorization certificate from the manufacturer should be submitted.

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d) The bidder should have adequate experience in supply and installation of photocopier/ multifunction machines to Government Departments/ Courts/ Public Sector Undertakings/ autonomous bodies/ Educational Institutions or other reputed organizations.

e) The bidder shall furnish details of similar products supplied during the last two years, along with supporting documents/ work orders/ supply orders.

f) The bidder should not have been blacklisted/debarred by any Central Government Department, State Government Department, Court, Public Sector Undertaking or Government organization as on the date of submission of the tender.

g) The bidder must have the necessary infrastructure and service support facilities for providing after-sales service in Guwahati/ Kamrup (M) or the surrounding area.

6. Quotation duly Signed by the owner/ authorised representative of the dealership, with detailed communication and contact address (including e-mail ID) provided, and stamped with the official stamp of the firm, must be submitted in a sealed envelope superscribed "**TENDER FOR SUPPLY OF ONE UNIT OF HIGH SPEED PHOTOCOPIER MACHINE FOR THE COPY BRANCH OF THE OFFICE OF THE DISTRICT & SESSIONS JUDGE, KAMRUP (M)"** in the office of the undersigned, within the stipulated time, and accompany with it, the following documents :-

   a) Company/ Firm Registration certificate,
   b) Income Tax Clearance Certificate,
   c) Trade License, PAN Card,
   d) GST registration certificate, GST return/ clearance document.
   e) Copies of Quality assurance certification like ISO 9001, ISI/BIS/CE/FDA certification
   f) Details of experience (if any) in supplying to Government Departments/ autonomous bodies/ PSUs/ Private sector.
   g) Details of the make, model and technical specifications of the machine offered.
   h) Price quotation indicating the basic price, applicable GST, transportation, installation and other charges, if any, separately.

All the documents submitted in the bid must be legible, self attested by authorised signatory, and stamped with the seal of the firm.

7. The bidder shall submit complete technical specifications, make, model, country of origin and relevant product literature/ brochure along with the tender. Copy of authorisation of the bidder, issued by the Original Equipment Manufacturer for supply, installation and warranty support, of the product should be submitted.

8. The undersigned reserves the right to accept the bid of any product of superior specification, where considered appropriate.

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9. The tenderers are required to quote their lowest rates for the photocopier machine unit, along with accessories comprising of the voltage stabilizer of appropriate KVA, and Roller Floor Stand / trolley in unit price, both in figure, and in words, including GST, and any other statutory levies. However, GST amount is to be shown separately against the items. Separate delivery charge, installation charge if any arises, should be stated clearly. The undersigned shall not be liable to reimburse anything more than the quoted price for the product, except any increase in statutory levies/taxes affected by the Govt. on the product selected for purchase.

10. The participating bidders should clearly specify the nature and period of manufacturer's warranty provided on the product quoted. The warranty provided should preferably be onsite comprehensive warranty, which should include all spares excluding consumables. The successful bidder shall be liable to liaison with, the Original Equipment Manufacturer, to make good any defect, technical glitches, that the product delivered may encounter, within the period of Manufacturers Warranty provided on the product.

11. The Undersigned is not bound to accept the lowest quoted product, and reserves the right to accept any quotation, or reject, any or all quotations, at any time, without assigning any reason thereof. The lowest rate may not be the sole criteria for assessment/ selection of the successful bidder, and other factors benefitting the undersigned, such as brand value of the original equipment manufacturer, experience of the participating tenderers, onsite warranty offered on the product etc. shall be taken into careful consideration, before arriving at a final decision on selection of the most eligible and therefore successful tenderer.

12. The selection of the successful bidder shall remain valid, and the offer made by such tenderer (at the quoted price) shall be deemed to remain open for acceptance, for a minimum period of **90 (Ninety) days** from the date of finalisation of the successful tenderer, unless revoked by the tenderer/offeror, through written communication made to the office of the undersigned, before acceptance by the undersigned through placing of the purchase order. No upward revision of rates shall be accepted during this period. However, the undersigned reserves the right to not accept the standing offer within the period of its validity, and subsequently call for fresh tenders. The undersigned also reserves the discretionary right to reject any bids projecting validity of a shorter period than prescribed.

13. The Undersigned reserves the right to cancel the entire process of calling of tenders at any stage, without assigning any reasons thereof.

14. Bidders are advised to study the bid document carefully before submission of bids. Quotations deemed to be incomplete by the undersigned in any respect, and those submitted after the stipulated time will summarily be rejected. Conditional Tenders are liable to be rejected.

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15. Tenderers/ Bidders are not allowed to engage the services of any middlemen, brokers for supply and installation of the product.

16. **Evaluation of Bids :-**

a. The bids shall initially be scrutinized for compliance with the eligibility and the specified technical specifications of the Photocopier machine proposed to be procured and substantially responsive bidders shall be considered for financial evaluation.

b. Prior to financial evaluation of the bids, the empowered committee will determine whether the product offered in the quotation, by each bidder conforms to the specifications outlined in the 'Notice Inviting Tender' and shall satisfy itself of the standards and technical parameters of each of the Photocopier machines offered by the participating bidders in their respective quotations, vis a vis, the requirements of this establishment.

c. The Bid Evaluation/ Procurement committee of the establishment of the undersigned shall determine the responsiveness of the bids received vis-a-vis the terms and conditions laid down in the bidding documents and the technical specifications of the photocopier machine stipulated above. The procuring entity shall regard a bid as substantially responsive, if it conforms to all the requirements set out in the bidding documents, and there is no material deviation, reservation or omission, which do not materially alter or depart from the characteristics, terms and conditions, and other requirements set out in the bidding documents.

d. The successful bidder shall ordinarily be selected on the basis of the **lowest evaluated \ responsive bid (L-1)**, subject to compliance with all technical specifications and applicable procurement rules. The criteria for evaluation as laid down under Section 14 of The Assam Public Procurement Act, 2017 shall be followed, and the bidder/ vendor which has quoted the lowest rate for the photocopier machine matching the technical specifications, as well as the other requirements including eligibility criteria laid down in the bid documents, shall be the lowest substantially responsive priced bid/ bids, in keeping with section 14 of the Act.

e. The procuring authority reserves the right to seek clarification from bidders regarding any aspect of their bid, without permitting any material alteration of the bid. The empowered committee/ official may ask bidders to clarify any such matters (including breakdown of any consolidated prices quoted), wherever the procurement committee deems it fit that, such clarifications are required for proper and fair assessment of the quotations received. The response of the bidders to any request for such clarification when sought, shall be in writing or through e-mail.

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f. Merely being the lowest bidder shall not confer an automatic right to award of the contract if the bid is otherwise non-responsive or unacceptable. The lowest rate may not be the sole criteria for assessment/ selection of the successful bidder/ bidders, and, other factors which appear to be in favour of the establishment of the undersigned, such as prior experience, reputation etc. of the quotationers / bidders and popularity and brand image of the products shall be taken into careful consideration, before arriving at a final decision.

g. The undersigned's decision regarding bid responsiveness, eligibility and qualification shall subject to the applicable law and procurement rules be final.

17. The procurement shall be governed by the applicable Government of Assam procurement legislation, rules, amendments, executive instructions and financial requirements, including the Assam Public Procurement Act, 2017 and the Assam Public Procurement Rules, 2020, wherever applicable.

18. The office of the undersigned shall endeavour to clear the payment of the bills raised and submitted within reasonable time, after satisfactory delivery and installation of the photocopier machine. Payment is proposed to be made in cash/ Cheque from the accumulated funds of the Copy Branch of the office of the undersigned, after satisfactory delivery, installation, testing and acceptance of the machine and submission of a valid invoice and all other required documents. No advance payment shall be admissible.

19. The following shall be required to be submitted for payment to be settled in the name of the selected firm/ vendor :-
    a) Bills in triplicate
    b) Bank Account Details
    c) Delivery challan duly certified and stamped.

20. Quotations submitted by intending suppliers will be opened on the date and time to be decided by the undersigned, in due course of time, after the conclusion of the stipulated tendering period. The tenderers/ quotationers may correspond with the office of the undersigned regarding the exact date of opening of bids submitted.

21. Pursuant to the finalisation and selection of the successful bidder/ tenderer by the empowered committee, the office of the undersigned, will notify the successful bidder confirming its selection through necessary correspondance. The results of the procurement exercise, as regards selection of the successful bidder, will be uploaded in the official website of Kamrup (Metro) District Judiciary.

22. Procurement and supply order will be issued by the office of the undersigned, in due course of time after selection of the successful bidder of the procurement exercise. The delivery of the photocopier machine has to be made within 15 (Fifteen) days of the receipt of purchase order by the successful bidder. Failure to deliver the selected product within the time period(s) specified, or any extension thereof granted by the undersigned, would result in termination and annulment of the award for default.

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23. **Delivery and Installation -**

a) The successful bidder shall deliver and install the machine at the Office of the District & Sessions Judge, Kamrup (Metro), Guwahati, within **15 (Fifteen) days** from the date of receipt of the supply/work order.

b) The machine shall be delivered in proper packing and in new and unused condition.

c) The supplier shall undertake installation, configuration, testing and commissioning at no additional cost.

d) The machine shall be deemed to be accepted only after satisfactory installation and successful demonstration/ testing by the procuring authority.

24. The Bidder shall provide comprehensive training and demonstration for installation, maintenance & operations of the digital photocopier machine to the designated staff of the office of the undersigned free of cost, at the time of installation.

25. The bidder(s) is / are expected to examine all instructions, terms & conditions, enumerated herein. Failure to furnish all information required as per the bid document or submission of bid not substantially responsive to the bid document in every respect will be at the bidders' risk, and may result in rejection of the bid.

26. The undersigned in consultation with the empowered committee reserves the right to relax/ withdraw any of the terms and conditions mentioned in the 'Tender Document' so as to overcome any problem encountered during the selection of the sucessful bidder, and also during the course of the execution of the purchase order.

27. The office of the undersigned reserves the right to disqualify the bidder at any stage of this procurement process, if it finds at any time that, the information submitted, concerning the qualifications of the bidder, was false, materially inaccurate or constituted a misrepresentation on the part of the participating firm. The undersigned may at any time terminate the award/ purchase order by giving written notice to the supplier, in the event of the supplier being declared bankrupt, or otherwise insolvent by the competent court.

28. The decisions of the undersigned, with regard to the conduct of the process for selection of the successful tenderer/supplier, and any questions that may arise out of, or in connection with the said process subsequently, shall be final and binding in all respects.

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