

TENDER NOTIFICATION

Dis.No. 1567/2024/Accts/CSCC/P.R.No.107/2024

Dt. 7-12-2024

Sub: CITY SMALL CAUSES UNIT – Tender Notification – For purchase of **(2) Photo Copier Machines** – Quotations Called for – Regarding.

- Ref: 1. ROC.No.2517/2015-DI(2), Dt:06.01.2016 of the Hon'ble High Court.
2. ROC.No.600/2024-DI(4), Dt:04.06.2024 of the Hon'ble High Court.
3. ROC.No.600/2024-DI(4), Dt:11.11.2024 of the Hon'ble High Court.
4. Orders on the Office Note, Dt: 06.12.2024.

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In compliance with the instructions of the Hon'ble High Court under reference 3rd cited, sealed quotations in the prescribed proforma are invited from the interested Vendors by the undersigned for supply of **Two Photocopier Machines** mentioned here under buyback system of existing (2) Machines for use of this Unit.

Sl. No.	Machine Model	Quantity	Buy back Machine particulars
1.	Canon iR 2745 Copier (Including 3KVA Servo Stabilizer)	1	TOSHIBA E STUDIO 452 Model
2.	Canon iR ADV 6755 Copier (Including 3KVA Servo Stabilizer)	1	TOSHIBA E STUDIO 457 Model

The firm shall submit details of PAN, GST and other relevant details and items to be supplied shall be of standard quality.

The intending bidders should mention the MRP, Offer Price, CGST, SGST, installation charges, etc., if any and the total price separately in the quotation and the successful bidder shall supply the same at the rates finalized and also the details of post sales services. The warranty must be not less than (7) years.

The bidder shall clear their doubts if any with regard to quality and brand of the item he/she shall seek clarification from the Senior Superintendent (Accounts Section) of the Office of the Chief Judge, City Small Causes Court, Hyderabad in respect of the items during the Office hours i.e., 10:30AM to 5:00PM on all working days.

The Quotations together with the product brochures have to be submitted as per the following proforma to "THE CHIEF JUDGE, CITY SMALL CAUSES COURT, HYDERABAD" on or before, 28-12-2024 by 05:00 P.M. The Sealed quotations will be opened on 30-12-2024 by 05:00 P.M. and it is at the discretion of the undersigned to accept or reject the quotations without assigning any reasons.

The intending bidders shall submit their sealed quotations (separately for each Photocopier/Model) superscribing model name, at the Office of the Chief Judge, City Small Causes Court, Hyderabad during the Office hours on all working days within the due date and time as mentioned above.

PROFORMA

Sl. No.	Name of the firm	Description	Drum yield Capacity	Toner Cartridge Capacity	Per copy cost	Warranty period	Rate quoted	Buy back Price	Net Price Rs.

Note:-

1. Quotations must be submitted only by authorized dealers/supplier. (with specific manufacturer authorization).
2. Product Brand & Delivery period should be mentioned in the Quotation.

CHIEF JUDGE
CITY SMALL CAUSES COURT
HYDERABAD

Copy to:-

1. The Chief Judge, City Civil Court, Hyderabad - 500002.	Through e-mail with a request to direct the concerned to display the same on the Notice Board of the respective Courts. //t.c.f.b.o.//
2. The Sessions Judge, Metropolitan Criminal Courts Complex, Red hills, Nampally, Hyderabad - 500004.	
3. The Principal Special Judge for CBI Cases, 4 th Floor, CBI Courts Complex, Red hills, Nampally, Hyderabad - 500004.	
4. The Principal District and Sessions Judge, Rangareddy District, at L.B.Nagar, Rangareddy - 500074.	
5. The Principal District and Sessions Judge, Medchal-Malkajgiri District, at Kushaiguda - 500062.	
6. The Principal Rent Controller, City Small Causes Court, City Civil Court Complex, Secunderabad - 500026.	
7. The DSA, City Small Causes Court Unit, Hyderabad - with a direction to upload in the same in the Official Website of this Unit.	
8. The Notice Board of the Chief Judge, CSCC, Hyderabad.	

Chief Judge
City Small Causes Court
Hyderabad-T.S

Chief Administrative Officer
City Small Causes Court,
Hyderabad.