

**OFFICE OF THE PRINCIPAL DISTRICT JUDGE, EAST GODAVARI AT
RAJAMAHENDRAVARAM**

TENDER NOTIFICATION

DATED: 07-10-2024

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Sub: PHOTOCOPIER - Supply of Photocopier Machine for use in the Principal District Court, Rajamahendravaram, East Godavari District - Quotations on buy back system to the existing Canon iR ADV 6255 Photocopier - Called for - Regarding.

Ref: Office Note Dated 04.10.2024 and orders passed thereon.

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Quotations in Sealed Covers are invited, from the Dealers/Suppliers by 5:00 PM of 21-10-2024 for supply of **CANON Image RUNNER ADVANCE 55 CPM PHOTOCOPIER MACHINE** for use in the Principal District Court, East Godavari at Rajamahendravaram.

TERMS & CONDITIONS

1. The quotations should be submitted in duplicate (02 copies) by mentioning the details of basic price, GST/any other tax etc., separately.
2. The quotations should be submitted including minimum accessories like stabilizer, stand etc., separately.
3. The bidder should submit the Warranty/AMC/Total Guarantee details etc., separately.
4. The prices quoted should be inclusive of all taxes.
5. The prices quoted shall be valid for a minimum period of four months from the date of opening of the quotation.
6. Original Authorization certificate from manufacturer against this tender notification mentioning OEMs representative's name, address & phone number with email ID for verification of genuine Authorization Letter to supply genuine consumables, spares and cartridges, to the dealer/bidder should be submitted.
7. Copy of DPIIT Registration Certificate, Digital Marketing Certificate from DMI, Online Marketing Partnership (OMP) Certificate, registration, valid contractor registration, PAN, GST, recent IT returns for 2 years, Labour license, MSME registration, etc., if any, should be submitted.
8. Bidder should have at least 3 years of experience in the field of supply of photocopiers and proof shall be enclosed.
9. Bidder should have Registered Head Office/Branch Office in nearby places in East Godavari District to collect the purchase order and supply the goods personally and for quick service if any technical issue arises and bidder shall keep skilled technicians at his cost for the said purpose.

10. The quotations received after due date will not be considered.
11. The undersigned reserves right to cancel/reject the quotations without assigning any reasons.
12. The undersigned reserves right either to increase or decrease the quantity.
13. The material should be delivered/installed as per the directions of the Principal District Judge, East Godavari at Rajamahendravaram.
14. The person authorized/represented by firm who is absent at the time of negotiations before the purchase committee, their quotations will not be considered.
15. For attending before the purchase committee, if the owner/proprietor of the firm in any case does not attend, they shall issue authorization letter to their representative on his/her behalf to participate in negotiations.
16. The price negotiated and accepted shall be valid for a period of one year from the date of work order without any escalation irrespective of any changes in taxes etc.
17. The successful bidders will have to furnish unconditional bank Guarantee 10% of work order to the Principal District Court, Rajamahendravaram valid for period of one year and shall be furnished within 15 working days from the date of issuing of work order, towards performance guarantee.
18. The amount will be paid to the successful bidder through CFMS and the amount will be directly credited to the account of the successful bidder after supply & installation of material as per work order.
19. The payment processed partly/fully according to delivery of material supplied & installed as per the work order.
20. The Principal District Judge, Rajamahendravaram may at his/her discretion to ask the bidder for clarification of their bids including price.
21. The successful bidder shall enter into MoU/Agreement with the Prl. District Court, Rajamahendravaram at the time of issuing work-order duly mentioning all the terms and conditions.

The bidders who are willing to provide above mentioned Photocopier Machine for use in the Principal District Court, East Godavari will be negotiated before the purchase committee as per rules. The decision of the committee in this regard is final. The last date of receipt of quotations in this Court is 21-10-2024 05:00 PM.

Prl. District Court, East Godavari,
Rajamahendravaram, Dt.07-10-2024.

Sunil
7.10.24
PRINCIPAL DISTRICT JUDGE

- D/S. 8203*
7-10-24
1. The Notice Board, District Court, Rajamahendravaram
 2. The Notice Board, Bar Association, Rajamahendravaram
 3. The District Public Relations Officer, Kakinada.
 4. The Notice Board, Chamber of Commerce, Rajamahendravaram
 5. The e-Court Section, District Court, Rajamahendravaram

With a request to display the same in their respective Notice Boards for wide publicity.