



**DISTRICT LEGAL SERVICES AUTHORITY,
CHHOTAUDEPUR**

District & Sessions Court, Secretariat Building,
Chhotaudepur-391165

Phone No. 6357981026 **Email Address-** dlsa.chhotaudepur@gmail.com

O.W.NO : 222 /2025

TENDER NOTICE

Subject: Tender for Supply, Installation, and Maintenance of PHOTO COPYING MACHINE (XEROX) & MULTIFUNCTION PRINTERS for District Legal Services Authority, Chhotaudepur and its Subordinate T.L.S.C.

The **District Legal Services Authority** invites sealed tenders from reputed and experienced vendors for the **supply, installation, and maintenance** of **PHOTO COPYING MACHINE (XEROX) & MULTIFUNCTION PRINTERS** for the **D.L.S.A** and its subordinate **T.L.S.C** located in **Chhotaudepur district**.

Scope of Work:

- **Supply and Installation** of **PHOTO COPYING MACHINE (XEROX) & MULTIFUNCTION PRINTERS**.
- **After-Sales Support and Maintenance** including technical assistance and software updates.

Eligibility Criteria:

1. The bidder must have a minimum of 3 years of experience in supplying and installing said_machines.
2. The bidder must provide a warranty of 1 years for the machines and related services.
3. The bidder must have an authorized service center in or near the Chhotaudepur district.
4. The machines must meet the required **technical specifications** as per the standards set by the government.

Technical Specifications:

- **Copying Speed:** FOR XEROX MACHINE-20 PPM MINIMUM & Multi Function Printers-30 PPM.
- **Paper Capacity:** OR XEROX MACHINE-A4/A3/A9 & Multi Function Printers-A4/ Legal size
- **Energy-efficient** design for low power consumption.
- **Warranty:** Minimum of 1 years.

Important Dates:

- **Last Date for Submission of Bids:** 25/03/2025
- **Bid Opening Date:** 26/03/2025
- **Tender Submission Location:** District Legal Services Authority, District And Sessions Court, Near Jilla Seva Sadan, Chhotaudepur-391165 By RPAD

Bid Submission Guidelines:

- All bids must be submitted in sealed envelopes, clearly marked with the **Tender No.** and **subject**.
- The bidder must submit the following documents along with the **Technical and Financial Bid:**
 - Company Profile.
 - Valid **GST Registration** and **PAN** details.
 - Proof of **past experience** in similar projects.
 - Detailed **Financial Bid**.
 - **Technical Compliance Sheet**.

Tender Opening Process:

- The tenders will be opened in the presence of authorized representatives of the bidders on the scheduled opening date and time.
- Late or incomplete bids will not be considered.

General Terms & Conditions:

- The **District Legal Services Authority, Chhotaudepur** reserves the right to reject any or all bids without assigning any reason.
 - The contract will be awarded to the **lowest evaluated bidder** based on quality and price Service terms.
 - The selected vendor must complete the installation and commissioning of the machines within **7 days** from the award of the contract.
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Date: 18/03/2025

Place: Chhotaudepur

**Secretary,
District Legal Services Authority
Chhotaudepur.**