

Civil and Sessions Division, Hamirpur, HP 177001

DSJ(HMR)/SO/eCourts/AMC/2022-2311

Dated: Hamirpur the 27th May, 2022.

Subject: Annual Maintenance Contract (A.M.C.) for maintenance of Brother Printer provided to Civil and Sessions Division, Hamirpur, H.P., under the e-Courts project.

Competitive item-wise rate tender(s)/quotation(s) with all spareparts are invited in sealed cover for awarding Annual Maintenance Contract (AMC) in respect of following Brother Printers, subject to the following conditions :-

- 1.** Service Provider should be an Authorized Service Provider with sufficient back- up of Spare Parts, having an Authorization Certificate in this effect from OEM, based anywhere in and around Himachal Pradesh, having at least one Resident Engineer at Hamirpur or within 50 KM radius. It should be already providing such maintenance services to at least 3 or more Departments of the State Governments, during the current financial year i.e. 2020-2021 and in a position to provide maintenance services within 1 or 2 days through a centralized system of call logging”.
- 2.** The Annual Maintenance Contract (A.M.C) shall remain effective for a period of **one year**.
- 3.** The Contract will remain in force for a period of one year and can be terminated at any time by District and Sessions Judge.
- 4.** At each location, the record shall be maintained in respect of the machine failures including nature of failure, date and time lodging the complaint and duration of total down time, if any. Such record to be maintained will be signed by the Service Engineer and countersigned by the Proprietor.
- 5.** **The AMC Service Provider** shall also have to attend to calls for on-site installation of any other **Printer Application Software in Ubuntu OS and Window OS**, the mentioned of Printer Hardware subject to this agreement without any extra charges. **The AMC Provider should cover all spare parts**

of the AMC items Printer sleeve, Teflon, Fuser assembly, Paper feeder, Duplex tray, Power Supply and all other component of the printer etc under AMC.

6. The AMC Service Provider must have to carry-out the scheduled preventive maintenance at least once in three months for which it shall depute competent Service Engineers to inspect the printer equipment, covered under AMC.
7. The AMC Service Provider shall submit a report with regard to periodical preventive maintenance in respect of maintenance of equipment, covered under AMC after the expiry of each quarter of the AMC period otherwise penalty clause will apply.
8. **AWARD OF CONTRACT:-** The bidder whose commercial offer will be lowest will be ranked as R1. If **District & Sessions Judge, Hamirpur, HP and Local Purchase Committee**, does not find the best offer acceptable, it may go in for negotiations, which can be done with the bidders who have quoted lowest and second lowest price (R1 and R2). During the negotiations a revised RFP Offer will be taken from the representative of the bidders by way of sealed offer. The letter of intent (LOI) will be issued to the bidder ranked as R1.

LIST OF BROTHER PRINTER FOR AMC

Sr. No	Description of Computer Hardware	Quantity at Courts Complex			
		Hamirpur	Nadaun	Barsar	Total Unit
1	Brother MFC L2701DW Multi-Function Monochrome Laser Printer with Auto Duplex Printing	2	2	2	6
2	Brother HL-L2361DN Single Function Laser Printer	16	2	2	20

Penalty Clause:

Down-time penalty for delay in completing the calls after the stipulated period, as indicated in Service Assurance will be as follows:-

Type of Printers	Down – Time Penalty details
Brother MFC L2701DW Multi-Function Monochrome Laser Printer with Auto Duplex Printing	₹ 400/- for each working day
Brother HL-L2361DN Single Function Laser Printer	₹ 400/- for each working day
Delay in submission of Preventive Maintenance Reports on quarterly basis.	₹ 50/- for each working day

Important Note :

The aforesaid tender(s)/quotation(s) should reach the Office of the undersigned on or before 30.06.2022 at 4:00 PM with clear terms and conditions, mentioning the rates for the A.M.C. with all spare parts. Commercial bids are opened on 20.07.2022 at 4:00 PM by **Local purchase committee** of this Civil and Sessions Division.

The sealed quotation in the desired format as under Annexure - A to Annexure - E should be addressed to "**The District and Sessions Judge, Hamirpur H.P. PIN 177001**" clearly depicting on the top of the envelope in bold letters that "**The quotations for the AMC of Brother Printer and last date for receipt of quotations is 30.06.2022**". Any quotations received after the aforesaid period shall not be entertained and as such, the same shall be liable to be rejected straightway. **The successful tenderer shall also have to furnish earnest money to the extent of five (5) percent and performance security to the extent of five (5) percent of the total consideration amount of the contract at the time of signing agreement.**

The terms and conditions for making the payment shall be regulated as per mandate of Rule 108 of the H.P.F.R., 2009.

This Office reserves all rights to alter the quantity / hardware at the time of agreement, select and reject any or all the quotations received, without assigning any reason whatsoever.

(Vikas Bhardwaj)
District and Sessions Judge,
Hamirpur, H.R.

Annexure-A

Annual Maintenance Contract (A.M.C.) for maintenance of Brother Printer provided to Civil and Sessions Division, Hamirpur, H.P.

Sr. No	Description of Computer Hardware items	Quantity at Court Complexes					
		Hamirpur	Nadaun	Barsar	Total Unit	Unit cost	Total cost
1	Brother MFC-L2701DW Multi-Function Monochrome Laser Printer with Auto Duplex Printing	2	2	2	6		
2	Brother HL-L2361DN Single Function Laser Printer	16	2	2	20		
Total Cost							
GST applied on Service (if applicable)							
Grand Total							

Total amount in words:.....

.....

Annexure-B

DESCRIPTION FOR AMC AGENCY

Item	Response to be filled in by
1. Name of the Bidder [Full name of the firm/company]	
2. Main / Head / Corporate office [Full address, telephone numbers, fax numbers, and email address]	
3. Name and designation of the CEO/Owner of the company [Name, designation and full address of the Chief Executive Officer of the bidding organization, including contact numbers and email address]	
4. Dealing Office [i.e. the office dealing with this proposal] [Full address, telephone and fax numbers]	
5. Name and designation of the contact person dealing with this project [Name, designation and full address of the contact person of the dealing office, including contact numbers and email address]	
6. Helpdesk Contact: email ID : Contact No.	

Signature & Seal

Annexure-C

**DECLARATION REGARDING ACCEPTANCE OF
TERMS & CONDITIONS CONTAINED IN THE
RFP DOCUMENT**

To

The District and
Sessions Judge, Civil
and Sessions Division,
Hamirpur, H.P.

Respected Sir,

“Jai Hind”

I have carefully gone through the
Terms & Conditions contained in the RFP
Document for ‘AMC of hardware (attach at
Form-A) for District Court, Hamirpur’.

I declare that all the provisions of
this RFP Document are acceptable to my
Company. I further certify that I am an
authorized signatory of my company and
am, therefore, competent to make this
declaration.

Yours truly,

Signature.....

Name:.....

Designation:.....

Company:.....

Address:.....

Date :.....

Place :.....

Annexure - D

DECLARATION REGARDING CLEAN TRACK RECORD

To

The District and Sessions
Judge, Civil and Sessions
Division, Hamirpur, H.P.

Respected Sir,

“Jai Hind”

I have carefully gone through the Terms & Conditions contained in the Tender Document for ‘AMC of Brother Printers for District Courts, Hamirpur, HP’.

I hereby declare that my company has not been debarred/black-listed by any Government/ Semi Government organizations. I further certify that I have been authorized by the competent authority in my company to make this declaration.

Yours truly,

Signature:.....

Name:.....

Designation:.....

Company:.....

Address:.....

Copy for information and necessary action is forwarded to :-

1. The Registrar General, Hon'ble High Court of HP Shimla for kind information please. It is requested to upload the eTender link on HP High Court website with aforesaid subject for larger publicity **(through email only)**.
2. All The Judicial officers of this Division to place this Advertisement information on the display boards of respective courts for larger publicity. (through email only)
3. The System Officer in this office, for uploading it on the official website of this Division for larger publicity.


District and Sessions Judge,
Hamirpur, H.P. 