



**OFFICE OF THE PRINCIPAL DISTRICT COURT:: KADAPA**

Dis.No. 1225 / 2024

DATE: 22.02.2024

**TENDER NOTIFICATION**

**Sub:- PHOTOCOPIER MACHINES** - Tender Notification for Supply and installation of Photocopier machines in various court complexes in the Kadapa District - Called for - Regarding

**Ref:-** 1. Hon'ble High Court's circular in ROC.No.274/2021-D1(1), dt.25.9.2021  
2. Resolution of Purchase Committee meeting held on 27.01.2024

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Sealed Quotations are invited for supply and installation of Photocopier machines as per the required specifications mentioned below including all types of taxes for use in various court complexes in the Kadapa District.

Sl.No.	Photocopier machine (Black & White) with capacity & specifications
1.	60 PPM with LAN/Wi-Fi, Network Printing & Network Color Scan, ADF Scanning (both sides), scan and print A3 size, A4, Legal with warranty period of 3 years
2.	55 PPM with LAN/Wi-Fi, Network Printing & Network Color Scan, ADF Scanning (both sides), scan and print A3 size, A4, Legal with warranty period of 3 years
3.	45 PPM with LAN/Wi-Fi, Network Printing & Network Color Scan, ADF Scanning (both sides), scan and print A3 size, A4, Legal with warranty period of 3 years

**TERMS AND CONDITIONS**

1. The intending suppliers are requested to submit the **sealed quotations** for supply and installation of photocopier machines to the **Hon'ble Principal District Judge, Kadapa** on or before **18.03.2024 by 5 PM** in sealed cover by mentioning on the envelope as **"QUOTATION FOR SUPPLY AND INSTALLATION OF PHOTOCOPIER MACHINES"**. Short tenders will be received on or before **18.03.2024**. Any short tenders received after the due time and date shall not be considered.
2. The prices quoted should be inclusive of all taxes with validity period of four months from the date of opening of the quotation.
3. The intending supplier has to install/deliver the photocopier machines as per the locations vide Annexure enclosed
4. This Office is not responsible for any postal delay in reaching the short tenders or quotations to this office.
5. District Court reserves the right to reduce or increase the quantity and also to modify/terminate the Quotations without assigning any reasons.

6. All communications shall be made to email.
7. Mere submitting quotations do not create any right to claim.
8. All the participants in their quotations shall furnish their contact numbers, email Id and experience in the field of their respective business.


**Office Address:**

Principal District Court,  
**KADAPA – 516001**

Contact Number: 08562-254963

Email Id: [djcad@nic.in](mailto:djcad@nic.in)

Website: [kadapa.dcourts.gov.in](http://kadapa.dcourts.gov.in)

  
**PRINCIPAL DISTRICT JUDGE,  
KADAPA**

S.No.	Location	No. of Photocopier machines to be installed
1.	Kadapa	2
2.	Proddatur	1
3.	Rayachoty	1
4.	Rajampet	1
5.	Badvel	1
6.	Pulivendula	1
7.	Lakkireddipalli	1
8.	Kamalapuram	1
9.	Nandalur	1
10.	Jammalamadugu	1
11.	Mydukur	1
12.	Railway Kodur	1
13.	Sidhout	1
	<b>TOTAL</b>	<b>14</b>

To

1. All reputed firms/suppliers
2. The District Collector, Kadapa, with a request to affix the same in the notice board for vide publicity.
3. The Superintendent of Police, Kadapa, with a request to affix the same in the notice board for vide publicity.
4. The Revenue Divisional Officer, Kadapa, with a request to affix the same in the notice board for vide publicity.
5. The Tahsildar, Kadapa, with a request to affix the same in the notice board for vide publicity.
6. The Chairman, ZillaParishadh, Kadapa, with a request to affix the same in the notice board for vide publicity.
7. The Executive Engineer, R&B, Kadapa, with a request to affix the same in the notice board for vide publicity.
8. The District Public Relation Officer, Kadapa with a request to publish this Notice in local Editions of News Papers of Kadapa District and send the copy of paper clippings to information.
9. Tender Notice to upload in Principal District Court's Official Website.
10. Notice Board, Principal District Court, Kadapa.
11. Copy to all Courts in the District, with a request to affix the same in the notice board for vide publicity