DISTRICT COURT, THALASSERY

C1 18069 /2025 Dated: 17.09.2025

QUOTATION NOTICE

Sealed Quotations are invited for executing Comprehensive Services and Maintenace Contract (CSMC) for the Photocopier installed at the District Court, Thalassery, Prl. Munsiff's Court, Kannur and Munsiff's Court, Kuthuparamba, for a minimum period of one year.

Sl No	Name of Court	Item	Date of Installation	Average Copies per month
1	District Court, Thalassery	Photocopier TOSHIBA E-STUDIO 2309 A	15/03/2018	9000
2	Prl. Munsiff's Court, Kannur	TOSHIBA E-STUDIO 2309 A	15/03/2018	4500
3	Munsiff's Court, Kuthuparamba	TOSHIBA E-STUDIO 2309 A	15/03/2018	4000

Last date for receipt of quotations is 27/09/2025, 2:00 PM.
Date and time of opening of quotation: 29/09/2025, 4.00 pm

Late quotations will not be accepted. The quotations will be opened at the Chamber of the Hon'ble Principal District Judge, Thalassery on 29/09/2025, 4 PM. In the presence of authorized representatives of applicants and District Level Purchase Committee members of this Court. The quoted prices should be inclusive of all taxes, duties, cesses, etc. Final Authority of accepting quotation is the Hon'ble District Judge, Thalassery. After accepting the eligible quotation, the same will be forwarded to the Hon'ble High Court of Kerala for approval. The successful quotationer must execute a Comprehensive Services and Maintenance Contract for a minimum period of one year and the agreement shall be entered with the District Judge, Thalassery. The CSMC is to be started when the agreement shall be entered with the District Judge, Thalassery.

The cover containing the sealed quotation should be super-scribed

" QUOTATION FOR CSMC FOR TOSHIBA E-STUDIO 2309 A PHOTOCOPIER"

Designation and address of Officer whom the quotation is to be addressed-

The Hon'ble Prl. District Judge, District Court, Thalassery-670101

The acceptance of quotation will be subject to the following further conditions:

01. District Court, Thalassery is inviting Quotations for Comprehensive Annual Maintenance Contract for Photocopiers installed at **1) District Court, Thalassery, 2) Prl. Munsiff's Court, Kannur and 3) Munsiff's Court, Kuthuparamba** for a period of one year from the acceptance of quotation.

02. It will be the responsibility of the firm to provide genuine OEM spare parts and toner of the machine and to keep machines in proper working condition during the contract period. Cost of all defective parts repaired/ replaced will be borne by the firm and the defective parts will be replaced with original parts.

03. The quotation shall quote per copy charges, which will include the maintenance charges for maintaining the machine(including Mother board, plastic parts and toner/drum) in proper order throughout the contract period.

04. The contract for maintenance of the machine is comprehensive (ie, covers all the items ie, toner/drum etc. and spare parts) and no extra charge whatsoever would be paid to the firm. The firm will provide maintenance and repair service on holidays, in case of emergency.

05. Upon award of the contract, the selected firm shall put asset number on each of the system being maintained by them. These should correspond to the number of equipment to be maintained in a separate register along with the details of rooms/places where they are located. If there is shifting of equipment under this AMC, the service provider will have to make changes in record accordingly.

06. Rates once finalized will not be changed/enhanced during the period of the contract.

07. The agency should be capable of providing photocopier as a standby in case any photocopier having problem which is unable to be rectified within 48 hours.

08. Maintenance services shall consist of Preventive Maintenance and corrective maintenance as and when required. The outer cleaning of the system and accessories will be done free of cost once in a quarter. The agency will provide drum/toners in response to the oral telephonic instruction by the concerned officer of this office.

09. The bill has to be submitted after the completion of 3 months period and the payment will be made quarterly after getting the satisfactory reports from the users and condition of the number of copies.

10. No advance payment in any case would be made. However, payment will be made on quarterly basis after submission of user satisfactory reports along with the bill of each quarter.

11. The firm shall provide a self-declaration, as per Annexure III, that it is not debarred or blacklisted by any government/agencies.

12. If any damage is caused due to the mechanic of the contract awarded firm, cost of the same will be recovered from the firm.

13. After starting of the contract, the bill in triplicate shall be submitted to favour of the Court concerned for effecting payment. No advance payment shall be made for the service.

14. If any damage is caused due to the mechanic of the contract awarded firm, cost of the same will be recovered from the firm.

15. Incomplete Quotations are liable to be rejected.

Further details if any, can be obtained from the e Court Cell, District Court, Thalassery during the Office time.

Contact No: 0490-2960110, 9495045051

Sd/-
DISTRICT JUDGE
(By Order)

SHERISTADAR

DISTRICT AND SESSIONS COURT * THALASSERY-670 101 *

Copy To

1) District Court Website
2) Public Relation Department
3) Notice Board