

FAST TRACK SPECIAL COURT, MATTANNUR

No.C-657/2026

Dated: 17.10.2026

QUOTATION NOTICE

Sealed Quotations are invited for executing **Comprehensive Service and Maintenance Contract (CSMC) of SHARP , BP 20M22** Photocopier machine installed at the Fast Track Special Court, Mattannur for a minimum period of one year.

Due date & Time for receipt of quotation	:	23/10/2026, 2pm
Date and time of opening of quotation	:	23/10/2026, 4.30 pm
Designation & Address of Officer to whom the quotation is to be addressed	:	The Special Judge, Fast Track Special Court, Mattannur.
Superscription on the envelope		"TENDER FOR CSMC FOR SHARP BP 20M22 PHOTOCOPIER"

Sl No	Name of Court	Item	Date of Installation	Average Copies per month
1	Fast Track Special Court, Mattannur.	Photocopier SHARP BP 20M22	21/01/2023	1500

Quotation should be sent in sealed cover superscribed **"TENDER FOR CSMC FOR SHARP BP 20M22 PHOTOCOPIER"** before the due date on 23/10/2026, 2 pm and addresses to The Special Judge, Fast Track Special Court, Mattannur.670702.

Quotation will be opened at the chamber of the Hon'ble Special Judge, Fast Track Special Court, Mattannur on 23/10/2026, 4.30 pm in the presence of such quotationers or their authorized representatives who would like to be present. The quotation received after the stipulated date and time will not be entertained.

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 Special Judge, Fast Track Special Court, Mattannur . The CSMC is to be started when the agreement shall be entered with the Special Judge, Fast Track Special Court, Mattannur.

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

01. 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.
02. 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.
03. 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 whatever would be paid to the firm. The firm will provide maintenance and repair service on holidays, in case of emergency.
04. 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.
05. Rates once finalized will not be changed/enhanced during the period of the contract.
06. 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.
07. 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.
08. 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.

09. 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.

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

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

12. 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.

13. The Special Judge Fast Track Special Court, Mattannur reserves its right to terminate the maintenance contract at any time without assigning any reason. The contractor will not be entitled to claim any compensation against such termination.

14. Incomplete Quotations are liable to be rejected.

Further details if any, Please contact the below number

Contact No: 9747402734 , 0490-2997200




SPECIAL JUDGE
BC

Copy To

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