

Sm 26/7/24

**DISTRICT COURT, PATHANAMTHITTA**

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**LIMITED TENDER NOTICE**

**No.DCPTA/389/2024-EC**

Sub:- Comprehensive AMC of Photocopiers installed at District court,  
Addl.District Court-I and MACT, Pathanamthitta – Inviting Limited  
Tenders-reg.

Limited Tenders in sealed covers are invited for the Comprehensive Annual Maintenance Contract for Photocopiers installed at District Court, Addl.District Court-I and MACT, Pathanamthitta for a period of one year from the acceptance of tender.

The location, item wise description and specification are stated in Annexure-I Further details if any can be obtained from the Office of District Court, Pathanamthitta on all working days between 10 AM and 5PM and visit us in <https://districts.ecourts.gov.in/pathanamthitta>

The tenders should be superscribed Tender No.1/2024 for the Comprehensive AMC of Photocopiers and addressed to the District Judge, Pathanamthitta. The tender document also requires a preliminary agreement on Rs.100/- stamp paper (in prescribed form) and deposit of 1 % of estimated amount as earnest money. Tender document can purchase from District Court, Pathanamthitta on or before 22.07.2024 at 4 PM . **The last date for submission of tenders is 24<sup>th</sup> July 2024 at 15.00 hours.** Late tenders will not be accepted. Tenders received will be opened by the purchase committee at District Court, Pathanamthitta on **25.07.2024, 4.00PM** Those who interested can obtain tender form from office by remitting cost of Rs.400+ 72 GST, in cash/DD in favour of District Judge, Pathanamthitta. Any Chargeable replacement items will be noted separately with buy back rate. The purchase shall be strictly in accordance with the provisions contained in the store purchase rules.

Sd/-  
DISTRICT JUDGE

To  
Website/ Notice Board, District Court, Pathanamthitta.

//True Copy//

Dated : 11.07.2024

(By Order)  
  
SHERISTADAR





### TERMS AND CONDITIONS

1. District Court, Pathanamthitta is inviting tenders for Comprehensive Annual Maintenance Contract for Photocopiers installed at District Court, Addl. District Court-I and MACT, Pathanamthitta for a period of one year from the acceptance of tender.
2. Every sheet of tender document and the terms and conditions should be signed and stamped by the authorized signatory of the firm
3. The tender shall be valid in the case of all the tenders for at least 3 months from the date of opening of the tender. In the case of successful tenderer, rates quoted shall be valid for the entire AMC period. The successful tender will have to commence the work within 3 days of acceptance of the contract awarding letter.
4. The firm whom the tender will be awarded, will have to deposit the performance security of Rs. 13,350/- in the form of DD/FDR that will remain valid for 60 days beyond the date at which contract expires. If the services are not found to be satisfactory, the performance security is liable to be forfeited.
5. 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.
6. The tenderer shall quote per copy charges, which will include the maintenance charges for maintaining the machine(including plastic parts and toner/drum) in proper order throughout the contract period.
7. 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.
8. 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 equipments to be maintained in a separate register along with the details of rooms/places where they are located. If there is shifting of equipments under this AMC, the service provider will have to make changes in record accordingly.
9. Rates once finalized will not be charges/enhanced during the currency of the contract
  10. 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.
  11. 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.
  12. 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.
  13. 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.
  14. The firm shall provide a self-declaration, as per Annexure III, that it is not debarred or blacklisted by any government/ agencies.
  15. Incomplete tenders are liable to be rejected.

Terms and conditions are acceptable

Dated :

(Authorised signatory)

**ANNEXURE-I**

Sl. No	Item	Model	Locations
1	PHOTOCOPIER	KYOCERA TASKALFA 3212I PHOTOCOPIER	DISTRICT COURT, FIRST FLOOR, MINI CIVIL STATION, PATHANAMTHITTA
2			ADDL.DISTRICT COURT-I, SECOND FLOOR, MINI CIVIL STATION, PATHANAMTHITTA
3			MOTOR ACCIDENTS CLAIMS TRIBUNAL, MINI CIVIL STATION , PATHANAMTHITTA