

**DISTRICT COURT, PATHANAMTHITTA**  
**QUOTATION NOTICE**

Due date and time for receipt of quotation	03.10.2024, 3pm
Date and time of opening quotation	03.10.2024, 4pm
Designation and address of the officer to whom the quotation is to be addressed	District Judge, Pathanamthitta Pin 689645
Superscribed	Quotation for " Purchase of Drum, Developer and Cleaning Blade "

Sealed competitive quotations are invited from reputed firms for the purchase of Drum, Developer and Cleaning Blade for Xerox Work Centre 5024 photocopier as per Annexure -I.

7. Late quotations in no cases will be accepted. The sealed quotations received within the stipulated time will be opened by the District Judge, Pathanamthitta and the acceptance of quotation will be strictly in accordance with the provisions in the Stores Purchase Manual, 2013.
8. The repair/ servicing etc. would be carried out in the premises of the respective courts. Only such repair which cannot be undertaken in the office premises will be allowed to be done with the written permission of competent authority and for this purpose no extra payment would be made. No transportation charges will be paid by the authority.
9. The amount quoted should include the cost of Consumables, labour charges and tax if any. No separate charges on any other heads will be allowed.
10. In the quotation, parties should clearly specify the maximum time required for doing the repair after receiving the service request from the District Court Office through e-mail/telephonic message.
11. The agency should have minimum three years experience of work with the Government/ Public Sectors/ undertaking performance certificate from the existing Government client must be attached.

12. The District Judge, Pathanamthitta has the right to accept or reject any or all quotations without specifying any reason thereof.

District Court, Pathanamthitta  
Dated : 30.09.2024.

Sd/-  
N Harikumar  
DISTRICT JUDGE

(By Order)  
  
SHERISTADAR

To

Notice board/ Website, District Court, Pathanamthitta.

**Details of Photocopiers**

<b>Sl. No.</b>	<b>Name of Court</b>	<b>Model</b>	<b>Requirement</b>	<b>Nos.</b>
1	Grama Nyayalaya, Pandalam.	Xerox Work Centre 5024	1.Drum	1
			2.Developer	1
			3.Cleaning Blade	1

**Terms and Conditions**

1. The repair/ servicing etc. would be carried out in the premises of the respective courts. Only such repair which cannot be undertaken in the office premises will be allowed to be done with the written permission of competent authority and for this purpose no extra payment would be made. No transportation charges will be paid by the authority.
2. The amount quoted should include the cost of Consumables, labour charges and tax if any. No separate charges on any other heads will be allowed.
3. In the quotation, parties should clearly specify the maximum time required for doing the repair after receiving the service request from the District Court Office through e-mail/telephonic message.

**Quotation for the purchase of photocopier consumables**

**Name of the firm:**

Sl. No.	Name of Court	Model	Requirement	Nos.	Price of commodity including labour charges and taxes if any
1	Grama Nyayalaya, Pandalam.	Xerox Work Centre 5024	1.Drum	1	
			2.Developer	1	
			3.Cleaning Blade	1	

I/ We hereby assure you that the amount quoted above is inclusive of price of the commodity, labour charges and taxes.

Place:

Signature of the Authorised Signatory

Date:

Agency Name

Seal

**ANNEXURE III**

**COMMUNICATION DETAILS**  
(to be filled by the seller)

Name of firm :

Registered/Postal Address :

e-mail address :

PAN No :

VAT/TIN/GSTIN No :

**Bank Details**

Bank Name :

Branch Address :

Account No :

Type of Account :

(Current/Savings)