Civil Court, Vaishali at Hajipur

Tender Notice- 02/2025

Sealed Quotations are invited from the bona-fide and reputed registered firms/suppliers/authorised dealers for supply of **One new heavy duty multi-functional photocopier machine** and **Two mini/small multi-functional photocopier machine** to this judgeship.

Terms and conditions:

1. One Heavy duty multi-functional photocopier machine with following specifications:-

(i) Copying speed should be 55 PPM or its above.

(ii) Features required –SP-DADF, Duplex, Scanner, USB Printing, Internet /LAN /Wi-Fi /Mobile connectivity etc.

(iii) Photocopier machine equipped with latest /updated /advanced technology would be preferred.

(iv) Toner yield – 70,000 prints or its above.

(v) Drum yield- 4 Lakh prints or its above.

(vi) Warranty minimum one (01) year onsite.

(vii) RAM- 5GB

(viii) SSD- 256 GB

2. Two mini/small multi-functional photocopier machines with following specifications:-

(i) Copying speed should be 25 PPM or its above.

(ii) Features required – DADF, Duplex, Scanner, USB Printing, Internet /LAN /Wi-Fi /Mobile connectivity etc.

(iii) Photocopier machine equipped with latest /updated /advanced technology would be preferred.

(iv) Toner yield – 33000 prints or its above.

(v) Drum yield- 84000 Prints or its above.

(vi) Warranty minimum one (01) year onsite.

(vii) RAM-2GB

3. Photocopier machines with latest/updated/advanced technology would be preferred.

4. The registered firms/suppliers/authorized dealers must have office/branch and after sales/services located at Hajipur or Patna.

5. Bidder should have tender specific authorization from OEM.

6. The articles should be in original and good condition.

7. The rate quoted in the tender should be inclusive of GST and service charges.

8. GST number and PAN should be furnished in the quotation.

9. The court reserves the right to accept or reject any or all quotations without assigning any reason whatsoever.

10. Defective materials should be replaced immediately by the firm concerned free of cost within the warranty period.

11. No advanced payment shall be made and the firm shall submit its bill, in duplicate for payment after supply of articles.

12. Payment will be made in account of the firms/suppliers/authorised dealers through CFMS instead of cash.

13. Statement regarding any previous supplies made to government institutions must be provided.

14. Two photocopier machine (one heavy duty & one mini/small) to be delivered in Civil Court, Vaishali at Hajipur and One mini/small photocopier machine to be delivered in Sub-Divisional Civil Court, Mahnar. No transportation charges will be paid to firms/suppliers/authorised dealers for supply of the articles.

15. Bidders shall file the technical bid & financial bid separately in two sealed envelopes and both the envelopes shall be kept in a big sealed envelope.

16. Checklist Provided at **"Annexure I"** must be accompanied with the Technical-bid which must be properly filled. Similarly the financial bid **(Annexure II)** checklist is also mendatory.

Each page of bid should be duly signed and stamped by the suppliers. The bid complete in all respect, should be submitted in the office of **Incharge Judge in-charge, Nazarat** within **21 days** from the date of publication of the notice on official website of Civil Court Vaishali at Hajipur.

I/C Judge in-charge
Vaishali at Hajipur
02-*08*-2025

Annexure-I

Techno-commercial Bid

Tender for supply of Three (03) Photocopier Machine [One heavy-duty and Two (02) mini/small photocopier machines] to Civil Court, Vaishali at Hajipur.

Sl No.	Information Sought		Page No.	Please tick (✓)
a.	Separate sealed envelope consisting of Techno-commercial bid and Financial Bid	(a) Techno-commercial bid		
		(b) Financial Bid		
b.	Detail of bidding firm Name, address, contact number	(a) Name		
		(b) Address		
		(c) Contact No.-		
		(d) email		
c.	Local address of the biddig Company/Firm	Address		
d.	Type of Firm (Proprietary/Partnership etc.)	(a) Sole proprietor		
		(b) Partnership Firm		
		(c) Private/ Limited Company		
e.	Copy of GST Certificate	(a) GSTN-		
f.	Copy of PAN Card	(a) PAN		
		(b) Copy of IT return Financial year (2022-23)		
		(c) Copy of IT return Financial year (2023-24)		
g.	Details Earnest Money Deposit, However, this will be not applicable on those who are registered with central Purchase Organization/State Purchase Organization/National Small Industries Corporation (NSIC)	(a) Amount		
		(b) Demand Draft		
		(c) Date of issue		
		(d) Name of issuing Bank		
h.	Required Specifications **For Heavy-duty Photocopier Machine**	(a) Copying speed (55 ppm)		
		(b) Features required		
		* SP-DADF		
		* Duplex		
		* Scanner		
		* USB Printing		
		* Internet/LAN/Wi-Fi/mobile connectivity etc		

		(c) Toner yield (Required- more than 70000 prints)		
		(d) Drum Yield (Required- more than 04 Lakh prints)		
		(e) Minimum one (01) year onsite warranty		
		(f) RAM- 5GB		
		(g) SSD- 256 GB		
i	Required Specifications **For mini/small Photocopier Machine**	(a) Copying speed (25 ppm)		
		(b) Features required		
		* DADF		
		* Duplex		
		* Scanner		
		* USB Printing		
		* Internet/LAN/Wi-Fi/mobile connectivity etc		
		(c) Toner yield (Required- more than 33000 prints)		
		(d) Drum Yield (Required- more than 84000 prints)		
		(e) Minimum one (01) year onsite warranty		
		(f) RAM- 2GB		
j.	OEM Authorization Certificate in supply of Photocopier Machine			
k.	An affidavit to the effect that the firm has not been blacklisted/de-registered/barred by the Central/State Government/ Society during their period of business.			
l.	Proof of previous supplies of photocopier machines made to Central Government/State Government Department/ Semi Government Organisation including Public Sector Undertakings/ Autonomous Bodies, in last three (03) years			

Bidder's Signature

Annexure-II

Financial Bid

Name of the Firm-

Full Postal Address-

Telephone / Mobile number-

E-mail ID-

Contact Person Name-

For Heavy-duty Photocopier Machine				
Sl. No.	Photocopier machine details	Quantity	Per unit Price (including GST)	Total Price (including GST)
1.	Machine make and Model number;-			
			Total (A)=	

For mini/small Photocopier Machine				
Sl. No.	Photocopier machine details	Quantity	Per unit Price (including GST)	Total Price (including GST)
1.	Machine make and Model number;-			
			Total (B)=	

Buyback Price of Old Photocopier Machine (if any) offered by the firm		
Sl No.	Photocopier machine model and make (Date of Purchase)	Buyback Price offered (in Rs.)
1.		
2.		
	Total (C)	

Grand Total (A+B+C) (in Rs.)	

Bidder's Signature