OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE, NALGONDA
TENDER NOTIFICATION FOR PHOTO COPIER MACHINES

Tender Dis. No. 1073/2026/C2, **dated:** 09/03/2026.

Sub: Photocopier Machines – Supply of Two (02) New Canon Photocopier Machines to the District & Sessions Court, Nalgonda under Buyback System – Quotations called for – Reg.

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Sealed quotations are invited from the interested vendors, for supply of **Two (02) New Canon Photocopier Machines** mentioned here under **buyback system**, against the trade-in of existing **Two (02) Old Canon Photocopier Machines**, for use of this Unit.

The Photocopier Machines to be supplied should be of standard quality and as per the specifications mentioned herein. The successful bidder shall also provide **comprehensive post-sale service facilities** at the location concerned, including regular maintenance and prompt repair services.

Machine Details

S.No.	New Machine to be Supplied	Quantity	Old Machine for Buyback
1	**Canon iR ADV 6755i Digital Photocopier (Including 3KVA Servo Stabilizer)**	**02**	**1. Canon iR-ADV 6555i 2. Canon iR-ADV 4545i**

The quotations should be in the name of the **Principal District & Sessions Judge, Nalgonda** in a sealed cover and must reach the office of the undersigned on or before 16/03/2026 **by 5:00 PM**. The quotations received after the scheduled date and time will not be entertained under any circumstances.

The firm shall submit details of PAN, GST, and other relevant documents. The intending bidders should mention the prices inclusive of GST, installation, delivery charges, etc., and the total price separately in the quotation.

The **warranty period** for the machine shall not be less than **Seven (7) Years**. The bidder must also clearly specify the **post-sales service commitment**, including response time for service calls and availability of spare parts.

The quotations together with the product brochures have to be submitted in the following proforma:

PROFORMA FOR QUOTATION

S. No.	Name of the Firm	Description of the Photocopier Machine	Toner Cartridge Capacity	Drum Yield Capacity	Per Copy Cost	Warranty Period	Post-Sales Service Commitment	Rate Quoted (Including all taxes)	Buyback Price Offered	Net Price (After Buyback)
1		Canon iR ADV 6755i								

Note:

1. Quotations must be submitted only by authorized dealers/suppliers with specific manufacturer authorization from **Canon**.

2. The brand **Canon** and delivery period should be clearly mentioned in the quotation.

3. The **Buyback Price Offered** should be quoted against the two old Canon machines being traded in: 1) Canon iR-ADV 6555i and 2) Canon iR-ADV 4545i.

4) The **Post-Sales Service Commitment** should include details such as:

a) Response time (e.g., within 24 hours of complaint).
b) Annual maintenance charges (if any after warranty period).
c) Availability of genuine Canon spare parts.

5) The undersigned reserves the right to **accept** or **reject** any or all quotations without assigning any reason thereof.

PRL. DISTRICT & SESSIONS JUDGE,
NALGONDA.

To,

1. The Notice Board of the Principal District & Sessions Court, Nalgonda.
2. All Local and Non-Local Firms of Nalgonda District.
3. The System Officer/Assistant, District Court, Nalgonda – with a direction to upload this notification on the Official Website of the District Court. ***https://nalgonda.dcourts.gov.in/***