CIVIL COURT, BEGUSARAI

Tender Notice No. 05..../2025

In light of the minutes of the meeting of purchase Committee,Civil Court,Begusarai, held on 16-10-2025, Sealed tenders are hereby invited from bonafide and reputed registered firms/suppliers having requisite experience in the field, for the supply and installation of Canon Photo copier Machine for official use in Civil Court, Begusarai.

The detailed terms and conditions of the tender are as follows:-

Terms & Conditions

1. **Quantity Required:** - The total tentative requirement is 03 Photo Copier Machine of Canon Company. The bidder must supply the Photo Copier Machines in strict conformity with the specifications.

2. Brand and Quality:- Only Original Canon Company Photo Copier Machines shall be accepted. Quality will not be compromised under any circumstances, and the bidder shall be responsible for ensuring authenticity.

3. Material Specification:-

i)

Sl.No.	Item Description	Quantity.
01	**Company name – Canon.** **i)**Copying speed should be 55 PPM or its above. ii)Features required - SP-DADF,Scanner,USB Printing,Internet/LAN/WI-FI(In-built)/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- 5 GB. viii) SSD-256 GB.	ONE (01)
02	**Company name – Canon.** **i)**Copying speed should be 30 PPM or its above. ii)Features required – DADF,Duplex,Scanner,USB Printing,Internet/LAN/WI-FI(In-built)/Mobile Connectivity etc. iii) Photocopier machine equipped with latest/updated/advanced technology would be preferred. iv) Toner yield- 33,000 prints or its above. v) Drum yield – 84000 prints or its above. vi) Warranty minimum one(01) year onsite. Vii) RAM- 2 GB.	TWO (02)

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ii)Photocopy machine should be of latest /updated /advance technology .
iii) Bidders should have tender specific authorization.
iv) The article should be in original and good condition.
v) The rate quoted in the tender should be inclusive of GST & service charges.
vi) Defective materials should be replaced immediately by the firm concerned free of cost within the warranty period.
vii)Payment will be made in account of the firms / supplier / authorized dealers through CFMS instead of case.

4. Rates and Taxes:- The rates quoted must be inclusive of all taxes including GST. Bidders should provide a clear breakup of basic price and tax components. Any hidden charges claimed later shall not be entertained.

5.Delivery and Installation:-The successful bidder shall deliver, unload, and install 01 machine each in the premises of Civil Court, Begusarai,Sub-divisional courts of Teghra and Ballia. All expenses related to transportation, labour, and installation shall be borne by the supplier. The entire work must be completed within15 days of issue of work order by the party who will be selected.

6. Payment Terms:- No advance payment will be made. Payment shall be released only after successful supply, installation, and verification of Photo Copier Machines by the competent authority. Bills shall be submitted in triplicate along with necessary documents. Moreover, amount will be deducted from the final bill amount as decided by the purchasing committee in conformity of the supplier in lieu of 03 old photo copier machines.

7. Security Deposit:- Every bidder shall deposit Rs. 25000/- as Security Money in the form of a Demand Draft drawn in favour of the Principal District & Sessions Judge, Begusarai, payable at Begusarai. The security deposit shall not carry any interest. Unsuccessful bidders shall get refund of their security deposit after finalization of the tender, while the successful bidder shall get refund only after completion of supply, installation, and verification of racks, or upon cancellation of the tender.

8. Eligibility Criteria:- The bidding firm must be valid and hold valid GST registration & a PAN number. Self-attested copies of the same must be enclosed with the tender; otherwise, the tender shall be rejected.

9. Rejection of Tenders:- The Purchasing Committee, Civil Court, Begusarai, reserves the absolute right to accept or reject any or all tenders without assigning reasons. Incomplete, conditional, or unsigned tenders are liable to be rejected outright.

10. Jurisdiction:- Any dispute arising out of or in relation to this tender process or supply order shall fall under the jurisdiction of the Civil Court, Begusarai, and the decision of the Principal District & Sessions Judge, Begusarai shall be final and binding.

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11. **Submission of Tender:-** The tender must be submitted in a sealed envelope clearly superscribed "Tender for Supply of Photo Copier machines in Civil Court, Begusarai". The last date for submission is **10th November, 2025 up to 05:30 P.M.** at the office of the undersigned. The received tender shall be opened in the office of undersigned in the presence of purchasing committee and the tenderer who may wish to remain present as on 12-11-2025.

18/10/25

By Order of
Principal District & Sessions Judge
Civil Court, Begusarai.

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