Annexure – A

Purchase Committee , Civil Court Madhubani

No. _____/2025 **Date:** 18.10.2025

Sealed quotations are invited from reputed manufacturers, authorized dealers and suppliers for supply and installation of (3) three new Photocopy Machines for Judgeship of Madhubani, one each at District Court Madhubani, Sub-Divisional Court Jhanjharpur and Benipatti.

1. Scope of supply

The successful bidder will be required to supply, install, and commission the photocopier machine at District Court Madhubani, Sub-Divisional Court Jhanjharpur and Benipatti.. The bid must also include a comprehensive on-site warranty and after-sales service.

2. Technical specifications of the photocopier machine

General Specifications

Feature	Specification
Functions	Print, Copy, Scan, Send, and Optional Fax
Print Technology	Monochrome Laser (Black & White)
Paper Size	A3, Legal, A4
Operation Panel	7-inch (17.8 cm) WVGA Colour Touchscreen
Standard Memory (RAM)	2.0 GB or higher
Standard Storage	64 GB eMMC (Optional 256 GB SSD)
Interface Connection	Standard: 1000Base-T/100Base-TX/10Base-T (Network), Wireless LAN (IEEE 802.11 b/g/n), USB 2.0 (Host) x2, USB 2.0 (Device) x1
Supported Operating System	Windows, Linux Ubuntu Compatible

Print & Copy Specifications

Feature	Specification
Print/Copy Speed (A4)	Up to 25 ppm (pages per minute) or Higher
Print/Copy Speed (A3)	Up to 15 ppm or more or higher
Print Resolution (Max)	1200×1200 dpi (at half-speed)
Copy Resolution	600×600 dpi
First-Copy-Out Time	Approx. 7.0 seconds (A4)
Warm-up Time	4 seconds or less (from device power on to copy icon enabled)
Duplex Printing	Standard (Automatic Double-Sided)

Paper Handling

Feature	Specification
Standard Paper Capacity	1,200 sheets (2 x 550-sheet cassettes + 100-sheet multi-purpose tray)
Maximum Paper Capacity	2,300 sheets (with optional Cassette Feeding Unit)

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Feature	Specification
Standard Output Capacity	250 sheets
Max Media Weight (Tray)	52 to 256 gsm
Max Media Weight (Multi-Purpose Tray)	52 to 300 gsm
Document Feeder	DADF (Duplex Automatic Document Feeder) - typically 50 or 100 sheets depending on the specific configuration (DADF-AZ2 is commonly listed for this model).
Toner Cartridge with MFD	Declare the yield value in accordance with ISO/IEC standard

Scan & Send Specifications

Feature	Specification
Scan Speed (B/W, A4, 300 dpi)	Up to 35 ipm (images per minute, 1-sided) or higher
Scan Speed (Color, A4, 300 dpi)	Up to 25 ipm (1-sided) or higher
Scan Resolution	Up to 600×600 dpi
Send Destinations	E-mail/Internet FAX (SMTP), SMB3.1.1, FTP, WebDAV
File Formats	TIFF, JPEG, PDF (Compact, Searchable, PDF/A-1b, Encrypted), XPS, Office Open XML (Word, PowerPoint)

3. Terms and conditions

1. **Submission of Quotation:** The quotation must be submitted in a sealed envelope clearly superscribed **"Quotation for Photocopier Machine"** and addressed to Nazir, Civil Court Madhubani-847211.
2. **Due Date:** The last date for the submission of quotations is 02.11.2025. Quotations received after this deadline will not be considered.
3. **Validity:** The rates quoted should be valid for a minimum of 90 days from the last date of submission.
4. **Pricing:** The price should be inclusive of all taxes, duties, transportation, installation, and other charges. Please provide a clear breakdown of the costs.
5. **Warranty:** The machine must be covered by a comprehensive on-site warranty for a minimum of one year or more.
6. **Payment:** Payment will be released only after the successful supply, installation, and inspection of the machine.
7. **Right of Rejection:** The organization reserves the right to accept or reject any or all quotations without assigning any reason.

4. Required documents

Bidders must attach the following self-attested documents with their quotation:

- Company registration certificate.
- GST registration certificate.
- PAN Card copy.
- Authorization letter from the manufacturer (in case of an authorized dealer).
- Copies of past work orders for similar supplies.

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Additional information

- **Installation:** The successful bidder must install the machine at the designated location within two weeks of receiving the purchase order.
- **Inspection:** The supplied machine will be subject to inspection by an authorized committee.

or any queries, please contact Nazir , Civil Court Madhubani at +-91-7903098390 or j.madhubani-bih@aij.gov.in.

By Order

-Sd- 18-10-2025

Court Manager
Civil Court Madhubani

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