# Office of the District Judge, Paschim Medinipur

## (Nezarath Department)

**N.I.T. No- 01 ; Date- 02/12/2025**

**NOTICE INVITING TENDER FOR "PROCUREMENT OF TWO PHOTOCOPIER MACHINES AND TWO STABILIZERS FOR THE USE AT SADAR COURT, PASCHIM MEDINIPUR".**

Office of the District Judge, Paschim Medinipur invites **off-line Tenders** from the registered, reputed as well as resourceful agencies/ Organizations/ Contractors / suppliers/ Firms etc. for submitting economic rate towards Supply and installation Two (02) units of photocopier machines along with stabilizer machine at Sadar Court, Midnapore, Paschim Medinipur as specified below:-

| Sl. No | Particulars of Item to be supplied | Quantity | Nature of Work | Place of Installation |
|---|---|---|---|---|
| 01. | Canon make Photocopier machine Model : Image Runner 2224N with Duplex and DADF. | 02 (Two) | Supply and Installation of two Photocopier machines at the two different places mentioned in the next column. | **1.** Steno-corner, District Judge's Court, Paschim Medinipur. |
| 02. | Stabilizer Machine (2KVA) | 02 (Two) | Supply and Installation of two Stabilizer machines at the two different places mentioned in the next column. | **2.** Civil Copying Department, District Judge's Court, Paschim Medinipur. |

**General Informations :-**

1. Sealed envelopes bearing Tender are to be submitted before Nazarath Department, District Judge's Court, Paschim Medinipur in all working days till 10/12/2025 in between 11:00 am to 3:30 pm. Moreover, each envelope shall be addressed to the Ld. District Judge, Paschim Medinipur.
2. The last date of submission of Tender is 10/12/2025 within 3:30 pm.
3. The Tender shall be opened on 10/12/2025 after 4:30 pm.
4. The work has to be accomplished within 7 working days on receipt of final work order.
5. Interested bidders may be allowed to hold necessary inspection at the places of work at Sadar Court, Paschim Medinipur regarding any query or information in this regard, subject to the proper and prior intimation to the District Nazir as well as approval of the authority concerned.
6. The whole process may be delayed or cancelled due to some unforeseen reason, if arises.
7. TDS be deducted during final payment as per extant Govt. norms.
8. Necessary Services have to be extended to demonstrate the functionalities/operational methods during installation and initial set up of the photocopier machine(s).

**The technical bid shall consist of the followings :-**

*1.1. Name of the organization and Nature/Category of the same (i.e. Proprietor / agency/ company / firm/ Co-operatives etc.) with complete address and contact details (both mobile and e-mail).*

*1.2 Copy of valid PAN issued by the Income Tax Department.*

*1.3 Copy of GST Registration.*

*1.4 Copy of income Tax Return certificate of previous Financial Year.*

*1.5 Relevant documents relating to validation, Service reputations and/or credential to any organization/Institution before (preferably Govt. Organization).*

*1.6* ***Earnest Money*** *amounting to @2% of the Financial Bid shall be submitted in favour of* ***"DISTRICT JUDGE, PASCHIM MEDINIPUR"*** *in form of* ***Demand Draft/ Bank Draft/ Bankers Cheque*** *from any Nationalized Bank.*

***The bidder(s) has its liberty to enclose any other relevant documents or to put additional informations apart from the required ones in the Technical bid.***

Technically successful bidders would be taken up for its evaluation on the basis of rate/price per unit or gross amount put to tender. The economic tender containing lowest rate including all taxes and charges will be taken up for its consideration and final work order be issued accordingly.

All the participating bidders are requested to to report to Nazir, District Judge's Court, Paschim Medinipur well before the schedule date and time of opening the Tender.

Interested agencies/ Organizations/ Contractors / suppliers etc. are requested to go through the general guidelines mentioned herein, made in consultation with the extant Govt. Orders.

***The bidders are to furnish the financial bid as per the specified format. Form, Terms and Conditions may be collected from the Office of the Nezarath Department, Sadar, District Judge's Court, Paschim Medinipur in between 01/12/2025 to 09/12/2025 or from the official website of Paschim Medinipur District Court.***

*Sd/-*
**District Judge,**
**Paschim Medinipur**

## Office of the District Judge, Paschim Medinipur

**(Nezarath Department)**

**Memo No 822 (07) /XIV-3; Dated- 02/12/2025**

**Copy forwarded for information and necessary action towards wide publication of this notice through notice Board/online portal to :-**

1. The Secretary, Zilla Parishad , Paschim Medinipur.
2. The Nezarath Deptt., Deputy Collector, Paschim Medinipur.
3. The Chairman, Midnapore Municipality.
4. The Nezarath Department, District Judge's Court, Paschim Medinipur.
5. The Superintendent of Police, Paschim Medinipur.
6. The DIO, NIC Paschim Medinipur with the request to publish the same through newspaper(s) as well as District's Official Website.
7. The System Officer, Server Room. Dist. Judge's Court, Paschim Medinipur with the request to publish the same through Official Website.

2/12/25

**District Judge,**
**Paschim Medinipur**
District Judge
Paschim Medinipur

# GENERAL RULES AND DIRECTIONS FOR GUIDANCE OF BIDDERS / CONTRACTORS

1. All work proposed for execution by contract will be notified in the form of invitation to tender posted in concerned departmental website, e-procurement portal of the Government of West Bengal to be published in local news paper for wide circulation also in the notice boards at public places signed by the Tender Inviting Authority.

This form will state the work to be carried out, the date for submitting and opening of tenders as well as the time allowed for carrying out the work; also the amount of earnest money to be deposited with the tender,the amount of security deposit to be deposited by the successful bidder and the percentage, if any, to be deducted from bills. Copies of the specification, design & drawings and other documents required in connection with the work, signed for the purpose of identification by the Authority inviting Tender shall also be open for inspection by the contractor at the office of the Tender Inviting Authority during Office hours.

2. In the event of the tender being submitted by a firm, it must be signed separately by each member thereof, or,in the event of absence of any of the partners, it must be signed on his/her behalf by a person holding a Power-of-Attorney authorizing him/her to do so. Such power-of-attorney is to be produced with the tender, and in the case of a firm carried on by one member of a joint family; it must disclose that the firm is duly registered under the Indian Partnership Act.

3. Acceptance of measurements entered and bills raised on account of a work, when executed by a firm, must also be signed by the several partners, except where the contractors are described in their tender as a firm in which case the receipts must be signed in the name of the firm by one of the partners or by some other person having authority to give effectual receipt for the firm.

4. Any person who submits a tender shall fill up the usual printed form, stating at what rate he or she is willing to undertake the work. Tenders which propose any alteration in the work specified in the said form of invitation to tender, or in the time allowed for carrying out the work, or which contain any other conditions of any sort, will be liable to rejection. No single tender shall include more than one work, but contractors who wish to tender for two or more works shall submit a separate tender for each. Tenders shall have the name and number of the work to which they refer, written outside the sealed envelopes.

5. The Tender Inviting Authority or his/her duly authorized representative will open tenders in presence of intending contractors/bidders who may be present at the time. In the event of a tender being accepted, an acknowledgement shall thereupon be given to the contractor/bidder *in form of work Order*. In the event of a tender being rejected, the earnest money with such unaccepted tender shall be refunded within 10 days from the date on which the tender is decided, provided the contractor(s) present himself/herself before the Tender Inviting Authority to take the earnest money refund.

6. The accepting authority reserves the right to reject any or all of the tenders without assigning any reasons to the participating bidders and he/she will not be bound to accept either the lowest tender or any of the other tenders.

7. Receipt of an accountant or clerk for any money paid by the contractor/bidder will not be considered as an acknowledgement of payment to the Tender Inviting Authority and the contractor shall be responsible for ensuring that he/she procures a receipt signed by the Tender Inviting Authority,or a duly authorized representative.

8. The undersigned reserves all the right of cancellation, adding, reducing or deferring this NIT without assigning any reason thereof.

District Judge,
Paschim Medinipur.

# Office of the District Judge, Paschim Medinipur

## TENDER FORM FOR N.I.T. NO. 01 DATED 02/12/2025

1. Name of the bidder :- .....

2. Address with contact details.....

.....

3. Category of the Bidder :- *Proprietor / agency/ company / firm/ Co-operatives/Others (specify)*.....

4. Estimated Cost put to tender : -.....

5. Earnest Money Deposited : ..... (Yes / No)

6. Amount of Earnest Money : -.....

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7. PAN No. :-.....

8. GSTIN No. .....

9. Description of the Work : .....

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10. Detailed Financial Bid :-

| Sl. No | Particulars of Item to be supplied | Quantity | Rate per unit (Rs.) | GST (%) | Total Amount (Rs.) | Warranty Period |
|---|---|---|---|---|---|---|
| 01. | Canon make Photocopier machine<br>Model : Image Runner 2224N with Duplex and DADF. | 02 (Two) | | | | |
| 02. | Stabilizer Machine (2KVA) | 02 (Two) | | | | |

**Signature with Stamp / Seal of the Organization**