

**DEPARTMENT OF LAW, JUSTICE AND LEGISLATIVE AFFAIRS
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
8TH LEVEL, C-WING, PLAYERS BUILDING,
DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI.**

No. F. 11(37)/CT/LJ&LA/16/ 5171
To

Dated: 11/12/17

Sub.: Quotation for Comprehensive AMC of photocopier installed in the office of Standing Counsel (Criminal), Delhi High Court.

Sir,

Sealed quotations on behalf of Secretary(Law) are invited from reputed vendors having minimum 3 years experience in the field of comprehensive Annual Maintenance Contract(AMC) for CAMC of Photocopy machines for a period of one year, further extendable on same rates, terms & conditions. The photocopier can be inspected and details can be collected during any working day between 10.00 a.m. to 5.00 p.m. at the given location. Details of the machine are given below:

Sl. No.	Location	Make	Serial No.	Date of purchase
1	Office of the Standing Counsel, Room No. 422 Delhi High Court	Toshiba e-studio 357	CEHE-34291	22.01.2016

Terms & Conditions

1. The rates may be quoted as "Per Copy". The firm will provide all spare parts/toners etc. for the machine during the contract period and no extra payment will be made for change/ replacement of parts and toners etc. It shall be responsibility of the firm to maintain the Photocopy machine in good working order and take prompt action to rectify the machine. If the machine with major fault is not repaired within three days, the firm will provide a standby Photocopy machine within 1 day, failing which a penalty of Rs. 200/- (Rupees two hundred only) per day will be charged for delay till such time Photocopy machine is repaired.
2. Rates quoted should clearly indicate applicable taxes, other terms and conditions.
3. The quotation should be accompanied by an EMD for an amount of Rs. 1500/- (Rupees One Thousand Five Hundred only) in favour of Secretary, Law, Justice & Legislative Affairs Department. Quotations which are not accompanied by EMD will not be entertained.
4. Tentative number of copies made per month will be 5000 approximately.
5. Performance Security @ 10% of the contract value in the form of DD to be deposited in favour of Secretary, Law, Justice & Legislative Affairs Department within 10 days of the award of work.
6. No bidder will be allowed to withdraw after submission of the bid otherwise the EMD submitted by the bidding firm would stand forfeited.



7. The successful bidder will have to commence the work within 03 days of acceptance of the contract awarding letter, otherwise the contract will be cancelled and EMD will be forfeited.
8. The process for evaluation of the bids will be decided by the Tender Evaluation Committee, if more than one firm is found lowest.
9. At any stage, during the contract period, if it is found that services of the firm are not satisfactory, the Secretary(Law) reserves the right to cancel the contract without assigning any reason and performance security shall be forfeited.
10. Payments will be made quarterly after rendering satisfactory services.
11. Quotations should be addressed to the Dy. Secretary(CT), Law, Justice & Legislative Affairs Department, Govt. of NCT of Delhi, 8th Level, C-Wing, Delhi Secretariat, New Delhi-110002.
12. The quotations should reach to Dy. Secretary(CT), Law, Justice & Legislative Affairs Department, Govt. of NCT of Delhi, 8th Level, C-Wing, Delhi Secretariat, New Delhi-110002 on or before **20/12/2017** upto 4.00 PM.
13. Quotation should be deposited as per Annexure-A
14. Quotations must be supercribed "Quotation for AMC of Photocopier machine' clearly mentioned on the envelope.
15. Quotations received after due date will not be entertained.

Secretary(Law) reserves the right to accept or reject any or all of the quotations without assigning any reason.


(SUNIL SEHGAL)
DEPUTY SECRETARY(CT)



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