

IN THE HIGH COURT AT CALCUTTA

Appellate Side

NOTICE INVITING TENDER

No. 114 - Jt. R (G.A)-II dated 11.01.2017

SEALED TENDERS, containing rates in the **prescribed format**, are invited from all interested and otherwise eligible participants for **supply of High Duty Photocopiers on Buy-Back of old and/or defective or defunct photocopiers strictly following the 'Terms & Conditions'** given hereunder.

Submission of Tender by any interested participant will be construed as its acceptance of all the 'Terms & Conditions' as well as the Annexures of the instant Tender Notice.

The last date for submission of Quotations is **25.01.2017**.

Sd/-

Date: 11.01.2017

Deputy Registrar (Judicial)-I/C, A.S

TERMS & CONDITIONS

A. ELIGIBILITY:

1. Only such participants, who will be '**Authorised**' (in Annexure-A) by the Channel Manager / Business Development Manager / Head-Regional Business Development / Regional Head – Institutional Business of the **Original Equipment Manufacturer ('XEROX' or 'HCL Toshiba')** will be eligible to submit Tenders, provided that such participants must have **PAN**, valid **V.A.T**-registration and **Service Tax Registration***(s).

** In case the participant is exempted from Service Tax Registration, (i) Declaration to the effect & (ii) Last F.Y's Audited P/L Statement showing less than Rs 10 lakhs as 'Income from Service-providing' should be submitted.*

B. SUBMISSION OF TENDERS:

1. Willing participants must submit '**Application for Inspection**' to the office of Superintendent, Photocopy Section, A.S and get inspection of the photocopiers listed for 'Buy-back' arranged. AFTER COMPLETION OF INSPECTION, PARTICIPANTS NEED TO OBTAIN A CERTIFICATE TO THE EFFECT FROM 'SUPERINTENDENT, PHOTOCOPY SECTION, A.S'. **No Tender, without proper 'Inspection Certificate' as mentioned above, will be treated as valid Tender.**
2. Then, such participants who have conducted Inspection, can submit their Tenders in Two Parts (in two envelopes) to the office of **Deputy Registrar (Judicial), A.S** on or before 16-45 hours of **25.01.2017**. **Participants will be issued Acknowledgement Receipt in lieu of Tenders submitted.**
3. The first envelope should be superscribed '**NIT-114 : ELIGIBILITY**' and must contain:_
 - (a) '**Authorisation**', in Authoriser's 'Letter-head', as per format in Annexure-A, issued after the date of publication of this Notice, in original; &
 - (b) Signed and stamped copies of **PAN, VAT Registration, Service Tax Registration** (subject to Clause A.1); &
 - (c) '**Inspection Certificate**' issued by Superintendent, Photocopy Section, A.S.
4. The second envelope should be superscribed '**NIT-114 : FINANCIAL BID**'. The 'Financial Bid' shall comprise of:
 - (a) Forwarding letter in participant's Letterhead

(b) Tender in prescribed **Tender-format (in Annexure-B) in participant's letter-head.**

Each page of the Financial Bid should be signed with date and stamped.

NOTE (I): a] Tenders should be submitted strictly following the terms and conditions.

b] Participants must quote rates for each and every item. Partial quotation / selective quotations will be summarily rejected.

c] **In the absence of the mandatorily prescribed 'Authorisation' or in case of absence of / invalidity of any mandatorily prescribed documents proving eligibility as enumerated herein above, the Tender of such participant will be treated as incomplete and its 'Financial Bid(s)' will not be opened and reckoned, and its Tender will be summarily rejected.**

d] All envelopes forming part of Tender should be 'gala-sealed', i.e closed and sealed with shellac, not merely stapled, or closed with adhesive tapes etc.

5. **Inspection of listed devices can be made on any working day, on 'as is, where is' condition, between 16.01.2017 and 20.01.2017 (both days inclusive), between 12 noon and 3 pm.**

C. LAST DATE OF SUBMISSION OF TENDERS:

1. The last date for submission of Tenders is **16-45 hours of 25.01.2017**, irrespective of whether hand-delivered, or sent by post or courier.

D. OPENING OF TENDERS:

1. Tenders will be opened by Ld. Joint Registrar (General Administration-II) & Deputy Registrar (Judicial), A.S on **27.01.2017 or 30.01.2017** during office-hours.

E. COMPULSORY 'BUY-BACK' OF OLD PHOTOCOPIERS:

1. The Hon'ble Court intends to dispose of 1 (one) WC 238, 1 (one) WC 5638, 1 (one) WC 5225, 2 (two) WC 5020DN and 1 (one) Phaser 3100MFP machines on **'as is, where is, how is'** basis. Details:

BRAND & MODEL	SERIAL NUMBER	INSTALLED IN
XEROX WC 238	2233914986	Main Xerox (Photocopy) Section
XEROX WC 5638	3631571670	Main Xerox (Photocopy) Section
XEROX WC 5225	3315706415	Main Xerox (Photocopy) Section
XEROX WC5020DN	3315155583	Main Xerox (Photocopy) Section
XEROX WC5020DN	3315167697	Criminal Editorial Section
XEROX Phaser 3100MFP	-	O/O Jt. Registrar (Genl. Admn.)

F. HIGH-DUTY PHOTOCOPIERS TO BE SUPPLIED ON 'BUY-BACK':

1. High-duty Photocopiers of 'XEROX' or 'HCL TOSHIBA' brands are wanted.
2. Each High-duty Photocopier need to be 'full duplex' with 'networking' facility', and should process 'Legal Size' papers.
3. Number of High-Duty Photocopier Units to be supplied on 'Buy-Back':

Srl.	To be installed at	ON BUY-BACK OF:	REQUIRED:
1.	Main Xerox Section (Photocopy Section), A.S	WC 238 (2233914986) & WC5020DN (3315155583) &	1 (one) photocopier-unit 'XEROX' or HCL Toshiba' B/W-photocopier of minimum 45ppm speed with minimum 110-sheet RADF/DADF & minimum 1800-sheet capacity L.C.F/H.C.F
2.	Main Xerox Section	WC 5638 (3631571670)	1 (one) photocopier-unit 'XEROX' or HCL Toshiba' B/W-photocopier of

ANNEXURE – A

‘LETTER OF AUTHORISATION’

To
The Registrar (Administration),
High Court, Appellate Side, Calcutta,
Kolkata – 700001.

Ref: Hon’ble Court’s Tender Notice No. _____ dated _____ .

Sir,

This is to certify that M/S _____, having its
registered office at _____

_____ and having PAN _____, is competent and authorised to offer our
products with guaranteed replacement, quote rates for supplies and servicing etc to the Hon’ble
Calcutta High Court and it is hereby permitted to participate in the tender process of Hon’ble
High Court at Calcutta notified through Notice Inviting Tender bearing number
_____ dated _____ .

(Signature)

Name:.....

Designation:

Date:

Seal:

Note: To be submitted in Authoriser’s Letter Head.

ANNEXURE – B ('FINANCIAL BID')

To
The Deputy Registrar (Judicial),
High Court, A.S, Calcutta.

Sub: Tender in response to _____

NAME:

PAN:

<i>Srl.</i>	<i>REQUIRED:</i>	<i>BRAND & MODEL OF PHOTOCOPIER AND CAPACITY OF ACCESSORIES (RADF/DADF or LCF/HCF)</i>	<i>RATE (excluding applicable Taxes)</i>	<i>BUY-BACK Value</i>	<i>TOTAL SUPPLY RATE (excluding Taxes) [Rate – Buy Back Value] Both in FIGURES & WORDS</i>
1.	1 (one) ‘XEROX’ or ‘HCL Toshiba’ B/W photocopier of minimum 45ppm speed with minimum 110-sheet RADF/DADF & minimum 1800-sheet capacity L.C.F/H.C.F, against BUY-BACK of WC 238 (2233914986) & WC5020DN (3315155583) For Main Xerox Section (Photocopy Section)	‘Defect Liability Period’: ‘Full Replacement Guarantee Period’:			
2.	1 (one) ‘XEROX’ or ‘HCL Toshiba’ B/W photocopier of minimum 45ppm speed with minimum 110-sheet RADF/DADF & minimum 1800-sheet capacity L.C.F/H.C.F, against BUY-BACK of WC 5638 (3631571670) For Main Xerox Section (Photocopy Section)	‘Defect Liability Period’: ‘Full Replacement Guarantee Period’:			
3.	1 (one) ‘XEROX’ or ‘HCL Toshiba’ B/W-photocopier of minimum 45ppm speed with minimum 110-sheet RADF/DADF & minimum 1800-sheet capacity L.C.F/H.C.F, against BUY-BACK of WC 5225 (3315706415) For Main Xerox Section (Photocopy Section)	‘Defect Liability Period’: ‘Full Replacement Guarantee Period’:			
4.	1 (one) ‘XEROX’ or ‘HCL Toshiba’ B/W –Photocopier of minimum 35ppm speed with minimum 110-sheet RADF/DADF, against BUY-BACK of WC 5020DN (3315136740) For Criminal Editorial Section	‘Defect Liability Period’: ‘Full Replacement Guarantee Period’:			

5.	1 (one) 'XEROX' or 'HCL Toshiba' B/W –Photocopier of 20- 22ppm speed (Full Duplex) against BUY-BACK of Xerox Phaser 3100MFP For O/O Joint Registrar (Genl. Admn.)	'Defect Liability Period': 'Full Replacement Guarantee Period':			
Other Details / Terms:					
Special Remarks, if any:					

Name of the Participant:

PAN: VAT-Registration No.:

Registered Address:

.....

Contact No.: (Phone) (Mobile)

.....

(Signature with Date and Stamp)

Name of the Signatory:

Designation:

Contact No. of the Signatory: