

Calcutta High Court

Notice inviting Tender

No. 7680 R (Listing)

Dated : 24.08.2010

On behalf of the High Court, Calcutta Sealed Tenders in duplicate are invited from reputed firms for supply of 58 Multifunction devices having facility of printing, scanning, photocopying & fax and also for supply of 58 scanners having facility of scanning A3/A4/A5/Letter/Legal size papers.

Last date of submission of Tender – 15.09.2010

IMPORTANT NOTE FOR BIDDERS

1. The quotation will be submitted in sealed cover, superscribing “Tender for Multifunction Devices and Scanners” in the name of Registrar (Listing), High Court, Appellate Side, Calcutta and should reach this office by **15th September 2010**.
2. The individual bids shall be opened on **22nd September, 2010** in the Chamber of Registrar (Listing) on the 2nd floor of the Main Building, High Court, Calcutta at **4 P.M.** If there is any change of this date, individual bidders shall be informed by speed post.
3. Envelopes which are not sealed will not be accepted.
4. The general Terms & Conditions for providing after sales support are to be stated clearly in the document.
5. The Institution will not take any responsibility for delay, loss or non-receipt of documents/tenders sent by post.
6. Any form of canvassing by a bidder shall result in cancellation of the bid.
7. The offer should be valid for a minimum period of six months.
8. The bid shall be for the full quantity of the items i.e. 58 numbers.
9. The price quoted must include all taxes, duties and other levies.
10. The price quoted must include three years comprehensive warranty.
11. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be enhanced under any circumstances.
12. The Registrar (Listing) on behalf of the High Court, Calcutta will evaluate and compare the quotations determined to be substantially responsive i.e. which
 - a. conform to the terms and conditions and specifications.
 - b. are properly signed.
13. The High Court may award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price. However, the Institution does not bind itself to accept the lowest bid.

14. The Institution reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of contract for any reason whatsoever.

MINIMUM ELIGIBILITY CRITERION

1. The bidding company should be a company incorporated or existing under the Companies Act, 1956 having valid ISO certifications.
2. The bidding company should have a well qualified team of engineers and technicians and adequate experience for installation and maintenance of the items quoted for.
3. All engineers to be deputed for the installation and maintenance service should be under direct recruitment by the bidder and the work shall not be outsourced to any other firm.
4. The bidding company must have at least three years of experience in the said business as on the date of the bid.
5. The bidding company must have undertaken similar work in a Government / Semi Government organization having tender value above Rs. 1 crore for a single year.
6. Documentary evidence in support of all the above eligibility criterion should be furnished along with Tender.

AFTER SALES SERVICE CONDITIONS

1. **Onsite service response:** All working days between 9:30 – 18:00 hrs
2. **Response time:** Within 2 hours of registering the complaint.
3. **Uptime Guarantee:** Within a maximum of 24 hours of registering the complaint except for holidays.
4. **Preventive Maintenance:** The service will consist of a minimum of 2 Preventive Maintenance visits a year.
5. **Dispute Resolution:** Any dispute arising out of, or in connection with the tender process or in execution of the tender work shall be referred to and decided upon by the Registrar (Listing), Appellate Side in accordance with the provisions of Arbitration and Conciliation Act, 1996.
6. **Jurisdiction:** The High Court of Calcutta, or the City Civil Court, as the case may be shall have the exclusive jurisdiction to determine any dispute arising out of this tender process or in execution of the tender work.

Sd/-

Registrar General