

HIGH COURT OF ANDHRA PRADESH AT AMARAVATI

TENDER NOTIFICATION

Sub:- Comprehensive Annual Maintenance Contract (inclusive of providing toner and drum) for Photocopier machine Canon iR8295 model bearing Sl. No. LMU00816 installed in the High Court – Reg.

Ref:- Office note placed before the Committee of Hon'ble Judges and orders thereon dated 29.07.2021.

ROC.NO. 15 /2021-Stationery,

Dt.30.07.2021

Quotations in sealed covers are invited from the authorised dealers of Canon / (vendors / agencies / organizations and/or from those preferably who have an experience in Government or Semi-Government etc.,) for the work of Comprehensive Annual Maintenance Contract for Photocopier machine Canon iR8295 model bearing Sl. No. LMU00816 installed in the High Court with the following terms and conditions:

1. Time period of the contract: One year i.e., from 1.09.2021 to 31.08.2022.
2. The Maintenance Contract will be comprehensive, which includes preventive maintenance / monthly regular services of the Photocopier Machine and / or replacement of any items / spare parts with canon company for keeping the Photocopier Machine active, and free from any defects / disturbance.
3. The Maintenance Contract charges shall also include consumable items i.e., Toners / Cartridges, except papers.
4. The machine must be serviced onsite at the office premises. The agency will provide adequate standby machine if the problem is not solved within 24 hours.
5. All the complaints should be attended within 24 hours, failing which penalty for not attending the complaint will be levied.
6. Sales tax or any other tax or duties on material and on services in respect of this contract will be payable by the Vendor and nothing extra will be paid by the High Court for increase in such taxes or duties, even if imposed or levied either before or after the quotations are opened.

7. The payment to the firm shall be made on quarterly basis, at the end of each quarter, on submitting the bills on per copy basis along with advance stamped receipt and certificate issued by the machine operator and the concerned Section Officer with regard to the meter readings of the machine and subject to satisfactory performance.
8. If performance is not found satisfactory, payment for that quarter will be forfeited and if unsatisfactory performance is continued, then contract is liable to be terminated.
9. The successful bidder shall not entrust the work of maintenance to any other agency / dealer / company.
10. The vendor may inspect the photocopy machine on any working day from 10.30 AM to 5.00 PM before submitting the quotation.
11. The High Court reserves the right to terminate the contract at any time without assigning any reason.

The quotations shall reach the undersigned on or before 5 p.m. on 07.08.2021.

The **REGISTRY** reserves all the rights to accept / cancel / alter / reject the quotations, without assigning any reason.

P. Ramesh
30/7/21
REGISTRAR (MANAGEMENT)