



DELHI STATE LEGAL SERVICES AUTHORITY

(Constituted Under the 'Legal Services Authorities Act, 1987', an Act of Parliament)

Under the Administrative Control of High Court of Delhi

Central Office, Patiala House Courts Complex, New Delhi - 110001

Ph. : 23384781, Fax : 23387267, Email : procurement-dlsa@nic.in



Ref.No.53/DLSLA/P.Wing/AMC of Photocopier/14-15/2020/2190-2193

Dated:- 11-03-2020

TENDER NOTICE

Sealed quotations are invited from Authorized vendor for the Comprehensive Maintenance Contract on per page basis for the following Photocopy Machines (Canon) installed in the Central Office, DLSLA, Patiala House Courts and District Legal Services Authorities located in District Courts Complexes in Delhi/New Delhi:-

| S.No. | Model of Photocopy Machine | Sites of Installation of Machines | Office Phone No. |
|-------|-------------------------------|--|------------------|
| 1 | Model iR ADV C2225 make Canon | Central Office, Delhi State Legal Services Authority, PHC, New Delhi | 23072022 |
| 2 | Model iR4245 make Canon | Central DLSA, Room No.287, Tis Hazari Courts, Delhi | 23933231 |
| 3 | Model iR4245 make Canon | South-West DLSA, Admn. Block, Dwarka Courts, Dwarka, N.Delhi | 28041480 |
| 4 | Model iR4245 make Canon | Shahdara DLSA, Room No.310, Karkardooma Court, Delhi. | 22101456 |
| 5 | Model iR4245 make Canon | South East DLSA, Saket Courts, N.Delhi | 29561040 |

1. The quotations must include the following:-

- Upkeep and maintenance of hardware installed.
 - To provide and maintain the required drivers and additional peripherals and hardware for maintaining the equipment's.
 - Repair to be carried out at the location of the equipment.
 - Standby arrangement to be made in case the equipment is to be taken to workshop for repairs.
 - Any other maintenance work to be undertaken related to the photocopy machines/peripherals.
2. The contract would be comprehensive i.e. including replacement of parts, toners, drum etc of Original Equipment's Manufacturer (OEM). The interested agencies may submit the rates for AMC (As per Annexure B) on or before 01/04/2020 at 5:00p.m.
3. Interested agencies shall furnish their proposal/rates through two bid system i.e. Technical Bid (Annexure-A) and Financial Bid (Annexure-B).

4. The list of Photocopy Machines is shown above.
- (i) The replacement of any part of the Photocopy Machine/peripherals, whenever required, must be carried out by the service provider/vendor with genuine part of same specification and warranty.
 - (ii) The firm shall maintain the equipment as per manufacturer's guidelines and shall use standard OEM components for replacement.

5. **The other terms and conditions for awarding the AMC shall be as under :-**

- (i) The initial period of contract will be for one year from the date of award of contract. The rates quoted will remain in force for the full period of contract. No demand for revision of rate on any account shall be entertained during the contract period. The AMC can be extended, if so desired by the Competent Authority, based on the performance of the service provider.
 - (ii) The firm/company will prepare logbooks for each of the machine to be taken under the AMC and Preventive maintenance like special cleaning of the Machine will be carried out time to time.
 - (iii) The service engineers would take up any reported fault within two hours. As far as possible, the repairs would be carried out on-site. However, in case the equipment is taken to the workshop, the firm would provide a standby for the same.
 - (iv) The firm must carry out repairs within 24 hours, to the satisfaction of the user. A call sheet duly signed by user and should be submitted to the concerned Branch after successful repair.
 - (v) Each tender must accompany an earnest money deposit of Rs.10,000/- (Rs. Ten thousand only) in shape of Bank Draft of any Nationalized Bank in favour of 'DDO, DLSA', which will be refunded to the tenderers, whose tenders are not accepted except in case of the successful bidder.
 - (vi) The successful Annual Maintenance Contractor shall be required to deposit 10% of amount of the total rates offered as Security Deposit/Performance Guarantee during the period of AMC in the form of fixed deposit in the name of "DDO, DLSA" which shall be valid beyond 60 days of the contract period and shall be refunded. In case of any violation of contract, the same shall be forfeited.
7. The interested firm may submit sealed envelopes for "Technical Bid" and "Financial Bid" in a sealed cover superscribed "Quotation for AMC of Photocopy Machines" addressed to "Member Secretary, Delhi State Legal Services Authority, Central Office Patiala House Courts, New Delhi-110001" latest by 5p.m. on 01.04.2020.
8. Quotations received after due date, those received without separate sealed cover and rates not quoted in specified proforma will not be accepted. DLSA reserves the right to reduce or increase the number of items offered for maintenance contract during the period of the AMC.
9. The Tender is not transferable.
10. Delhi State Legal Services Authority reserves the right to accept or reject any or all tenders without assigning any reasons.

11. The contractor shall be responsible for any loss or damage caused to any of the machines owing to negligence on his part.
12. The tender notice is also available in the website of this Authority www.dslsa.org

(B. C. Pant)

**Superintendent (Procurement),
DSLSA**

Ref.No.53/DLSA/P.Wing/AMC of Photopier/14-15/2010/2190-2193

Dated:-

Copy forwarded for display at the Notice Boards of:-

- (i) Notice Board, DSLSA, Patiala-House Courts, New Delhi.
- (ii) Notice Board of all District Courts, Delhi/New Delhi.
- (iii) Notice Board of Central Office, DSLSA, PHC, New Delhi.
- (iv) Ms. Sonia/Nitin, with the directions to upload the same on the website of this Authority.

(B. C. Pant)

**Superintendent (Procurement),
DSLSA**

TECHNICAL BID

ANNEXURE-A

| | | |
|----|---|--|
| 1 | Name of the Firm | |
| 2 | Address of the Firm | |
| 3 | Registration No. | |
| 4 | Name of authorised signatory | |
| 5 | Specimen signature of the Authorized signatory | |
| 6 | Tel. No. of the authorized signatory and other Tel No. of the Firm | |
| 7 | Whether EMD enclosed. If "yes" then DD/Pay order no. and Date and Amount | |
| 8 | List of copies of documents enclosed | |
| 9 | Registration in GST (compulsory) | |
| 10 | Whether Proof of submission of current GST return enclosed. Yes or No. | |
| 11 | Experience in similar work in Govt. Departments like Central Govt., Delhi Govt., Autonomous Bodies (compulsory) | |
| 12 | ISO Registration no., if any | |
| 13 | Copy Pan Card enclosed or not. Yes or No | |

FINANCIAL BID

ANNEXURE-B

| | | |
|---|--|--|
| 1 | Name of firm | |
| 2 | Address of firm | |
| 3 | Name of authorized Signatory | |
| 4 | Specimen Signature of the Authorized Signatory | |
| 5 | Tel. No. of the authorized signatory and other Tel. Nos. of the firm | |

Photocopy Machine (Canon)

| S.No. | Description of Photocopy Machines | No. of units | AMC charges on per page basis+GST |
|-------|-----------------------------------|--------------|-----------------------------------|
| 1 | Model iR 4245 (Canon) | 01 | |
| 2 | Model iR 4245 (Canon) | 01 | |
| 3 | Model iR 4245 (Canon) | 01 | |
| 4 | Model iR 4245 (Canon) | 01 | |
| 5 | Model iR C 2225 (Canon) | 01 | |

Name:-

Signature:-

With Stamp:-