


निविदा आमंत्रण सूचना

एतद् द्वारा सूचित किया जाता है कि म.प्र. उच्च न्यायालय, खण्डपीठ ग्वालियर के प्रतिलिपि अनुभाग एवं पेपरबुक अनुभाग में फोटोकापी मशीन स्थापना एवं संचालन हेतु इच्छुक संस्थाओं, व्यक्तियों एवं कंपनियों से निविदा प्रस्ताव आमंत्रित किये जाते हैं। निविदा की शर्तों संबंधी निविदा प्रलेख म0 प्र0 उच्च न्यायालय के बेवसाईट WWW.mphc.in पर उपलब्ध है। इच्छुक संस्थाएँ/व्यक्तियों/कंपनियों अपना आवेदन निविदा शर्तों के संबंध में सहमति दर्शाते हुए दिनांक 09/12/2024 दोपहर 2:00 बजे तक प्रिंसिपल रजिस्ट्रार कार्यालय, म0प्र0 उच्च न्यायालय खण्डपीठ ग्वालियर के आवक जावक अनुभाग में बंद लिफाफे में जमा कर सकते हैं। निविदा दिनांक 09/12/2024 को सांयकाल 4:30 बजे तक आवेदक या उनके अधिकृत प्रतिनिधियों की उपस्थिति में प्रिंसिपल रजिस्ट्रार महोदय के समक्ष चेम्बर में खोली जाएगी। निविदा प्रलेख प्रपत्र ए-1 कार्यालय प्रिंसिपल रजिस्ट्रार, म0प्र0 उच्च न्यायालय, खण्डपीठ ग्वालियर के कौश अनुभाग में कौशियर को रु. 500/- नकद भुगतान कर निविदा प्रकाशन से दिनांक 09/12/2024 तक दिन में 10:00 बजे से 12:00 बजे तक कार्यालयीन समय में प्राप्त किया जा सकेगा।


प्रिंसिपल रजिस्ट्रार
म0प्र0 उच्च न्यायालय
खण्डपीठ ग्वालियर

22 NOV 2024
Principal Registrar
High Court of Madhya Pradesh
Bench Gwalior

ANNEXURE - 1
LIMITED TENDER PROFORMA FOR OUTSOURCING PHOTOCOPY WORK

- 1. Rate- Quotation of the Tender (INCLUSIVE OF ALL TAXES)
- 2.

SL.NO.	PARTICULARS	Rate per copy with Paper (A-4size J.K/ Bond paper,75 gsm)	Rate per copy with legal size of J.K. Bond paper 75 gsm paper)	A-3 size
01	Single side photocopy on one sheet			
02	Photocopy on back to back side on one sheet			

2.Machine Model No. and Make-----

3. Earnest money details :

FDR/D.D.no. -----date-----for

Rs. 10,000/- Name of Bank-----

4. PAN NO.-----

5. TIN NO.-----

6. GST NO.-----

The terms and conditions of the tender are acceptable to me/us.

Signature-----

Name & Address with seal & Date-----

Phone (O)-----

(M)-----

(R)-----

गुण्य

Terms and conditions for photocopying work in the High Court of M.P. Bench Gwalior

1. Sealed tender complete in all respect along with a EMD of Rs. 10,000/- (Rupees Ten Thousand Only) in the form of Bank guarantee/FDR/DD valid of a period of 6 Months drawn in favor of the Principal Registrar High Court of M.P. Bench Gwalior placed in an envelope should be submitted to the Principal Registrar High Court of M.P. Bench Gwalior up to 2-00 P.M. on 09-12-2024 positively. Incomplete/conditional/late tenders or those without earnest money of without inclusion of all or any of taxes/charges on date will be rejected.
2. Tenders will be opened at 4-30 P.M. On 09-12-2024 in the presence of the representatives of the tenderers, who may like to be present. There should not be over writing or alteration or amendment in the rates quoted, the terms and conditions of the contract. All the forms/Annexure-1 should be duly signed with seal of the firm.
3. Performance Guarantee within 15 days of receipt of the Letter of Acceptance: the successful Bidder shall deliver to the Principal Registrar High Court of M.P. Bench Gwalior a Performance Security @ 10% of the estimated contract value in the form of Bank Guarantee/FDR/Account payee demand draft in favour of the Principal Registrar, High Court of M.P. Bench Gwalior. The Performance security shall be valid until a date of 60 days from the day of completion time of contract including warranty/defect liability, if any.
4. The photocopy would be provided by the firm on rate per copy basis including all taxes and Government levies. The rate per copy should be specified separately for single side/both sides respectively.
5. The photocopy machine shall have to be installed in the premise of the High Court as per the directions. The contractor has to strictly ensure the availability of machine during office hours.
6. The Rate Contract shall be valid for a minimum period of one year from the date of notification of the rate contract/work order. However, the contract period may be extended further, subject to satisfactory services, on year to year basis for a maximum period of 03 years on same Terms & Conditions.
7. No Advance payment shall be made. The revision of rates will not be allowed during the contract period an taxes shall be deducted as per rule s). There shall be no change in rate structure during the contract period except of the statutory levies which are made applicable by the Govt. through notification/regulations change. Hence, the firms who can quote price effective for one year need to apply only.

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8. The number of Machines can be increased/decreased depending on the requirement of the work as per the direction given by the Principal Registrar, High court of M.P. Bench Gwalior and non-Stop work has to be ensured by the contractor. The Standby arrangement will be made so that there is no disruption in office work.
9. No transfer charges or any other charges will be paid.
10. The contractor will be responsible for maintaining the photocopy machine. The cost for supply of stationery viz. Good quality paper (75gsm) toners, stapler pins, and other incidental costs will be borne by the contractor. The responsibility to engage adequate manpower to operate photocopy machine and expenditure incurred on their engagement will also be borne by the contractor.
11. The contractor shall ensure that the photocopy work in the office goes on smoothly so as to avoid any hardship in execution of work, failing which a penalty of Rs. 500/- per day will be imposed. In addition, excess amount incurred on execution of photocopying work from the market will also be deducted from the pending bills/performance Security of the firm.
12. The photocopying machine to be installed pursuant to the work order should not be more than one year old, and contractor will furnish the purchase order to verify the model/year.
13. The makers & model along with specification of the photocopy machine offered by the firm. Proof of Service Tax and TIN No and list of Central Government/Ministries/Departments/other Government offices/undertaking or and other reputed Organizations to whom the outsourcing services for photocopy have been provided/are being provided by the contractor along with documentary proof and satisfactory services report with full details like address, name of contract person. Phone number etc shall also be furnished along with the bid documents.
14. It will be the responsibility of the contractor to ensure that no unauthorized person gets access to any official document of the court. Breach of this condition will attract stringent action and the contract may also be liable to be terminated without further notice besides forfeiture of the EMD/Performance Security and pending bills.
15. The contractor shall observe the highest standard of ethics during the execution of the contract. Any act of corrupt or fraudulent practice on the part of contractor will attract the termination of the contract and forfeiture of performance security, black listing of the contractor and any other action under the law.

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16. No subcontracting will be allowed without the approval of principal Registrar, High Court of M.P Bench Gwalior.
17. All risks of loss or damage to physical property and of personal injury and death which arise during and in course of the performance of the contract other than the exempted risks are the responsibility of the contractor.
18. The High court will provide only electricity and space free of charge and no other facilities to the contractor.
19. The Principal Registrar, High court of M.P. Bench Gwalior or the contractor may terminate the contract by giving one month notice if the other party causes breach of the terms of the contract.
20. The Principal Registrar, High court of M.P Bench Gwalior reserves the right to impose penalty on the contractor for any serious lapse in maintaining the quality of the services willfully or otherwise by the contractor or his staff.
21. If the Principal Registrar, High court of M.P Bench Gwalior is not satisfied with quality of services provided or behaviour of the contractor or his/her employees' the contractor will be served with 24 hour notice to improve or rectify the defect failing which the principal registrar, High court of M.P Bench Gwalior will be at liberty to take appropriate necessary steps as deemed fit in addition to imposing penalty.
22. The Principal Registrar, High court of M.P Bench Gwalior shall release the payment to the contractor only for providing services of photocopy. If there is any breach of the condition of the contract, the employer shall without prejudice to its other remedies under the contract, impose/deduct penalty upto Rs. 500/- per incident/per day of failure to complete the work as required by the employer from its monthly bill, upto a maximum deduction of 10% (ten percent) of the contract price. He may also disallow he payment for the work not found satisfactory as per the norms for paper an printing etc.
23. The performance of the contract is the liability of the contractor and he shall be responsible for safety of the activities on the site.
24. During continuance of the contract, the contractor shall abide at all time by all existing labour enactment and rules made there under, regulations, notifications and bye laws of the State or Central government or local authority and any labour law (including rules) regulations, bye laws that may be passed or notification the may be issued under any labour law in future either by the State or Central Government or the local authority. He shall keep the Employer (Principal Registrar, High Court of M.P Bench Gwalior) indemnified

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25. in case any action is taken against the contractor by the competent authority on account of contravention of any of the provisions of any act or rules made there under, regulations or notifications including amendments.
26. Loss or damage to the property of the High court complex due to any theft or negligence of the contractor during the contract shall be remedied by the contractor at his cost if the loss or damage arises from his acts or omissions.
27. The Principal Registrar, High court of M.P Bench Gwalior reserves the right to reject any tender or reject in entirety without assigning any reason.
28. Any dispute between the parties to the agreement shall be finalized by negotiation between both the parties and if an amicable settlement is not reached, then the dispute shall be referred to the sole arbitrator who would be the principal Registrar, High Court of M.P Bench Gwalior and the award/decision given by him shall be final and binding on both the parties. The arbitration proceedings shall be conducted in accordance with the Indian Arbitration and Conciliation Act 1996.