

## मध्यप्रदेश उच्च न्यायालय, खण्डपीठ-इन्दौर

:: निविदा आमंत्रण सूचना ::

मध्यप्रदेश उच्च न्यायालय, खण्डपीठ-इन्दौर के कार्यालय में दो नग फोटोकॉपी मशीन, प्रतिलिपि अनुभाग एवं पेपर बुक शाखा में संचालन हेतु प्रायवेट एजेन्सीज से प्रस्ताव आमंत्रित हैं। फोटोकॉपी संचालक प्रकाशन दिनांक से दिनांक 18/04/2016 की शाम 04:30 बजे तक उच्च न्यायालय खण्डपीठ-इन्दौर के कौश अनुभाग से अप्रतिदेय (नोन रिफन्डेबल) आवेदन शुल्क रूपये 50/- (पचास रूपये केवल) जमा कर अनुबंध की शर्तें एवं आवेदन प्रारूप प्राप्त कर सकते हैं एवं दिनांक 20/04/2016 की दोपहर 01:30 बजे तक सीलबंद निविदा प्रिंसिपल रजिस्ट्रार के कार्यालय में जमा कर सकते हैं। निविदा उक्त दिनांक को सांयकाल 04:00 बजे आवेदक या उनके अधिकृत प्रतिनिधियों के समक्ष खोली जाएगी। निविदा शर्तों की जानकारी मध्यप्रदेश उच्च न्यायालय की वेबसाइट [www.mphc.in](http://www.mphc.in) पर उपलब्ध है।

सही/-  
प्रिंसिपल रजिस्ट्रार  
मध्यप्रदेश उच्च न्यायालय  
खण्डपीठ-इन्दौर

**TENDER PROFORMA FOR OUTSOURCE PHOTOCOPY WORK**

1. Rate Quotation of the Tenderer (INCUSIVE OF ALL TAXES).

| S.No. | Particulars                                 | Rate per copy with legal size of JK 75 GSM paper |
|-------|---|--|
| 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 :  
\_\_\_\_\_ date \_\_\_\_\_ for \_\_\_\_\_

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

4. PAN No. \_\_\_\_\_

5. TIN No. \_\_\_\_\_

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

Signature \_\_\_\_\_

Name & address with seal & Date \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone(O) \_\_\_\_\_

(M) \_\_\_\_\_

(R) \_\_\_\_\_

## **HIGH COURT OF MADHYA PRADESH, BENCH INDORE**

### **Contract for Installation & Operation of Photocopiers**

#### **TERMS AND CONDITIONS:-**

1. Sealed Tender complete in all respect with EMD of Rs. 10,000/- (Ten Thousand Only) in the form of Bank Guarantee/ FDR/DD valid for a period of six months drawn in favour of the Principal Registrar, High Court of M.P., Bench Indore placed in an envelop should be submitted to the Principal Registrar up to 1:30 p.m. on 20/04/2016 positively. Incomplete/conditional/late tenders or those without earnest money or without inclusion of all or any of taxes/charges on date will be rejected. There should not be overwriting or alteration or amendment in the rates quoted. All the firms should be dully singed with seal of the firm.
2. Tenders will be opened at 4:00 p.m. on 20/04/2016 in the presence of the tenderer or his representative.
3. Two Heavy Duty Photocopier Machines are required to be installed. The machines shall be owned, maintained and operated by the Contractor(s). Details of the Machines which are to be installed should be mentioned in the quotation.
4. Cost of papers and other consumables like toner etc. shall be borne by the Contractor. Dry powder of reputed Company shall be used and liquid carbon will not be used.
5. Rates of Photocopying charges should be mentioned per page wise for photocopying both sides and one side separately.
6. Photocopy paper to be used shall be of 75 GSM of J.K. Bond paper.
7. The machine shall be kept in serviceable condition by the Contractor. Quality of photocopies shall be maintained. All photocopies must be fairly legible. Principal Registrar, Registrar, Deputy Registrar (J), Deputy Registrar (A) /Incharge, Copying Section shall have right to reject any Copy/copies prepared by the Contractors. In such a case, fresh Photo copy/photocopies shall be supplied by the Contractor on the same day, without any charge.
8. The work entrusted on any particular day shall, under all circumstances, be finished by the Contractor on the same day. If the work is not finished on the same day, 25% of the charges payable for the unfinished work shall be deducted for each day's delay. If machine remains out of order for a continuous period of more than three days, the security amount or any part thereof at the discretion of the Principal Registrar of the High Court may be forfeited or amount may be deducted from the Pending or future Bill of charges of photocopies.
9. The Contractor shall report immediately whenever called by the Principal Registrar, Registrar, Deputy Registrar (J), Deputy Registrar (A) on receiving telephonic message to attend the complaints with regard to Photocopy Machines.
10. Sufficient stock of Photocopy paper and consumables like Toner, etc. for each month should be maintained and shown to the Principal Registrar, Registrar, Deputy Registrar (J), Deputy Registrar (A) in the first week of every month or whenever asked.
11. Contractor shall maintain a separate account of copies prepared in the prescribed register. The payment of specified amount per copy shall be made on monthly basis.
12. 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. No private work shall be performed on the photocopier Machines during the subsistence of the contract. The machine model number and make, PAN number and TIN number shall be submitted with documentary proof.

13. Contract shall be granted for a period of one year which may be extended for further period of one year if the performance is found satisfactory. It shall be terminable by the Principal Registrar of the High Court at any time, without notice and without assigning any reason.
14. Space for installation of photo copiers, electric power and supply line shall be provided by the High Court.
15. Photo copiers shall start functioning within 15 days of the receipt of work order.
16. If the offer is accepted, the Contractor shall furnish security of Rs.25,000/- for fulfillment of aforementioned conditions.
17. The Contractor shall maintain a register in the prescribed proforma which shall be verified by the Head Copyist at the end of each day.
18. The Photocopy Machines shall not function on holiday unless specifically directed.
19. The machines shall be operated only by the Operator(s), duly authorized by the Principal Registrar to maintain the Confidentiality. All risk of loss or damage to physical property and of personal injury and death with arise during and in-course of the performance of the contract other than the exempted risks are the responsibility of the contractor.
20. Application form shall be available on cash payment of Rs. 50/- (Rupees Fifty Only) cash which shall not be refundable. A Photocopy of the receipt shall be attached with the Application Form.
21. The quotation will be opened in the Office of the Principal Registrar, High Court of Madhya Pradesh, Bench at Indore on 20/04/2016 at 04:00 PM , The contractor may remain present. Quotations will be finalized after considering the proposals. All Tenderers or any of the Tenderer may be called for the Meeting for considering his/their proposal.
22. Negotiation of rates may take place before passing the order of execution of Contract.
23. Principal Registrar has got full right to select any quotation for installing and operation of Photocopiers on the basis of rate and quality of Photocopy Machines.
24. The applicant is required to submit Brochure(s) of the Machine(s) proposed to be installed.

PRINCIPAL REGISTRAR