

HIGH COURT OF JUDICATURE AT ALLAHABAD
LUCKNOW BENCH, LUCKNOW

Dated : 07.10.2013

TENDER NOTICE

For Photostat-cum-Computer Typing Centre

Sealed Tenders are invited from reputed Firms / Individuals for running a Photostat-cum-Computer Typing Centre on the Vth floor of the newly constructed Advocates' Chambers, High Court, Lucknow Bench, Lucknow. The desirous Firms/ Individuals may submit their Tenders in the office of the Registrar (Museum), High Court, Lucknow Bench, Lucknow latest by November 23, 2013 up to 2.00 P.M. positively. The Tenderers should submit Technical Bid and Financial Bid in separate sealed covers.

Tender Forms can be obtained from the Cash Section of the Court on all working days between 11.00 A.M. to 2.00 P.M. till 22.11.2013 on payment of Rs. 200/- (non-refundable). Tender Forms can also be downloaded from the official website of High Court www.allahabadhighcourt.in. Downloaded Forms shall be submitted along with a Demand Draft of Rs. 200/- towards Tender Document fee in favour of Registrar, High Court, Lucknow Bench, Lucknow.

- (1) Technical Bid should contain information regarding business turnover, experience and other details of the Firm/Individual to judge the suitability of the Firm/Individual and also the lay out plan of the Photostat-cum- Computer Typing Centre.
- (2) Financial Bid should contain information regarding annual rent and the rate of the photocopy per page and computer typing per page.

The Technical Bids and the Financial Bids will be opened on 23.11.2013 at 3.00 P.M. in the Chamber of the Registrar (Museum), High Court, Lucknow Bench, Lucknow in the presence of the Tenderers or their authorised representatives who wish to remain present at the time.

Each Tender should accompany a draft of Rs. 5,000/- (Rs. Five thousand only) as Earnest Money Deposit in favour of the Registrar, High Court, Lucknow Bench, Lucknow.

The successful Tenderer who is awarded the contract shall have to make a Security Deposit of Rs. 25,000/- (Rs. Twenty Five Thousand only) with the Registrar, High Court, Lucknow Bench, Lucknow. The awardee of the contract shall be bound to execute an Agreement on non-judicial stamp paper of Rs. 100/-. In the event of Tenderer backing out before actual award or execution of Agreement, the Court will have right to forfeit the Earnest Money Deposit in full.

The Registrar, High Court, Lucknow Bench, Lucknow reserves the right to accept or reject any or all Tenders without assigning any reason therefor.

(A.K. Mukherjee)
Registrar
High Court, Lucknow Bench, Lucknow

Technical Bid
FOR PHOTOCOPY-CUM-COMPUTER TYPING CENTRE

The bidder should have minimum five years experience in undertaking similar works.

- 1 Name of the Applicant :

- 2 Address of the Registered Office and phone number/mobile number :

- 3 Year of establishment :

- 4 Type of Organization :

- (Name of the Proprietorship, Partnership, Private Ltd. Company or Co-operative Body etc. in case the Applicant is a Non-Individual.)
- 5 Name of the Proprietor, Partners/Directors with addresses and phone numbers :

- 6 Number of years of experience in the relevant field :

- 7 Whether blacklisted by the Govt. at any time or not :

Signature of Applicant with Seal

FINANCIAL BID
FOR PHOTOCOPY-CUM-COMPUTER TYPING CENTRE

(a) Annual Rent of the Photostat-cum-Computer Typing Centre:

(b) Rate of Photocopy per page:_____

(c) Rate of Computer Typing per page _____

Signature of Applicant with Seal

**GENERAL TERMS & CONDITION FOR THE AWARD OF
CONTRACT TO RUN THE PHOTOSTAT-CUM-COMPUTER
TYPING CENTRE**

1. Only reputed Firms having sufficient knowledge of running the Photostat-cum-Computer Typing Centre will be eligible for submitting the Bid.
2. The interested Firms will submit the design of the proposed Photocopy-cum-Computer Typing Shop and in case of the Firm whose Bid is approved, They will get the Photocopy-cum-Computer Typing Centre made strictly according to the approved design.
3. The successful Firm will have to deposit Rs. 25000/- (Rs. Twenty five thousand only) as Security Deposit and the Annual Rent within ten days from the date of the opening of the Tenders. The Security Money will be refunded on termination of license whereas the Annual Rent/License Fee will not be refunded.
4. The proposed Photostat-cum-Computer Typing Centre will be kept properly ventilated.
5. The proposed Photostat-cum-Computer Typing Centre will be kept neat and clean.
6. The Licence of the Photocopy-cum-Computer Typing Centre will be valid for two years. It will be auctioned again after two years by inviting fresh Bids.
7. The License Holder will take a separate electric connection in his name for his Photocopy-cum-Computer Typing Centre and will make the payment of the monthly electricity charges regularly alongwith due information to the Registrar, High Court, Lucknow Bench, Lucknow.
8. The License Holder of the proposed Photostat-cum-Typing Centre will keep two big plastic Dust Bins for throwing waste papers etc..
9. On inspection by the Registrar, Lucknow Bench, if any waste paper or materials are found to be thrown here or there outside the Dust Bins or if less than 2 Dust Bins are found to be kept in front of the proposed Photostat-cum-Computer Typing Centre, a token fine of Rs. 100/- shall be imposed on the License Holder.
10. The Photocopy-cum-Computer Typing Centre will remain open from 9-00 A.M to 6-00 P.M.
11. The License of the License Holder may be cancelled immediately in case of violation of any condition laid down by the Court.

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15. The Court has right to enhance Annual Rent up to 15% per annum at its discretion.
16. In Case of Tenderers whose Tenders are not considered for

allotment, the Earnest Money Deposit will be refunded. In case of selected Tenderer, the Earnest Money Deposit may be adjusted in the Security Money. If the successful Tenderer does not start the Photostat-cum-Computer Typing Centre within one month from the date of the opening of the Tenders, the Security Money as well as the Annual Rent will be forfeited in full in addition to the penalty as decided by the Court.

17. If the License Holder does not complete the period of two years as per the Agreement Deed and closes his Photostat-cum-Computer Typing Centre before the completion of the said period, the Security Money and the Annual Rent deposited by him will be forfeited in full in addition to the penalty as decided by the Court.

18. Canvassing in any form in connection with the Tender is strictly prohibited and will disqualify the Vendor.

19. High Court reserves the right to reject any or all the Tenders without assigning any reason whatsoever. High Court would not be under any obligation to give any clarifications to those Vendors whose Tenders are rejected.

21. The Tenders, submitted by the Tenderers who are blacklisted by the Govt., will not be considered.

22. All disputes are subject to Lucknow Civil Court jurisdiction.

(A.K. Mukherjee)

Registrar

High Court, Lucknow Bench, Lucknow