

**High Court of Judicature at Allahabad, Lucknow Bench, Lucknow**  
**Tender Notice for Supply of Photocopier Machine**

Sealed Tenders are invited from reputed Firms for the purchase of Two Photocopier Machines (30-40 C.P.M.) along with Trolley and Stabilizer under the Buy-Back Scheme for the High Court, Lucknow Bench, Lucknow. The Tender should be addressed to the Senior Registrar, High Court, Lucknow Bench, Lucknow and reach on or before 23.09.2015 up to 2.00 P.M. positively along with Earnest Money Deposit of Rs.10,000/- through Demand Draft in favour to Senior Registrar, High Court, Lucknow Bench, Lucknow drawn on any Nationalized Bank payable at Lucknow. The Tenderer's shall also mention in their Tender the specific details of the Photocopier Machine, rates, its Make, Terms and Conditions and any other concessions or schemes, if they want to offer.

The willing Tenderers can examine Buy-Back Photocopier Machines alongwith associated accessories on or before 09.09.2015 between 11.00 AM to 5.00 PM in the Stationery Section of this Court.

The willing Tenderer's may obtain Tender Form and Terms and Conditions of Tender form of Tender from the Stationery Section of this Court on payment of a sum of Rs.100/- in cash up to 22.09.2015. Tender Form can also be downloaded from the official website [www.allahabadhighcourt.in](http://www.allahabadhighcourt.in) of the Allahabad High Court or official website [www.upgov.nic.in](http://www.upgov.nic.in) of U.P. Government. Downloaded Forms be submitted alongwith a Demand Draft/Cash receipt of Rs.100/- as per rules towards Tender Document Fee in favour of "Senior Registrar, High Court, Lucknow Bench, Lucknow" payable at Lucknow.

The Sealed Tenders on the prescribed Tender Form, will be opened on 23.09.2015 at 3-00 p.m. Before the committee in the Chamber of Sri Ravi Nath, O.S.D. (J) (S) (Chairman) in presence of the authorized representative of the Tenderer's who wish to remain present at that time.

**(Rajendra Singh)**  
**Senior Registrar**

**माननीय उच्च न्यायालय, इलाहाबाद, लखनऊ पीठ, लखनऊ**  
**फोटोकापियर्स मशीन की आपूर्ति हेतु निविदा सूचना**

एतद द्वारा माननीय उच्च न्यायालय, लखनऊ हेतु दो अदद फोटोकापियर्स मशीनों (30-40) सी0पी0एम0 मय ट्राली,स्टेप्लाइजर एवं बाइ-बैंक स्कीम के अन्तर्गत माननीय उच्च न्यायालय, इलाहाबाद, लखनऊ पीठ, लखनऊ में आपूर्ति हेतु मोहरबन्द निविदायें निर्धारित प्रारूप पर आमंत्रित है। इच्छुक निविदादाता बाइ-बैंक स्कीम के अन्तर्गत दी जाने वाली फोटोकापियर मशीनों एवं तत्संबंधी सामग्री को माननीय उच्च न्यायालय, इलाहाबाद, लखनऊ पीठ, लखनऊ के लेखन सामग्री अनुभाग में दिनांक 09-09-2015 को प्रातः 11 बजे से सायं 5 बजे तक निरीक्षण कर सकते हैं। इच्छुक निविदादाता निर्धारित प्रारूप, नियम एवं शर्तों सहित माननीय उच्च न्यायालय, इलाहाबाद, लखनऊ पीठ, लखनऊ के लेखन सामग्री अनुभाग से किसी भी कार्य दिवस में प्रातः 10 बजे से 3 बजे अपरान्ह के मध्य रू100/-का भुगतान कर दिनांक 22-09-2015 तक प्राप्त कर सकते हैं। निविदा प्रपत्र को माननीय उच्च न्यायालय, इलाहाबाद की अधिकारिक वेब साइट [www.allahabadhighcourt.in](http://www.allahabadhighcourt.in) अथवा उ0 प्र0 सरकार की अधिकारिक वेबसाइट [www.upgov.nic.in](http://www.upgov.nic.in) से भी डाऊन लोड किया जा सकता है। डाऊन लोड किये गये निविदा प्रपत्र के साथ " वरिष्ठ निबंधक, उच्च न्यायालय, लखनऊ पीठ, लखनऊ के नाम रू0 100/- मूल्य (निविदा प्रपत्र का शुल्क) का डिमान्ड ड्राफ्ट, जोकि लखनऊ में भुगतान योग्य हो अथवा नियमानुसार नगद, संलग्न होकर दिनांक 23-09-2015 अपरान्ह 2 बजे मय अर्नेस्टमनी के डिमान्ड ड्राफ्ट रू0 10,000/-, जोकि "वरिष्ठ निबंधक, उच्च न्यायालय, लखनऊ पीठ, लखनऊ" के नाम हो सहित तथा लखनऊ स्थित किसी रा टीयकृत बैंक में भुगतान योग्य हो, तक माननीय उच्च न्यायालय, लखनऊ के लेखन सामग्री अनुभाग में जमा की जा सकती हैं तथा उसी दिन दिनांक 23-09-2015 अपरान्ह 3 बजे समिति के समक्ष श्री रवि नाथ विशे 1 कार्याधिकारी (न्या0) (ले0 सा0) (अध्यक्ष) के कक्ष में खोली जायेगी। जो निविदादाता निविदा के खुलने के समय उपस्थित रहना चाहते है, कक्ष में समय से उपस्थित रहें।

**(राजेन्द्र सिंह)**  
**वरिष्ठ निबंधक**

**TERMS & CONDITIONS OF SHORT TERM TENDER**  
**FOR SUPPLY AND INSTALLATION OF PHOTO COPIER MACHINES**  
**FOR**  
**HIGH COURT, LUCKNOW BENCH, LUCKNOW**

1. Tenders are invited from reputed Original Equipment Manufacturers (OEM) or their authorized Dealers for supply and installation of 2 No. Photocopier Machines alongwith associated accessory.
2. The Earnest Money Deposit (EMD) of Rs. 10,000 (Rs. Ten Thousand only) should be enclosed alongwith the Tender in the shape of Account payee Bank Draft payable on any branch of nationalized Bank at Lucknow, in favour of Senior Registrar, High Court, Lucknow Bench, Lucknow valid upto six months.
3. The successful Tenderer shall deposit the Security Money of Rs.20,000/- in form of Fixed Deposit or Cash for 18 Months in the favour of Senior Registrar, High Court, Lucknow Bench, Lucknow, which is returnable after Warranty Period.
4. The delivery of Photocopier Machine and its installation in perfect working condition be completed within one week from the date of receipt of Purchase Order by Supplier, failing which the Purchase Order so issued may be canceled. In addition to the power of cancellation of Purchase Order, if delivery/installation of the Photocopier Machine is not made within stipulated period, by the Supplier, the Purchase Order so issued may be canceled.
5. In addition to power of cancellation of Purchase Order, if delivery/installation of the Photocopier Machine is not made within stipulated period, the compensation will be payable for non-adherence to the committed delivery/installation schedules by the Vendor to HIGH COURT at the following rate-  
**0.5% of the total Order value per week of delay in delivery of Photocopier & other items subject to maximum of 5.0% of total Order value.**
6. HIGH COURT reserves the right to reject any/or all item supplied against the Purchase Order, if found not working satisfactorily at the time of installation at site (s) . The rejected items, if any, shall have to be taken back and replaced by good quality items forthwith at the cost of the Supplier. No payment will be made for the rejected item (s).
7. If the installation of the items at site gets delayed beyond the stipulated period given in the Purchase Order, then HIGH COURT reserves the right to forfeit the Earnest Money Deposit submitted by the Vendor and the balance payment, if any, due to the supplier for the items Supplied against the Purchase Order shall also be forfeited.
8. The prices quoted in the Tender should be inclusive of accessories required for installation at site with all taxes, if any, to be payable at the time of installation.
9. Payment shall be released on receipt of the original Bills in triplicate, complete in all respect and original delivery Challans of all the items, after satisfactory installation of Photocopier Machines.
10. Selected **Vendor** will provide necessary training for operation of Photocopier Machines and other related items to the nominees of the HIGH COURT.
11. The Tender must be submitted on the prescribed Tender Document issued by the HIGH COURT. Any other technical details required to supplement the information quoted in the prescribed tender document may please be attached separately. The information asked in the Tender Document should be given at the place provided for it in the Tender Document. The Tenders in which information is not given at the place provided for it or not in the similar format given in the Tender Document, may be rejected.
12. Earnest Money Deposit (EMD) will be refunded to Tenderers whose Tenders are not accepted within one month of taking the purchase decision. If the Tenderer is

not able to supply the ordered items completely within the specified period, the Security Money will be forfeited in full, in addition to the penalty.

13. All the required document's should be submitted along with the Tender Form. Printed Conditions of the Vendor submitted with the Tender will not be binding on HIGH COURT. The documents containing Tenders shall be free from cutting and erasures. However, alteration, if any, in the Tender should be attested properly by the Tenderer, failing which the Tender is liable to be rejected.
14. The Registration Number of the Firm alongwith the CST/U.P.T.T. No. allotted by the Sales Tax/Trade Tax authorities and I. T. Registration Number (P.A.N.) alongwith the place of registration should invariably be given alongwith the technical Tender Form submitted by the Tenderer.
15. HIGH COURT will not be responsible for any delay in obtaining the Tender Document by the Vendor from HIGH COURT or submission of the completed Tender Document to HIGH COURT. The Tender submitted by telex/telegrams /fax/email will not be considered. No further correspondence will be entertained in this matter.
16. The Tenders of the black listed Tenderders shall be out rightly rejected.
17. Tender not conforming to any or all the above Terms and Conditions will be rejected.
18. HIGH COURT reserves the right to increase/decrease the specified quantities of any item (s) given in the Tender.
19. Canvassing in any form in connection with Tender is strictly prohibited and will disqualify the Vendor.
20. 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 have been rejected.
21. All disputes are subject to Lucknow jurisdiction.
22. High Court reserves the right to impose penalty for default in the repair of Photocopier Machines @ Rs.300/- (Rs- Three Hundred only) for each Machine, per day.

**(Rajendra Singh)**  
**Sr. Registrar**

### **DECLARATION BY THE TENDERER**

It is hereby declared that I/We the undersigned, have read and examined all the Terms and Conditions etc. of the Tender Document for which I/We have signed and submitted the Tender under proper lawful Power of Attorney. It is also certified that all the Terms and Conditions of the Tender Document are fully acceptable to me/us and I/We will abide by the Terms & Conditions of Tender. This is also certified that I/We /our principal manufacturing firm have no objection in signing the Purchase Contract if the opportunity for the supply of the items against this Tender is given to me/us.

**Date:**  
**Address:**

**Signature:**  
**Name:**  
**Designation:**  
**On behalf of:**  
**(Company Seal)**

**Tender for supply and Installation of 30-40 C.P.M. Photocopier  
Machines**

1. Name of the Tenderer/ Firm .....
2. Name of Proprietor .....
3. Address .....
4. Phone Nos .....
5. Trade Tax/Vat Registration No  
(Please enclose Photocopy) .....
6. Details of Earnest Money:-
  - Draft No. ....
  - Date .....
  - Rupees .....
  - Name of Bank .....
7. Name of Authorised person with phone number .....  
(If any)
8. Name of the manufacturing company .....  
and Model no.
9. Whether the Make/Model is D.G.S. & D. YES / NO  
or D. I. Rate Contract approved
10. Whether the Tenderer's Firm or .....  
tendered item has ever been black  
listed by any authority
11. Specification/Features .....  
(Please attach details on separate sheet, if  
more space is required)
12. Copy speed per minute .....
13. Period of Guarantee/Warrantee .....
14. Buy back offer, if any
  - (i) Sharp A.R. M-420-U  
Sl.No.-75025056 .....
  - (ii) Sharp A.R. M-420-U  
Sl.No.-75025006 .....

15. Rates of accessories including all taxes

- (i) Drum .....
- (ii) Developer .....
- (iii) Toner .....
- (iv) Trolley .....
- (v) Any other .....

- 16. (A).Net Cost with RADF(indicate taxes) .....
- (B).Net Cost without RADF(indicate taxes) .....

17. Maintenance charges

- (i) Rates of Annual Maintenance Contract .....
- (ii) Rates of Full Annual Service .....
- Maintenance Agreement

18. Terms & Conditions of the Traderer, if any .....

19. Maintenance charges, if any .....

20. Information regarding removing complaints after purchasing machine .....

**Dated:-**

**(Signature of Tenderer/  
Authorized Signatory)  
Seal:**

**DECLARATION BY THE TENDERER**

It is hereby declared that I/We the undersigned, have read and examined all the Terms and Conditions etc. of the Tender Document for which I/We have signed and submitted the Tender under proper lawful Power of Attorney. It is also certified that all the Terms and Conditions of the Tender Document are fully acceptable to me/us and I/We will abide by the Terms & Conditions of Tender. This is also certified that I/We /our principal manufacturing firm have no objection in signing the Purchase Contract if the opportunity for the supply of the items against this Tender is given to me/us.

**Date:**

**Address:**

**Signature:**

**Name:**

**Designation:**

**On behalf of:**

**(Company Seal)**