

TENDER NOTICE

Sealed tenders are invited from authorized service partners only of photocopier machines of M/s RICOH India Ltd. for servicing and maintenance of two high speed photocopiers of RICOH Model MP6001 and one high speed photocopier of RICOH Model MP 6000 make.

The contractor will be required to provide service and maintenance as & when required at High Court only on a payment basis. Details of visit charges and number of free service to be provided by the contractor is to be mentioned specifically.

Interested firms may inspect the machines between 3:00 p.m. to 4:00 p.m. on 03.06.2014 & 04.06.2014 and collect the instructions and form of Bid, in the office of Assistant Registrar (Selection & Appointment).

The last date for receipt of tenders is 09.06.2014 upto 2:00 p.m. Tenders are to be submitted in the office of Registrar (Selection & Appointment).

The Court reserves the right to reject all tenders at any stage without giving any reasons. Decision of the Court will be final and binding in case of any dispute in the matter.

Sd/-
R.K. Upadhyay
Registrar (S&A)

Instructions to Bidders (ITB)

1. The Bidder has to submit only one Sealed Bid for all the photocopier machines together (as per the models and details mentioned in the tender notice).
2. The Sealed Bid once submitted can not be withdrawn.
3. The Sealed Tenders submitted by the Bidders will be opened by any Officer to be nominated by Registrar (Selection & Appointment), High Court, Allahabad in his Chamber on **09.06.2014 at 2.00 P.M.** in presence of the Bidders /Bidders representatives who choose to attend at the time, date and place specified. In the event of the specified date for the submission of Bids being declared a Holiday for the Allahabad High Court the Bids will be opened on the next working day.
4. The contract shall be for all of the machines as per the make and model mentioned in the tender notice.
5. The content of Bidding document: The set of Bidding documents comprises as below.
 - a) Copy of Notice inviting Auction.
 - b) Form of Bid.
6. The Bidder shall submit only one set of the Bid comprising of document as described above.
7. Any Sealed Bid without accompanying documents as mentioned above shall be rejected as non – responsive.
8. All documents relating to the Bid shall be in the language specified in English/Hindi.
9. The Bid shall be typed OR written indelible ink shall be signed by a person OR Persons duly authorized to sign on behalf of the Bidder. All pages of the Bid shall be signed by the person OR persons signing the Bid.
10. The Bidder shall not be allowed to make overwriting, alterations or additions, in Bid documents except those to comply with instructions.
11. Before the deadline for submission of Bid, the High Court may modify the Bidding documents by issuing addenda. Any addendum thus issued shall be part of Bidding documents and shall be communicated in writing by registered post OR by Phone to all the prospective Bidders.
12. The sealed envelopes must be super scribed with the Name, Address and Mobile Number by the Bidder.
13. Complete Bids must be received at the Office of the Registrar (Selection & Appointment) not later than the date and time indicated in the Tender Notice. Any Bid received after dead line prescribed will be returned unopened to the Bidder.
14. The information relating to examination /evaluation and comparison of Bids and recommendations for the award of the contract shall not be disclosed to the

Bidders OR any person Officially concerned until the award to the successful Bidder has been announced.

15. The Bidder whose Bid has been accepted will be notified of the award by Phone OR registered post by issuing "Letter of Acceptance".
16. All applicable taxes, if any at admissible rate, has to be deposited by the successful Bidders.
17. A successful Bidder is required to submit photocopy of a Pan Card and Address proof.

Notwithstanding the above clauses, the High Court reserves the right to accept OR reject any or all Bids and to cancel the Bidding process at any time prior to the award of contract without incurring any liability to affected Bidder OR Bidders OR any obligation to inform the affected Bidder OR Bidders.

Sd/-
Registrar
(Selection & Appointment)

Form of Bid

_____ (Dated)

To,
The Registrar (Selection & Appointment),
High Court of Judicature at
Allahabad.

Subject: Repairing/servicing and maintenance of two high speed photocopiers of RICOH Model MP6001, one high speed photocopier of RICOH Model MP 6000.

1. I/ We offer to repair/service and maintain the above noted machines as a whole by submitting Sealed Bid as per details mentioned above for Rs..... (in words Rs)
2. I/we have inspected the machines. I/We undertake to repair/service and maintain the above noted machines.
3. This Bid and your written acceptance of it shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Bid you receive.
4. I understand that in the event of award of contract I shall perform the repair/service and maintenance tasks as quoted and agreed upon, failing which the High Court is authorized to cancel the Bidding.

We hereby confirm that this Bid complies with the Bid validity as required.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Bidder: _____

Authorized Address of communication: _____

Telephone No(s): (Office): _____

Mobile No. : _____