

HIGH COURT OF JUDICATURE AT PATNA

TENDER NOTICE No.- 03/ 2024-25 A. D. (Establishment)

Sealed quotations are invited from the bona-fide and reputed registered firms/ suppliers/ authorized dealers (having office and after sales/ service located at Patna) for supply of Six (06) Photocopier Machine [three (03) mini/small and three (03) heavy-duty photocopier machines] to this Hon'ble Court.

A). Required specifications of heavy-duty Photocopier Machines

1. Copying speed should be 45-55 ppm.
2. Features required:- SPDF, Duplex, Scanner, USB printing, Internet/LAN/ Wi-Fi/ mobile connectivity etc.
3. Photocopier machine equipped with latest/updated/advanced technology would be preferred.
4. Toner yield:- 40,000 to 45,000 copies.
5. Drum yield:- 3-5 lakh copies/ life time would be preferred.
6. Warranty: Minimum one (01) year onsite and one (01) year comprehensive AMC is desirable.

B). Required specifications of mini/small photocopier Machine

1. Copying speed should be 20-25 ppm.
2. Features required:- SPDF(desirable) / DADF, Duplex, Scanner, USB printing, Internet/LAN/ Wi-Fi/ mobile connectivity etc.
3. Photocopier machine equipped with latest /updated /advanced technology would be preferred.
4. Toner yield of 10,000 to 15,000 copies.
5. Drum yield of 1-2 lakh copies/ life time would be preferred.
6. Warranty: Minimum one (01) year onsite and one (01) year comprehensive AMC is desirable.

C). Documents required to be submitted along with bid

- a) Proof of GST Registration Certificate.
- b) Copy of PAN Card.
- c) Copy of Income Tax Return for the last two years.
- d) Copy of OEM/ Authorisation Certificate/ Authorised Dealer Certificate
- e) The firm shall submit an affidavit to the effect that the firm has not been black listed/de-registered/barred by the Central/State Government/Society during their period of business.

D). Other terms and conditions-

1. All the tender proposals will have to be submitted in hard copy with all the pages duly numbered, signed and stamped. The bid must be complete in all respect.
2. The Registered firms/ suppliers/ authorized dealer must have office/ Branch and after sales/service located in Patna.
3. The article should be in original and good condition.

4. GST number and PAN should be furnished in the quotation.
5. The rate quoted in the tender should be inclusive of GST and service/ Installation charges.
6. The Court reserves the right to accept or reject any or all quotations without assigning any reason whatsoever. Further, No correspondence in this regard will be entertained . The Court also reserves their right to cancel the tender at any stage, without assigning any reason .
7. Defective article should be replaced immediately by the firm concerned free of cost, within the warranty period.
8. No advance payment shall be made and the firm shall submit its bill, in duplicate, for payment after supply and installation of the machines.
9. Payment will be made in account of the firm through CFMS instead of cash.
10. In the event of any dispute arising from this tender, the decision of Patna High Court shall be final and binding on all parties. Any dispute whatsoever shall be subject to the jurisdiction of Courts at Patna, Bihar only.
11. Statement regarding any previous supplies made to government institutions may be provided.
12. On the top of the Envelope, the "Tender number" and "For supply of Photocopier Machine" shall be clearly mentioned.

The interested firms/ bidder may submit their quotations in name of undersigned on the above terms and condition within **Twenty One (21) days** from the date of publication of the notice on official website of Patna High Court, Patna i.e. <https://patnahighcourt.gov.in/notices/tenders> i.e. on or before **19.04.2025 (Saturday)** up to **02:00 P.M.** in the box kept outside the chambers of the Ld. Registrar (Establishment), Patna High Court, Patna, which is scheduled to be opened near the chambers of the undersigned on **19.04.2025 (Saturday)** at **03:00 P.M.** in the presence of all the bidders and authorized officials of the Patna High Court, Patna.

Address for submission of the Tender:- In the Box kept near the Chamber of Ld. Registrar (Establishment), Patna High Court, Patna-800028.

Dated: 29.03.2025

29.03.25
Registrar (Establishment)
Patna High Court, Patna