

**HIGH COURT OF MADHYA PRADESH ,BENCH INDORE**  
**Contract for installation & Operation of Photo copiers**

**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 envelope should be submitted to the Principal Registrar up to 1:30 p.m. on 30.07.2020 positively. Incomplete/conditional /late tenders of 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 duly signed with stamp of the firm.
2. Tenders will be opened at 4:00 p.m. on 30.07.2020 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 with taxes, if any.
6. Photocopy paper to be used shall be of 75 GSM of J.K. Red Bond paper FS.
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, Joint Registrar (M) /Incharge, Copying section shall have right to reject any Copy / copies prepared by the Contractors. In such a case, fresh photocopy/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, Joint Registrar (M) 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, Joint Registrar (M) 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 after deducting waste copies.
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 GST 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 the work order.
  16. If the offer is accepted, the Contractor shall furnish security deposit 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 exmeped risks are the responsibility of the contractor.
  20. Application form shall be available on case payment Rs.50 /- (Rupees Fifty Only ) cash which shall not be refunded . 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 30.07.2020 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 rates and quality of Photocopy Machines.
  24. The applicant is required to submit Brochure(s) of the Machines(s) proposed to be installed.

  
13/7/2020  
PRINCIPAL REGISTRAR  
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**TENDER PROFORMA FOR OUTSOURCE PHOTOCOPY WORK**

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

<b>S.No.</b>	<b>Particulars</b>	<b>Rate per copy with legal size of JK 75 GSM paper</b>
<b>01</b>	Single side photocopy on one sheet	
<b>02</b>	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.** -----

**6 GST NO.**-----

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

**Signature**-----

**Name & address with seal & date** -----

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**Phone (O)**-----

**(M)**-----

**(R)**-----