

OFFICE OF THE DISTRICT & SESSIONS JUDGE (HQs)::  
TIS HAZARI COURTS:: DELHI

**E-TENDER NOTICE**

TENDER ID NO : 2019\_DDC\_183104

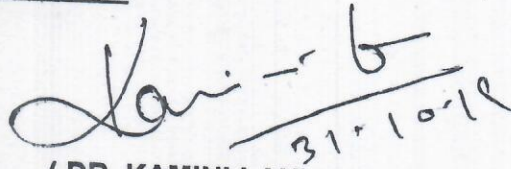
E-tenders are invited from eligible firms of repute with past experience in the respective field and having sound financial capability for the execution of work of the following description. The tender complete in all respects should be submitted online before, the last date and time mentioned below:-

**Sub: Comprehensive Annual Maintenance Contract of 294 (255 + 39) numbers of Photocopiers (Canon Make) installed at the different District Courts Complexes, Delhi/New Delhi**

**Estimated cost** : 1,41,12,000/- (approx.) + GST  
**EMD** : Rs. 4,25,000/-

Last date for downloading the tender	25.11.2019 upto 04.00 PM
Last date and time for online submission of Bid	25.11.2019 upto 04.00 PM
Opening date and time of the Technical Bid	25.11.2019 at or after 04.15 PM
Opening date and time of the Financial Bid	25.11.2019 at or after 04.30 PM
Last date and time for submission of EMD	25.11.2019 upto 04.00 PM

The tender should be submitted online in the prescribed tender form and after going through the terms and conditions, which may be downloaded from the Delhi Government Website <https://govtprocurement.delhi.gov.in>.

  
31/10/19

( DR. KAMINI LAU )  
CHAIRPERSON, PURCHASE COMMITTEE  
ADDL. DISTRICT & SESSIONS JUDGE, DELHI

**OFFICE OF THE DISTRICT & SESSIONS JUDGE (HQs)  
TIS HAZARI COURTS :: DELHI**

**E-TENDER NOTICE**

**Comprehensive Annual Maintenance Contract of Photocopiers  
(Canon Make) installed at the different District Courts Complexes, Delhi/New Delhi**

1. For and on behalf of the District & Sessions Judge (HQs), Tenders in two bids (Technical Bid and Financial Bid), in prescribed tender forms are invited for Comprehensive Annual Maintenance Contract of Photocopiers installed at the different District Courts Complexes, Delhi/New Delhi (as per NIT)
2. Details of the tender are given below:

2.1	TENDER NUMBER	2019_DDC_183104
2.2	DESCRIPTION OF WORK	<p>(i) Comprehensive Maintenance Contract of 255 numbers of Canon Basic Digital Photocopiers Machine (model IR-3530) installed at the different District Courts Complexes, Delhi/New Delhi (including consumables i.e. toners, drums, fixing films, spare parts etc.) commencing w.e.f. 01.12.2019 to 30.11.2020.</p> <p>(ii) Comprehensive Maintenance Contract of 39 numbers of Canon Basic Digital Photocopiers Machine (model IR-2530W) installed at different District Courts Complexes, Delhi/New Delhi (including consumables i.e. toners, drums, fixing films, spare parts etc.) commencing w.e.f. 01.12.2019 to 30.11.2020.</p>
2.3	TYPE OF TENDER	Open Tender - Two Bid System (Technical and Financial)
2.4	EXPERIENCE OF THE BIDDER	<p>It must have an experience of minimum five years in similar kind of services (i.e. maintenance of Photocopiers) being provided to any of the Department of State Government / Ministry of Government of India / PSU as on 31.03.2018.</p> <p>It should be registered with the GST Department, Government of India and also should possess a Permanent Account Number (PAN) of Income Tax Department.</p> <p>It should have average annual financial turnover of Rs.43 lacs in the three financial years i.e. Financial Years 2015-16, 2016-17 and 2017-18. (valid &amp; certified proof should be attached)</p> <p>It should have the technically qualified experienced man power and the operational capability to carry out the comprehensive maintenance / repairing of Photocopiers, subject matter of this Tender Document.</p>
2.5	LAST DATE AND TIME OF SUBMISSION OF BID	25 <sup>TH</sup> NOVEMBER, 2019 AT 04:00 PM
2.6	DATE, TIME AND VENUE OF OPENING OF TECHNICAL BID	25 <sup>TH</sup> NOVEMBER, 2019 AT OR AFTER 04:15 PM ROOM NO. 09, GROUND FLOOR, TIS HAZARI COURTS, DELHI
2.7	DATE, TIME & VENUE OF OPENING OF FINANCIAL BID	25 <sup>TH</sup> NOVEMBER, 2019 AT OR AFTER 04:30 PM ROOM NO. 09, GROUND FLOOR, TIS HAZARI COURTS, DELHI
2.8	BID VALIDITY	90 days from the date of technical bid opening.
2.9	EMD and its validity	Earnest Money (EMD) of Rs.4.25 Lacs (Rupees Four Lacs Twenty Five Thousand only) in the form of Bank Guarantee/ FDR from a Nationalized Bank in the name of District & Sessions Judge (HQs), Delhi, which should remain valid for a period of 45 days beyond the final validity period of bid (i.e. 135 days = 90 days + 45 days) and to be dropped/submitted in the Tender Box placed in Room No. 09, Ground Floor, Tis Hazari Courts, Delhi.
2.10	SECURITY DEPOSIT (SD) / PERFORMANCE SECURITY (PS)	The successful bidder shall be required to furnish a Performance Security in terms of rules as laid down in the General Financial Rule 2017 in the form of Account Payee Demand Draft/Pay Order/Bank Guarantee/FDR within 10 days of receipt of "Letter of Offer" in favour of "District & Sessions Judge (HQs), Delhi".

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2.11	VALIDITY OF SECURITY DEPOSIT / SECURITY PERFORMANCE	The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. In case the contract period is extended further, the validity of Performance Security shall also be extended by the contractor accordingly.
2.12	DURATION OF CONTRACT	01.12.2019 to 30.11.2020
2.13	SUBMISSIONS OF BIDS	The tender should be submitted on-line in the prescribed tender form at <a href="https://govtprocurement.delhi.gov.in">https://govtprocurement.delhi.gov.in</a> , a portal of Govt. of NCT of Delhi for e-procurements, after going through the terms and conditions. The physical EMD be put only in tender box placed in Room No. 09, Ground Floor, Tis Hazari Courts, Delhi on or before 25 <sup>th</sup> November, 2019 by 4.00 PM positively.

3. Scope of the proposed work and other requirement connected to the contract, including the formats of the bids, terms and conditions of the contract, etc. are enclosed to this Tender Invitation, as per the following details:

3.1	DEFINITIONS OF TERMS USED	ANNEXURE-I
3.2	TERMS & CONDITIONS	ANNEXURE-II
3.3	DETAILS OF WORKS	ANNEXURE-III
3.4	PROFORMA OF TECHNICAL BID	ANNEXURE -IV
3.4 (a)	DOCUMENTS TO BE SUBMITTED ONLINE WITH RESPECT TO TECHNICAL BID	ANNEXURE-IVA
3.5	PROFORMA OF FINANCIAL BID	ANNEXURE-V

4. Bidders desirous of acquiring any other information relating to the nature and extent of work may approach the General Branch Room No. 128, 1<sup>st</sup> Floor, Tis Hazari Courts, Delhi any working day between 11.00 AM to 3.00 PM till 25<sup>th</sup> November, 2019.
5. Bidder(s) are welcome to remain present on the date and time of the opening of tender.
6. The interested Firm(s) should never have been blacklisted by any Govt. Department/ Semi Govt. If it is so discovered at any stage, Department may terminate the contract pre-mature at any stage without assigning any reason and may also forfeit any claim or part thereof in its discretion.

*(Handwritten Signature)*  
31.10.19

**(DR. KAMINI LAU)**  
**CHAIRPERSON, PURCHASE COMMITTEE**  
**ADDL. DISTRICT & SESSIONS JUDGE, DELHI**

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