



HIGH COURT OF ANDHRA PRADESH AT AMARAVATI

TENDER NOTIFICATION

Sub:- Maintenance of 3 Nos. of Canon IR Advance 8395 Digital Photo Copier machines on per page basis – Reg.

Ref:- Office note placed before the Committee of Hon'ble Judges and orders thereon dated 18.2.2020.

ROC.NO. 6 /2020 – STY.,

Dt.19.02.2020

Quotations in sealed covers are invited from the reputed agencies / authorized dealers of Canon India Private Ltd., for entering into an agreement / contract for maintenance of 3 Nos. of IR Advance 8595 Digital model Photocopier machines and Staple Finishers bearing Sl. Nos. YCS00774, YCS00779 and YCS00781 for a period of three years with the following terms and conditions:

1. The firm has to maintain stock of at least 2 (two) numbers of toners for each photocopier machine at the concerned Section for taking copies without any interruption.
2. Servicing of the photocopier machine to be undertaken every month or as and when necessary and submit the reports stating that if any required spares are replaced by the bidder itself.
3. The successful bidder has to maintain stocks of certain spares and consumables at the Section where the machines are being used and the quality of the Photo copy has to be maintained.
4. The successful bidder has to submit the monthly bills on per page basis along with advance stamped receipt and certificate issued by the machine operator in regard to the meter reading of the machine and the quality of

the photo copy and the High Court shall arrange payment of the same as early as possible.

5. The successful bidder shall ensure that the trained and competent employees are deployed to fulfill the obligation under the agreement and shall give full particulars of their technicians who attend the work of the machines to the Registry.
6. The successful bidder has to take care to keep the machines in good condition. If any problem arises, the successful bidder has to depute their technician within six hours and rectify the same immediately. If the breakdown of a machine occurred for two days, the successful bidder has to arrange standby machine till the original machine rectified.
7. The total guarantee agreement/contract should be valid for a period of three years from the date of entering into the agreement/contract and the High Court reserves right to terminate the agreement/contract at any time without assigning any reason if the servicing is found to be unsatisfactory or whatsoever reason.
8. The successful bidder shall not entrust the work of maintenance to any other agency / dealer / company.

The quotations shall reach the undersigned on or before 5 p.m. on 01.3.2020. The tenderers are directed to mention the details of basic price, GST / any other tax etc., separately.

The **REGISTRY** reserves all the rights to accept / cancel / alter / reject the quotations, without assigning any reasons.

Scmkt
19.2.20

REGISTRAR (RECRUITMENT)
FAC REGISTRAR (MANAGEMENT)