



# Chandigarh Judicial Academy

Sector-43-D, Chandigarh – 160022

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No. DIR/CJA/2017/2799

Dated: 08.11.2017

## **"Tender Notice"**

Chandigarh Judicial Academy invites sealed tenders to give comprehensive AMC of 5 Nos. Photostat Machines of Toshiba E-Studio 305 (03 Machines), 282 (1 Machine) and 456 (1 Machine) installed in the Academy.

For more information kindly refer to [www.cja.gov.in](http://www.cja.gov.in) and click tender & notice. The last date for submission of offer is **27.11.2017 upto 4:00 PM.**

**Sd/-  
Registrar  
Chandigarh Judicial Academy**

## TERMS AND CONDITIONS

1. 2.5% of the total estimated cost of the product be deposited as earnest money at the time of submission of the bid. The earnest money be submitted by way of demand draft in favour of "Chandigarh Judicial Academy", be kept in a separate envelop and submitted.
3. The work will be assigned for a period of one year.
4. The service provider shall provide uninterrupted services of maintenance of the said Photostat Machines at their cost during said period of one year. The Academy will not be liable to pay anything.
5. The call for service shall be promptly attended on the same day.
6. The 'Firm' shall be duty bound to render the AMC services for which the contract will be allotted to the entire satisfaction of the Academy.
7. Company shall repair/replace all the spare parts of the said Photostat Machine.
8. Company Engineer will visit once 15 days in the Academy and Check whether the Photostat Machines are working properly or not.
9. If services provide by the firm are not found satisfactory as per prescribed standard, the Academy reserves the right to levy penalty on the 'Firm' as decided by Director (Administration), Chandigarh Judicial Academy. The Academy further reserves to right to get the services done from any other party at the cost of the firm with prior intimation to the firm.
10. The AMC shall be subject to refilling requirements of the Chandigarh Judicial Academy. The refilling of the tonner for any number of times and from any source would not render the AMC void in any manner.

**Note: - The firm shall quote the rate of AMC with the consumable parts and without consumable parts separately.**

**Sd/-  
Registrar  
Chandigarh Judicial Academy**

**Performa-1  
(Technical-BID)  
(EXPERIENCE DETAILS)**

|    |  |           |       |
|----|--|-----------|-------|
| 1  | Name of the bidder   |           |       |
|    |  |           |       |
| 2  | Address of the Bidder  |           |       |
|    |  |           |       |
|    |  | Tel       | Fax   |
| 3  | Year of Establishment  |           |       |
| 4  | Bidder's Legal Status i.e. Proprietorship Firm/Private Limited Company/Limited Company etc.          |           |       |
| 5  | List of the documents regarding the legal status of the bidder                                       |           |       |
| 6  | Annual turnover for the previous year  |           |       |
| 7  | Name, Designation and address of the officer to whom all references shall be made regarding this RFP |           |       |
|    |  |           |       |
|    |  | Tel       | Fax   |
|    |  | Fax       | Email |
| 8  | Detail of Draft for Earnest money deposit  | Draft No. |       |
|    |  | Bank Name |       |
| 9  | Detail of ISO 9001 Certification   |           |       |
| 10 | GST Registration no and date of issue  |           |       |
| 11 | Pan No. of the bidding company   |           |       |

Signature of the Witness

Signature of the Tenderer

Name

Name

Address

Address

**Performa -2**  
**COMMERCIAL BID**

The Director (Admn.)  
Chandigarh Judicial Academy  
Chandigarh

We M/s \_\_\_\_\_ offer to provide Annual Maintenance Services in the Chandigarh Judicial Academy as per the terms and conditions mentioned in RPF documents uploaded on the website of Chandigarh Judicial Academy at the following

**Lumsum cost exclusive of GST, inclusive of one year AMC cost:**

**1. Rate for Computers**

Amount in figures: \_\_\_\_\_

Amount in words: \_\_\_\_\_

\_\_\_\_\_

Signature of the Witness

Signature of the Tenderer

Name

Name

Address

Address