

Office of the Director
West Bengal Judicial Academy
AA-III/B-10 Rajarhat New Town, Kol -700160.
Phone No-033-23247304, Email id- wbjakolkata@gmail.com,
Website – www.wbja.nic.in

NIQ No.03/2018-19.

Date:17.05.2018

Notice Inviting Quotation

In cancellation of notice inviting quotation no. 01/2018-19, dt. 20.04.2018, fresh sealed quotations are invited from reputed Annual Maintenance service provider for preventive and on call maintenance with/without spare parts of the following items for the period of one year starting from the date of issue of order.

Item	Model No.	Serial No.	Quantity
Ricoh Photocopier Machine	MP 2000L2	L7127250149	1 No.
		L7127250152	1 No.

The AMC shall be provided at the machine installed in West Bengal Judicial Academy at the premises of AA-III/B-10, Rajarhat, New Town, Kolkata-700160.

1. No advance payment is admissible. Payment should be made after satisfactory completion of each quarter. The rate should be inclusive of all taxes, charges etc.
2. Rate quoted should be valid for a minimum period of three months from the date of opening of tenders.
3. The vendors shall not be permitted to alter or modify their bids/quotation after the same has once been submitted.
4. Quotations received after due date and time shall not be entertained.
5. The selected Maintenance Provider shall be bound to provide maintenance and servicing of the Photocopier for the given period.
6. In case of Service Calls, the selected Maintenance Provider shall ensure that Service Call Statement / Report is duly endorsed by the competent Assistant of the Section/Department concerned.
7. The selected Maintenance Provider shall not be entitled to re-assign the Maintenance-contract to any third-party.
8. The selected Maintenance Provider shall not be able to rescind the Contract in the midst of the settled 'Maintenance-period'. In such case, the selected Maintenance Provider shall have to refund upto 80% of all payments received by it as on the material point of time as Liquidated Damages.
9. The selected Maintenance Provider shall submit 'Maintenance Matrix', or names, designations and contact details of competent officials and technicians, to this office.
10. The selected concern(s) shall remain indemnified against such defects to photocopier-unit(s) that are resultant of intentional mishandling, rodent-nuisance, infiltration of extraneous particles, electrical short-circuits, natural calamities and rampage.
11. Attending to Preventive Maintenance of the photocopier at least once in a month irrespective of, and apart from, Service Call(s). Respond to Service Calls / Requests within 1 (one) working day. Cleansing of glasses, facials, lenses, lamps, mirrors, sensors and receptors once in a month.

