

Office of the Director
West Bengal Judicial Academy
Bijan Bhawan, Salt Lake, Kol -700097.
Phone No-033-23350690
Email Id- wbjakolkata@gmail.com
Website – <http://www.wbja.nic.in>

NIQ No.47/2017-18

Date: 02.05.2017

Notice Inviting Quotation

Sealed Quotations are invited from reputed Annual Maintenance Contract provider for preventive and on call maintenance with/without spare parts of the following item for the period of one year starting from the date of issue of order.

Item	Model No.	Serial No.	Quantity
Canon Photocopier Machine	ir2320L	EQM02171	1 No.

The AMC shall be provided at the machine installed in West Bengal Judicial Academy at the premises of Bijan Bhavan, H.A-334, Sector-III, Salt Lake, Kolkata-97

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/quotations 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.
12. Replacement of Photocopier with new photocopier of equal or better specification, in case any photocopier becomes irreparable or unusable, due to any technical-fault/service-provider's negligence or inaction or failure or intentional lapses or irregularity during the Maintenance-period.

