

THE HIGH COURT OF KERALA

No: S1-56199/2019

Kochi:682031

Dated :15.07.2019

TENDER NOTICE

Sealed tenders are invited for Annual Maintenance Contract(AMC)/PCRC of 4 Nos of **Kyocera Task Alfa 8000i model Photocopy machines(purchased in the year 2012) having average monthly copies of 40,000/-(per machine)**, installed in the High Court.

Tender Number	No: S1-56199/2019
Due date and time for receipt of tenders	01.08.2019 up to 2.00 p.m
Date and time for opening of tenders	01.08.2019 at 3.00 p.m
Date up to which the rates are to remain firm for acceptance	Four months after the acceptance of tender
Designation and address of officer to whom the tenders is to be addressed	The Registrar (Administration) High Court of Kerala, Ernakulam - 31.
Superscription: "No.S1-56199/2019; Tender for Annual Maintenance Contract(AMC)/PCRC of 4 Nos of Kyocera Task Alfa 8000i model (purchase year-2012) Photocopy machines installed in the High Court"	

GENERAL TERMS & CONDITIONS

1. The tenders should be addressed to the officer mentioned above in a sealed cover with the tender number and name shown below duly superscribed on the cover.
2. Intending tenderers should send their tenders so as to reach the Registrar (Administration) on due date and time (noted above). No tender received after the specified date and time will be accepted on any account. Tenderers can submit the tenders in their own commercial papers.

3. (a) Every tenderer who has not registered his name with the state Government (Stores Purchase Department), should send along with his tender, an earnest money of one per cent of the total cost of the articles tendered for (rounded to the nearest rupee) subject to a minimum of ₹ 1500, if the amount calculated at one per cent of the value of the articles tendered for falls below ₹ 1500. The amount may be paid either by remittance into any Government Treasury in chalans in duplicate, duly countersigned by the officer mentioned below or by Demand Drafts (crossed) on the local branch of State Bank of India drawn in favour of the officer mentioned below. In the case of remittance into the treasury, chalan receipt should be forwarded along with the tender. Cheques will not be accepted. The earnest money of the unsuccessful tenderers will be returned as early as possible after the tenders are settled; but that of the successful tenderers will be adjusted towards the security that will have to be deposited for the satisfactory fulfillment of the contract.

(b) Tenderers whose names are registered with Government (Stores Purchase Department) are generally exempted from furnishing earnest money for such articles for which they have registered their names. If they tender for stores other than those for which they have registered their names, they will have to furnish earnest money as in the case of unregistered firms. Registered firms will have to quote invariably in every tender they submit the registration number assigned to them by the Stores Purchase Department.

(c) (i) Micro, Small & Medium Enterprises and Cottage Industries and Industrial co-operatives within the State which are certified as such by the Director of Industries and commerce or by the Regional Joint Directors of Industries and Commerce will be exempted from furnishing earnest money deposits in support of tenders submitted by them to High Court. The Khadi and village Industries Co-operative Societies and the institutions registered under the Literary, Scientific and Charitable Societies Act and financed by the Kerala Khadi and Village Industries Board within that State which are certified as such by the Secretary, Kerala Khadi Village Industries Board will be exempted from furnishing earnest money deposits in support of tenders submitted by them to High Court which manufacture and supply stores will also be exempted from furnishing earnest money for tenders submitted by them.

(ii) Micro and Small Enterprises and Industrial Co-operatives within the State which have been registered as such with the Industries Department (Department under the control of the Director of Industries and Commerce) on furnishing proof of such registration will be exempted from furnishing security deposit against contracts for supply of stores manufactured by them provided that an officer of and above the rank of Deputy Director of Industries and commerce having jurisdiction over the area also certifies to the soundness and reliability of the concerns to undertake the contracts.

The Khadi and Village Industries Co-operative Societies within the State which have been registered as such with the Kerala Khadi and Village Industries Board and the institutions registered under the Literary, Scientific and Charitable Societies Act and which are financed by the Board within the State on furnishing proof of such registration will be exempted from furnishing security deposits against contracts for supply of stores manufactured by them provided that the Secretary, Kerala Khadi and Village Industries Board also certifies to the soundness and reliability of the concerns to undertake the contracts. Government Institutions or any Institutions listed in Annexure 16 which supplies stores, and Government of India Undertaking will also be exempted from furnishing security in respect of contracts for supply of stores.

4. The tenders will be opened on the appointed day and time in the office of the undersigned, in the presence of such of those tenderers or their nominees who may be present at that time.

5. If any tenderer withdraws from his tender before the expiry of the period fixed for keeping the rates firm for acceptance, the earnest money if, any, deposited by him will be forfeited to High Court or such action taken against him as High Court think fit.

6. The final acceptance of the tenders rests entirely with the High Court who do not bind themselves to accept the lowest or any tender. But the tenderers on their part should be prepared to carry out such portion of the maintenance included in their tenders as may be allotted to them.

7. Communication of acceptance of the tender normally constitutes a concluded contract. Nevertheless, the successful tenderer shall also execute an agreement for the due fulfillment of the contract within the period to be specified in the letter of acceptance. The contractor shall have to pay all stamp duty, lawyer's charges and other expenses incidental to the execution of the agreement. Failure to execute the agreement within the period specified will entail the penalties set out in para 11 below.

8. The successful tenderer shall, before signing the agreement and within the period specified in the letter of acceptance of his tender deposit 5 per cent of the value of the contract as performance security for the satisfactory fulfillment of the contract. The amount of security may be deposited in the manner prescribed in clause 4 supra or in Government Treasury Savings Bank and the Pass Book pledged to Purchasing Officer or in Fixed Deposit Receipts of State Bank of India endorsed in favour of the above officer.

Letters of guarantee in the prescribed form for the amount of security from an approved Bank will also be considered enough at the discretion of High Court. If the successful tenderer fails to deposit the security and execute the agreement as stated above, the earnest money deposited by him will be forfeited to High Court and contract arranged elsewhere at the defaulter's risk and any loss incurred by High Court on account of the purchase will be recovered from the defaulter who will, however, not be entitled to any gain accruing thereby. If the defaulting firm is a registered firm their registration is liable to be cancelled.

9. In cases where a successful tenderer, after having made partial supports fails to fulfil the contracts in full, all or any of the maintenance not provided may, at the discretion of the Purchasing Officer, be purchased by means of another tender/quotation or by negotiation or from the next higher tenderer who had offered to supply already and the loss, if any, caused to the High Court shall thereby together with such sums as may be fixed by the High Court towards damages be recovered from the defaulting tenderer.

10. Even in cases where no alternate maintenances are arranged or the maintenances not provided, the proportionate portion of the security deposit based on the cost of the maintenance not provided at the rate shown in the tender of the defaulter shall be forfeited and balance alone shall be refunded.

11. The security deposit shall, subject to the conditions specified herein, be returned to the contractor after the expiration of the contract as early as possible, but in the event of any dispute arising between the High Court and the contractor, the High Court shall be entitled to deduct out of the deposits or the balance thereof, until such dispute is determined the amount of such damages, costs, charges and expenses as may be claimed. The same may also be deducted from any other sum which may be due at any time from High Court to the contractor.

12. The contractor shall not assign or make over the contract on the benefits or burdens thereof to any other person or body corporate. The contractor shall not underlet or sublet to any person or persons or body corporate the execution of the contract or any part thereof without the consent in writing of the purchasing officer who shall have absolute power to refuse such consent or to rescind such consent (if given) at any time if he is not satisfied with the manner in which the contract is being executed and no allowance or compensation shall be made to the contractor or the sub-contractor upon such rescission. Provided always that if such consent be given at any time, the contractor shall not be relieved from any obligation, duty or responsibility under this contract.

13. In case the contractor becomes insolvent or goes into liquidation, or makes or proposes to make any assignment for the benefit of his creditors or proposes any composition with his creditors for the settlement of his debts, carries on his business or the contract under inspection on behalf of or his creditors, or in case any receiving order or orders, for the administration of his estate are made against him or in case the contractor shall commit any act of insolvency or case in which under any clause or clauses of this contract the contractor shall have rendered himself liable to damages amounting to the whole of his security deposits, the contract shall, thereupon, after notice given by the purchasing Officer to the contractor, be determined and the High Court may complete the contract in such time and manner and by such persons as the High Court shall think fit. But such determination of the contract shall be without any prejudice to any right or remedy of the High Court against the contractor or his sureties in respect of any breach of contract therefore committed by the contractor. All expenses and damages caused to High Court by any breach of contract by the contractor shall be paid by the contractor to High Court, and may be recovered from him under the provisions of the Revenue Recovery Act in force in the State.

14. In case any difference or dispute arises in connection with the contract, all legal proceeding relating to the matter shall be instituted in the High Court.

15. Any sum of money due and payable to the contractor (including security deposit returnable to him) under this contract may be appropriated by the Purchasing Officer or Government or any other person authorized by High Court and set off against any claim of the Purchasing Officer or High Court for the payment of a sum of money arising out of or under any other contract made by the contractor with the Purchasing Officer or High Court or any other person authorized by High Court. Any sum of money due and payable to the successful tenderer or contractor from High Court shall be adjusted against any sum of money due to High Court from him under any other contracts.

16. Any attempt on the part of the tenderers or their agents to influence the Officers concerned will disqualify the tenderers.

17. Tenderers should be prepared to accept orders subject to the penalty clause for forfeiture of security in the even of default in maintenance.

18. The prices quoted should be inclusive of all taxes, duties cesses, etc., which are or may become payable by the contractor under existing or future laws or rules of the country of origin/supply or delivery during the course of execution of the contract.

19. Special conditions, if any, of the tenderers attached with the tenders will not be applicable to the contract unless they are expressly accepted in writing by the purchaser.
20. The final acceptance of the tenders rests entirely with the High Court who do not bind themselves to accept the lowest or any tender.
21. The service and payment conditions regarding the contract will be governed by the Kerala Stores Purchase Manual, Kerala Finance Code, the Income Tax Act, 1961, the CGST, KSGST Act and other relevant law being in force.
22. The tenderer should send along with his tender an agreement executed and signed in Kerala Stamp Paper of value ₹200/- purchased in the Kerala State. A specimen form of preliminary agreement is attached herewith as Annexure-I. Tenders without the preliminary agreement in stamped paper will be rejected outright. But in deserving cases where agreement has not been received, the purchasing officer may exercise his discretion and call upon such tenderer to execute the agreement within a period of ten days from the date of issue of such intimation, if the Purchasing Officer is satisfied that the omission to forward the agreement along with the tender was due to causes beyond the control of the tenderer and was not due to any negligence on his part. Agreement received from a tenderer after the above time limit will not be considered.

SERVICE CONDITIONS

1. The High Court, if unsatisfied by the performance of the contractor can cancel the contract, at any time.
2. The High Court shall be entitled to assign this support arrangement to other external agencies, if unsatisfied by the services of the contractor and the contractor will be held liable for the expenditure incurred and the loss, if any sustained to the High Court.
3. Only those damages arising out of negligence on part of the High Court shall be considered as physical damages and all else will be covered within the maintenance responsibility of the contractor.
4. The calls must be attended and rectified within 24 hours with sufficient number of service engineers.

5. Under unavoidable circumstances it is required to provide service during holidays as well.

6. The contract must provide full coverage to products including all consumables and the responsibility of the contractor shall be to make sure that the product is in working condition, subject to satisfaction of the High Court.

7. Quarterly preventive maintenance should be carried out during the AMC period and a report shall be produced by the contractor.

VENDOR REQUIREMENTS FOR AMC/PCRC

1. The vendor shall have sufficient infrastructure to cater the service; they shall have sufficient financial and manpower strength in specific terms as follows;

a. Turn over of the vendor during the last financial year shall be 5 times the value of the contract.

b. The vendor shall have well equipped service centre in Cochin city with sufficient communication facilities such as land line, mobile phone, fax and on-line complaint registration facilities.

c. The vendor shall provide complaint booking over phone during 8 a.m to 8 pm on all Government working days.

d. They shall have experience in same field for minimum three years and they should have handled a minimum of 3 AMCs in the past.

Telephone:

Stationery Store Section: 0484-2562042

IT Section:0484-2562540

email: stores.hc-ker@gov.in

Ernakulam

15.07.2019



K.K.Mohandas

Rigistrar Administration
High Court of Kerala



ANNEXURE-I

SPECIMEN PRELIMINARY AGREEMENT

Articles of agreement executed on this the day of between the Registrar (Administration) (hereinafter referred to as "High Court of Kerala ") of the one part and Shri.

..... (H.E. name and address of the tenderer) (hereinafter referred to as "the bounden") of the other part.

WHEREAS in response to the Notification No:**S1-56199/2019** dated 15.07.2019 the bounden has submitted to the High Court a tender for the **Annual Maintenance Contract(AMC)/PCRC of 4 Nos of Kyocera Task Alfa 8000i model (purchase year-2012) Photocopy machines installed in the High Court** subject to the terms and conditions contained in the said tender;

WHEREAS the bounden has also deposited with the High Court a sum of ₹..... as earnest money for execution of an agreement undertaking the due fulfillment of the contract in case his tender is accepted by the High Court .

NOW THESE PRESENTS WITNESS and it is hereby mutually agreed as follows:

1. In case the tender submitted by the bounden is accepted by the High Court and the contract for **Annual Maintenance Contract(AMC)/PCRC of 4 Nos of Kyocera Task Alfa 8000i model (purchase year-2012) Photocopy machines** is awarded to the bounden, the bounden shall within one month of acceptance of his tender execute an agreement with the High Court incorporating all the terms and conditions under which the High Court accepts his tender.
2. In case the bounden fails to execute the agreement as aforesaid incorporating the terms and conditions governing the contract, the High Court shall have power and authority to recover from the bounden any loss or damage caused to the High Court by such breach as may be determined by the High Court by appropriating the earnest money deposited by the bounden and if the earnest money is found to be inadequate the deficit amount may be recovered from the bounden and his properties movable and immovable in the manner hereinafter contained.
3. All sums found due to the High Court under or by virtue of this agreement shall be recoverable from the bounden and his properties movable and immovable under the provisions of the Revenue Recovery Act for the time being in force as though such sums are arrears of land revenue and in such other manner as the High Court may deem fit.

In witness whereof Shri..... (H.E. name and designation) for and on behalf of the Registrar (Administration)

..... Bounden have hereunto set their hands the day and year shown against their respective signatures.

Signed by Shri.....(date).....

In the presence of witnesses:

1.

2.

Signed by Shri.....(date).....

In the presence of witnesses:

1.

2.