

**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.07/2022-23

Date: 24.03.2023

**Notice Inviting Quotation**

Sealed Quotation is invited from reputed Maintenance service provider for preventive and on call maintenance with spare parts (Comprehensive) of the following items for the period of one year starting from the date of issuance of order.

Item	Model No.	Serial No.	Quantity
Ricoh Photocopier Machine	MP 2000L2	L7127250102	1 No.
		L7127250149	1 No.
		L7127250151	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/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.
13. In case of any irregularity, delinquency, improper service, delayed response, intentional service/maintenance-lapses, 'Liquidated Damages' of upto 50% of Billed Amount shall be realised by the office from the selected participant, apart from taking any other punitive measures as the Competent Authority of this office may deem appropriate.
14. Photocopiers may be inspected by intending participants on 27.03.2023 between 12 noon – 4 pm for ascertaining present condition of the listed photocopier.
15. The quotation may be submitted on any working day between 11:00 a.m. to 4.00 p.m. in the stores section of the Academy, in the tender box kept for the purpose.
16. W.B.J.A will not take any responsibility for delay, loss or non receipt of document/tenders sent by post.

The last date of submission of quotation is upto 04.04.2023 at 4.00 P.M

The bidders shall have

1. Valid PAN No.
2. GST No.
3. Trade License
4. Statement of Credential (Copies of documents that prove the participants' credibility and experience)

The West Bengal Judicial Academy reserves the right to cancel any or all the quotations without assigning any reason whatsoever.

Sd/-  
Director  
West Bengal Judicial Academy  
AA-III/B-10, Rajarhat, New Town, Kol-160

Memo No.915/1(6)/WBJA/Str. & Pur.-05-IV/I/2019-20

Date-24.03.2023

Copy of notice is forwarded for information with a request to display the same on their office notice board :-

1. The Sub Divisional Officer, Bidhannagar, Administrative Building, Kol-91.
2. The Executive Engineer, PWD (Civil), Bidhannagar Division (East), Purta Bhawan, Salt Lake, Kol-91.
3. The Executive Engineer, P.W.Dte. (Electrical Divn.), Bidhannagar, Purta Bhawan, Salt Lake, Kol-91.
4. The Pay & Accounts Officer, Pay & Accounts Office-III, Subhanna, SGO Complex, 5<sup>th</sup> & 6<sup>th</sup> Floor, Plot No. 9, Block-DF, Sector-I, Bidhannagar, Kolkata-700 064.
5. Notice Board of West Bengal Judicial Academy.
6. The official website of WBJA.

  
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