

HIGH COURT OF JHARKHAND
NOTICE INVITING TENDERS

Ref. No. 2009/Accts.

Dt- 07.08.2025

Tender is invited from the authorized dealers for Annual Maintenance (with spares) of Ricoh make photocopiers installed in the High Court of Jharkhand.

The details of the photocopiers to be maintained under the said AMC is given below:-

Sl.no.	Make	Model	Quantity
1.	Ricoh	MP2014AD	04
2.	Ricoh	IM 5000	02
3.	Ricoh	IM 6000	05
Total no. of machines			11

Tenders in sealed envelops and addressed to the undersigned must be submitted in the establishment of this Court on or before 20.08.2025 by post or by hand.

Tenders reaching in the office of the undersigned after closing date of 20.08.2025 shall not be accepted, under any circumstances.

Tenders, so submitted shall invariably contain the following information:-

- Name of the Authorized Dealer.
- Address of of the Authorized Dealer.
- Details of experience in the field (if any)
- Aadhar Number.
- PAN Number.
- Cost of AMC with respect to each machine model must be mentioned separately as well as total cost for a period of 1 year.

Incomplete tenders without desired documents shall be liable for outright rejection and no communication in this regard shall be entertained.

Allotment of AMC shall be subject to terms and conditions mentioned in the next page.

Sd/-
Registrar (Establishment)

Terms and conditions for Annual Maintenance Contract

1. The firm must be an authorized dealer of Ricoh Photocopier and has business established in Ranchi.
2. The Authorized Dealer winning the contract of AMC shall be required:-
 - To attend the complaint/ call within 24 hrs.
 - To provide free servicing for the entire period of contract.
 - To provide quarterly overhauling of the machines.
 - To make replacement / repair of any faulty spares of the machines free of cost.
3. The Court may deduct amount in case of any deficiency in services from the firm.
4. The payment will be done with a condition that 50% of the consideration amount will be released after 06 (six) months and the rest 50% of the consideration amount will be released on conclusion of the maintenance period thereafter subject to submission of 'Satisfactory Service Reports' from the concerned Sections during the AMC period.
5. Without any prejudice to any one, the Court also reserves its right to modify unilaterally, the terms & conditions mentioned above, in the interest of administration of the Court;

Clarification on any of the points mentioned above may be sought for from the office of the undersigned during working hours of the Court on mobile no.7549036739.

Sd/-
Registrar (Establishment)