

**THE HIGH COURT OF KERALA****HCKL/984/2024-KJA(6)**

Kochi -682031

Email : kjakhc@gmail.com

Phone (Off): 0484 2476310

Date: 06-08-2025

**QUOTATION NOTICE**

Quotation Number	HCKL/984/2024-KJA(6)
Last date and time for receipt of quotations	1.00 p.m. on 13.08.2025
Date and time for opening of quotations	2.30 p.m. on 13.08.2025
Date up to which the rates are to remain firm for acceptance	2 months
Designation and address of the officer to whom the quotation is to be addressed (Purchasing Officer)	The Director, Kerala Judicial Academy, Athani, Aluva-683 585
Superscription: "HCKL/984/2024-KJA(6) Quotation for the supply of Digital Multifunction Device (with print, copy, scan and networking facility) to be installed in the office of the Kerala Judicial Academy on rental basis at per copy rate for a period of one year."	

Sealed quotations are invited for the supply of Digital Multi-function Device (with print, copy, scan and networking facility) to be installed in the office of the Kerala Judicial Academy on rental basis, including service and maintenance, at per copy rate for a period of one year.

The per copy rate quoted shall be for the supply of Digital Multifunction Device (with print, copy, scan and networking facility) to be installed in the office of the Kerala Judicial Academy and the rate quoted shall be inclusive of the charges for replacement of toner, charges for the service, maintenance and cost of the parts and other consumables required for the smooth functioning of the machine. The device requirements are:

- Functions :Print, Copy, Scan (Color & B/W), Network Printing/  
Scanning
- Print Technology : Laser or LED
- Print Speed : Minimum 35 pages per minute
- Paper Size Support : A4, A3
- Duplex Printing : Required
- Control Panel : Touchscreen preferred

The necessary superscription, last date and time for the receipt of quotations, the date up to which the rates will have to remain firm for acceptance and the name and address of officer to whom the quotation is to be sent are noted above. Any quotation received after the time fixed on the due date is liable to be rejected. Quotations not stipulating period of firmness and with price variation clause and/or 'subject to prior sale' condition are liable to be rejected.

The acceptance of the quotations will be subject to the following conditions:

1. Acceptance of the quotation constitutes a concluded contract. Nevertheless, the successful tenderer must within a fortnight after the acceptance of his quotation, execute an agreement at his own cost for the satisfactory fulfillment of the contract, if so required.
2. Withdrawal from the quotation after it is accepted or failure to supply within a specified time or according to the requirements will entail cancellation of the order and service being made at the offerer's expenses from elsewhere, any loss incurred thereby being payable by the defaulting party.
3. No representation for enhancement of price once accepted will be considered during the currency of the contract.
4. Any attempt on the part of the firms submitting quotations or their agents to influence the Officers concerned in the Academy in their favour by personal canvassing will disqualify the firms.
5. If any license or permit is required, firms submitting quotations must specify in their quotation and also state the authority to whom application is to be made.
6. (a) In case where a successful tenderer, after having made partial service/maintenance of the machine, fails to fulfill the contract in full, all or any of the materials not supplied 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 Kerala Judicial Academy shall thereby together with such sums as may be fixed by the Kerala Judicial Academy towards damages be recovered from the defaulting tenderer.  
  
(b) 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 any other person authorized by the Kerala Judicial Academy and set-off against any claim of the Purchasing Officer or Kerala Judicial Academy 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 any other person authorized by Kerala Judicial Academy.
7. The prices quoted shall only be in Indian currency. The quotations in any other currency will be rejected. The per copy rate shall be inclusive of all the charges needed for the service, maintenance and cost of the parts and consumables required for the smooth functioning of the machine.

8. Payments will be made only after the services provided are actually verified and found satisfactory. The billing shall be on monthly basis while the payment shall be effected on quarterly basis. The bank charges incurred in connection with the payment against documents through the bank will be to the account of the contractor.

9 (a) i) All the payments to the contractor will be made by the Registrar General, High Court of Kerala in due course through Real Time Gross Settlement (RTGS)/NEFT services of the Banks/e-payment in accordance with the instructions of the Government of India, Reserve Bank of India and the State Government issue from time to time.

(ii) The vendor is required to furnish the following details (along with the invoices) such as; Name of the Bank, Branch Name with its IFS Code (IFSC) and the Bank Account Number to which the amount is to be credited to facilitate the fund transfer through RTGS/NEFT system.

(b) All incidental expenses incurred by the Kerala Judicial Academy for making payments outside the district in which the claim arises shall be borne by the contractor.

10. Any sum of money due and payable to the successful tenderer or contractor from Kerala Judicial Academy shall be adjusted against any sum of money due to Kerala Judicial Academy from him under any other contracts.

11. Special conditions, if any, printed on the quotation sheets of the tenderer or attached with the tender will not be applicable to the contract unless they are expressly accepted in writing by the purchaser.

12. The successful tenderer should provide service and maintenance as ordered by the Kerala Judicial Academy within one week from the receipt of the supply order.

13. E-mail quotations will not be considered.

14. If the due date of opening of the quotation happens to be a holiday for the Kerala Judicial Academy, the quotations will be opened on the next working day at the same time.

Signed by

Jeejo M A

Date: 06-08-2025 10:25:38

Jeejo M A  
ASSISTANT REGISTRAR(HR.GR.)

**THE HIGH COURT OF KERALA****HCKL/984/2024-KJA(6)**

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Phone (Off): 0484 2476310

Date: 06-08-2025

**SHORT QUOTATION NOTICE**

Sealed quotations are invited for the supply of Digital Multi-function Device (with print, copy, scan and networking facility) to be installed in the office of the Kerala Judicial Academy at Athani on rental basis at per copy rate for a period of one year.

The envelopes containing the quotation should bear the superscription “HCKL/984/2024-KJA(6)- Quotation for the supply of Digital Multi-function Device (with print, copy, scan and networking facility) to be installed in the office of the Kerala Judicial Academy on rental basis at per copy rate for a period of one year” and should be addressed to 'The Director, Kerala Judicial Academy, Athani, Aluva-683585'. Intending firms may submit the quotations on their own papers.

Last date for receipt of quotations is at 01.00 p.m. on 13.08.2025. Late quotations will not be accepted. The quotations will be opened at 2.30 p.m. on the same day at the office of the Kerala Judicial Academy at Athani, in the presence of such of the firms or their authorized representatives who may be present at the time.

Details of the requirements and the conditions governing their supply can be obtained free on request, from the office of the Kerala Judicial Academy, Athani, till 4.00 p.m. on 12.08.2025.

Signed by

Jeejo M A

Date: 06-08-2025 10:26:29

Jeejo M A

ASSISTANT REGISTRAR(HR.GR.)