



KERALA JUDICIAL ACADEMY

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Kerala Judicial Academy
Athani, Athani-683 585

HCKL/9470/2023-KJA(5)

Date: 01-12-2023

QUOTATION NOTICE

Quotation Number	HCKL/9470/2023-KJA(5)
Due date and time for receipt of quotations	2.00 p.m. on 15.12.2023
Date and time for opening of quotations	3.30 p.m. on 15.12.2023
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 Assistant Registrar Kerala Judicial Academy, Athani, Aluva-683 585
Superscription: <i>“HCKL/9470/2023-KJA(5) Quotation for undertaking Annual Maintenance Contract for 1 no. of Kyocera ECOSYS M2640idw Digital Multi-function copier machine being used in the office of the Kerala Judicial Academy for a period of one year.”</i>	

Sealed quotations are invited for undertaking Annual Maintenance Contract for 1 no. of Kyocera ECOSYS M2640idw Digital Multi-function copier machine being used in the office of the Kerala Judicial Academy, including all spares, service & consumables including Drum, Developer and Toner service and maintenance, for a period of one year.

The rate quoted shall be for undertaking Annual Maintenance Contract for 1 no. of Kyocera ECOSYS M2640idw Digital Multi-function copier machine being used in the office of the Kerala Judicial Academy and the rate quoted shall be inclusive of the charges for including all spares, service & consumables including Drum, Developer & Toner service, maintenance, and any other consumables required for the smooth functioning of the machine.

The necessary superscription, last date and time for the receipt of quotations, the date upto 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 tenderers or their agents to influence the Officers concerned in the Academy in their favour by personal canvassing will disqualify the tenderers.

5. If any license or permit is required, tenderers 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 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.

(By Order)

Sujith K N
DIRECTOR