

HIGH COURT OF DELHI AT NEW DELHI

No. 21565 /STY./DHC
DATED - 16-10-18

From:-

The Registrar General
High Court of Delhi
New Delhi

To

(on the website of Delhi High Court)

Sub:- Quotation for purchase of RICOH/KYOCERA/KONIKA MINOLTA make Heavy Duty photocopier machine having minimum speed of 50 cpm with latest configurations with minimum 5 years of warranty from the manufacturer.

Sir,


This Court intends to purchase photocopier machines for the use in Branches. The authorized vendor(s) of RICOH/ KYOCERA/KONIKA MINOLTA make Heavy Duty photocopier machine having minimum speed of 50 cpm with latest configuration can participate.

The authorised vendor(s) are, therefore, requested to submit the necessary quotation for abovesaid requirement in a sealed envelope clearly mentioning the technical details/specifications of the model being offered by them alongwith an authorization letter issued by the manufacturer. The selected vendor will also be required to provide AMC of the Digital Photocopier machine from the date of installation and will have to provide all spares, services and consumables including drum, developer and toner excluding paper & power. The AMC rates on per page basis should be separately mentioned in the quotation which will remain valid for five years. The period of validity of rates should not be less than 90 days from the last date of submission of quotation. Quotations with less period of validity of rates shall be rejected.

The sealed envelope, superscribing thereon "**QUOTATION FOR HEAVY DUTY PHOTOCOPIER MACHINE**" and addressed to "Registrar General, Delhi High Court, New Delhi", must reach to the Administrative Officer (J)(Sty.), Ground Floor LCB-III, Delhi High Court on or before **15-11-2018** upto 5 p.m. Quotations received after the due date, after due time and without subject mentioned shall be summarily rejected without any notice.

It may be noted that the final rates mentioned in the quotation should be inclusive of taxes, however the percentage of G.S.T. or any other tax charged should be separately mentioned in the quotation.

Yours truly,


16-10-18

(Rajeev Chauhan)
Deputy Registrar (IT/Sty./Dig.)
for Registrar General