

HIGH COURT OF ANDHRA PRADESH AT AMARAVATI

TENDER NOTIFICATION

Sub:- Comprehensive Annual Maintenance Contract/Total Guarantee Contract for maintenance of 3 Nos. of IR Advance 8595 Digital Photocopy Machines and Staple Finishers bearing Sl. Nos. YCS00774, YCS00779 and YCS00781 installed in the High Court – Reg.

ROC.NO. 3 /2025-Stationery,

Dt.13.02.2025

Quotations in sealed covers are invited from the authorised dealers of Canon (vendors / agencies / organizations and/or from those preferably who have an experience in Government or Semi-Government etc.,) for the work of Comprehensive Annual Maintenance Contract/Total Guarantee Contract for maintenance of 3 Nos. of IR Advance 8595 Digital Photocopy Machines and Staple Finishers bearing Sl. Nos. YCS00774, YCS00779 and YCS00781 installed in the High Court with the following terms and conditions:

1. Time period of the contract: One year i.e., from 16.03.2025 to 15.03.2026.
2. The Maintenance Contract will be comprehensive, which includes preventive maintenance / monthly regular services of the Photocopier Machines and / or replacement of any items / spare parts with Canon company for keeping the Photocopier Machines active, and free from any defects / disturbance.
3. The Maintenance Contract charges shall also include consumable items i.e., Toners / Cartridges, except papers.
4. The machines must be serviced onsite at the High Court premises.
5. All the complaints should be attended within 24 hours. if the problem is not resolved within 24 hours, the agency shall provide appropriate standby machine.
6. GST or any other tax or duties on material and on services in respect of this contract will be payable by the Vendor and nothing

extra will be paid by the High Court in respect of such taxes or duties.

7. The payment to the firm will be made on monthly basis on submitting the bills on per copy basis along with advance stamped receipt and certificate issued by the machine operator and the concerned Section Officer and also Incharge Assistant Registrar with regard to the meter readings of the machines and subject to satisfactory performance.
8. If performance is not found satisfactory, payment for that month will be forfeited and if unsatisfactory performance is continued, then contract is liable to be terminated and damages will be levied on the agency.
9. The successful bidder shall not entrust the work of maintenance to any other agency / dealer / company.
10. The vendor may inspect the photocopy machines on any working day from 10.30 AM to 5.00 PM before submitting the quotation.
11. The High Court reserves the right to terminate the contract at any time without assigning any reason.

The quotations shall reach the undersigned on or before 5 p.m. on 28.02.2025.

The **REGISTRY** reserves all the rights to accept / cancel / alter / reject the quotations, without assigning any reason.


13/2/25
REGISTRAR (MANAGEMENT)