

राजस्थान उच्च न्यायालय पीठ, जयपुर

क्रमांक :- स्टोर/रा.उ.न्या.पी./2024-25/1505

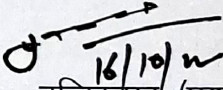
दिनांक :- 16/10/2024

सीमित निविदा सूचना

राजस्थान उच्च न्यायालय पीठ, जयपुर द्वारा एक वर्ष की अवधि हेतु फोटोस्टेट का कार्य करने वाली फर्मों से निम्नलिखित सेवा के लिए सीमित निविदाएं आमंत्रित की जाती हैं:-

Sr. No.	Name of Item with Specifications	Proposed per page rate for photocopy on F/S page
1	Bids are invited in sealed envelope for running of private Photostat machine for doing Photostat work of copying and paper book section of Rajasthan High Court Bench, Jaipur. Photocopy of the Terms & Conditions are enclosed herewith.	

इच्छुक निविदा-दाता अपनी दरें स्वयं के लैटर पैड पर दिए गए प्रपत्र अनुसार दिनांक 23.10.2024 को दोपहर 03:00 बजे तक अधोहस्ताक्षरकर्ता के समक्ष सील बंद लिफाफे में प्रस्तुत करें।

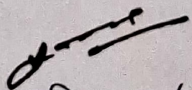
  
16/10/24  
रजिस्ट्रार (प्रशासन)

क्रमांक:-

दिनांक :-

प्रतिलिपि निम्न को सूचनार्थ प्रेषित है :-

1. नोटिस बोर्ड, राजस्थान उच्च न्यायालय पीठ, जयपुर।

  
रजिस्ट्रार (प्रशासन)

## Terms & Conditions

- (a) The period of the license shall be for one year. However, on complaint or unsatisfactory service or breach of any of the conditions, or break the contract before due date of expiry of the contract of license, the license shall be liable to be revoked by the licensor at any time by giving three days notice to the licensee & security money would be forfeited.
- (b) The rates of the Photostat copy of full scape of 75 GSM which is receivable per copy will be given in the sealed envelop separately in the enclosed proforma.
- (c) The room for installation of the Photostat machine by the licensee shall be provided by the Rajasthan High Court and the licensee shall have to start work within seven days of the execution of the License Deed.
- (d) The licensee shall maintain paper quality and also printing quality of the Photostat copy as per the sample offered by him along with the tender and in case the Licensee does not maintain the same quality of paper/ printing, the security money deposited by him shall be forfeited and the license shall stand revoked/ canceled.
- (e) The licensee shall not sublet the premises and in case the premises are sublet by the Licensee, the license shall stand automatically canceled and the person to whom the contract is sublet, he will have no right to occupy the premises allotted to the licensee and shall be thrown out from the premises without any formality of notice.
- (f) The Licensee will make regular payment of electricity charges as per meter reading. In case of discontinuation of the license, he shall have to furnish a "No Dues Certificate". The licensee shall also have to make arrangement of furniture and steel Almirah at his own cost.
- (g) The license fee would be Rs. 5000/- per month and the same would be paid in advance latest by 5<sup>th</sup> day of every month. Penalty of Rs. 100/- per day would be charged on delayed payment of license fee. However Registrar (Admn.) has right to wave off the penalty if reason for delayed payment & work of approved firm found satisfactory.
- (h) The photostat copier machine of the High Court would be working in addition to the photo copier machine of the licensee. High court shall have power to allow more than one private photo copier to meet the work requirement apart from a separate private photo copier for Paper Book purpose.
- (i) Urgent work will be completed by the licensee on the same day.
- (j) The Photostat machine shall be operated by the Licensee during office hours only.
- (k) The arrangement for the operation of the machine shall be managed by the Licensee. He shall be responsible for running and maintaining the said machine.
- (l) The operator shall work under the direct supervision of the Administrative Officer Judicial, Copying Section, as well as Head Copyist and shall maintain secrecy of files and shall give neat and clean work to the satisfaction of the Registrar (Admn.) The licensee will depute one person for receiving and handing over the files and two persons for operating the machine. He will maintain record of the papers photo copied by him.
- (m) No private work will be allowed to be done by the Licensee. The work given/ allotted by the High Court will be done only.
- (n) In case any dispute whatsoever, arises, the decision of the Hon'ble Building Committee/ Registrar (Admn.) will be final and binding.
- (o) The Licensee shall have to do photocopy work to the full capacity per day and the number of photocopies may vary according to the requirement. However, there shall be no guarantee on the part of the High Court for allotment of minimum work to the Licensee.
- (p) A demand Draft of Rs. 10000/- in favor of Registrar (Admn.), Rajasthan High Court Bench, Jaipur will be deposited as Security money along with the License deed.

- (q) Any communication issued to the Licensee from this office and sent to his notified address through Regd. A.D. shall be presumed to have been served upon him even if the A.D. is not returned/ received back.
- (r) Cleanliness & hygiene would be maintained by firm in premises of work by contractual manpower of the Highcourt.