

राजस्थान उच्च न्यायालय पीठ, जयपुर

क्रमांक :- स्टोर/रा.उ.न्या.पी./2024-25/1785

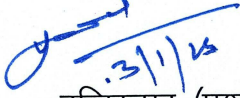
दिनांक :- 03/01/2025

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 10.01.2025 को प्रात 11:00 बजे तक अधोहस्ताक्षरकर्ता के समक्ष सील बंद लिफाफे में प्रस्तुत करें।



31/1/25
रजिस्ट्रार (प्रशासन)

क्रमांक:-

दिनांक :- 03/01/2025

प्रतिलिपि निम्न को सूचनार्थ प्रेषित है :-

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


रजिस्ट्रार (प्रशासन)

Terms & Conditions for running of private photostat machine for doing Photostat Work :-

- (a) The period of the contract 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, the contract shall be liable to be revoked by the administration at any time by giving three days notice to the contractor & 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 contractor/ firm shall be provided by the Rajasthan High Court and the contractor shall have to start work within seven days of the execution of the Deed.
- (d) The contractor 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 contractor/ firm does not maintain the same quality of paper/ printing, the security money deposited by him shall be forfeited and the contract shall stand revoked/ canceled.
- (e) The contractor shall not sublet the premises and in case the premises are sublet by the contractor, the contract 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 contractor/ firm and shall be thrown out from the premises without any formality of notice.
- (f) The contractor/ firm will make regular payment of electricity charges as per meter reading. In case of discontinuation of the contract, he shall have to furnish a "No Dues Certificate". The contractor/ firm shall also have to make arrangement of furniture and steel Almirah at his own cost.
- (g) The photostat copier machine of the High Court would be working in addition to the photo copier machine of the contractor. 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.
- (h) Urgent work will be completed by the contractor on the same day.
- (i) The Photostat machine shall be operated by the contractor during office hours only.
- (j) The arrangement for the operation of the machine shall be managed by the contractor. He shall be responsible for running and maintaining the said machine.
- (k) 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 contractor 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.
- (l) No private work will be allowed to be done by the contractor. The work given/ allotted by the High Court will be done only.
- (m) In case any dispute whatsoever, arises, the decision of the Hon'ble Building Committee/ Registrar (Admin.) will be final and binding.
- (n) The contractor 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 contractor.
- (o) 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 deed.
- (p) Any communication issued to the contractor from this office and sent to his notified addressed through Regd. A.D. shall be presumed to have sever upon him even if the A.D. is not returned/ received back.
- (q) Cleanliness & hygiene would be maintained by firm in premises of work by contractual manpower of the Highcourt.