



Court of the Principal District &  
Sessions Judge, North Goa,  
New District Court Complex,  
Mercers, Tiswadi, Goa. 403 005.

No.DSC/Copier-180/2026/10842

Dated:- 04<sup>th</sup> August, 2026.  
13 Sravana, SAKA-1948.

### Q U O T A T I O N

Sealed quotations are hereby invited from eligible firms/agencies for undertaking the Annual Maintenance Contract (AMC) of photocopier machines, including supply and installation of required spare parts and supply of Toner cartridges for the official use of the District & Subordinate Courts in the North Goa District, as per the specifications given below:-

| Sr. No. | Description of the item                            | Quantity |
|---------|----------------------------------------------------|----------|
| 1       | Konica Minolta Bizhub (BH) 206 Photocopier Machine | 01 No.   |
| 2       | Konica Minolta Bizhub (BH) 367 Photocopier Machine | 18 Nos.  |
| 3       | Konica Minolta Bizhub (BH) 458 Photocopier Machine | 01 No.   |
| 4       | Konica Minolta Bizhub (BH) 287 Photocopier Machine | 01 No.   |

Firms/agencies interested in undertaking the Annual Maintenance Contract (AMC) of the above-mentioned photocopier machines, along with supply and installation of required spare parts and supply of toner cartridges, are requested to submit their best quotation along with complete particulars/specifications, applicable rates, scope of services, warranty details (where applicable), and other relevant terms and conditions.

The quotation shall be submitted in a sealed cover superscribed **"Quotation for Annual Maintenance Contract (AMC), Supply and Installation of Spare Parts and Supply of Toner Cartridges"** and should reach this office on or before **13.08.2026 by 4.30 p.m.**

The quotations will be opened on the same day at **5.00 p.m.** in the Chamber of the Hon'ble Principal District & Sessions Judge, North Goa, New District Court Complex, Mercers, Tiswadi, Goa in the presence of the dealers or their authorised representatives, if any.

The terms and conditions shall be as under:-

1. The rates quoted shall remain valid for a period of **one month** from the last date prescribed for submission of quotations..
2. The successful bidder shall undertake the Annual Maintenance Contract (AMC) for a period of **One year** from the date of commencement of the contract and shall provide maintenance services, supply and install required spare parts, and supply toner cartridges for the above-mentioned photocopier machines as per the approved rates and requirements of this office. It shall be noted that the said photocopier machine are installed at various locations across North Goa District, including different District and Subordinate Courts, and therefore, the bidder shall be responsible for providing AMC services, including maintenance, repairs, installation of spare parts, and supply of toner cartridges, at all such locations within North Goa District, and not limited to the office premises at Mercedes.
3. The rates quoted shall be inclusive of all applicable taxes, including GST, transportation, labour, installation, and any other incidental charges, if any.
4. The quotation shall clearly mention the AMC charges, rates of spare parts, rates of toner cartridges, warranty details of replaced parts, service response time, and other necessary particulars.
5. Quotations received after the prescribed date and time or without the required particulars, specifications, warranty details (where applicable), and other necessary information are liable to be rejected.

The Principal District & Sessions Judge, North Goa, reserves the right to accept or reject any or all quotations, wholly or partly, without assigning any reason thereof, and the decision of this office shall be final.

  
63 ( **Vijaya Ambre** )  
Principal District Judge and Sessions Judge  
North Goa, Mercedes, Tiswadi-Goa