

HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH

No. 2651 Spl/CB-12

Dated: 22/12/2022

RE: INVITING SEALED QUOTATIONS FOR SCANNING OF PERCEPT REGISTERS LYING IN JUDICIAL BRANCHES OF THIS COURT.

Invited sealed quotations from local market on or before 21 days from the date of publication of the notice upto 5.00 P.M. for scanning of percept registers of size A3 or bigger in this court.

Terms & Conditions

1. The Quotations received within Chandigarh or Tricity will only be entertained.
2. While sending quotation, the word "SCANNING OF PERCEPT REGISTERS LYING IN JUDICIAL BRANCHES OF PUNJAB AND HARYANA HIGH COURT." may be inscribed on the sealed envelope.
3. The scanning of registers should be of good quality.
4. The percept registers are to be scanned without opening the binding.
5. The infrastructure i.e Scanners, PC's, UPSs and Manpower for Scanning and Digitization will be provided by the Vendor.
6. Final delivery of digitized data will be on DMS Server. Electricity, Connectivity to server (for data uploading), Local Network, Furniture with table/chair, Electrical points and Air-conditioned environment will be provided by this court. Scanning software will be provided by Hon'ble Punjab and Haryana High Court, however qualified vendor is free to use his own software as per convenience.
7. Image format will be in black & white tiff and same will be exported to PDF after quality checking. Sometimes color images are also required to be scanned.
8. Payment will be made monthly basis or on completion of the work and no advance payment will be made in any case.
9. Payment to the Vendor shall be made by High Court on the basis of number of total pages scanned.
10. The Vendor/Manpower deputed by the Vendor shall be responsible for return of the Percept Registers to Punjab and Haryana High Court under acknowledgement in the same shape and condition in which it was taken and no percept register/ pages is soiled/ lost/ misplaced/ tampered damaged in any manner.

11. The Rate Contract for the scanning of registers will be for a period of one year.
12. The vendor who quoted the rates of printing will give an undertaking that the rates offered are lowest possible. In case it is proved at any stage that the vendor has offered lower rates to anyone else for the same purpose and during the same period, the vendor will be liable to pay differential amount to the High Court and face termination of contract at the discretion of High Court without notice.
13. The quotations received after due date will not be considered.
14. The High Court reserves its right to accept or reject any proposal without assigning any reason.
15. The High Court can terminate the contract at any time by giving one month's notice.
16. The Size of percept registers can be confirmed by visiting the Copy Section of this Hon'ble High Court on any working day during office hours.



Deputy Registrar(Comp.)  
for Registrar (General)