

HIGH COURT OF MADHYA PRADESH: JABALPUR

// NOTICE INVITING E-TENDER //

e-Tenders are invited by the High Court of Madhya Pradesh for the “Supply, Installation, Commissioning and Maintenance of Laser Jet Printers at District Courts in the State of Madhya Pradesh”. The last date of online tender submission is **10th December, 2025 before 06:00 P.M. (mandatory)**. The sealed tenders complete in all respect addressed to **“Registrar General, High Court of Madhya Pradesh, Jabalpur”** must be submitted before **05:00 P.M. on 11th December, 2025 (mandatory)**. The technical bids of the tender shall be opened online on **12th December, 2025 at 11:30 A.M.** The detailed tender document is available in the official website of the High Court of Madhya Pradesh **www.mphc.gov.in** and Government e-procurement portal **www.mptenders.gov.in**.

Sd/-

REGISTRAR GENERAL

HIGH COURT OF MADHYA PRADESH: JABALPUR

// NOTICE INVITING E-TENDER //

Ref.No. Reg(IT)(SA)/2025/**1806**

Dated: **01/11/2025**



Bid Document for Supply, Installation, Commissioning and Maintenance of Laser Jet Printers at District Courts in the State of Madhya Pradesh.

Note: This document contains total 43 pages including cover. No change and modification in the document by the bidder is permissible.

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Section – I

// NOTICE INVITING E-TENDER //

Ref.No. Reg(IT)(SA)/2025/1806

Dated: 01/11/2025

The Registrar General, on behalf of High Court of Madhya Pradesh, Jabalpur invites sealed tenders in two cover system from experienced and reputed firms/organizations/ Original Equipment Manufacturers and dealers for the **“Supply, Installation, Commissioning and Maintenance of Laser Jet Printers at District Courts in the State of Madhya Pradesh”**.

Estimated project cost (In Rs.)	EMD (In Rs.)	Cost of Tender Document (In Rs.)	Date and Time of Pre-Bid Meeting	Last Date / Time of online tender Submission	Last Date/ Time of tender submission in hardcopy	Date and Time of Opening of Technical Bid (online/ hardcopy)	Time for Completion of the entire work / project
1.25 Crore	2.50 Lakh	5,000/-	14 th November, 2025 at 11:30 A.M. in the Committee Hall No. 03 at High Court of Madhya Pradesh, Jabalpur	10 th December, 2025 before 06:00 P.M. (mandatory)	11 th December, 2025 before 05:00 P.M. (mandatory)	12 th December, 2025 at 11:30 A.M.	60 days

1. Tender documents may be viewed or purchased online by interested and eligible bidders from the website www.mptenders.gov.in after paying Tender fee of Rs.5,000/- and Processing Fee, as applicable. The tender document is also available in website <http://www.mphc.gov.in> for reference.
2. Bidders can submit its tender online at www.mptenders.gov.in on or before the key dates given above. The physical copy of the technical bid also be submitted at the address below latest by **11th December, 2025 at 05:00 P.M.**

3. All further notifications/amendments, if any shall be posted on www.mptenders.gov.in and www.mphc.gov.in only. No separate communication shall be made with individual Bidders.
4. **The financial bids are to be submitted only online and no hard copy to be submitted along with the bid**

All other terms and conditions for submission of tender are contained in this document. If the date of submitting/opening of the Bid is declared as holiday then the bids shall be submitted / opened on next working day.

The Registrar General, High Court of Madhya Pradesh, Jabalpur (M.P.) reserves the right to accept or reject any or all bids without assigning any reason thereof.

Address for communication:

Registrar General,
High Court of Madhya Pradesh
Jabalpur (M.P.)
Email: regithcjbptd@mp.gov.in
Landline: 0761-2623358

Section – II

2. INSTRUCTIONS TO BIDDERS:-

2.1 DEFINITIONS:-

- a) **“The Employer”** or **“The Purchaser”** means the Registrar General, High Court of Madhya Pradesh, Jabalpur.
- b) **“The Bidder”** means a firm or Joint Venture or Consortium which participates in the tender and submits its proposal.
- c) **“Successful Bidder”** means the Bidder, who, after the complete evaluation process, gets the Letter of Award. The Successful Bidder shall be deemed as “Contractor” appearing anywhere in the document.
- d) **“The Letter of Award”** means the issue of a signed letter by the Purchaser of its intention to award the work mentioning the total Contract Value. The timeline for delivery of products and services will start from the date of issue of Letter of Award.
- e) **“The Contract”** means the agreement entered into between the Employer and the Contractor, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- f) **“The Contractor”** means the individual or firm supplying the Goods and Services under this Contract.
- g) **“The Contract Price”** means the price payable to the Successful Bidder under the Letter of Award for the full and proper performance of its contractual obligations. The Contract Price shall be deemed as **“Contract Value”** appearing anywhere in the document.
- h) **“Site Acceptance Test (SAT)”** is a process of testing the contracted services provided by the Bidder at High Court of M.P., Jabalpur of the Purchaser. SAT comprises of Product Acceptance Tests with respect to Technical Specifications and Bill of Materials as specified in this tender, checking the installation, commissioning and integration of sub-components and giving Training at the site.

- i) **“Services”** supply, installation, commissioning, maintenance and onsite training of uses of Laser Jet Printers and related accessories at District Courts in the State of Madhya Pradesh.
- j) **“NIT”** is the Notice Inviting Tender. It is essentially the Press Notification of the Tender.
- k) **“OEM”** - means Original Equipment Manufacturer.
- l) This tender is subject to availability of Budget / Funds with the High Court of M.P., Jabalpur.

2.2 BID DOCUMENT:-

- 2.2.1 The process and procedures of bidding, the materials to be supplied and the various terms and conditions of this tender are provided in the Bid Document.

The Bid Documents include:-

- i. Section I Notice Inviting Tender
- ii. Section II Instructions to Bidders
- iii. Section III Terms and Conditions for e-tendering
- iv. Section IV General Conditions of Contract
- v. Section V Special Conditions of Contract
- vi. Section VI Scope of work
- vii. Section VII Technical Specifications& Bill of Material
- viii. Section VIII Formats for Submission of Proposals
- ix. Section IX Certificates
- x. Section X List of Locations

- 2.2.2 The Bidder should carefully read all the instructions, terms and conditions, specifications and various forms that are provided in the Bid Document. The tender may be rejected if any or all of the information asked for in this document are not furnished along with the tender or if the tender is not responsive with the Bid Document.

2.3 AMENDMENT OF BID DOCUMENTS:-

2.3.1 At any time, prior to the date of submission of Bids, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify bid documents by amendments.

2.4 COST OF BIDDING:-

The Bidder has to bear all the costs associated with the preparation and submission of the bid. Purchaser will, in no case, be responsible or liable for any of the costs, regardless of the conduct or outcome of the bidding process.

2.5 APPLICATION FEE (AF) AND EARNEST MONEY DEPOSIT (EMD) :-

2.5.1 The proposal should be submitted along with an **online** application fee of **Rs.5,000/- (Rupees Five Thousand Only)** and Earnest Money Deposit (EMD) of **Rs.2,50,000/- (Rupees Two Lakh Fifty Thousand Only)** in the form of **online mode** through e-procurement tender portal www.mptenders.gov.in in favour of “**Registrar General, High Court of Madhya Pradesh, Jabalpur**” valid for the period of 06 months. The Bid submitted without EMD and/or the application fee/tender fees shall be summarily rejected.

2.5.2 The EMD of the successful Bidder will be returned when the Bidder has signed the Contract Agreement with the purchaser and has furnished the required Performance Guarantee.

2.5.3 The EMD will be forfeited:

- (i) If a Bidder withdraws its bid during the period of bid validity. **OR**
- (ii) If the Bidder fails to accept the Purchaser's corrections of arithmetic errors in the Bidder's bid (if any), **OR**
- (iii) If the Successful Bidder fails to sign the contract agreement with the purchaser, **OR**
- (iv) If the Successful Bidder fails to furnish the Performance Guarantee within the stipulated time.

2.6 BID PRICES:-

The Bidder shall give the pricing as individual and as a total composite price inclusive of all levies & taxes i.e. GST, packing, forwarding, freight and insurance etc.

2.7 DISCOUNTS:-

The Bidders are informed that discount, if any, should be included in the total price.

2.8 BID VALIDITY:-

The bids shall remain valid for a period of 180 days from the last date of bid submission.

2.9 ONLY ONE BID PER PARTY:-

Each bidder is permitted to submit ONLY ONE BID. In case it is found that any party has submitted more than one bid for the subject work(s) in any of the above capacities, all bids so submitted shall be summarily rejected and the EMPLOYER shall not entertain any further request/ correspondence in this matter.

2.10 SUBMISSION OF PROPOSALS:-

2.10.1 All proposals will have to be submitted ONLY in HARD BOUND (Hard bound implies such binding between two covers through stitching or otherwise whereby it may not be possible to replace any paper without disturbing the document) form with all pages sequentially numbered either at the top or at the bottom right corner of each page. It should also have an index giving page wise information of above documents. Incomplete proposal or those received without hard bound shall summarily be rejected. All the Pages and Papers to be signed and sealed by the authorized signatory of the bidder.

2.10.2 The Bidders are required to fill up and submit the documents with their proposals.

2.10.3 The proposals shall be submitted in three parts, viz.,

- (a) **Envelope-1:** Containing Online/ Offline Earnest Money Deposit (EMD) of **Rs.2,50,000/- (Rupees Two Lakh Fifty Thousand Only)** valid for the period of six months. The envelope should be super scribed as **“Envelope-1: EMD”** at the top left corner of the envelope.
- (b) **Envelope-2:** Pre-qualification Proposal and Technical Proposal super scribed as **“Envelope-2 – Pre-qualification and Technical Proposal”** (Containing duly signed PRE-QUALIFICATION PROPOSAL SUBMISSION FORM as prescribed in **the tender**, Other required Prequalification documents, clause-by-clause compliance to the technical specifications of the equipments as prescribed in **Section-VI**, all technical literature, brochures, any other related material etc.). In the technical proposal, there should not be any indication about the prices (printed or otherwise) of any of the products offered.
- (c) **Commercial/ Financial Proposal to be submitted online only and no hard copy is to be enclosed along with the bid.**

2.10.4 All the sealed envelopes should again be placed in a sealed cover super scribed as “Supply, Installation, Commissioning and Maintenance of Laser Jet Printers at District Courts in the State of Madhya Pradesh” from: M/s -----” **“NOT TO BE OPENED BEFORE 11:30 A.M. on 12th December, 2025**, which will be received and time mentioned in the Schedule of Events. The Bid is to be submitted to the **“Inward / Receipt Section of the High Court of M.P., Jabalpur”**.

2.10.5 The Bids and all correspondence and documents relating to the bids, shall be written in the English language.

2.10.6 **The financial bids are to be submitted in only online mode and no hard copy to be submitted along with the bid document.**

2.11 LATE BIDS:-

Any bid received by the Purchaser after the time and date for receipt of bids prescribed by the Purchaser in the tender may be rejected and returned unopened to the Bidder.

2.12 MODIFICATION AND WITHDRAWAL OF BIDS:-

2.12.1 The Bidder is allowed to modify or withdraw its submitted bid any time prior to the last date prescribed for receipt of bids, by giving a written notice to the Purchaser.

2.12.2 Subsequent to the last date for receipt of bids, no modification/ withdrawal of bids shall be allowed.

2.12.3 The Bidders cannot withdraw the bid in the interval between the last date for receipt of bids and the expiry of the bid validity period specified in the Bid. Such withdrawal may result in the forfeiture of its EMD from the Bidder.

2.13 LOCAL CONDITIONS:-

2.13.1 Each Bidder is expected to fully get acquainted with the local conditions and factors, which would have any effect on the performance of the contract and /or the cost.

2.13.2 The Bidder is expected to know all conditions and factors, which may have any effect on the execution of the contract after issue of Letter of Award as described in the bidding documents. The Purchaser shall not entertain any request for clarification from the Bidder regarding such local conditions.

2.14 CONTACTING THE PURCHASER:-

Any effort by a Bidder influencing the Purchaser's bid evaluation, bid comparison or contract award decisions may result in the rejection of the bid.

2.15 ELIGIBILITY/ PRE-QUALIFICATION CRITERIA:-

Bidders that meet **ALL** of the following pre-qualification criteria need only apply.

2.15.1 Average Annual Financial turnover of the bidder during last 03 financial years, ending **31st March of financial year i.e. 2024-2025 should be at least Rs. 02 Crore.**

2.15.2 Experience in Supply, Installation, commissioning, Maintenance of installation of Printers and other related IT Equipments during last 05 years ending last day of month previous to the month of publication of this tender, should be following:

(a) Three similar completed work costing not less than the amount equal to **40% of the estimated cost.**

OR

(b) Two similar completed work costing not less than the amount equal to **50% of the estimated cost.**

OR

(c) One similar completed work costing not less than the amount equal to **80% of the estimated cost.**

Similar works means: Supply, Installation, Commissioning and Maintenance of Printers and other related IT Equipments at Government Organization/ Public Sector Companies and reputed private organizations.

2.16 SCHEDULE OF EVENTS:-

The tentative dates for the schedule of key events of this tender are given as under:

S. No.	Events	Date
01	Date of Pre-Bid meeting	14 th November, 2025 at 11:30 A.M. in the Committee Hall No. 03 at High Court of Madhya Pradesh, Jabalpur
02	Last date and time of online submission of proposal (mandatory).	10 th December, 2025 before 06:00 P.M.
03	Last date and time of submission of hardcopy of proposal (mandatory).	11 th December, 2025 before 05:00 P.M.
04	Date and time of opening of the technical Bids	12 th December, 2025 at 11:30 A.M.
05	Date and time of opening of the financial Bid at High Court of Madhya Pradesh, Jabalpur	Date and time of opening of financial bids will be intimated to qualified bidders via e-mail / letter / telephone.

2.17 OPENING OF PROPOSAL:-

The Evaluation Committee or its authorized representative will open the tenders.

2.18 EVALUATION:-

2.18.1 The Purchaser reserves the right to modify the Evaluation Process at any time during the Tender Process, without assigning any reason, whatsoever, and without any requirement of intimating the Bidders of any such change.

2.18.2 Any time during the process of evaluation, the Purchaser may seek for clarifications from any or all Bidders.

2.18.3 **Phase-1: Online Application Fee & EMD:** First, the envelope containing Application fee and Earnest Money Deposit will be opened and if both are found furnished by the Bidders in the prescribed manner, then the second envelope containing Pre-Qualification & Technical Proposal documents shall be opened. At any stage during the evaluation, if the EMD is found invalid, the respective Bidder's bid will be summarily rejected.

Phase-2: Pre-Qualification and Technical Proposal Evaluation:

The Bidder shall have to fulfill all the Pre-qualification Criteria. These documents will be scrutinized along with the Technical Proposal in this phase of evaluation. Those bidders who do not fulfill the terms and conditions of Pre-qualification Criteria as specified in this tender or whose Technical Proposal is non-responsive will not be eligible for further communication. Technical Proposals of the Bidders would be evaluated for the clause-by-clause compliance of the technical specifications as mentioned in the Bid document. Evaluation of Pre-qualification and Technical Proposal by Registrar General, High Court of Madhya Pradesh shall not be questioned by any of the Bidders. The Purchaser reserves the right to ask for a technical elaboration/clarification in the form of a technical presentation from the Bidder on the already submitted Technical Proposal at any point of

time before opening of the Commercial Proposal. The proposals shall be opened in presence of their representatives who wish to attend.

Phase-3: Online Financial proposal of only qualified bidders will be opened for further evaluation.

The Commercial Proposal Evaluation will be based on the “Total Cost”, which would be the total payouts including all taxes, duties and levies for the supply, installation, commissioning, system integration of Laser Jet Printers and maintenance cost. The bid shall be treated as a complete package.

2.19 DECIDING AWARD OF CONTRACT:-

- 2.19.1 The Purchaser reserves the right to ask for a **technical elaboration/ clarification** in the form of a technical presentation from the Bidder on the already submitted Technical Proposal at any point of time after opening the proposal. The Bidder has to present the required information to the Registrar General, High Court of Madhya Pradesh or its appointed representative on the date asked for, at no cost to the Purchaser.
- 2.19.2 Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Bidder does not accept the correction of the errors, his bid will be rejected. If there is a discrepancy between words and figures, the amount mentioned in words will prevail.
- 2.19.3 The Purchaser will notify the Successful Bidder on its intention to award the work through **“Letter of Award/acceptance”** mentioning the total purchase Value. The timeline for delivery of products and services will start from the date of issue of Letter of Award.
- 2.19.4 The Purchaser will subsequently send the Successful Bidder the Form of Contract Agreement, incorporating all agreements between the parties.

2.19.5 As soon as practically possible, following receipt of the Form of Contract Agreement, the successful Bidder shall sign and date the Form of Contract Agreement and return it to the Purchaser. This is deemed as the “Contract” or “Contract Agreement” defined elsewhere in this tender document.

2.19.6 The Registrar General, High Court of Madhya Pradesh, Jabalpur may award the entire contract to a single firm or to multiple firms depending upon rates available with the bid.

2.20 GENERAL INSTRUCTIONS TO THE BIDDERS:-

2.20.1 The cost of preparing a proposal, cost involved for the technical presentation and of visits to the High Court of Madhya Pradesh is not reimbursable.

2.20.2 All cutting, overwriting in the proposal should be authenticated by the initials of the authorized signatory. In case of any calculation error the unit rates would prevail. The amount will also have to be written in words.

2.20.3 **Successful bidder must ensure his establishment in India and in the State of Madhya Pradesh.**

2.20.4 Canvassing in any form will lead to disqualification of the bid.

2.21 CONFIDENTIALITY:-

2.21.1 The Bidder shall keep confidential any information related to this tender with the same degree of care as it would treat its own confidential information. The Bidders shall note that the confidential information will be used only for the purposes of this tender and shall not be disclosed to any third party for any reason whatsoever.

2.21.2 As used herein, the term “Confidential Information” means any written information, including without intimation, information created by or for the other party, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of

operation or proposed methods of operation, accounts, transactions, proposed transactions or security procedures of either party or any of its affiliates, or any client of either party, except such information which is in the public domain at the time of its disclosure or thereafter enters the public domain other than as a result of a breach of duty on the part of the party receiving such information. It is the express intent of the parties that all the business process and methods used by the Bidder in rendering the services hereunder are the Confidential Information of the Bidder.

- 2.21.3 At all times during the performance of the Services, the Bidder shall abide by all applicable High Court of Madhya Pradesh security rules, policies, standards, guidelines and procedures. The Bidder should note that before any of its employees or assignees is given access to the Confidential Information, each such employee and assignees shall agree to be bound by the term of this tender and such rules, policies, standards, guidelines and procedures by its employees or agents.
- 2.21.4 The Bidder should not disclose to any other party and keep confidential the terms and conditions of this tender, any amendment hereof, and any Attachment or Annexure hereof.
- 2.21.5 The obligations of confidentiality under this section shall survive rejection/termination/expiry of the contract for a **period of five years**.

Section – III

3. Terms and Conditions for e-Tendering:-

- 3.1** For participation in e-tendering module, it is mandatory for prospective bidders to get registration on website **www.mptenders.gov.in** Therefore, it is advised to all prospective bidders to get registration by making on line registration fees payment at the earliest.
- 3.2** Tender documents can be purchased *only online* on payment of tender fees and downloaded from website **www.mptenders.gov.in** by making online payment for the tender document fee.
- 3.3** Service and gateway charges shall be borne by the bidders.
- 3.4** Since the bidders are required to sign their bids online using class–III Digital Signature Certificate, they are advised to obtain the same at the earliest.
- 3.5** For further information regarding issue of Digital Signature Certificate, the bidders are requested to visit website www.mptenders.gov.in . Please note that it may take upto 07 to 10 working days for issue of Digital Signature Certificate. Department will not be responsible for delay in issue of Digital Signature Certificate.
- 3.6** If bidder is going first time for e-tendering, then it is obligatory on the part of bidder to fulfill all formalities such as registration, obtaining Digital Signature Certificate etc. well in advance.
- 3.7** Bidders are requested to visit our e-tendering website regularly for any clarification and / or due date extension.
- 3.8** Bidder must positively complete online e-tendering procedure at **www.mptenders.gov.in**
- 3.9** Department shall not be responsible in any way for delay /difficulties /inaccessibility of the downloading facility from the website for any reason whatever.
- 3.10** For any type of clarification bidders can / visit **https://mptenders.gov.in/**.In case of any assistance please call Help

desk numbers 0120-4200462, 0120-4001002. Support timings: Monday to Saturday from 10:00 AM to 07:00 PM.

- 3.11** Interested bidders may attend the free training programme in Bhopal at their own cost. For further query please contact help desk.
- 3.12** The bidder who so ever is submitting the tender by his Digital Signature Certificate shall invariably upload the scanned copy of the authority letter as well as submit the copy of same in physical form with the offer of particular tender.
- 3.13** *In case of any technical issue at the time of filling of bid documents the High Court of Madhya Pradesh will not be responsible for any non-submission / late submission of bid documents.*
- 3.14** *The firms registered under NSIC and MSME (The bidder to be registered with both NSIC and MSME for claiming exemption of tender fees) are exempted for submission of tender fees only. But they have to submit valid EMD as per the tender requirement.*

Section – IV

4 GENERAL CONDITIONS OF THE CONTRACT (GCC):-

4.1 SPECIFICATIONS:-

The Products/equipment supplied under this contract shall conform to the Technical Specifications given in this tender under **Section-VII**.

4.2 PERFORMANCE GUARANTEE:-

4.2.1 The Successful Bidder will be required to furnish performance guarantee in the form of unconditional Bank Guarantee issued by a Nationalized / Scheduled Bank in India equivalent to **05%** of the Contract Value valid for a period of **62 months** within 15 days **from the date of issue of Letter of Award / acceptance/ Purchase Order**.

4.2.2 Bank Guarantee:-

The Bank Guarantee issued by following banks would be accepted. SBI or its subsidiaries, any Indian Nationalized Bank/Scheduled Bank, Export Import Bank of India, a foreign bank (issued by a branch outside India) with counter guarantee from SBI or its subsidiaries or any Indian Nationalized Bank, and any scheduled commercial bank approved by RBI having a net worth of not less than Rs. 500 Crores as per the latest annual report of the bank.

4.2.3 The Performance Guarantee shall be as per the format approved by the Registrar General, High Court of M.P., Jabalpur.

4.2.4 The Performance Guarantee shall be payable to the Purchaser as a compensation for any loss resulting from the Bidder's failure to complete its obligations under the contract. The Purchaser will discharge the Performance Guarantee after completion of the Bidder's performance obligations, including any warranty obligations, under the contract.

4.3 DELIVERY OF MATERIALS AND RELATED DOCUMENTATION:-

4.3.1 Delivery, Installation and Commissioning of the materials /items along with the related documents as per Bill of Materials Section and

Technical Specification Section **(Section VII)** are the responsibility of the Bidder.

4.3.2 The Successful Bidder shall ensure that all Products /Printers are supplied within the Implementation schedule mentioned in the tender document under **Section-V**.

4.3.3 The Successful Bidder shall submit all the Software Kits (CDs), License Papers, Warranty Papers and any other relevant documentation related to the supplied products to the Purchaser along with the supplied products /printers.

4.4 WARRANTY:-

4.4.1 The Bidder is required to provide on-site comprehensive warranty **valid for the period of 60 months for all supplied products/ printers from the date of installation.**

4.4.2 The Bidder shall warrant that all the printers supplied under the contract is newly manufactured and shall have no defect arising out of design, materials or workmanship or from any act or omission of the Bidder that may develop under normal use of the supplied printers in the conditions prevailing across the country.

4.4.3 The Bidder shall warrant that the services provided under the contract shall be as per the Warranty Service Level Requirements given under **Section-VI**. During the warranty, the Bidder shall perform all the functions as enunciated in Section-V at no extra cost to the Purchaser. All the penalty clauses shall be applicable during the period of warranty in case of failure on part of Bidder. The terms and conditions for Warranty are given in **Section-VI**.

4.4.4 The Bidder shall quote for **comprehensive on-site warranty and support for FIVE years,** which shall become effective after the Final Acceptance Sign-off. The cost, including visits of the engineers, etc, shall be quoted as part of the individual printer prices. No separate charges shall be paid for visit of engineers or attending to faults and repairs or supply of spare parts.

4.4.5 The Registrar General, High Court of Madhya Pradesh shall promptly notify the Bidder about any claims arising under this warranty. Upon receipt of such notice, the Bidder shall repair /replace /reconfigure /re-provision the defective printer or service. Replacement under warranty clause shall be made by the Successful Bidder free of all charges at site including freight, insurance and other incidental charges.

4.4.6 If the Bidder, having been notified, fails to remedy the defect(s) within the period specified in the Service Level Agreement, the Registrar General, High Court of Madhya Pradesh may proceed to take such remedial action as may be necessary at the Bidder's risk and expense and without prejudice to any other rights, which the Registrar General, High Court of Madhya Pradesh may have against the Bidder under the contract.

4.5 PAYMENT TERMS:-

4.5.1 For the supply, installation, commissioning, testing, training and warranty maintenance of printers along with all accessories and software for the period of 60 months:

Payments will be made in **Indian Rupees only**.

4.5.1.1 **80%** of total price against delivery of the all printers at the site after submitting the duly verified delivery challan of the site / locations certified by the concerning Officer of District Court.

4.5.1.2 **20%** of total price against successful installation and getting Sign-off from concerning Officer of the District Court.

4.6 PRICES:-

4.6.1 The contract of Printers along with all accessories shall be valid for the period of 01 (one) year from the date of agreement/contract.

4.6.2 The rates and prices quoted by the bidder shall be fixed for the duration of the contract and shall not be subjected to adjustment. **The rates shall be valid for the period of one year from the date of agreement. However on introduction of new taxes / duties, the**

rates of the quoted PRINTERS shall be change in same proportionate.

4.7 PURCHASER'S RIGHTS:-

4.7.1 *The Purchaser reserves the right to make changes within the scope of the work at any point of time.*

4.7.2 The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds of purchaser's action.

4.8 TIME SCHEDULE TO COMPLETE THE CONTRACT:-

4.8.1 The successful bidder shall complete the assignment within 60 days from the date of issue of Letter of Acceptance/ Letter of Intent.

4.8.2 The Successful Bidder shall ensure that the delivery of Products/ Printers and/or the delivery of the services are in accordance with the time schedules specified in this tender. In case of any deviation from the schedule, the Purchaser reserves the right to either cancel the Contract and/or recover Liquidated Damage charges.

4.8.3 The Successful Bidder, if faced with problems in timely delivery of services, which have dependencies on the Service Provider and/or the Purchaser, which are beyond their control at any time before the Final Acceptance Signoff, shall immediately inform the Purchaser in writing, about the causes of the delay and tentative duration of such delay etc. The Purchaser, on receipt of such notice, shall analyze the facts at the earliest and may at its sole discretion, extend the contract period as deemed reasonable.

4.8.4 Any delay by the Successful Bidder in the delivery of Products/ equipment and/or the services will make the Successful Bidder liable to any or all of the following:

- i. Forfeiture of Performance Bank Guarantee

- ii. Imposition of Liquidated Damage charges
- iii. Termination of the contract for default.
- iv Blacklisting of the Successful Bidder

4.9 LIQUIDATED DAMAGES:-

If the Bidder fails to deliver any or all of the Products /Printers or to perform the services within the time period(s) specified in tender, the Registrar General, High Court of Madhya Pradesh shall without prejudice to its other remedies under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to the **0.5%** of the contract price for every week (seven days) or part thereof of delay, up to maximum deduction of 10% of the contract price. Once the maximum is reached, the Registrar General, High Court of Madhya Pradesh may consider termination of the contract.

4.10 FORCE MAJEURE:-

4.10.1 Neither party shall be responsible to the other for any delay or failure in performance of its obligations due to any occurrence commonly known as Force Majeure which is beyond the control of any of the parties, including, but without limited to, fire, flood, explosion, acts of God or any governmental body, public disorder, riots, embargoes, or strikes, acts of military authority, epidemics, strikes, lockouts or other labour disputes, insurrections, civil commotion, war, enemy actions.

4.10.2 If a Force Majeure arises, the Bidder shall promptly notify Registrar General, High Court of Madhya Pradesh in writing of such condition and the cause thereof. Unless otherwise directed by Registrar General, High Court of Madhya Pradesh the Bidder shall continue to perform his obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The Bidder shall be excused from performance of his obligations in whole or part as long as such causes, circumstances or events shall continue to prevent or delay such performance.

4.11 TERMINATION:-

- 4.11.1 Termination on expiry of the CONTRACT: The Agreement shall be deemed to have been automatically terminated on the expiry of the Contract period unless the Registrar General, High Court of Madhya Pradesh has exercised its option to extend the Contract in accordance with the provisions, if any, of the Contract.
- 4.11.2 Termination on account of Force Majeure: The Registrar General, High Court of Madhya Pradesh shall have the right to terminate the Contract on account of Force Majeure.
- 4.11.3 Termination on account of insolvency: In the event the Successful Bidder at any time during the term of the Contract becomes insolvent or makes a voluntary assignment of its assets for the benefit of creditors or is adjudged bankrupt, then the Registrar General, High Court of Madhya Pradesh, Jabalpur shall, by a notice in writing have the right to terminate the Contract and all the Successful Bidder's rights and privileges hereunder, shall stand terminated forthwith.
- 4.11.4 Termination for breach of contract: A breach by the Successful Bidder of its obligations hereunder and such breach not being rectified by the Successful Bidder within 30 days of receipt of the Purchaser's notice intimating such breach. Upon termination, the Successful Bidder shall surrender all the data and materials belonging to the Purchaser.
- 4.11.5 Termination for delay: Successful Bidder shall be required to perform all activities/services as per the terms and conditions mentioned in the tender document. If the Successful Bidder fails to do so, the Contract may be terminated by Registrar General, High Court of Madhya Pradesh by giving written notice unless Registrar General, High Court of Madhya Pradesh has extended the period with levy of Liquidated Damages as per tender.
- 4.11.6 The Registrar General, High Court of Madhya Pradesh may at any time terminate the Contract by giving notice without assigning any reason.

4.11.7 Consequences of termination: In all cases of termination herein set forth, the obligation of the Registrar General, High Court of Madhya Pradesh to pay shall be limited to the period upto the date of effective termination. Notwithstanding the termination of the Agreement, the parties shall continue to be bound by the provisions of the Agreement that reasonably require some action or forbearance after such termination.

4.11.8 In case of termination of Contract herein set forth the Contractor shall be put on holiday *[i.e. neither any enquiry will be issued to the party by the Registrar General, High Court of Madhya Pradesh against any type of tender nor their offer will be considered by Registrar General, High Court of Madhya Pradesh against any ongoing tender(s) where contract between Registrar General, High Court of Madhya Pradesh and that particular Contractor (as a bidder) has not been finalized]* for two years from the date of termination by the Registrar General, High Court of Madhya Pradesh to such Contractor.

4.12 ARBITRATION:-

In the event of any dispute or difference arising out or touching upon any of the terms and conditions of this contract and / or in relation to the implementation or interpretation hereof, the same shall be resolved initially by mutual discussion and conciliation but in the event of failure thereof, the same shall be referred to the Registrar General, High Court of Madhya Pradesh or his nominee. The sole arbitrator will be appointed by Hon'ble the Chief Justice, High Court of M.P. and the decision of the Arbitrator shall be final and binding on the parties. The arbitration shall be in Jabalpur and the Arbitrator shall give his award in accordance with "***The Arbitration and Conciliation Act, 1996***".

4.13 GOVERNING LAWS AND JURISDICTION:-

The Agreement shall be governed by the laws in force in India. Any dispute arising in relation to the Agreement shall be subject to the Jurisdiction of the Courts at Jabalpur.

Section – V

5. SPECIAL CONDITIONS OF THE CONTRACT (SCC):-

5.1 DEFINITION:-

The conditions given in this Section V, supplement the “Instructions to the Bidders” given in Section II & “GCC” given in Section IV and in case of any conflict, the conditions given herein shall prevail over those in Sections II and IV.

5.2 PRINTERS AND SUPPORTING ACCESSORIES/ SOFTWARE:-

5.2.1 All the printers / systems / items and related software to be supplied shall conform to the relevant technical specifications as mentioned in Section VII of this document.

5.3 CONSIGNEE AND SECURITY OF MATERIAL:-

5.3.1 Any stores lost, prior to formally taking over by the Purchaser, shall be made good by the contractor at no cost to the Purchaser.

Section – VI

6 SCOPE OF WORK:-

6.1 The Registrar General, High Court of Madhya Pradesh Jabalpur is interested to assign the task for Purchase of new Laser Jet Printer at District Courts in the State of Madhya Pradesh.

6.2 SUPPLY:-

6.2.1 Supply of all printers along with all necessary software's and connectivity etc. as per requirement of High Court and District Courts in the State of Madhya Pradesh.

6.3 INSTALLATION & WIRING:-

6.3.1 Installation & wiring of all printers accessories. Installation of all necessary software's and drivers.

6.4 COMPREHENSIVE WARRANTY:-

6.4.1 The contractor will be required to maintain the installed Laser Jet Printer for the period of FIVE years after the successful installation of the system.

6.5 WARRANTY TERMS AND CONDITIONS:-

6.5.1 The Contractor shall be solely responsible for the maintenance, repair of the whole printer supplied and integrated. The Registrar General, High Court of Madhya Pradesh shall not be liable to interact with any of the partners/ collaborators of the Contractor.

6.5.2 The Contractor shall have adequate Technical Support Center to meet the criteria for fault restoration/faulty unit repair times as mentioned in the Section-VI. The Contractor shall furnish the names, locations, complete postal address, Telephone numbers and FAX numbers of all Technical support Centers at the time of signing the Contract.

6.5.3 The Contractor shall also provide the name of alternate contact person or Technical Support Center with address & telephone /FAX no., which may be contacted by Registrar General, High Court of Madhya Pradesh or its authorized staff for support in case of no response/poor response from the designated Technical support center. This,

however, shall not preclude from imposing the penalties, if any, as applicable as per the terms & conditions of this tender.

6.5.4 Any change in Address, Phone number, Fax Number etc. shall have to be intimated in writing by the Contractor to the Registrar General, High Court of Madhya Pradesh, Jabalpur.

6.5.5 The Contractor shall ensure that all the Technical support centers are manned by fully competent and responsible Engineers and are capable of attending faults / supporting their engineers at the High Court and District Courts in the State of Madhya Pradesh Jabalpur.

6.6 WARRANTY SERVICE LEVEL REQUIREMENTS – SLA:-

6.6.1 Service Hours and Preventive Maintenance:-

The Service window for the Laser Jet Printers and accessories would be 24x07x365.

For first 03 years preventive maintenance is to carried out on yearly basis and there after the preventive maintenance is to be carried out 06 monthly basis and when required by the High Court.

6.6.2 Scheduled Downtime:-

(a) Scheduled downtime is defined as the period of time when the Laser Jet Printers in not functioning on account of Holidays.

(b) It will be expressed in Hours.

(c) The maximum scheduled downtime for any Laser Jet Printers would be 02 days every calendar month.

(d) The preventive maintenance would be carried out with a minimum advance notice of 24 hours in writing and subsequent acceptance of the same by Registrar General, High Court of Madhya Pradesh.

6.6.3 Mean Time To Resolve (MTTR):-

(a) MTTR is defined as the arithmetic average of the time taken to attend to resolve the issues logged over a defined period of time.

(b) The Severity Levels for measuring MTTR are provided in the following table:

S. No.	Severity Level
1	High
2	Low

6.6.4 The various Service Level Requirements and related penalties for default are given below:

Parameter	Details	Measurement Criteria	Penalties per day of delay / per fault / per occasion
Mean time to resolve (MTTR)	(i) Within 24 Hours from the call logging time – for all High Severity events (ii) Within 48 hours from the time of attending the problem for all Low severity events	Calculation of fault duration per instance based on complaint reported /logged.	(i) For High Severity events, Rs. 500/- . (ii) For Low Severity events, Rs. 200/- .

6.6.4.1 The Successful Bidder needs to maintain the Service Levels as follows:

- (a) 99% of the times for the MTTR of High Severity Events
- (b) 95% of the times for the MTTR of Low Severity Events

6.6.4.2 The penalty will be applicable on per fault basis even if there is a commonality of fault at any point causing full or part failure of services. Penalty will be deducted from the performance guarantee submitted against due execution of the Contract or from the bill amount that is due for payment to the contractor.

6.6.4.3 After the expiry of Warranty, it shall be optional for Registrar General, High Court of Madhya Pradesh not to enter the contract further with the contractor. If Registrar General, High Court of Madhya Pradesh is not satisfied with the performance of the Contractor during Warranty it reserves the right to terminate the same during its currency, after **giving a notice** to the Contractor.

6.6.4.4 The Contractor has to maintain adequate spares for maintaining the SLA (Service Level Agreement) parameters as mentioned below. Any cost involved to meet the service level requirements specified above is to be borne by the Bidder.

6.6.4.5 In case the Service Level Requirements are violated continuously for a period of one month, the Purchaser reserves the right to terminate the Contract by giving a written notice to the Successful Bidder.

Section – VII

7. TECHNICAL SPECIFICATIONS:-

All the products/equipment supplied should be quoted with:

- (i) Five years comprehensive Onsite Warranty and support on Laser Jet Printers/ systems / items / articles.
- (ii) All the necessary required cables and other accessories.
- (iii) Enclose all product catalogues and technical **brochures of the LaserJet Printer along with MANUFACTURER AUTHORIZATION FORM (MAF) addressed to the "Registrar General, High Court of Madhya Pradesh", Jabalpur (M.P.)**
- (iv) The bidder has to quote only 01 product of single make / brand at a time and not multiple brands for same item.
- (v) **The LaserJet Printer manufacturer can authorize more than one partner for participation in the bid.**

SPECIFICATIONS of Duplex LaserJet Printers with latest tank technology

S. No.	Items	Minimum Specifications of Duplex LaserJet Printers with latest tank technology	Technical compliance Yes / No
01	Functions	Print / Copy / Scan	
02	Print and copy	22 ppm or better	
03	Resolution	300 x 300 dpi and above	
04	Memory	64 MB RAM	
05	duty cycle	Minimum 8000 pages per month	
06	Port	High Speed USB port	
07	Networking	10 Base T/100 Base Tx networking ETHERNET Connectivity, built-in Ethernet, WiFi 802.11ac /802.11 b/g/n.	
08	Printing	Automatic Duplex printing : A4, LETTER and etc.	
09	Operating System supported	Ubuntu Linux and Windows Operating System	
10	Energy star/ BEE Certified / BIS certified	Yes Required	
11	OEM Product	Original Equipment Manufacturer (OEM) Manufacture or its authorized distributors/ dealers with OEM	
12	Warranty	5 Years on site Comprehensive Warranty support with Level 1 Support from bidder and Level2 support from OEM	
13	Service Centre	Must have Company Authorized Service Centre in Capital City / High Court Place	

Note:- The specification mentioned above are minimum and the vendor may quote higher specifications.

Section - VIII

Detail Break up of Cost*:

Name of the Bidder: _____

Part-A

S. No.	Item Description	Make and Model	Unit Price (In Rs.)	GST	Total Unit Price (All inclusive) with 05 years on-site comprehensive warranty for printers /Items (In Rs.)	*Approximately number of items to be purchase	Total Cost (All inclusive)
01	02	03	04	05	06	07	08
1	Duplex LaserJet Printers					850	
Total Value in Rupees							

TOTAL Amount /BID VALUE in Rupees:

Signature of Bidder with seal: _____

Name: _____

Business address: _____

Tel. No. & Mobile No.: _____

Email : _____

Place : _____

Date: _____

Part-B

Description (The High Court may enter the contract for printing per image during warranty period)	Unit Price (In Rs.)	GST	Any other duty/tax	Total Cost (all inclusive) (In Rs.)
1	2	3	4	5=(2+3+4)
Cost of Printing / copy per image A4 / Legal size (<i>single side</i>).				

Note: - The financial bids are to be submitted online and no hard sheet/ copy is to be submitted along with the bid.

The bid shall be finalized on the basis of Part-A.

Form: PQ-1
Techno-commercial Bid

S. No.	Description	Indicate also page number where attached
1.	Name, address & telephone number of the agency/firm.	
2.	Name, designation, address & telephone number of authorized person.	
3.	Please specify as to whether Tenderer is sole Proprietor/Partnership Firm/Private or Limited Company.	
4.	Name, address & telephone number of Directors/Partners, Fax No., e-mail address.	
5.	Copy of PAN Card, Copy of previous 03 Financial Year's Income tax return (ITR) Year i.e. 2022-2023, 2023-2024 & 2024-2025.	
6.	Original equipment Manufacturer (OEM) certificate / letter to sale the product.	
7.	GST registration and latest GST return (please enclose copy).	
8.	Experience Certificates / details of minimum 05 years in supplying and installation of Printers and other related IT Equipments in Central Government /State Government/ Public Sector Undertakings /Autonomous Bodies /Reputed Private organizations. <i>(The bidder has to quote experience of minimum 05 years, in this regard, the work /purchase orders copies of five years is required from the bidder).</i>	
9.	Online Bid Security/Earnest Money Deposit: a) Amount: Rs. 2,50,000/- b) Reference No. : c) Date of issue:	
10.	Online Tender Fees details a) Amount: Rs. 5,000/- b) Reference No. : c) Date of issue:	
11.	Product Brochure and product catalogues	

Declaration by the Bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained in the tender document and undertake myself/ourselves to strictly abide by them.

Signature of the Bidder with Seal

Form: PQ-1

BIDDER'S ANNUAL TURNOVER

_____ (Location)
_____ (Date)

From (Name & Address of the Statutory Auditor)

_____ To,
The Registrar General,
High Court of Madhya Pradesh,
Jabalpur

Ref.: _____

Sir,

We hereby certify that the average annual turnover of M/s.
_____ (name of the bidder) is not less than **Rs. Two Crore**
during the last three financial years.

S. No.	Firm	Year 2022-2023	Year 2023-24	Year 2024-2025
		Amount	Amount	Amount
1				

Yours Sincerely,

(Signature of Authorized Auditor)

Name of the Authorized Auditor:

Seal:

Form: PQ-2

SIMILAR WORK EXPERIENCE

_____ (Location)
_____ (Date)

From (Name & Address of the Bidder)

_____ To,
The Registrar General,
High Court of Madhya Pradesh,
Jabalpur

Sub: Supply, Installation, Commissioning and Maintenance of duplex laser jet printers at District Courts in the State of Madhya Pradesh.

Ref.: _____

1. We hereby declare and confirm that we, _____ (Name of the Bidder), having registered office at _____ (address) have successfully executed following projects. We are providing the details below: (Note: add rows as required).

Sl. No.	Name of the client organization	Purchase Order (P.O) No. & Date of issue of P.O.	Project Value	Brief Scope of Work	Whether the copies of the purchase orders / contracts from the client as required, is attached?	
					Yes/No	<u>Pg. No. on the Proposal</u>

Yours Sincerely,

(Signature of Authorized Signatory)

Name and Designation of the Authorized Signatory:

Name and address of the Bidder Company:

Seal:

Seal and Signature of Bidder

Annexure - I

Clause by Clause compliance statement on the technical specification as prescribed in the Section VII of this document.

Sl. No.	Clause no.	Complied / Not complied

Annexure - II

DEVIATION STATEMENT FORMAT

The Bidder is required to provide the details of the deviations of the tender clauses **(in any section of the tender)** in the following format.

Sl. No.	Section No.	Clause No	Clause Descript	Non Compliance/ Partial Compliance	Remarks

Annexure - III

FORMAT FOR BIDDERS TO SUBMIT PRE-BID QUERY

The Bidder has to submit their queries **(in any section of the tender/ technical speculations)** in the following format only.

S. No.	Section No. / Clause No / Specification/ Page No.	Content of RFP Requiring Clarification	Query of the bidder / remarks of the bidder, if any
1.			
2.			
cont..			
n....			

Note: -

- Submit the pre-bid query as mentioned in the above format till 14.11.2025 through e-mail: regithcjbptd@mp.gov.in. The pre-bid query received positively after 17.11.2025 shall not be considered.
- The duly hard copy submission of pre-bid query as per the above format to be submitted along with the soft copy.
- In case any e-mail of the vendor received in the junk/spam mail shall not be considered for reply by the High Court.

PART – I
BID FORM (1 sheet)

Tender No. :

Date:

To,

**The Registrar General
High Court of M.P.,
Jabalpur (M.P.)**

Respected Sir,

1. Having examined the conditions of contract and specifications in the tender document and annexure, the receipt of which is hereby duly acknowledged, we, undersigned, offer to supply and installation of Duplex Laser Jet Printers along with all accessories for the sum shown in the schedule of prices attached herewith and made part of this Bid.
2. We undertake, if our Bid is accepted, to complete delivery of all the items specified in the contract within the delivery schedule specified in the tender.
3. If our Bid is accepted, we will obtain the unconditional performance guarantee of a Nationalized/Scheduled Bank for a sum **05%** of the purchase / contract value.
4. We agree to abide by this Bid for a period of 180 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. Until a formal Purchase Order of Contract is prepared and a contract is executed accordingly, this Bid together with your written acceptance thereof in your notification of award shall constitute a

contract binding on us, subject to terms and conditions mentioned in the tender document.

- 6. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.
- 7. We understand that you are not bound to accept the lowest or any bid, you may receive and you may reject any bid without assigning reason therefore and you may vary, amend or alter any terms and conditions of the Tender Document at the time of execution of the Contract.

Dated this day of 2025

Name and Signature

In the capacity of

**Duly authorized to sign the bid
for and on behalf of**

Witness

Address

Signature

CERTIFICATES

WE CERTIFY THAT:

1. We will not LEAK / DISCLOSE any information of High Court of Madhya Pradesh, Jabalpur to any other institutions/organizations, bodies and also in the market on the rates less than the prices quoted by us to the High Court.
2. The rate of TAXES / DUTIES mentioned in the tender is in accordance with the provisions of the rules in all respects and the same is payable to the Authorities.
3. The material / items offered shall be of the **best quality** strictly in accordance with the specifications and particulars as detailed in the tender.
4. The information furnished by us in the tender are true and correct to the best of our knowledge and belief.
5. We have read and understood the rules, regulations, terms and conditions of tender as applicable from time to time and agree to abide by them.
6. We will meet 100% Confidentiality and Integrity of the High Court Database and software.

Authorized Signatory

(Seal of the Company)

ANNEXURE-“A”**Approximate distribution List of District and Tehsil Courts where delivery of the printers are to be made**

S. No.	Name of District	Name of Court Complexes	Type
1	AGAR MALWA	DISTRICT & SESSIONS COURT, AGAR MALWA	DISTRICT
2	ALIRAJPUR	DISTRICT & SESSIONS COURT, ALIRAJPUR	DISTRICT
3	ANUPPUR	DISTRICT & SESSIONS COURT, ANUPPUR	DISTRICT
4	ASHOKNAGAR	DISTRICT & SESSIONS COURT, ASHOKNAGAR	DISTRICT
5	BALAGHAT	DISTRICT & SESSIONS COURT, BALAGHAT	DISTRICT
6	BARWANI	DISTRICT & SESSIONS COURT, BARWANI	DISTRICT
7	BETUL	DISTRICT & SESSIONS COURT, BETUL	DISTRICT
8	BHIND	DISTRICT & SESSIONS COURT, BHIND	DISTRICT
9	BHOPAL	DISTRICT & SESSIONS COURT, BHOPAL	DISTRICT
10	BURHANPUR	DISTRICT & SESSIONS COURT, BURHANPUR	DISTRICT
11	CHHATARPUR	DISTRICT & SESSIONS COURT, CHHATARPUR	DISTRICT
12	CHHINDWARA	DISTRICT & SESSIONS COURT, CHHINDWARA	DISTRICT
13	DAMOH	DISTRICT & SESSIONS COURT, DAMOH	DISTRICT
14	DATIA	DISTRICT & SESSIONS COURT, DATIA	DISTRICT
15	DEWAS	DISTRICT & SESSIONS COURT, DEWAS	DISTRICT
16	DHAR	DISTRICT & SESSIONS COURT, DHAR	DISTRICT
17	DINDORI	DISTRICT & SESSIONS COURT, DINDORI	DISTRICT
18	GUNA	DISTRICT & SESSIONS COURT, GUNA	DISTRICT
19	GWALIOR	DISTRICT & SESSIONS COURT, GWALIOR	DISTRICT
20	HARDA	DISTRICT & SESSIONS COURT, HARDA	DISTRICT
21	NARMADAPURAM	DISTRICT & SESSIONS COURT, NARMADAPURAM	DISTRICT
22	INDORE	DISTRICT & SESSIONS COURT, INDORE	DISTRICT
23	JABALPUR	DISTRICT & SESSIONS COURT, JABALPUR	DISTRICT
24	JHABUA	DISTRICT & SESSIONS COURT, JHABUA	DISTRICT
25	KATNI	DISTRICT & SESSIONS COURT, KATNI	DISTRICT
26	KHANDWA	DISTRICT & SESSIONS COURT, KHANDWA	DISTRICT
27	MANDLA	DISTRICT & SESSIONS COURT, MANDLA	DISTRICT
28	MANDLESHWAR	DISTRICT & SESSIONS COURT, MANDLESHWAR	DISTRICT
29	MANDSAUR	DISTRICT & SESSIONS COURT, MANDSAUR	DISTRICT
30	MORENA	DISTRICT & SESSIONS COURT, MORENA	DISTRICT
31	NARSINGHPUR	DISTRICT & SESSIONS COURT, NARSINGHPUR	DISTRICT
32	NEEMUCH	DISTRICT & SESSIONS COURT, NEEMUCH	DISTRICT
33	PANNA	DISTRICT & SESSIONS COURT, PANNA	DISTRICT
34	RAISEN	DISTRICT & SESSIONS COURT, RAISEN	DISTRICT
35	RAJGARH	DISTRICT & SESSIONS COURT, RAJGARH	DISTRICT
36	RATLAM	DISTRICT & SESSIONS COURT, RATLAM	DISTRICT
37	REWA	DISTRICT & SESSIONS COURT, REWA	DISTRICT
38	SAGAR	DISTRICT & SESSIONS COURT, SAGAR	DISTRICT
39	SATNA	DISTRICT & SESSIONS COURT, SATNA	DISTRICT
40	SEHORE	DISTRICT & SESSIONS COURT, SEHORE	DISTRICT
41	SEONI	DISTRICT & SESSIONS COURT, SEONI	DISTRICT
42	SHAHNOL	DISTRICT & SESSIONS COURT, SHAHDOL	DISTRICT
43	SHAJAPUR	DISTRICT & SESSIONS COURT, SHAJAPUR	DISTRICT
44	SHEOPUR	DISTRICT & SESSIONS COURT, SHEOPUR	DISTRICT
45	SHIVPURI	DISTRICT & SESSIONS COURT, SHIVPURI	DISTRICT
46	SIDHI	DISTRICT & SESSIONS COURT, SIDHI	DISTRICT
47	SINGRAULI	DISTRICT & SESSIONS COURT, SINGRAULI	DISTRICT
48	TIKAMGARH	DISTRICT & SESSIONS COURT, TIKAMGARH	DISTRICT
49	UJJAIN	DISTRICT & SESSIONS COURT, UJJAIN	DISTRICT
50	UMARIA	DISTRICT & SESSIONS COURT, UMARIA	DISTRICT
51	VIDISHA	DISTRICT & SESSIONS COURT, VIDISHA	DISTRICT

List of Tehsil Courts where delivery of the printers are to be made

S. No.	Name of District	Name of Court Complexes	Type
1	AGAR MALWA	CIVIL COURT, NALKHEDA	TEHSIL
2	AGAR MALWA	CIVIL COURT, SUSNER	TEHSIL

3	ALIRAJPUR	CIVIL COURT, JOBAT	TEHSIL
4	ANUPPUR	CIVIL COURT, KOTMA	TEHSIL
5	ANUPPUR	CIVIL COURT, RAJENDRAGRAM	TEHSIL
6	ASHOKNAGAR	CIVIL COURT, MUNGAOLI	TEHSIL
7	ASHOKNAGAR	CIVIL COURT, CHANDERI	TEHSIL
8	ASHOKNAGAR	CIVIL COURT, ESHAGARH	TEHSIL
9	BALAGHAT	CIVIL COURT, BAIHAR	TEHSIL
10	BALAGHAT	CIVIL COURT, KATANGI	TEHSIL
11	BALAGHAT	CIVIL COURT, WARASEONI	TEHSIL
12	BALAGHAT	CIVIL COURT COMLEX,LANJI	TEHSIL
13	BARWANI	CIVIL COURT, ANJAD	TEHSIL
14	BARWANI	CIVIL COURT, KHETIYA	TEHSIL
15	BARWANI	CIVIL COURT, RAJPUR	TEHSIL
16	BARWANI	CIVIL COURT, SENDHWA	TEHSIL
17	BETUL	CIVIL COURT, BHAINSDEHI	TEHSIL
18	BETUL	CIVIL COURT, MULTAI	TEHSIL
19	BETUL	CIVIL COURT, AAMLA	TEHSIL
20	BHIND	CIVIL COURT, LAHAR	TEHSIL
21	BHIND	CIVIL COURT, MEHGAON	TEHSIL
22	BHIND	CIVIL COURT, GOHAD	TEHSIL
23	BHOPAL	CIVIL COURT, BERASIA	TEHSIL
24	BURHANPUR	CIVIL COURT ,NEPANAGAR	LINK TEHSIL
25	CHHATARPUR	CIVIL COURT, BADAMALHARA	TEHSIL
26	CHHATARPUR	CIVIL COURT, BIJAWAR	TEHSIL
27	CHHATARPUR	CIVIL COURT, LAVKUSH NAGAR (LAUNDI)	TEHSIL
28	CHHATARPUR	CIVIL COURT, NOWGAON	TEHSIL
29	CHHATARPUR	CIVIL COURT, RAJNAGAR	TEHSIL
30	CHHATARPUR	CIVIL COURT, BUXWAHA (LINK)	LINK TEHSIL
31	CHHINDWARA	CIVIL COURT, AMARWARA	TEHSIL
32	CHHINDWARA	CIVIL COURT, CHORAI	TEHSIL
33	CHHINDWARA	CIVIL COURT, JUNNARDEO	TEHSIL
34	CHHINDWARA	CIVIL COURT, PANDHURNA	TEHSIL
35	CHHINDWARA	CIVIL COURT, PARASIYA	TEHSIL
36	CHHINDWARA	CIVIL COURT, SAUSAR	TEHSIL
37	CHHINDWARA	CIVIL COURT, HARRAI	TEHSIL
38	CHHINDWARA	CIVIL COURT, TAMIA	TEHSIL
39	CHHINDWARA	CIVIL COURT, BICCHUA (Link)	LINK TEHSIL
40	DAMOH	CIVIL COURT,HATTA	TEHSIL
41	DAMOH	CIVIL COURT,PATHARIA	TEHSIL
42	DAMOH	CIVIL COURT, TENDHUKHEDA	TEHSIL
43	DATIA	CIVIL COURT,BHANDER	TEHSIL
44	DATIA	CIVIL COURT,SEODHA	TEHSIL
45	DEWAS	CIVIL COURT,BAGLI	TEHSIL
46	DEWAS	CIVIL COURT,KANNOD	TEHSIL
47	DEWAS	CIVIL COURT,KHATEGAON	TEHSIL
48	DEWAS	CIVIL COURT,SONKATCH	TEHSIL
49	DEWAS	CIVIL COURT,TONKKHURD	TEHSIL
50	DHAR	CIVIL COURT ,BADNAWAR	TEHSIL
51	DHAR	CIVIL COURT ,DHARAMPURI	TEHSIL
52	DHAR	CIVIL COURT ,KUKSHI	TEHSIL
53	DHAR	CIVIL COURT, MANAWAR	TEHSIL
54	DHAR	CIVIL COURT, SARDARPUR	TEHSIL
55	DINDORI	CIVIL COURT, SHAHPURA	TEHSIL
56	GUNA	CIVIL COURT, AARON	TEHSIL
57	GUNA	CIVIL COURT, CHACHODA	TEHSIL
58	GUNA	CIVIL COURT, RAGHOGARH	TEHSIL
59	GWALIOR	CIVIL COURT, BHITARWAR	TEHSIL
60	GWALIOR	CIVIL COURT, DABRA	TEHSIL
61	HARDA	CIVIL COURT KHIRKIYA	TEHSIL
62	HARDA	CIVIL COURT TIMARNI	TEHSIL
63	NARMADAPURAM	CIVIL COURT, ITARSI	TEHSIL
64	NARMADAPURAM	CIVIL COURT, PIPARIYA	TEHSIL

65	NARMADAPURAM	CIVIL COURT, SEONI MALWA	TEHSIL
66	NARMADAPURAM	CIVIL COURT, SOHAGPUR	TEHSIL
67	NARMADAPURAM	CIVIL COURT PACHMARI	LINK TEHSIL
68	INDORE	CIVIL COURT, DEPALPUR	TEHSIL
69	INDORE	CIVIL COURT, HATOD	TEHSIL
70	INDORE	DR AMBEDKAR NAGAR (MHOW)	TEHSIL
71	INDORE	CIVIL COURT, SANWER	TEHSIL
72	JABALPUR	CIVIL COURT, PATAN	TEHSIL
73	JABALPUR	CIVIL COURT, SIHORA	TEHSIL
74	JHABUA	CIVIL COURT, PETLAWAD	TEHSIL
75	JHABUA	CIVIL COURT, THANDLA	TEHSIL
76	KATNI	CIVIL COURT, VIJAYRAGHOGARH	TEHSIL
77	KATNI	CIVIL COURT, DHIMARKHEDA	TEHSIL
78	KATNI	CIVIL COURT, BARHI	TEHSIL
79	KHANDWA	CIVIL COURT, HARSUD	TEHSIL
80	KHANDWA	CIVIL COURT PUNASA	TEHSIL
81	KHANDWA	CIVIL COURT MANDHATA (LINK)	LINK TEHSIL
82	MANDLA	CIVIL COURT, NAINPUR	TEHSIL
83	MANDLA	CIVIL COURT, NIWAS	TEHSIL
84	MANDLA	CIVIL COURT, BHUABICHHIYA	TEHSIL
85	MANDLESHWAR	CIVIL COURT, KHARGONE	TEHSIL
86	MANDLESHWAR	CIVIL COURT, SANAWAD	TEHSIL
87	MANDLESHWAR	CIVIL COURT, BARWAHA	TEHSIL
88	MANDLESHWAR	CIVIL COURT, BHIKANGAON	TEHSIL
89	MANDLESHWAR	CIVIL COURT, KASRAWAD	TEHSIL
90	MANDLESHWAR	CIVIL COURT, MAHESHWAR	TEHSIL
91	MANDSAUR	CIVIL COURT, BHANPURA	TEHSIL
92	MANDSAUR	CIVIL COURT, GAROTH	TEHSIL
93	MANDSAUR	CIVIL COURT, NARAYANGARH	TEHSIL
94	MANDSAUR	CIVIL COURT, SITAMAU	TEHSIL
95	MORENA	CIVIL COURT, AMBAH	TEHSIL
96	MORENA	CIVIL COURT, JORA	TEHSIL
97	MORENA	CIVIL COURT, SABALGARH	TEHSIL
98	NARSINGHPUR	CIVIL COURT, GADARWARA	TEHSIL
99	NARSINGHPUR	CIVIL COURT, TENDUKHEDA	TEHSIL
100	NARSINGHPUR	CIVIL COURT, GOTEGAON	TEHSIL
101	NEEMUCH	CIVIL COURT, JAWAD	TEHSIL
102	NEEMUCH	CIVIL COURT, MANASA	TEHSIL
103	NEEMUCH	CIVIL COURT ,RAMPURA(Link)	LINK TEHSIL
104	PANNA	CIVIL COURT, AJAYGARH	TEHSIL
105	PANNA	CIVIL COURT, PAWAI	TEHSIL
106	Raisen	CIVIL COURT,BARELI	TEHSIL
107	Raisen	CIVIL COURT ,BEGUMGANJ	TEHSIL
108	Raisen	CIVIL COURT,GAIRATGANJ	TEHSIL
109	Raisen	CIVIL COURT,GOHARGANJ	TEHSIL
110	Raisen	CIVIL COURT,SILWANI	TEHSIL
111	Raisen	CIVIL COURT ,UDAIPURA	TEHSIL
112	RAJGARH	CIVIL COURT, BIAORA	TEHSIL
113	RAJGARH	CIVIL COURT, KHILCHIPUR	TEHSIL
114	RAJGARH	CIVIL COURT, NARSINGHGARH	TEHSIL
115	RAJGARH	CIVIL COURT, ZIRAPUR	TEHSIL
116	RAJGARH	CIVIL COURT, SARANGPUR	TEHSIL
117	RATLAM	CIVIL COURT, ALOTE	TEHSIL
118	RATLAM	CIVIL COURT, JAORA	TEHSIL
119	RATLAM	CIVIL COURT, SAILANA	TEHSIL
120	REWA	CIVIL COURT, MAUGANJ	TEHSIL
121	REWA	CIVIL COURT, SIRMOUR	TEHSIL
122	REWA	CIVIL COURT, TEONTHER	TEHSIL
123	REWA	CIVIL COURT, HANUMANA	TEHSIL
124	REWA	CIVIL COURT, MANGAWAN	TEHSIL
125	SAGAR	CIVIL COURT, BANDA	TEHSIL
126	SAGAR	CIVIL COURT, BINA	TEHSIL

127	SAGAR	CIVIL COURT, DEORI	TEHSIL
128	SAGAR	CIVIL COURT, KHURAI	TEHSIL
129	SAGAR	CIVIL COURT, REHLI	TEHSIL
130	SAGAR	CIVIL COURT, GARHAKOTA	TEHSIL
131	SAGAR	CIVIL COURT, MALTHONE	TEHSIL
132	SAGAR	CIVIL COURT, SHAHGARH	TEHSIL
133	SAGAR	CIVIL COURT, KESLI	TEHSIL
134	SAGAR	CIVIL COURT RAHATGARH	LINK TEHSIL
135	SATNA	CIVIL COURT, AMARPATAN	TEHSIL
136	SATNA	CIVIL COURT, MAIHAR	TEHSIL
137	SATNA	CIVIL COURT, NAGOD	TEHSIL
138	SATNA	CIVIL COURT, RAMPUR BAGHELA	TEHSIL
139	SATNA	CIVIL COURT, UNCHEHRA	TEHSIL
140	SATNA	CIVIL COURT, CHITRAKOOT	TEHSIL
141	SATNA	CIVIL COURT MAJHGAWAN(LINK)	LINK TEHSIL
142	SEHORE	CIVIL COURT, ASHTA	TEHSIL
143	SEHORE	CIVIL COURT, BUDHNI	TEHSIL
144	SEHORE	CIVIL COURT, ICHHAWAR	TEHSIL
145	SEHORE	CIVIL COURT, NASRULLAGANJ	TEHSIL
146	SEONI	CIVIL COURT, LAKHNADON	TEHSIL
147	SEONI	CIVIL COURT, GHANSAUR	TEHSIL
148	SEONI	CIVIL COURT, KEOLARI	TEHSIL
149	Seoni	CIVIL COURT CHHAPARA	LINK TEHSIL
150	SHAHDOL	CIVIL COURT ,BEOHARI BEOHARI	TEHSIL
151	SHAHDOL	CIVIL COURT ,BURHAR	TEHSIL
152	SHAHDOL	CIVIL COURT ,JAISINGHNAGAR	TEHSIL
153	SHAHDOL	CIVIL COURT ,JAITPUR (Link)	LINK TEHSIL
154	SHAJAPUR	CIVIL COURT, SHUJALPUR	TEHSIL
155	SHEOPUR	CIVIL COURT, VIJAYPUR	TEHSIL
156	SHIVPURI	CIVIL COURT, KARERA	TEHSIL
157	SHIVPURI	CIVIL COURT, KOLARAS	TEHSIL
158	SHIVPURI	CIVIL COURT, PICHHORE	TEHSIL
159	SHIVPURI	CIVIL COURT, POHARI	TEHSIL
160	SHIVPURI	CIVIL COURT, KHANIADHANA	TEHSIL
161	SIDHI	CIVIL COURT, CHURHAT	TEHSIL
162	SIDHI	CIVIL COURT RAMPUR NAIKIN	TEHSIL
163	SIDHI	CIVIL COURT, MAJHOULI	TEHSIL
164	SINGRAULI	CIVIL COURT, DEOSAR	TEHSIL
165	SINGRAULI	CIVIL COURT, SARAI	TEHSIL
166	TIKAMGARH	CIVIL COURT,JATARA	TEHSIL
167	TIKAMGARH	CIVIL COURT,NIWARI	TEHSIL
168	TIKAMGARH	CIVIL COURT,ORCHHA	TEHSIL
169	UJJAIN	CIVIL COURT, BADNAGAR	TEHSIL
170	UJJAIN	CIVIL COURT, KHACHRAUD	TEHSIL
171	UJJAIN	CIVIL COURT, MAHIDPUR	TEHSIL
172	UJJAIN	CIVIL COURT, NAGDA	TEHSIL
173	UJJAIN	CIVIL COURT, TARANA	TEHSIL
174	UMARIA	CIVIL COURT, BIRSINGHPUR-PALI	TEHSIL
175	UMARIA	CIVIL COURT, MANPUR	TEHSIL
176	VIDISHA	CIVIL COURT, KURWAI	TEHSIL
177	VIDISHA	CIVIL COURT, BASODA	TEHSIL
178	VIDISHA	CIVIL COURT, LATERI	TEHSIL
179	VIDISHA	CIVIL COURT, SIRONJ	TEHSIL