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**HIGH COURT OF JUDICATURE AT BOMBAY  
BENCH AT AURANGABAD**

**NOTICE INVITING E-TENDER**

**N/Cash/12654/2024.  
Date: 18/11/2024.**

The High Court of Judicature at Bombay, Bench at Aurangabad, invites e-Tenders in two part bidding system [Technical Bid & Financial Bid] from reputed suppliers/dealers/agencies **FOR REFILLING OF TONER/ CARTRIDGES & SUPPLY OF NECESSARY SPARE PARTS OF TONER/ CARTRIDGES** for the period of one year from the date of award of contract.

**Other Tender Information :**

<b>Tender Fees</b>	<b>E.M.D.</b>	<b>Performance Bank Guarantee</b>	<b>Contract Period</b>	<b>Tender Value approx.</b>
Rs.1700/- Non Refundable	Rs.8500/-	12000/-	01 Year	4,00,000/-

The e-tenderer should note that, it is highly important that, all activities like buying of forms /downloading / filling of bids / inclusion of bids / should be completed within the stipulated time according to the time table mentioned below.

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**TIME-TABLE OF E-TENDER PUBLICATION**

Date & Time of Publication	19/11/2024 At 10.00 a.m.
Date & Time of Document Downloading/Sale Start	19/11/2024 At 10.00 a.m.
Date & Time of Bid submission Start	19/11/2024 at 10.00 am.
Last date & time of Document downloading	27/11/2024 at 3.00 p.m.
Last date & time of Bid submission	27/11/2024 at 3.00 p.m.
Bid Opening Date & Time	28/11/2024 at 3.05 pm. [if possible]

For details of terms and conditions willing firms/agencies may log on to the website <https://mahatenders.gov.in> & <https://bombayhighcourt.nic.in> and for getting technical information inquire on Toll Free No.0120-4001002/4001005/6277787 & Other Tender inquiry phone No.0240-2993303.

Date: \_\_\_\_/11/2024.

Sd/-  
REGISTRAR [ADMN.]

**HIGH COURT OF JUDICATURE AT BOMBAY  
BENCH AT AURANGABAD**

**E-TENDER NOTICE FOR REFILLING OF TONER/CARTRIDGES &  
SUPPLY OF NECESSARY SPARE PARTS OF TONER/CARTRIDGES**

**General Terms & Conditions : -**

1. Statutory Levies: The bidder should quote the rates for refilling toner cartridges and providing related spares, excluding GST and any applicable statutory levies, charges by State or Central Government, etc.. The successful bidder will be responsible for the payment of such taxes or charges.
2. The quoted rates shall remain valid for one year from the date of award of contract and will not be enhanced during the contract period.
3. The Bidders are expected to examine all instructions, forms, terms and conditions in the bidding documents. Failure to furnish all the information mentioned in the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect, shall be at the bidder's risk and may result in rejection of the bid.
4. Preference will be given to the local vendors for smooth functioning of office work i.e. for getting prompt services of refilling of toners.
5. The bid is liable to be rejected outrightly without any intimation to the Bidder, if any information called for the tender document is not given therein or if any particular details asked for in the Forms / Proforma of tender are

not fully furnished.

6. The selected firm/vendor shall give a Guarantee for a minimum period of 45 days for parts and 2000 Prints for refilling for smooth performance of Cartridges/Toners.
7. The response time of the Vendor shall not exceed 30 minutes for collecting the printer Toner/Cartridges in case of urgent requirement.
8. The printer cartridges collected by the Vendor for refilling shall be delivered to the respective Branches of the High Court of Bombay Bench at Aurangabad immediately on the same day.
9. The Vendor shall Refill the cartridges even on Holidays and Public Holidays as per the requirement of the High Court of Bombay Bench at Auranganbad in case of extreme urgency.
10. The Vendor shall be solely responsible for replacing each and every part [Original] of the printer toner/ cartridge without any extra charge. The changed parts must be original to the said printers.
11. The Toner powder must be used in the original toner i.e. HP, Canon, etc. It will be the total responsibility of the vendor to use above original Powder for refilling of Toners, for ensuring long life of official documents/Original Judgments etc.
12. The Vendor shall arrange standby Cartridges in sufficient numbers considering the urgency of work at their own cost and shall refill the collected toners also replace the original parts under the supervision of official so as

deputed by the Computer Section of this Registry and report thereof shall be submitted with invoice.

13. The life of printed text shall be minimum 50 years after refilled Cartridge/Toner of the printer.

14. The spare parts of cartridge i.e. Drum, Doctor Blade, PCR Roller, Magnet Roller, wiper Blade, chip etc. changed/replaced should be of the make of original equipment manufacturer [OEM].

15. The Refilled Cartridges/Toners, not performing to the satisfaction of the user, shall be returned to the vendor for replacement. The vendor should Refill the Cartridges/Toners without any additional cost.

16. It shall be the responsibility of selected Firm/Vendor to check viability of empty Cartridge/Toner for refilling and replacement of parts if necessary, if the Registry finds that the vendor has Refilled or replace the parts when not needed, the Registry will taken appropriate action against the Contractor.

**17. The selected Firm shall have to depute a well experienced residential refilling person at High Court Bombay Bench at Aurangabad from 10.00 a.m. to 5.00 p.m., or till the completion of work on every working day for refilling the Cartridges/Toner and vendor shall be responsible for providing express service to the users.**

18. The Bidders shall have to upload filled Annexure "B" along with the required photocopies of documents serially with the technical bid.

19. The bidders shall deposit a tender fee of Rs. 1,700 (non-refundable) and an Earnest Money Deposit (EMD) of Rs. 8,500 while submitting the e-tenders. An online payment gateway is available for this purpose. The tender fee and EMD must be deposited only through the online banking option available on the website <https://mahatenders.gov.in>. If the successful bidder fails to accept the contract within the stipulated time, the EMD will be forfeited by this Registry.

20. The successful Bidder shall at his own cost submit an unconditional and irrevocable Performance Bank Guarantee of Rs.12000/-, with the Tender Issuing Authority, within fifteen (15) working days from the receipt of work order, as per the prescribed format given at Annexure "C".

21. The Performance Bank Guarantee will be returned to the successful bidder after satisfactory completion of contract without interest. If bidder has breach any of the term and conditions or fail to provide satisfactory services immediately as per terms and conditions, the said performance Bank Guarantee will be confiscated by the Registry and contract will be terminated and given to the next eligible agency. The office also reserve the rights to reduce the contract period or cancel the contract without assigning any reason.

22. The payment will be released to the firm on a monthly basis, after the satisfactory performance of refilled cartridges/toners and replacement of spare parts, subject to the availability of budget and in accordance with government rules. Payment will be made after deducting applicable taxes and penalties, if any, and upon receipt of a satisfactory report from the Competent Authority at this establishment, confirming that the services have

been verified and found correct. In case of delay in payment due to non-availability of budget, it shall be the responsibility of the successful bidder to bear the expenditure until the receipt of budgetary grants, and to continue providing express services for the refilling of toners. No interest shall be paid on the delayed amount by the High Court of Bombay, Bench at Aurangabad.

23. After opening of Financial bid, in the selection of Service Provider, contract will be awarded to the bidder who has quoted the lowest rates for refilling the Cartridges for the printers which are available with this Registry in large quantity. (i.e. **Canon Image Class LBP 151DW – 180 Nos., HP Pro202 – 20 Nos., Canon MF 244DW – 20 Nos. etc.**)

24. The decision of the High Court Registry in the eligibility criteria/ Technical bid and Financial Bids shall be final. No correspondence will be entertained outside the process of negotiation / discussion with the High Court Registry.

25. The High Court of Bombay Bench at Aurangabad reserves the right to accept or reject any Bid and to annul or cancel the Bidding process at any stage and reject all Bids at any time prior to award of Contract/after award of contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for Tendering Authority's action.

26. The decision of the Registry of High Court Bench at Aurangabad in respect of evaluation of bids and award of contract will be final and binding on the bidder/supplier and cannot be challenged.

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27. All Legal disputes are subject to the Jurisdiction of Aurangabad Court in Maharashtra State only.

Date: 18/11/2024

Sd/-  
REGISTRAR [ADMN.]  
HIGH COURT OF BOMBAY  
BENCH AT AURANGABAD

**Annexure - A****HIGH COURT OF JUDICATURE AT BOMBAY  
BENCH AT AURANGABAD**

List of Printers in use at Aurangabad Bench to be covered under Refilling Contract including replacement of necessary spares thereof.

Sr. No.	Printer Model No.	Approx Qty.	Details of parts to be replace during the contract period
1	HP LaserJet Pro M202	<b>20 Nos.</b>	Refilling of Empty Toners/Cartridges & replacement of spare parts viz. Magnet Roller, Drum, PCR, Wiper Blade, Doctor Blade, Chip etc.
2	Canon Image Class LBP 151DW	<b>180 Nos.</b>	
3	Canon MF 244DW	<b>20 Nos.</b>	
4	Hp Laserjet m 1522n	<b>01 Nos.</b>	
5	Canon Image Class MF643CDW (Colour Printer)	<b>02 Nos.</b>	

## Annexure "B"

**(This tender document proforma should be filled up & upload with the tender documents)**

Name of Agency	
Detailed address	
Telephone Numbers	
E-mail Id	

**Section I : - Eligibility Criteria**

Sr. No.	Eligibility Criteria/ List of documents to be attached serially with the quotation	Documents Attached Yes/No
1	Experience certificates of Minimum Three years in the Government Departments, Public Sector Companies, Banks and Government Autonomous organizations etc. dealing with Refilling of Toners/Cartridges.	
2	The copy of Registration of Company/Agency/firm/service provider	
3	The copy of registration of GST.	
4	PAN	
5	IT returns of Last three financial years	
6	Copy of Acceptance of terms and conditions with the sign & seal of company/agency	

**Undertaking**

I/We \_\_\_\_\_ Company/agency is/are hereby undertake that, I/we read the terms and conditions of tender and I abide by them, the above mentioned information is true and correct and my/our company/firm is not black listed by The Central/State Government, Corporations or Government Undertakings.

Seal & Sign of Company/agency/firm

**Annexure - "C"**  
**PERFORMANCE SECURITY FORM**

To,  
The Registrar [Admn.] ,  
High Court of Judicature at Bombay  
Bench at Aurangabad.

WHEREAS \_\_\_\_\_ (Name of Contractor) has undertaken the Contract, as per Tender No. \_\_\_\_\_ dated, \_\_\_\_\_ to provide \_\_\_\_\_ (Description of goods and Services) hereinafter called "the Contract".

AND WHEREAS it has been stipulated by you in the said Contract that the Tenderer shall furnish you with a Bank Guarantee by a recognized Bank for the sum specified therein as security for compliance with the Tenderer's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Tenderer a guarantee:-

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Tenderer, up to a total of Rs. \_\_\_\_\_ (amount of the guarantee in Words and Figures) and we undertake to pay you, upon your first written demand declaring the Tenderer to be in default under the Contract and without cavil or argument, any sum or sums within the limit of \_\_\_\_\_ as aforesaid, without your needing to prove or to show the grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

Signature and Seal  
of Guarantors \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date :- \_\_\_\_\_

Address: \_\_\_\_\_