

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

**NOTICE INVITING E-TENDER**

**No. N/Cash/15858/2025.**

**Date: 24/11/2025.**

The High Court of Judicature at Bombay, Bench at Aurangabad, invites e-tenders in a two-part bidding system (Technical Bid and Financial Bid) from reputed suppliers, dealers, and agencies for Refilling of Toner/Cartridges and 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.1800/-<br>Non<br>Refundable | Rs.9000/-     | 12000/-                           | 01 Year                | 4,00,000/-                  |

The e-tenderers 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.

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

|  |   |
|--|---|
| Date & Time of Publication                     | 25/11/2025<br>At 10.00 a.m.             |
| Date & Time of Document Downloading/Sale Start | 25/11/2025<br>At 10.00 a.m.             |
| Date & Time of Bid submission Start            | 25/11/2025 at 10.00 am.                 |
| Last date & time of Document downloading       | 03/12/2025 at 3.00 p.m.                 |
| Last date & time of Bid submission             | 03/12/2025 at 3.00 p.m.                 |
| Bid Opening Date & Time                        | 04/12/2025<br>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. 0120-4001 002/0120-4001 005/0120-4493395 & on phone No.0240-2993303 for tender inquiry.

Date: 24/11/2025.

Sd/-  
Registrar [Admn.]  
High Court of Bombay  
Bench at Aurangabad

**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 other applicable statutory levies or charges imposed by the State or Central Government. The successful bidder will be responsible for the payment of such taxes or charges. The bidder should quote the prices only in the Bill of Quantity (BOQ).
2. The quoted rates shall remain valid for one year from the date of award of contract.
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. The successful bidder shall be solely responsible for the execution of the contract in all respects, in accordance with the terms and conditions specified in the tender. In the event that the successful bidder fails to comply with any of the stipulated terms and conditions, or withdraws the tender offer after the contract has been awarded, the High Court Registry reserves the right to award the contract to the next eligible tenderer or to any other suitable external agency. Any additional expenditure or difference in cost incurred on this account shall be recovered from the defaulting bidder. Furthermore, the Earnest Money Deposit (EMD) of such bidder shall be forfeited, and the Registry reserves the right to blacklist the defaulting bidder

from participating in any future tenders of the High Court of Bombay, Bench at Aurangabad, for a minimum period of two years.

5. As per Government Resolution dated 01/12/2016 Industry Energy & Labour Department, the Micro and Small, Medium Enterprises registered as manufacturers under the Micro, Small & Medium Enterprises Development Act, 2006 (MSMED Act-2006) are exempted from paying Tender fees and Earnest Money Deposit (EMD). The exemption has been granted to the Government Boards/Corporations/Undertakings and Manufacturers and Suppliers registered under the Micro, Small & Medium Enterprises from paying Tender fee and Earnest amount of Tenders. In the absence of a valid certificate from the MSME or NSIC such Tenders shall be rejected straightway.

6. Bidders, in advance, should keep ready the bid documents to be submitted as indicated in the Tender document/ Schedule in PDF/RAR {OCR searchable} format. Scanned documents should be legible. Bidder needs to note that subsequent sending of documents by e-mail or by any other mode instead of uploading against their bid will not be considered.

7. Preference will be given to the local vendors for smooth functioning of office work i.e. for getting prompt services of refilling of toners.

8. 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.

9. 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.

10. Response time of the Vendor shall not exceed 15 minutes for collecting

the printer Toner/Cartridges in case of urgent requirement.

11. The printer cartridges collected by the Vendor for refilling shall be delivered to the respective Officials/Branches of the High Court, Bench at Aurangabad immediately on the same day.

12. The Vendor shall Refill the cartridges even on Holidays and Public Holidays as per the requirement of High Court, Aurangabad Bench in case of extreme urgency.

13. 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.

14. The Toner powder must be used in the original toner i.e. Canon. 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.

15. 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.

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

17. 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].

18. 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.

19. 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.

**20. The successful Vendor shall, at its own expense, appoint one (01) well-experienced residential refilling person at the High Court, Bombay Bench at Aurangabad, from 10:00 a.m. to 5:00 p.m., or until completion of the work on each working day, for refilling cartridges and toners. The Vendor shall also be responsible for providing express service to the users. The Registry shall not be held liable in any manner whatsoever in relation to this matter.**

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

22. The Bidders shall deposit tender fees for Rs.1800/- (Non refundable] and Earnest Money for Rs.9000/-while submitting the e-tenders. An online gateway is available for this purpose. The tender fees and the E.M.D. is to be deposited only on the online banking option available on the website <https://mahatenders.gov.in> and if successful bidder fail to accept the contract within stipulated time the said EMD will be forfeited by this Registry.

23. 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”.

24. 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 Bidder. The office also reserve the rights to reduce the contract period or cancel the contract without assigning any reason.

25. The payment will be released to the firm, after satisfactory performance of refilled cartridges/Toners/replacement of spare parts on monthly basis, as per Government Rule, subject to availability of Budget, after deducting necessary taxes, penalties if any, after receipt of satisfactory report “Stating verified and found correct” received from Assistant Registrar [I.T] of this establishment. However, it is provided that if there is a delay in making payment of the bill, then this Registry shall not be liable to any interest / charges to the bidder.

26. After opening of the Financial Bids, the Service Provider shall be selected based on the lowest quoted rates (L1) for refilling of toner cartridges for the printers available with this Registry in large quantity, i.e., **Canon Laser Printer – 246DW (approximately 240 units)**. In case another bidder quotes lower rates for refilling of cartridges of **Canon Laser Printer – LBP 151DW (approximately 150 units)**, the Registry shall conduct negotiations with the **L1 bidder** (identified for Canon Laser Printer – 246DW) to match or improve upon the said lower rate. The contract shall thereafter be awarded to the L1 bidder, subject to successful negotiation and fulfillment of all other terms and conditions. In the event the **L1 bidder fails to negotiate** as required by this Registry, the Registry **reserves the right to negotiate with the next eligible bidder** and to take appropriate steps for awarding the contract to such next eligible bidder, in accordance with the prescribed tender procedure.

27. 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.

28. 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.

29. 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.

30. Any claim, dispute or difference relating to or arising out of the Contract executed between the High Court Administration and the Service Provider shall be referred to the Sole Arbitrator as appointed by the High Court Administration. The arbitration shall be subject to the Arbitration and Conciliation Act, 1956 as may be amended from time to time. The venue and seat of Arbitration shall be at Chhatrapati Sambhajinagar. The language of arbitration proceedings shall be English. The arbitration award shall be final and binding on both the parties.

31. Legal dispute if any, shall be subject to the Jurisdiction of Aurangabad Court in Maharashtra State only.

Date: 24/11/2025

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



**ANNEXURE - A****List of Printers**

(For the period w.e.f. 01.01.2026 to 31.12.2026)

| <b>Sr. No.</b> | <b>Particulars</b>             | <b>Quantity</b> |
|----------------|--------------------------------|-----------------|
| 1              | Canon Laser Printer – LBP151DW | 150             |
| 2              | Canon Laser Printer – LBP246DW | 240             |
| 3              | Canon Color Printer – MF643CDW | 02              |

**NOTE:-** The printers mentioned at **Annexure-“A”** may be added/modified/removed during the contract period.

**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: \_\_\_\_\_