

ADVERTISEMENT

Notice for “Refilling/Refurbishing of Printer Toner/Cartridges alongwith Comprehensive Maintenance Service of Printers” for the Financial Year 2024-2025

Sealed quotations are invited from the dealers/suppliers/service providers for taking up on the panel for Refilling/Refurbishing of Printer Toner/Cartridges alongwith Comprehensive Maintenance Service of Printers for the use of the Hon’ble Judges as well as Bombay High Court, Appellate Side, and Original Side Registry for the Financial Year 2024-25. The Contract may be extended further, if necessary, based on satisfactory performance.

The Terms and Conditions alongwith **Annexure-I** for submitting bid applications are available on the official website viz. <http://bombayhighcourt.nic.in>. Sealed quotations will be accepted on or before **17/02/2024 till 4.30 p.m.** in the Chamber of Assistant Registrar (Finance & Budget), P.W.D. Bldg., 2nd floor, High Court, Appellate Side, Bombay.

The Registrar General, High Court of Judicature at Bombay reserves the right to accept or reject any quotation without assigning any reason.

Sd/-

Date:- 02/02/2024

**Registrar General,
High Court Bombay**

TERMS AND CONDITIONS

Terms and Conditions for Refilling/Refurbishing of used toner/cartridges :-

- 1 The Dealer/Supplier/Service Provider will be solely responsible for collecting the empty Printer toner/cartridges from the office of the High Court, Appellate Side and Original Side Registry for refilling/refurbishing by deputing his person on a daily basis or as per the requirement of the office of the High Court, Appellate Side and Original Side Registry.
- 2 Response time of the Dealer/Supplier/Service Provider shall not exceed 2 hours for collecting the empty Printer toner/cartridges in case of urgent requirement.
- 3 The empty printer toner/cartridges collected by the Dealer/Supplier/ Service Provider for refilling/refurbishing shall be delivered to the office of the High Court, Appellate Side and Original Side Registry on the same day or next day.
- 4 The Dealer/Supplier/Service Provider shall collect the empty printer toner/cartridges for refilling/refurbishing even on Holidays and public holidays as per the requirement of the office of the High Court, Appellate Side and Original Side Registry in case of urgency.
- 5 The Dealer/Supplier/Service Provider shall be solely responsible for replacing each and every part of the printer toner/cartridges **without any extra charge.**
- 6 The Dealer/Supplier/Service Provider shall ensure that the powder used for refilling/refurbishing should be of good quality and standard and no compromise on quality shall be made. In case it is found at any stage that the quality is inferior, the Contract is likely to be canceled.

- 7 The Dealer/Supplier/Service Provider shall ensure that the yield of refilled/refurbished toner/cartridge should be **95%** of the yield of the original toner/cartridge.
- 8 The life of printed text shall be a **minimum of 50 years** from the refilled/refurbished toner/cartridges.
- 9 The Dealer/Supplier/Service Provider will have to provide **free of cost** replacement against the supply of poor quality/faulty refilled/refurbished toner/cartridges.
- 10 The Dealer/Supplier/Service Provider shall install/replace only the genuine and original spare parts (drum, Blade, chip, etc.) of the toner/cartridge.

Terms and Conditions for Comprehensive Maintenance Service of Printers :-

- 11 The Dealer/Supplier/Service Provider will be solely responsible for maintaining the printers of the High Court, Appellate Side and Original Side Registry.
- 12 The Dealer/Supplier/Service Provider shall install/replace **free of cost** all spares including consumables and electronic circuitry, plastic parts, chips, etc. under maintenance of printers.
- 13 The Dealer/Supplier/Service Provider shall carry out the periodical maintenance of the printers **every 3 months** during the contract period.
- 14 The maintenance work shall normally be carried out by the Dealer/Supplier/Service Provider during office working hours of the High Court, Bombay. However, in case of emergency, maintenance shall have to be done beyond the office working hours of the High Court, Bombay and even on holidays or public holidays.

- 15 Response time for attending complaint/maintenance calls shall not exceed 4 hours for attending the call of the printer and resolution of the problem within 24 hours.
- 16 In case, the printer is found irreparable, the complaint shall be reported to the Central Project Co-ordinator (C.P.C), High Court, Bombay for further action.
- 17 The selected Firm shall have to depute a full-time representative at High Court Bombay during office working hours or till the completion of work on every working day, at its own expenses towards attending the complaints/maintenance of printers and shall be responsible for providing express service to the users.

General Terms and Conditions:-

- 18 The “Registrar General” means **The Registrar General, High Court of Judicature at Bombay.**
- 19 The dealer/supplier/service provider should have minimum indigestible fund of **Rs.10 lakhs.**
- 20 The dealer/supplier/service provider must be the Owner or Proprietor of the shop. The shop must be under Jurisdiction of the **Municipal Corporation of Greater Mumbai (MCGM).**
- 21 The dealer/supplier/service provider must have valid Registration Certificate of establishment under the Maharashtra Shops and Establishment Act, 1948.
- 22 The dealer/supplier/service provider must have GST number and should have submitted GST Returns for last two quarters (i.e. ending September-2023 and December-2023).

- 23 The dealer/supplier/service provider must submit copy of Balance Sheet and Profit and Loss Account (duly certified by a practicing Chartered Accountant) and copy of Income Tax Returns for the **last 3 financial years** and also copy of PAN Card.
- 24 The dealer/supplier/service provider should furnish the information regarding past supplies/clients etc. and satisfactory performance of the said work.
- 25 The dealer/supplier/service provider should not be a party in any legal proceedings before the Hon'ble Bombay High Court.
- 26 Preference will be given to the nearby dealer/supplier/service provider who will be able to give quick delivery of articles and prompt services.
- 27 The dealer/supplier/service provider must quote prices for all items mentioned at Annexure -I and in case price for any item is not quoted, the bid shall be summarily rejected.
- 28 All the rates quoted by the dealer/supplier/service provider should be **excluding of all Taxes** and payment of such taxes or like charge shall be the responsibility of the dealer/supplier/service provider.
- 29 The application, documents and correspondence should be in English. The outer envelope should be addressed to the **“Registrar (Finance & Budget), High Court, Appellate Side, Bombay-400 032”**.
- 30 The dealer/supplier/service provider should be continuously in the business of Refilling/Refurbishing of Printer Toner/Cartridges alongwith Comprehensive Maintenance Service of Printers for at least **last 10 years**.

- 31 The dealer/supplier/service provider should not be under a declaration of ineligibility of corrupt and fraudulent practices.
- 32 Any Interlinear, erasures or overwriting shall be valid only if they are signed by owner/proprietor of the shop.
- 33 The dealer/supplier/service provider shall quote prices which will be the maximum price paid to the successful dealer/supplier/service provider throughout the empanelment period. However, this office reserves the right to negotiate the prices of any items on case to case basis during the empanelment period where the office has sufficient grounds to believe that the market price is below the prices quoted by successful dealer/supplier/service provider.
- 34 The Registrar General shall have the authority to select more than one firm/party for award of contract based on the rates quoted by the dealer/supplier/service provider for particular items. This office further reserves the right to decide whether a firm/party should be selected for supply of some or all items listed in the advertisement.
- 35 The contract shall be, initially for the period of **one year**. However, the contract may be extended subsequently on mutual consent, for a further period of one year on same rate, terms and conditions as may be decided by the Competent Authority, after review of performance.

- 36 Placement of order, shall be subject to satisfaction of the Registry about quality of the Refilling/Refurbishing of Printer Toner/Cartridges alongwith Comprehensive Maintenance Service of Printers offered by the lowest dealer/supplier/service provider and if the Registry is not satisfied of the same being offered by lowest dealer/supplier/service provider, it reserves the right to place the order to the second or the third lowest dealer/supplier/service provider as the case may be, who offers good quality of the materials. No further correspondence will be entertained in this regard after submission of Bid. The decision of the Registrar General in this regard shall be final and binding on the Contractor and cannot be challenged.
- 37 Failure of the successful bidder to agree with the terms and conditions of the bid/contract shall constitute a sufficient ground for the annulment of the award, in that event, Tender Issuing Authority may make the award to the next best value bidder or all for new bids.
- 38 The rates approved in the quotation shall be valid for the whole of the period of the Contract and the rates accepted cannot be changed throughout the contractual period for any reason by the dealer/supplier/service provider and no upward revision will be allowed during the period of the Contract.
- 39 The successful dealer/supplier/service provider should not assign or sublet the empanelment or any part of it to any other agency in any form. If the successful dealer/supplier/service provider is found doing so, shall result in termination of empanelment.

40 The dealer/supplier/service provider selected on the panel should observe highest standards of ethics and should not indulge in any corrupt or fraudulent practices during the execution of the contracts. In pursuance of this policy, the Registrar General defines for the purpose of this provision, the terms set forth as follows:-

(1) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of the public official in the procurement process or in contract execution and

(2) "Fraudulent practice" means misrepresentation of facts in order to influence a procurement process or an execution of a contract to the detriment of the High Court and includes collusive practice among dealers designed to establish bid prices at artificial non-competitive levels and to deprive the High Court of the benefits of the free and open competition.

41 The payment will be done to the successful dealer/supplier/service provider on a monthly basis as per English Calendar with the reasonable time taken for passing the bills. However, if there is any delay in making payment of the bill, then the High Court, Bombay shall not be liable for any interest charges to the dealer/supplier/service provider.

42 The dealer/supplier/service provider should provide the name and mobile number of the person, to be contacted at any time, even beyond office hours. This person should be capable of taking orders and arranging for the supply of desired items, even at short notice.

- 43 In case the dealer/supplier/service provider fails to supply the order in time or dishonors the contract in any way, the contract awarded shall be liable for outright cancellation/termination without assigning any reasons thereof. In that event, this office shall be at liberty to entrust the job to any other firm/party at the risk and expenses of the defaulting dealer/supplier/service provider.
- 44 No separate charges shall be paid for delivery of goods to the office of the Bombay High Court, Appellate Side and Original Side, Mumbai.
- 45 The dealer/supplier/service provider shall provide the benefit of a decrease in prices, in the event of manufacturer provides the same to the dealer/supplier/service provider as a result of direct agreement or otherwise.
- 46 **Negotiation meeting**:- Where any negotiation in the price quoted by the bidder is required, the purchaser can call a negotiation meeting. The date, time, and place of the meeting will be communicated to the concerned bidder/contractor well in advance.
- 47 No Advance payments shall be made to the dealer/supplier/service provider as per Contingency Expenditure Rules, 1965.
- 48 The successful dealer/supplier/service provider shall enter into a contract with the Bid Issuing Authority for which terms and conditions specified in the bid document shall become part and parcel of the Contractual Document.

49 The dealer/supplier/service provider shall supply all the items/services as described in the advertisement throughout the period of the contract. In the event, that the dealer/supplier/service provider fails to provide items/services, then the Purchaser shall procure the items/ services from the open market. The penalty for the said failure on the part of the dealer/supplier/service provider shall be as under:-

1) First instance - 1st warning letter.

2) Second instance – 1) Final warning letter.

2) Penalty amount of difference in price at which Purchaser procured the items as against price quoted by dealer/supplier/service provider.

3) Third instance 1) Blacklisting the dealer/supplier/service provider and uploading the details on the website of the Bombay High Court.

50 The Registrar General reserves the following rights: -

a) To add, vary, modify, revise, amend or change any of the terms and conditions mentioned above.

b) To reject any or all the quotations without assigning any reason whatsoever thereof or may terminate the contract midway without assigning any reason.

Sd/-

**Registrar General,
High Court Bombay**

Date:- 02/02/2024

Annexure – I
List of Toners/Cartridges for Refilling /Refurbishing
toner/Cartridges with Comprehensive Maintenance Service of
Printers

Sr. No.	Particulars	Rate Per Piece alongwith Comprehensive Maintenance Service of Printers (Excl. of all taxes)	
		Refilling (Toner/ Cartridge ink/powder) and maintenance of Printers	Refurbishing (including blade, drum, chip & ink/ powder) and maintenance of Printers
1.	DR-2255 Drum Cartridge (Brother)		
2.	TN-2260 Toner Cartridge (Brother)		
3.	TN-3250 Toner (Brother)		
4.	DR-3217 Drum (Brother)		
5.	12A-Q2612A Toner Cartridge (HP)		
6.	36A-CB436A Toner Cartridge (HP)		
7.	35A-CB435A Toner Cartridge (HP)		
8.	88A-P1008 Toner Cartridge (HP)		
9.	HP LaserJet CE 255A Toner Cartridge		
10.	HP LaserJet 7553 Toner Cartridge		
11.	HP LaserJet 530 (Black) Toner Cartridge		
12.	HP LaserJet 531 (Cyan) Toner Cartridge		
13.	HP LaserJet 532 (Yellow) Toner Cartridge		
14.	HP LaserJet 533 (Magenta) Toner Cartridge		
15.	78A Toner Cartridges (HP)		
16.	131A CF 213A (Magenta) Toner Cartridge (HP)		
17.	131A CF 212A (Yellow) Toner Cartridge (HP)		
18.	131A CF 211A (Cyan) Toner Cartridge (HP)		
19.	131A CF 210A (Black) Toner Cartridge (HP)		
20.	HP 201 (CF 401A) Toner (Cyan)		
21.	HP 201 (CF 402A) Toner (Yellow)		

Sr. No.	Particulars	Rate Per Piece alongwith Comprehensive Maintenance Service of Printers (Excl. of all taxes)	
		Refilling (Toner/ Cartridge ink/powder) and maintenance of Printers	Refurbishing (including blade, drum, chip & ink/powder) and maintenance of Printers
22.	HP 201 (CF 403A) Toner (Magenta)		
23.	HP 201 (CF 400A) Toner (Black)		
24.	ML-2010 D3 Toner Cartridge (Samsung)		
25.	ML-2850A Toner Cartridge (Samsung)		
26.	MLT-205S Toner Cartridge (Samsung)		
27.	MLT-101S Toner Cartridge (Samsung)		
28.	FX 9-4150 Toner Cartridge (Canon)		
29.	328 Fax Toner Cartridge (Canon)		
30.	Canon cartridge 337		
31.	Cartridge 318 Starter 8352 (Canon)		
32.	Cartridge 318 Starter 8353 (Canon)		
33.	Cartridge 318 Starter 8354 (Canon)		
34.	Cartridge 318 Starter 8355 (Canon)		
35.	Canon 054 Toner (Cyan)		
36.	Canon 054 Toner (Yellow)		
37.	Canon 054 Toner (Magenta)		
38.	Canon 054 Toner (Black)		
39.	T2245/50 Lipi Original Ribbon		
40.	T6215/T6218/T6306/6312 Lipi Original Ribbon		
41.	6800/6600 Original tally Genicom Standard Life EC cartridge Ribbon		
42.	501H High Yield Return Program Toner Cartridge (having yield of 5000 Pages) (LexMark)		

Sr. No.	Particulars	Rate Per Piece alongwith Comprehensive Maintenance Service of Printers (Excl. of all taxes)	
		Refilling (Toner/ Cartridge ink/powder) and maintenance of Printers	Refurbishing (including blade, drum, chip & ink/powder) and maintenance of Printers
43.	MS310, MS410, MS510, MS610 Return Program Toner Cartridge (having yield of 1500 Pages) (LexMark)		
44.	500Z Black Return Program Imaging Unit (having yield of 60000 pages) (LexMark)		
45.	Ricoh SP 310 SFN		
46.	Ricoh SP 311 HS		
47.	Ricoh SP 201 L		
48.	Kyocera P-2040DW -TK - 1168 MK-1158 Drum Cartridge		
49.	Kyocera P-2040DN -TK - 1178 MK-1158 Drum Cartridge		
50.	Kyocera Digital Copier (M-2640 idw) TK-1178 DV1158		
51.	Kyocera TK-6309 Toner		
52.	Kyocera TK-439 Toner		
53.	WorkCentre 6515 DNI Toner 130R03488 (Black)		
54.	WorkCentre 6515 DNI Toner 130R03693 (Cyan)		
55.	WorkCentre 6515 DNI Toner 130R03694 (Magenta)		
56.	WorkCentre 6515 DNI Toner 130R03695 (Yellow)		
57.	Epson L6190 Black Ink Bottle Ink Code-001		
58.	Epson L6190 Cyan Ink Bottle Ink Code-001		
59.	Epson L6190 Magenta Ink Bottle Ink Code-001		
60.	Epson L6190 Yellow Ink Bottle Ink Code-001		
61.	Epson LQ 1310 Printer Ribbon/Tonner		
62.	Printronix S809 Printer Ribbon		
63.	Canon Cartridge 054H Black		

Sr. No.	Particulars	Rate Per Piece alongwith Comprehensive Maintenance Service of Printers (Excl. of all taxes)	
		Refilling (Toner/ Cartridge ink/powder) and maintenance of Printers	Refurbishing (including blade, drum, chip & ink/powder) and maintenance of Printers
64	Canon Cartridge 054H Cyan		
65	Canon Cartridge 054H Magenta		
66	Canon Cartridge 054H Yellow		
67	Canon 333 Toner		
68	Epson Cartridge 003 Black		
69	Epson Cartridge 003 Colour Ink CYM		
70	Canon 071 (Canon MF272dw)		
71	Canon 069 Black (Canon MF756cx)		
72	Canon 069 Cyan (Canon MF756cx)		
73	Canon 069 Magenta (Canon MF756cx)		
74	Canon 069 Yellow (Canon MF756cx)		
75	Canon 057 (Canon LBP 226dw)		
76	HP 152A Black (HP LaserJet Pro 4004dw, HP LaserJet Pro MFP4104fdw)		
77	HP W1030XC Black (HP LaserJet Pro 4004dw, HP LaserJet Pro MFP4104fdw)		
78	Epson T673 Black (Epson L1800)		
79	Epson T673 Cyan (Epson L1800)		
80	Epson T673 Magenta (Epson L1800)		
81	Epson T673 Yellow (Epson L1800)		
82	Epson T673 Light Cyan (Epson L1800)		
83	Epson T673 Light Magenta (Epson L1800)		
84	HP GT53 Black (HP Smart Tank 530)		
85	HP GT52 Cyan (HP Smart Tank 530)		

Sr. No.	Particulars	Rate Per Piece alongwith Comprehensive Maintenance Service of Printers (Excl. of all taxes)	
		Refilling (Toner/ Cartridge ink/powder) and maintenance of Printers	Refurbishing (including blade, drum, chip & ink/powder) and maintenance of Printers
86	HP GT52 Magenta (HP Smart Tank 530)		
87	HP GT52 Yellow (HP Smart Tank 530)		
88	GT 52 Cyan Ink Bottle MOH54A		
89	GT 52 Magenta Ink Bottle MOH55A		
90	GT 52 Yellow Ink Bottle MOH56A		
91	GT 52 Black Ink Bottle 1VV21A		
92	CC530A (HP)		
93	CC531A (HP)		
94	CC532A (HP)		
95	CC533A (HP)		
96	057H (Canon)		

Name and Address of the Dealer

Authorised Signatory
(Tenderer)