

HIGH COURT OF JUDICATURE AT BOMBAY
BENCH AT AURANGABAD

No. N/Cash/16449/2025.
Date:-03/12/2025.

TENDER NOTICE

The High Court of Judicature at Bombay, Bench at Aurangabad invites sealed tenders (Technical & Financial) from authorized dealers for **supply of Original Toners**, for the use at Bombay High Court, Bench at Aurangabad.

Details of the required articles are provided at **Annexure-A**. For any technical queries, interested bidders may contact **Phone No. 0240-2993303, Extension No. 251**, during office hours (10:00 a.m. to 5:00 p.m.).

General Terms & Conditions:

[1] The sealed tenders should be addressed to “The Registrar (Admn.), High Court of Bombay, Bench at Aurangabad, Jalna Road, N-3, Cidco, Chhatrapati Sambhajinagar – 431009”.

[2] The sealed tenders should be superscribed with “Tender for supply of Original Toners” and same must be submitted in the office of Registrar (Admn.) High Court of Bombay, Bench at Aurangabad, on or before 12/12/2025 by 5.00 p.m.

[3] The interested bidder shall submit photocopies of all required documents, Demand Drafts, Authorization Letter/Declaration of OEM, etc., in the **Technical Envelope**, arranged serially as per the details mentioned in **Annexure “B”**. The rates for **30 Canon Toner 337 and 10 HP Toner 88A**

shall be submitted in a separate envelope titled “**Price Bid Envelope**”, as specified in **Annexure “A”**. Only those financial (price) bids will be opened whose technical bids are found to be eligible.

[4] The bidders should submit a **Tender Fee for Rs.500/- [non-refundable]** and EMD for **Rs.5000/-** by Demand Drafts of any Nationalized Bank drawn in favor of Registrar (Admin.), High Court of Bombay, Bench at Aurangabad, payable at Chhatrapati Sambhajinagar with the tender. The tender without Tender Fee and EMD Shall be summarily rejected.

[5] The bidders/suppliers/distributors should be Authorized Dealers/Registered Suppliers/ Distributors of Canon & HP Company for supply of Original Toners/Cartridges and also submit an undertaking in respect of supply of original toners as mentioned in the Annexure- "A".

[6] The bidder shall quote the prices as per the proforma given in Annexure “A”, and the quoted rates shall remain valid for a period of 180 days from the date of submission of the tender.

[7] The selected vendor should supply required quantity of original articles, as per purchase order at the office of Registrar (Administration), High Court of Bombay, Bench at Aurangabad. No transportation or any other additional charges will be paid to the vendor.

[8] After the finalization of the tendering process, the order will be placed as and when the requirement arises, subject to financial limits and availability of budget. The quantity of **Canon Toner 337 and HP Toner 88A** mentioned in the tender may vary during the validity period of 180 days.

[8A] All original toners shall carry a one (01) year warranty/guarantee, and the successful bidder shall provide on-site support and warranty services at the locations where the computer items are installed.

[9] The successful bidder shall be responsible for supplying only currently manufactured and original toners/cartridges, and must submit an undertaking confirming their authenticity. No compromise in quality will be accepted. If at any time the supplied materials are found to be of inferior quality or refurbished, the bidder shall replace them immediately with original article at their own cost; failing this, the purchase order will be canceled and the Earnest Money Deposit (EMD) will be forfeited.

[10] The High Court reserves the right to negotiate the prices quoted in the bid to effect downward modification.

[11] The Successful bidder will be informed in writing the date, place and time for negotiations/clarifications, through offline method, if required. Representatives conducting negotiations on behalf of the bidder must have a written authority to negotiate and conclude a contract.

[12] The Successful bidder shall confirm in writing his participation in negotiations and ability to adhere to its Financial Proposals within five (05) days of receiving the notice in accordance with relevant clauses.

[13] Placement of order shall be subject to availability of Budgetary grants and payment will be made after supply of the required quantity of the articles and receipt of original Invoice/bill in triplicate, subject to availability of Budget and passing bill from Treasury.

[14] The Dealer should not be a party in any legal proceedings before the Hon'ble High Court of Bombay.

[15] Tenders received after due date, incomplete in any respect or not accompanied by required documents is liable to be rejected. Tender sent by Fax/ e-mail will also be liable for rejection. No any correspondence will be entertained in this regards after submission of tender.

[16] The selected Dealer/ Supplier should not indulge in corrupt or fraudulent practices during the execution of contract. In such case the Registrar (Administration) High Court of Bombay, Bench at Aurangabad, reserves the right to terminate the contract by giving due notice.

[17] The Registry reserves the right to split orders or award all articles to the One Vendor or accept or reject any tender as also to verify, modify or change any of the terms and conditions without assigning any reason thereof.

[18] Decision of the Registry of High Court Bench Aurangabad, in respect of evaluation of bids and / or award of contract will be final and binding on the Dealer/ Supplier and cannot be challenged.

[19] The decision of the Evaluation Committee regarding the evaluation of the qualification criteria and commercial bids shall be final. No correspondence will be entertained outside the process of negotiation or discussion with the Committee of this Registry.

[Note: The High Court of Bombay, Bench at Aurangabad, reserves the right to waive any minor informality, non-conformity, or irregularity in the technical bid.]

[20] The High Court of Bombay, Bench at Aurangabad, reserves the right

to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to the award of the contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the reasons for such action by the Tendering Authority.

[21] 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 thereof, 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 sole arbitrator appointed by High Court Registry. The arbitration shall be at Aurangabad and the Arbitrator shall give his award in accordance with “The Arbitration and Conciliation Act, 1996”. The decision of the Arbitrator shall be final and binding upon the parties.

[22] Legal dispute if any, shall be subject to the jurisdiction of Aurangabad Court in Maharashtra State only.

Date:- 03/12/2025.

Sd/-
Registrar (Admn.)
High Court of Bombay
Bench at Aurangabad.

ANNEXURE- "A"
PRICE BID FOR ORIGINAL TONERS

Sr. No.	Articles	Req. Qty.	Rates Per Qty. (Excluding GST in Rs.)	Rates Per Qty. (Including GST in Rs.)	Total Rates Including GST, Delivery & Installation Charges (in Rs.)
1	Canon Toner Model 337	30 Nos.			
2	HP Toner 88A	10 Nos.			

Date:

Signature of the Vendor/supplier
Name Seal.

ANNEXURE "B"
HIGH COURT OF JUDICATURE AT BOMBAY
BENCH AT AURANGABAD

[Prescribed form which will be attached with the Tender]

Name & Address of the Tenderer/ organization/Agency	
Contract No.	

Note:

The agencies shall attached the following photocopies of documents/certificates serially with the Tender.

Sr. No.	Particulars	Attached Copy? Yes/No
1	Shop Act Registration.	
2	The bidder shall Provide Manufacturer Authorization Letter/Declaration of OEM	
3	GST Registration Certificate	
4	IT returns of Last Three Financial Year	
5	CA Turnover Certificate last Three Financial Year	
6	PAN Card	
7	Undertaking as per Annexure 'C'	
8	Demand Draft No. _____ dtd. _____ for _____ Rs.500/- for Tender Fee	
9	Demand Draft No. _____ dtd. _____ for _____ Rs. <u>5000</u> /- for EMD Fee	

Date:

Signature of the Vendor/supplier
Address

ANNEXURE "C"
Undertaking

I, _____,
Proprietor/Authorized Signatory of M/s _____, hereby undertake that I have carefully read and understood all the terms and conditions mentioned in the tender notice, and I agree to abide by them in full.

I further undertake that I shall be solely responsible for the supply of Original Toners, as specified in Annexure "A".

If, at any stage, the Hon'ble High Court Registry, Bench at Aurangabad finds that the supplied articles are defective or problematic, I shall replace the same immediately at my own cost, without any objection or delay. The decision of the Hon'ble High Court Registry, Bench at Aurangabad in this regard shall be final and binding upon me.

I also undertake that my firm/company is not blacklisted by any Central Government / State Government Department / Corporation / Government Undertaking or any other public institution.

Seal & Sign of Company/agency/firm