

**HIGH COURT OF BOMBAY AT GOA
CALLING OF QUOTATIONS**

The Registrar (Admin.), High Court of Bombay at Goa, Porvorim Goa, invites sealed quotations for procurement and supply of following printer Toners/Cartridges/Drums and ICT Equipment's for the period from **10/12/2025 to 09/12/2026** there by submitting sealed quotations on or before **30/11/2025** at **5.30** p.m.

1. Calling Quotations for supply of original Toners/cartridges/Drums and fixing rates for original spare parts :-

Sr. No.	Description	Original rate per unit					Authorised Dealer	Tentative quantity
		Printer Model	Toner / Cartridge	Toner / cartridge	Drum Unit #	Fuser Unit #		
1	HP 88XC HIGH YIELD BLACK ORIGINAL (MFP M226DN)	(CC388XC) 88-XC						10 NO.
2	HP LASER JET PRO (MFP M227)	(CF230XC) 30-XC						40 NO.
	a. HP LASER JET PRO (MFP M227)			32-A				10 NO.
3	HP 55XC HIGH YIELD BLACK ORIGINAL (MFP M521DN)	(CE255XC) 55-XC						20 NO.
4	EPSON LQ-1310 RIBBON	1310						15 NO.
5	CANON IMAGE CLASS MF244DW	337						5 NO.
6	HP M476DW PRINTER:	-						
	A. BLACK TONER CARTRIDGES (BLACK)	312A-CF 380A						10 NO.
	B. COLOUR TONER CARTRIDGES (CYAN)	312A-CF 381A						6 NO.
	C. COLOUR TONER CARTRIDGES (YELLOW)	312A-CF 382A						6 NO.
	D. COLOUR TONER CARTRIDGES (MAGENTA)	312A-CF 383A						6 NO.
7	HP LASERJET MFP	W1335		57 A				5 NO.

	M440NDA	S						EACH
8	HP LASERJET (MFP M7265 DN	(W1002 YC)						6 NO.
	A. HP LASERJET (MFP M7265 DN				W9006 MC			3 NO.
9	HP LASERJET 233 SDW	(137X)						50 NO.
10	CANON IMAGE CLASS TONER MF272DW (MULTIFUNCTION PRINTER)	071						3 NO.
11	CANON IMAGE CLASS LBP 246DW	TONER-070						2 NO.
12	CANON IMAGE RUNNER (2945)	NPG-90						15 NO.
	A. CANON IMAGE RUNNER (2945)				DRUM UNIT - NPG-87			3 NO.
13	BROTHER TONER (MFC 8370 DN)	TN 3250			DR - 3217			5 NO. EACH
14	BARCODE PRINTER T-9650 + TLUS							5 NO.

Note :- # mentioned rate wherever applicable.

*** provide Authorization Certificate if available.**

2. Calling Quotations for supply of original Information and Communication Technology equipment:-

Sr. No.	ICT equipment	Rate per unit
1	Pendrive – 16 GB	
2	Pendrive – 32 GB	
3	Pendrive – 32 GB type C & USB A Compatible	
4	CD Rewritable	
5	CD Recordable	
6	DVD Rewritable	
7	DVD Recordable	
8	CD/DVD Case	
9	CD/DVD Pouch	

General Terms & Conditions :-

1. The Sealed Quotations must be superscribed as “**Quotations for Cartridge/Toner & Spare Parts.,**” and addressed to the **Registrar (Adm.), High Court Bombay at Goa- Porvorim, Goa** and should reach on or before **30/11/2025** at **5.30** p.m.
2. Rates quoted by the supplier should be for **original Toner/cartridges and spare parts.**
3. All the rates quoted by the supplier should be inclusive of GST and payment of

such GST or like charge shall be the responsibility of the bidder. **The rates approved in the quotation shall be valid for the whole of the period of one year and no upward revision will be allowed during the said period.**

4. The quoted Rates shall remain valid for one year i.e. w.e.f. **10/12/2025 to 09/12/2026**. Every 6 months P O will be renewed after satisfactory services and performance of cartridges/Toners and spare parts.
5. The selected firm shall give a Guarantee for a minimum period of 45 days for smooth performance of Cartridges/Toners/drums, including changing parts.
6. Cartridges/Toners/Drums, not performing to the satisfaction of the user, shall be returned to the Firm for replacement. In case of any problem in supplied toner cartridges, replacement should be given at first priority. Fuser assembly, drum unit, Teflon sleeve pressure roller and pickup rollers should be replaced at free of cost.
7. **The selected Firm shall fulfill the following criteria :**
 - a) It shall be in existence for not less than three years.
 - b) It shall have experience of working for Government Organizations, PSU etc., for more than two years.
 - c) It shall have PAN number, GST Registration.
 - d) It should not have been blacklisted by any Ministry/Department of Government, PSU, or any other organizations.
 - e) Photocopies of all relevant documents shall be enclosed with the quotation.
8. The supplier should provide the name and mobile number of the person, to be contacted at any time, even beyond office hours. The supplier should also provide escalation matrix. This person should be capable of arranging pickup and delivery of toner/cartridge of desired items, even at short notice.
9. No separate charges shall be paid for pickup and delivery of goods by the office of The High Court of Bombay at Goa.
10. No advance payment will be made under any circumstances.
11. The payment will be released to the Firm, after satisfactory performance of cartridges/Toners and spare parts on monthly basis.
12. It shall be responsibility of the successful dealer/supplier to supply toner/cartridge/drums and spare parts within 7 days from the date of order received and in case of urgency it shall be provided on the same day.
13. After award of the P O, if the successful bidder fails to provide good services of cartridges/toner/drums the P O is liable to be cancelled.
14. After the delivery of cartridge/toners/drums, the Invoice bill amount shall be bifurcated in two copies (i.e. 50% of invoice bill amount will be processed

immediately after the delivery of items and other 50 % of invoice bill amount will be released after 6 months), if the quality of the toners is found to be satisfactory.

15. In case if the cartridge/toner/drum (less than 90% usage) is found to be faulty, the faulty cartridge/toner/drums shall be replaced immediately within 48 hours.
16. The Lowest Bidder (hereafter, "the Supplier") shall, within ten (10) days of the issuance of the work order, furnish an unconditional and irrevocable Performance Bank Guarantee (PBG) from a [Scheduled/Nationalised Bank] acceptable to this Office.
17. The total amount of the PBG shall be equivalent to **ten percent (10%)** of the total tentative contract value, calculated based on the tentative quantity of toners/cartridges/drums as mentioned in these terms and conditions.
18. The PBG shall be valid for a period of 12 months from the date of issuance and shall be extended as required until the completion of all supplies and final acceptance of the goods by this Office.
19. This Office reserves the right to invoke the PBG, either in full or in part and can terminate the contract in the event of any of the following:
 - a) Non-replacement of faulty toners/cartridges/drums within 48 hours of notification by this Office. In such an event, this Office may, at its discretion, invoke the PBG for an amount equivalent to the total cost of the specific faulty toners/cartridges/drums not replaced within 48 hours.
 - b) If the Supplier does not deliver the toners/cartridges/drums by the dates mentioned in the purchase order, this Office may charge liquidated damages at a rate of 0.5% of the value of the delayed items for each week (or part of a week) of delay. The total amount of such damages will not exceed 5% of the total tentative contract value.
 - c) Breach of any of the terms and conditions of this Contract.
20. The Registrar shall have the authority to select more than one firm for award of PO, based on the rates quoted by the supplier for particular items. This office further reserves right to decide as to whether a firm should be selected for supply for some or all items listed in the quotation.
21. The bidder should not be a party in any legal proceedings before the Hon'ble High Court of Bombay at Goa.
22. The Registrar (Admin.), High Court of Bombay at Goa, reserves all rights to terminate the P O, at any point of time, without assigning any reason.
23. The Registrar (Admin.), High Court of Bombay at Goa reserves the right to reject

any/all offer(s) without assigning any reason thereof. Any inquiry after submission of the quotation will not be entertained.

24. The selected dealer(s) is/are requested to submit official E-mail ID and mobile no. for official correspondence.

Place : Porvorim
Date : 03/11/2025

sd/-
(D. P. Satawlekar)
Registrar (Admin.)
High Court of Bombay at Goa,
Porvorim, Goa.