

**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 and ICT Equipment's ICT equipment's for the period from **10/12/2024 to 09/12/2025** there by submitting sealed quotations on or before 25/11/2024 at 5:30 p.m.

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

Sr. No.	Description		Original rate per unit				Authoris ed Dealer Yes / No *
			Toner/ cartridge	Drum Unit #	Fuser Unit #	Develo per #	
1	HP 88XC High Yield black original (MFP M128dn)	(CC388XC) 88-XC					
2	HP 30XC High Yield black original (MFP M227)	(CF230XC) 30-XC		32-A			
3	HP Laser Jet Pro MFP M227			32A			
4	HP 55XC High Yield black original (MFP M521dn)	(CE255XC) 55-XC					
5	Epson LQ-1310 Ribbon	1310					
6	Canon Image Class MF244dw	337					
7	HP M476DW Printer	-					
	1.Black Toner Cartridges (Black)	312A-CF 380A					
	2.Colour Toner Cartridges (Cyan)	312A-CF 381A					
	3.Colour Toner Cartridges (Yellow)	312A-CF 382A					
	4.Colour Toner Cartridges (Magenta)	312A-CF 383A					
9	HP LASERJET MFP M440nda	335s					
9	HP Laserjet (MFP M7265 dn)	(W1002YC)		W900 6MC			
10	HP Laserjet 233 SDW	(137X)					
11	Canon imageCLASS MF272dw multifunction printer	071					
	Canon NPG-90 Toner BK	NPG-90					

Note :- # mentioned rate wherever applicable.
• provide Authorization Certificate if available.

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 25/11/2024 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. **10/12/2024 to 09/12/2025.** 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, including changing parts.
6. Cartridges/Toners, 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 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, the P O is liable to be cancelled.
 14. After the delivery of catriadge/toners, 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 catriadge/toner (less than 90% usage) is found to be faulty, the faulty catriage/toner shall be replaced immediately within 48 hours, if not, the payment towards the same will not be released and the contract shall be terminated.
 16. 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.
 17. The bidder should not be a party in any legal proceedings before the Hon'ble High Court of Bombay at Goa.
 18. 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.
 19. 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.

Place : Porvorim
Date : 24/10/2024

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(S. C. Munghate)
Registrar (Admin.)
High Court of Bombay at Goa,
Porvorim, Goa.