

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

The Registrar (Admin.), High Court of Bombay at Goa, Panaji Goa, invites sealed quotations for procurement and supply of following printer Toners/Cartridges and ICT Equipment's ICT equipment's for the period from **10/12/2022 to 09/12/2023** there by submitting sealed quotations on or before 2-12-2022 at 4.30 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				Authorise d Dealer
			Toner/ cartridge	Drum Unit #	Fuser Unit #	Develo per #	Yes / No *
1	HP Laserjet (P1007-P1008) (MFP M128dn)	88-A					
2	HP 88XC High Yield black original (MFP M128dn)	(CC388XC) 88-XC					
3	HP Laser jet Pro MFP M227	30-A		32-A			
4	HP 30XC High Yield black original (MFP M227)	(CF230XC) 30-XC		32-A			
5	HP Laser jet (P 3015)(MFP M521dn)	55-A					
6	HP 55XC High Yield black original (MFP M521dn)	(CE255XC) 55-XC					
7	Canon LBP 3500	309					
8	Epson LQ-1310 Ribbon	1310					
9	WEP HQ 4400 DMP Ribbon	1050/1150					
10	Panasonic KX-FAT92E	FAX					
11	Canon Image Class MF244dw	337					
12	Brother Toner (MFC 8370 DN)	TN 3250					
13	Brother Drum Unit (MFC 8370 DN)			DR-3217			
14	Canon NPG-20 (Xerox)	NPG-20					
15	Canon Image Runner (2422L) (Xerox)	NPG-28					
16	Ricoh Aficio MP 5002 (Xerox)	4500S					
17	Ricoh MP 5054 (Xerox)	6054S					
18	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					

**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	CD Rewritable	
4	CD Recordable	
5	DVD Rewritable	
6	DVD Recordable	
7	CD/DVD Case	
8	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- Panaji, Goa** and should reach on or before 2-12-2022 at 4.30 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. **10/12/2022 to 09/12/2023.** 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. 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.
15. The bidder should not be a party in any legal proceedings before the Hon'ble High Court of Bombay at Goa.
16. 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.
17. 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 : 18/11/2022

**Sd /-**

**(Dinesh R. Shetty)**  
Registrar (Admin.)  
High Court of Bombay at Goa,  
Porvorim, Goa.