

DISTRICT & SESSIONS COURT, JALNA

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O.No./Computer/ 3433 /2019
District & Sessions Court, Jalna
Date : 20/11/2019

**TENDER NOTICE FOR REFILLING OF TONER CARTRIDGES & SUPPLY OF
NECESSRY SPARE PARTS OF TONER / CARTRIDGES**

Principal District & Sessions Judge, Jalna, invites sealed quotations for fixing the rates of Refilling of Empty Cartridges/Toners of **Canon Image Class LBP 151 DW, Kyocera Ecosys M2040dn, HP & other Laser Printers** and also to fix the rates for spare parts required for the Cartridges/Toners for the period of one year commencing from the date of agreement, as per specifications given in the Annexure "A". Toners of laser printers in District & Sessions Court complex, Jalna, Civil Court (S.D.), Jalna, & Chief Judicial Magistrate Court, Jalna, shall be refilled under these quotations.

The last date for submission of sealed quotation is 26/11/2019 till 05.30 p.m.

General Terms and Conditions are as under :

1. The sealed quotations for refilling must be superscribed as **"Quotations for Cartridge /Toner Refilling & Spare Parts"** and addressed to the 'Principal District & Sessions Judge, Jalna, and should reach on or before 26/11/2019 at 05.30 p.m.
2. The rates quoted shall be inclusive of all taxes etc.
3. The quoted rates shall remain valid for one year from the date of agreement.
4. The selected agency shall give a Guarantee for a minimum period of 45 days for smooth performance of refilled Cartridges/Toners, including changed parts.
5. The selected Agency shall have to depute their representative daily at 10.30 a.m. in the Computer section of District Court, Jalna, as per requirement of this office, at its own expenses for refilling the Cartridges/Toner and it shall be responsible for providing express service to the users. The Vendor shall refill the Toners even on Holidays and Public Holidays as per the requirement of this office in case of extreme urgency.

6. The Vendor shall be solely responsible for replacing each and every part of the printer toner/cartridge without any extra charge for working of the printer.
7. The Vendor shall ensure that the powder which they are using for refilling / recycling of the toner should be of best quality and standard.
8. The Vendor shall ensure that the yield of refilled toner / cartridges should be that of 99% of the yield of original/new cartridges.
9. The life of printed text shall be minimum 50 years from the refilled/recycled toner or cartridges.
10. The spare parts of cartridge changed/replaced should be compatible and branded.
11. Refilled Cartridges/Toners, not performing to the satisfaction of the user, shall be refilled/repared at the cost of the vendor.
12. The selected agency shall fulfill the following criteria.
 - a) It shall be in existence for not less than three years.
 - b) It shall have sufficient experience and expertise in refilling of Cartridge/Toners.
 - c) It shall have experience of working for Government Organizations for more than two years .
 - d) It shall have PAN/TAN number, Sales tax registration, GST Registration, VAT Registration, Shop Registration, etc. along with acceptance of terms and conditions with signature and seal on each page of terms and conditions & Annexure 'A'.
 - e) It should not have been black-listed by any Ministry/Department of Government or any other organization.
 - f) Photocopies of all relevant documents shall be enclosed with the quotation.

13. The payment will be released to the agency, after satisfactory performance of refilled Cartridges/Toners on monthly basis, as per procedure.
14. The Principal District & Sessions Judge Jalna / Purchase Committee reserves all rights to cancel this process or to terminate the contract at any point of time, without assigning any reason.
15. The Principal District & Sessions Judge, Jalna / Purchase Committee 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.

Annexure - "A"

Sr. No.	Particulars	HP Laser Jet 1020 Plus, Hp Laser Jet P1606 dn, HP Laser Jet Pro M202dw, Canon Image Class LBP 151 DW, Kyocera Ecosys M2040dn, etc. (Amount in Rupees)
1	Refilling of empty Cartridge/Toner	
2.	HP/Canon/Kyocera Cartridge - Drum Original	
3.	HP/Canon/Kyocera Cartridge - Wiper Blade	
4.	HP/Canon/Kyocera Cartridge - Doctor Blade	
5.	HP/Canon/Kyocera Cartridge - PCR Roller	
6	HP/Canon/Kyocera Cartridge - Magnet Roller	
7	Kyocera Cartridge Toner Chip	
8	**	

**** Please mention any other toner part along with rate which is not mentioned in above table**

By Order,



Registrar,
District & Sessions Court,
Jalna.