CIVIL COURT, BEGUSARAI

Tender Notice No. 03..../2025

Sealed tenders are hereby invited from bonafide and reputed registered firms/suppliers having requisite experience in the field, for the supply of Cartridges of HP(Hewlett Packard) and Canon Company for official use in Civil Court, Begusarai.

The detailed terms and conditions of the tender are as follows:-

Terms & Conditions

1. Quantity Required: - The total tentative requirement of Cartridge of different models are illustrated as under;

Cartridge of HP(Hewlett Packard) Company.

Cartridge Model	Required Quantity
Model No. 88A	30 Pcs.
Model No. 78A	20 Pcs.
Model No. 79A	20 Pcs.
Model No. 12 A	05 Pcs.
Model No. 28 A	20 Pcs.

Cartridge of Canon Company.

Cartridge Model	Required Quantity
Canon 070	30 PCs.

The bidder must supply the Cartridges in strict conformity of the given specifications.

2. Brand and Quality:- Only Original Cartridge of HP(Hewlett Packard) and Canon company shall be accepted. Quality will not be compromised under any circumstances, and the bidder shall be responsible for ensuring authenticity.

3. Material Specification:- The Cartridge should be of good quality and make should not be of before April,2025.

4. Rates and Taxes:- The rates quoted must be inclusive of all taxes including GST. Bidders should provide a clear breakup of basic price and tax components. Any hidden charges claimed later shall not be entertained.

5.Delivery :-The successful bidder shall deliver and unload the Cartridges at the premises of Civil Court, Begusarai. All expenses related to transportation and labour shall be borne by the supplier. The entire work must be completed within 15 days of issue of work order by the party who will be selected.

6. Payment Terms:- No advance payment will be made. Payment shall be released only after successful supply and verification of Cartridges by the competent authority. Bills shall be submitted in triplicate along with necessary documents.

7. Security Deposit:- Every bidder shall deposit Rs.10000/- as Security Money in

the form of a Demand Draft drawn in favour of the Principal District & Sessions Judge, Begusarai, payable at Begusarai. The security deposit shall not carry any interest. Unsuccessful bidders shall get refund of their security deposit after finalization of the tender, while the successful bidder shall get refund only after completion of supply and verification of cartridges, or upon cancellation of the tender.

8. Eligibility Criteria:- The bidding firm must be valid and hold valid GST registration & a PAN number. Self-attested copies of the same must be enclosed with the tender; otherwise, the tender shall be rejected.

9. Rejection of Tenders:- The Purchasing Committee, Civil Court, Begusarai, reserves the absolute right to accept or reject any or all tenders without assigning reasons. Incomplete, conditional, or unsigned tenders are liable to be rejected outright.

10. Jurisdiction:- Any dispute arising out of or in relation to this tender process or supply order shall fall under the jurisdiction of the Civil Court, Begusarai, and the decision of the Principal District & Sessions Judge, Begusarai shall be final and binding.

11. Submission of Tender:- The tender must be submitted in a sealed envelope clearly superscribed "Tender for Supply of Cartridges of HP(Hewlett Packard) and Canon company at Civil Court, Begusarai". The last date for submission is **within 15 days of the date of publication of this notice,that is; by 25th September,2025,up to 05:30 P.M.** at the office of the undersigned. The received tender shall be opened in the office of undersigned in the presence of purchasing committee and the tenderer who may wish to remain present. The date and time of opening the tender will be communicated through the official website of Civil Court, Begusarai.

10/9/2025

By Order of
Principal District & Sessions Judge
Civil Court, Begusarai