

**OFFICE OF DISTRICT & SESSIONS JUDGE,**  
**PANCHKULA**


No. 8994 Dated 22-08-2024

Re: Quotation for rate contract for refilling of toner cartridges and replacing the Drum/PCR/Blade/Magnet rod of the toners used in HP Laserjet 1566, Canon LBP 151 dw and HP multi- functional printer M227 fdn.

----Quotations are invited for rate contract for refilling of toner cartridges and replacing the Drum/PCR/Blade/Magnet rod of the toners used in HP Laserjet 1566, Canon LBP 151 dw and HP multi-functional printer M227 fdn for the period of one year. The sealed quotations must reach the Computer Branch of this Sessions Division on or before 2<sup>nd</sup> September, 2024 upto 5:00 PM.

Terms and Conditions:

1. The vendor will use superior quality of ink as per the model requirement of the toner used in the mentioned printers.
2. Before taking the refilling job each time, the vendor may check the cartridges and shall clearly inform whether there is requirement to change the drum/blade/PCR/magnet rod in the cartridges. In case the replacement is made, the defective part be returned.
3. The toner ink be used which shall have reasonable good time span on paper.
4. There should not be smudging/fading away of printing done on the judgement paper.
5. The vendor will fill the cartridges in the premises of Court complex; as per convenience of this office.
6. Well trained/experienced person should be deputed for the refilling process.
7. Demo printing page will be taken at the time of testing and be attached with the refilled toner cartridge.
8. Payment will made after complete satisfaction of this office and no advance payment shall be made.
9. While sending quotation, the word "*Quotation for rate contract for refilling of toner cartridges*" may be inscribed on the sealed envelope.
10. Quotations received after due date shall not be entertained.

  
Superintendent  
District & Sessions Court  
Panchkula 22/08/24