

DISTRICT COURT PATHANAMTHITTA

Tel. No. 0468-2 222 740

Pathanamthitta – 689 645

<https://pathanamthitta.dcourts.gov.in/>

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SSO-AMC/1/2025

Dated:13.02.2026

TENDER NOTICE

Sub :- Annual Maintenance Contract for Refilling of cartridge and ink, Replacing Compatible Cartridge and Spare parts of Various Make & Models of Printers and MFM held at District Judiciary, Pathanamthitta.

TENDER NUMBER	SSO-AMC/1/2025
DATE OF ISSUE OF TENDER	13.02.2026
LAST DATE FOR RECEIPT OF TENDER DOCUMENT	23.02.2026 03.00 PM
TIME AND DATE FOR OPENING OF THE TENDER [TECHNICAL BID]	23.02.2026 04.00 PM
PLACE OF OPENING OF TENDER	Chamber of the District Judge, Pathanamthitta
ADDRESS FOR COMMUNICATION	The Hon'ble District Judge Mini Civil Station Pathanamthitta-689 645 Ph: 04 682 222 740
Superscription: "Quotation for the refilling of Toner Cartridges"	

Sealed competitive quotations are invited for the refilling and supply of toner cartridges, supply of original/compatible toner cartridges, drum replacement, drum unit replacement for laser printers, and supply of ink for printers installed at various courts in the Pathanamthitta District Judiciary on a per-call basis.

The rates quoted should be inclusive of:

- Refilling and supply of toner cartridges
- Supply of original/compatible toner cartridges
- Drum replacement and drum unit replacement
- Installation charges
- All applicable taxes, duties, and cess

The description of articles to be supplied is specified in the attached proforma in which the quotations are to be submitted.

The necessary superscription, due date for receipt of quotations, the date up to which the rates will have to remain firm for acceptance, and the name and address of the officer to whom the quotation is to be submitted are noted above. Any quotation received after the time fixed on the due date is liable to be rejected. The maximum period for delivery of the article and the number of prints per refilling should also be mentioned.

Good quality items should be supplied. The quotation will be opened in the presence of quotationers or their representatives who may choose to be present at the time and date mentioned above. The undersigned reserves the right to accept or reject any quotation without assigning any reason.

(By Order)


SHERISTADAR


1	DISTRICT COURT PATHANAMTHITTA
2	ADDL DISTRICT & SESSIONS COURT - I, PATHANAMTHITTA
3	ADDL DISTRICT & SESSIONS COURT - II, PATHANAMTHITTA
4	ADDL DISTRICT & SESSIONS COURT - III, PATHANAMTHITTA
5	ADDL DISTRICT & SESSIONS COURT - IV, PATHANAMTHITTA
6	MOTOR ACCIDENTS CLAIMS TRIBUNAL, PATHANAMTHITTA
7	FAMILY COURT , PATHANAMTHITTA
8	FAST TRACK SPECIAL COURT , PATHANAMTHITTA
9	SUB COURT & COMMERCIAL COURT , PATHANAMTHITTA
10	MUNSIFF COURT & JFCM -III, PATHANAMTHITTA
11	CHIEF JIDICIAL MAGISTRATE , PATHANAMTHITTA
12	JFCM - I, PATHANAMTHITTA
13	JFCM - II, PATHANAMTHITTA
14	FC ,ADOOR
15	FTSC ,ADOOR
16	MUNSIFF & JFCM - II , ADOOR
17	JFCM COURT - I , ADOOR
18	GRAM NYAYALAYA , PANDALAM
19	SUB COURT & COMMERCIAL COURT , THIRUVALLA
20	MUNSIFF COURT & JFCM COURT - II , THIRUVALLA
21	JFCM-I, THIRUVALLA
22	FAMILY COURT , THIRUVALLA
23	MUNSIFF COURT & JFCM COURT - II , RANNY
24	JFCM , RANNY
25	GRAM NYAYALAYA , RANNY

Rates of contract (Per Unit)

Annexure – I

SI No	Printer Model	Charges Per Unit					
		1	2	3	4	5	6
		Cost of one Cartridge (Including Tax and Other Charges)	Cost of one Drum (Including Tax and Other Charges)	Cost of one PCR (Including Tax and Other Charges)	Cost of one MRS (Including Tax and Other Charges)	Cost of one Blade (Including Tax and Other Charges)	Toner Refilling Charges (Including Tax and Other Charges)
1	HP LJ M208DW						
2	HPMFP 4104FDW						
3	HP Laserjet 1022						
4	HP LJ M202dw						
5	RICOH SP-210						
6	CANON MF 246DN						
7	BROTHER FAX-2840						
8	HP LJ P1566						
9	BROTHER -L2321D						
10	HP LJ M226DW						

**** Rates quoted are inclusive of GST and shall not be altered during period of agreement.**

Name of vendor and Seal/Stamp

Authorised Signature

Date :

Annexure -II

Details to be Submitted by the Bidder

Sl No		
1	Name of the Firm	
2	Address of the Firm	
3	Registration No of the Firm/Company (Copy enclosed (Yes/No))	
4	PAN/TIN/GST Registration No (Copy must be enclosed (Yes/No))	
5	Name of the Authorized Signatory	
6	Telephone / Mobile Number of the Authorized Signatory and other contact number of firm and company.	
7	Details of the previous work done by the firm, if any. Copy must be enclosed	
8	Undertaking/acceptance of terms & conditions by the firm (Yes/No)	

I have read the terms & conditions of Tender and fully agree to comply.

Yours faithfully,

Name & Signature with date seal of the firm

UNDERTAKING/DECLARATION

(To be given on Company Letter Head)

To,

.....

.....

Sub:- Undertaking/Declaration & Acceptance of Terms & Conditions of Tender.

Name of Tender/Work:

.....

.....

Dear Sir,

1. I/We have obtained the tender document(s) for the above-mentioned Tender/Work from your office..... as per notice.
2. I hereby certify that I have read the entire terms & conditions of the tender documents which form part of the contract agreement, and I shall abide by the terms & conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your office shall also be taken into consideration.
4. I hereby unconditionally accept the tender conditions of the above-mentioned tender document(s).
5. I hereby declare that our firm has not been blacklisted/debarred by any Government Department/Public Sector Undertaking.
6. I hereby declare that the contract, if selected, is liable to be terminated if refilling/services are not found to be satisfactory at any point of time during the contract period.
7. I certify that all information furnished by me/our firm is true and correct, and in the event that the information is found to be incorrect/untrue or violated, your office/organization shall reject the bid or terminate the contract without giving any reason/notice thereof.

Yours faithfully,

(Signature of Bidder)

Name of Bidder: _____

Terms & Conditions for Toner Cartridge Refilling & Replacement of Its Spare Parts

1. The rate contract will be effective for a period of **12 months** from the date of awarding the contract. This contract is valid for toner cartridge refilling and replacement/repair of parts associated with cartridge refilling and purchase of ink. The contract period can be further extended subject to concurrence of both parties, if need arises.
2. The first one month of the contract shall be treated as a **trial period** for refilling toner cartridges. If the refilling service is found satisfactory and no complaint is received, the contract will continue for the next 11 months.
3. Any change of printer parts (related to cartridges) should be approved by this office before replacement. The cost of parts shall be claimed separately with the invoice.
4. Refilling charges and cost of spare parts may be submitted as per **Annexure-I**.
5. The technician/authorized person will visit the office as and when required.
6. The technician/authorized person should be well trained and qualified for this job.
7. The parts of the printer (toner, cartridge, etc.) removed or replaced shall be deposited in this office itself.
8. This office reserves the right to cancel/terminate the contract at any time if the refilling work is not satisfactory or complaints are received regarding print quality during the contract period.
9. The successful vendor/firm shall sign an agreement fulfilling all the terms & conditions.
10. In case of any dispute, the decision of the District Court, Pathanamthitta shall be final and binding on both parties. For adjudication, the jurisdiction of the appropriate court shall also lie at Pathanamthitta.
11. If any loss or damage occurs to IT assets of this office due to lapse on the part of the technician, the vendor will have to bear the cost of such losses, which shall be deducted from the payment.
12. All rates quoted should be inclusive of all taxes, freight, transit, labour, cess, etc. The price shall be quoted in Indian Rupees only, and payment shall also be made in Indian Rupees.
13. Reimbursement will be made monthly after completion of each month upon submission of the bill. This schedule does not confer any legal or other right on the firm to proceed against the office in case of payment delays due to any reason. Payment will be made after proper deduction of TDS as per applicable rules.
14. This office reserves the right to modify the terms and conditions mentioned above at any point of time during the contract.
15. The competent authority reserves the right to accept or reject any or all quotations without assigning any reason.

16. In case of inordinate delay, this office reserves the right to cancel any or all orders placed and can assign the same to another vendor.
17. The bidder should not, in any case, be blacklisted by any Government Department. If such a case is found later, the bidder will be liable for judicial proceedings and shall be debarred/blacklisted from this office.
18. Maintenance should be of topmost quality. There should not be any leakage, use of low-quality inks, or materials that degrade print quality or reduce printer life.
19. Any attempt by the vendor to influence the quotation-accepting authority will make the vendor liable for exclusion from consideration.
20. The vendor must provide all documentary proofs required in the quotation form at the time of submission.
21. Rates quoted should be inclusive of GST and shall not be altered during the agreement period.
22. During the rate contract period, if the office purchases a new printer or needs to refill a cartridge not mentioned in the rate contract, payment will be made after the approval of the competent authority.

Vendor Signature with Stamp

DISTRICT JUDGE

