D.No. 7039/2025

Quotation No: SSO : /2025 Dated : 22.11.2025

DISTRICT COURT, KOTTAYAM

QUOTATION NOTICE

Sealed competitive quotations are invited from reputed firms for the refilling, replacement of the consumables (like drum, gears, blades and rollers) of the toner cartridge, whenever required, and for replacement of the toner cartridges (which cannot be further refilled or serviced) for the laser printers of various make and models (specified in the Annexure:I) and installed in the various subordinate courts (locations specified in Annexure-II) and those supplied for the Judicial Officers in the Kottayam Judicial District.

In the quotation, the firms shall clearly specify whether they are proposing with the refilling of the toner cartridges and replacing the consumables (like drum, gears, blades and rollers) of the toner cartridge whenever required or with the supply of refilled toner cartridges. They shall also specify the terms and conditions for the refilling of the toner cartridges and refilling of ink for the ink tank printers.

The sealed quotations in the proforma attached herewith, should be superscribed with **"QUOTATION FOR REFILLING OF THE TONER CARTRIDGES"** must be addressed to **The District Judge, District Court, Collectorate P.O, Kottayam – 686 002.**

Last date fixed for submitting quotations : 08.12.2025, 03.00 P.M.

Late quotations in no case will be accepted. The sealed quotations received within the stipulated time will be opened by the District Judge, Kottayam and the acceptance of quotation will be strictly in accordance to the provisions in the Store Purchase Manual 2013.

The decision regarding the acceptance of quotation will be taken by the purchase committee constituted by the District Judge and the committee reserves the right to waive any conditions and to reject any or all the quotations without assigning any reason what so ever and does not bind to accept the lowest rate quoted one. The decision of the committee regarding the purchase will be final.

The accepted quotation will be sent to the Hon'ble High Court of Kerala for obtaining administrative sanction. Thereafter, the successful bidder must enter into an contract agreement with the District Court, Kottayam regarding the service, terms and conditions for refilling of the toner cartridges or supply of refilled toner cartridges of the various models of laser printers.

Further details if any can be obtained from the office of the District Court, Kottayam on all working days between 10 A.M. and 5 P.M.

ayments will be made subject to the allotment of funds from the Hon'ble High Court of Kerala/Government of Kerala after the execution of the said contract agreement and no separate penal interest will be paid for the delay caused for payment due to lack of fund allotments.

General Conditions for refilling:

1.	The party should go and do the refilling/supply of refilled cartridges at the courts concerned where the printers are installed and no additional/separate transportation charges will be allowed.
2.	In the quotation, parties should clearly specify their rate for the refilling and replacing the consumables, (drum, gears, blades and rollers) whenever required, or for the supply of refilled toner cartridges of each models of fax machines and laser printers. The amount quoted should include the cost of raw materials required for carrying out the work, labour/service charges and tax if any. No other separate charges will be allowed.
3.	Refilling the toner cartridges should be done with good quality toner powder.
4.	Average number of print outs that can be obtained from each cartridge after refilling should be mentioned in the quotation.
5.	The quantity of toner powder used for refilling the toner cartridges of each models of fax machines and laser printers should be mentioned in the quotation.
6.	In the quotation, parties should clearly specify the maximum time required for doing the refilling after receiving the service request from the District Court office through e-Mail/telephonic message.
7.	Credit bills with proper service report/system data duly signed and sealed by the C.M.O of the concerned court where the refiling has been carried out should be submitted to the District Court, Kottayam for releasing the payment of refilling charges.

Annexure-I

Sl. No	Make & Model of Laser Printer /Fax Machine	Cartridge Type	Sl. No	Make & Model of Laser Printer / Fax Machine	Cartridge Type
1	Samsung ML-1640	MLT-D108S	11	HP 1022	12-A
2	Samsung ML-2245	MLT-D106S/XIP	12	HP 1106	78-A
3	Samsung ML-2161	MLT-D101S	13	HP 1108	78-A
4	Samsung ML-1676	MLT-D108	14	HP 1008	78-A
5	Brother MFC 7360/DCP 2520D/MFC 27001D	TN-2260	15	HP 1566	88-A
6	Canon L-140	FX-9	16	Lexmark B2236dw	B223000
7	Ricoh SP-210	SP-210	17	Canon LBP-2900	303

8	Ricoh SP-3510 MFD	SP-3510	18	Canon – Image class MFD 246DN	88-A
9	HP 1020 Plus	12-A	19	HP Laserjet M1005	12-A
10	HP Laserjet Pro M202 dw	88-A	20	HP Laserjet M233 sdw	137-A

Annexure-II

The District Court Complex, Kottayam	The Taluk Court Complex, Pala
The Taluk Court Complex, Ettumanoor	The Family Court, Ettumanoor
The Taluk Court Complex, Erattupetta	The Taluk Court Complex, Vaikom
The Taluk Court Complex, Kanjirappally	The Taluk Court Complex, Changanacherry
Gram Nyayalaya, Vaikom at Nanadom	Gram Nyayalaya, Pampady at Pallickathodu

Sd/-
DISTRICT JUDGE
KOTTAYAM.

To

1. The Public Information Officer, Kottayam.
2. The Notice Board, District Court, Kottayam.
3. The Notice Boards of courts at District Court Centre, Kottayam.
4. The Notice Boards of Collectorate, Village Office, PWD Office, Kottayam.
5. The Notice Boards of Municipality/K.S.R.T.C - Kottayam

Copy/e-Mail To

1. The reputed firms dealing with computer & accessories maintenance,sales and service.
2. The Notice Board, Subordinate Courts in other taluks of Kottayam.

//APPROVED FOR ISSUE//

(BY ORDER)

DISTRICT & SESSIONS COURT KOTTAYAM
PIN:686 002

SHERISTADAR.

PROPOSAL FOR REFILLING OF CARTRIDGE

Annexure -I

Sl. No.	Model No.	Cost of each refilling with recondition	Number of print outs guaranteed	Cost of replacement of catridge (if required) compactable	CONSUMABLE PARTS OF CATRIDGE				
					Drum with both gears	Drum cleaning blade/ Wiper blade	Drum charge Roller/ PCR	Doctor blade/develo per blade	Developer/ magnetic roller
1	Samsung ML 1640								
2	Samsung ML 2245								
3	Samsung ML 2161								
4	Samsung ML 1676								
5	Brother MFD 7360								
6	Brother DCP 2520 D								
7	Brother MFC 2701 D								
8	HP 1022								
9	HP Laserjet M1005								
10	HP- P 1106								
11	HP- P 1108								
12	HP- P 1008								
13	HP- P 1566								
14	Canon L 140 Fax								
15	Richo SP 210								
16	Richo SP 3510 MFD								
17	HP 1020 Plus								
18	Canon LBP 2900								
19	Canon MFD 246 DN								
20	Lexmark B2236dw								
21	HP LaserJet Pro MFP 4104fdw								