

THE DISTRICT COURT PALAKKAD

SSO-AMC/07/26

Palakkad 678001

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TENDER NOTICE

Sub :- Annual Maintenance Contract for Refilling of cartridge ,Replacing Compatible Cartridge and Spare parts of various Makes and Models of Printers and MFM held at District Court Palakkad.

TENDER NUMBER	SSO-AMC/06/26
DATE OF ISSUE OF TENDER	17.07.2026
LAST DATE FOR RECEIPT OF TENDER DOCUMENT	31.07.2026 03:00PM
TIME AND DATE FOR OPENING OF THE TENDER (TECHNICAL BID)	31.07.2026 04:00PM
PLACE OF OPENING OF TENDER	Chamber of the District Judge Palakkad
ADDRESS FOR COMMUNICATION	The Hon'ble District Judge District Court Complex Palakkad Near Civil Staion Palakkad 678001
Superscription :“Quotation for the refilling of Toner Cartridge”	

Sealed competitive quotation are invited for the refilling and supply of toner cartridges,supply of original/compatible toner cartridges,drum, replacement,drum unit replacement for laser printers installed at various court in Palakkad.

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 quotation 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 submitted are noted above. The maximum period of delivery of the article and the number of prints per refilling should also be mentioned.

The quotation will be opened at 31.07.2026 at 4:00PM in the presence of such of tenderers or authorised representatives who may be present at that time. The undersigned reserves the right to accept or reject any quotation without assigning any reason.



DISTRICT JUDGE



Terms &Condition for Toner Cartridge Refilling and 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. 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 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 cartridge) 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/Authorised person will visit the office as and when required.
6. The technician/Authorised 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 District Judge Palakkad shall be final and binding on both parties. For adjudication ,the jurisdiction of the appropriate court shall also lie at Palakkad.

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 quoted shall be 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 be any leakage, use of low quality powder, 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 from 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 approval of the competent authority.

Vendor Signature with Stamp



District Judge



SL NO	COURT	NO OF TONER CARTRIDGE PRINTERS
1	PRINCIPAL DISTRICT AND SESSIONS COURT PALAKKAD	12
2	ADDITIONAL DISTRICT AND SESSIONS COURT-I & ADDITIONAL MACT -I,PALAKKAD	1
3	ADDITIONAL DISTRICT AND SESSIONS COURT -II,PALAKKAD	1
4	FAST TRACK SPECIAL COURT ,PALAKKAD	1
5	MACT PALAKKAD	1
6	PRINCIPAL/ADDITIONAL SUB COURT&COMMERCIAL COURT- I&2 PALAKKAD	8
7	PRINCIPAL/ADDITIONAL MUNSIF//JFCM IV&V PALAKKAD	2
8	CHEIF JUDICIAL MAGISTRATE COURT PALAKKAD	2
9	JUDICIAL FIRST CLASS MAGISTRATE COURT-I,PALAKKAD	2
10	JUDICIAL FIRST CLASS MAGISTRATE COURT-II,PALAKKAD	3
11	JUDICIAL FIRST CLASS MAGISTRATE COURT-III,PALAKKAD	1
12	FAMILY COURT PALAKKAD	1
13	ADDITIONAL/MACT COURT OTTAPALAM	3
14	SUB COURT & COMMERCIAL COURT OTTAPALAM	2
15	MUNSIF COURT &JFCM-II OTTAPALAM	3
16	JUDICIAL FIRST CLASS MAGISTRATE I,OTTAPALAM	1
17	FAMILY COURT OTTAPALAM	3
18	SPECIAL COURT FOR SC/ST(POA) ACT CASES MANNARKKAD	1
19	MUNSIF-MAGISTRATE COURT MANNARKKAD	3
20	MUNSIF -MAGISTRATE COURT ATTAPPADY	1
21	MUNSIF COURT & JFCM-II, CHITTUR	4
22	JUDICIAL FIRST CLASS MAGISTRATE -I,CHITTUR	1
23	FAST TRACK SPECIAL COURT ,PATTAMBI	1
24	MUNSIF-MAGISTRATE COURT PATTAMBI	2
25	GRAM NYAYALAYA SREEKRISHNAPURAM	1
26	GRAM NYAYALAYA PUDUPARIYARAM	1
27	GRAM NYAYALAYA THENKURISSI	1
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Rates of Contract(Per Unit)

Sl No	Printer Model	Qty	Charges Per Unit				Charges for Spare Parts						Annexure-1
			1	2	3	4	1	2	3	4	5	6	
			refilling	No of Print per Refilling	Compactible Cartridge	Original Cartridge	Drum Replacement	PCR Roller	Wiper Blade	Magnet Roller	Doctor Blade	Chip	
1	Laser Jet 1022 1BOISB-0405-00	3											
2	HP LASER JET M233SDW	11											
3	HP LaserJet Pro MFP 4104dw	13											
4	CANON MF246 DN	22											
5	CANON F173702	4											
6	HP Laser Jet P1108	2											
7	CANON Laser Jet M1136MFP	1											
8	HP MFP128 N	2											
9	CANON P1566	3											
10	HP Laser Jet pro	2											

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

Name of vendor and Seal/Stamp

Authorised Signature
Date :

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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:

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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: _____