CIVIL COURT, DARBHANGA, BIHAR

NOTICE NO -...05...../N

INVITING QUOTATION

For supply of new photocopier machine for copying section, Darbhanga against replacement/buy-back of old photocopier machines.

In light of minute of Purchase committee dated-16.09.2026, sealed quotations are hereby invited from reputed and eligible firms/agencies/dealers for the supply of one new heavy-duty Photocopier Machine against replacement/buy-back of old photocopier machines for official use in the Civil Court, Darbhanga.

1. **Required Specifications of New Photocopier Machine**

*Tender specific authorization from OEM.

Sl. No.	Specification	Requirement
1.	Type	Digital Heavy-Duty Photocopier Machine
2.	Copying/Printing Speed	50–60 copies per minute
3.	Toner Yield	Approximately 60,000–65,000 copies per toner
4.	Drum Life	Approximately 5,00,000–5,50,000 copies
5.	Usage	Suitable for heavy-duty institutional/office use
6.	Make	Reputed make/brand (CANON)

2. Replacement/Buy-Back of Old Machines

The quotation shall also include the buy-back/exchange value of the following five old photocopier machines available with the Civil Court, Darbhanga:

S.No-	Make	Model No.	Quantity
1.	INTERTEK	D-D020	01
2.	WORKCENTRE	5225	01
3.	CANON	IMAGE RUNNER - 2525	01
4.	CANON	IMAGE RUNNER ADVANCE - 4525	01
5.	CANON	IMAGE RUNNER - 2945	01

The bidder shall clearly mention the individual buy-back value of each old machine and the total buy-back value in the quotation.

The bidder shall also clearly indicate:

- Price of the new photocopier machine.
- Applicable GST and other taxes, if any.
- Transportation, installation and commissioning charges, if any.
- Buy-back value of the old machines.
- Final/net payable amount after adjustment of the buy-back value.

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3. Terms and Conditions

1. The machine supplied shall be brand new and unused and shall conform to the specifications mentioned above.
2. The bidder shall mention the warranty period and after-sales/service support available for the machine.
3. The bidder shall be responsible for the delivery, installation and commissioning of the machine at the Civil Court, Darbhanga.
4. The old machines shall be taken over by the successful bidder only after approval of the competent authority and completion of the supply/installation process.
5. The quotation should remain valid for minimum period of 90 days from the last date of submission.
6. The quotation should either be submitted in a sealed cover at the ***office of Principal District & Sessions Judge, Civil Court, Darbhanga-846001*** or through email ***(dj.darbhanga-bih@aij.gov.in)*** "Quotation for Supply of New Photocopier Machine against Replacement/Buy-back of Old Photocopier Machines".
7. The last date for submission of quotation is **05.10.2026.**
8. The quotations received after the stipulated date shall not be considered.
9. The competent authority reserves the right to accept or reject any or all quotations without assigning any reason.
10. The final selection shall be made after due consideration of the technical specifications, quoted price, buy-back value and other applicable terms and conditions.

Place: Darbhanga

Date: 23.09.2026

D.D.O
Civil Court, Darbhanga
23/09/2026