

Calling of Quotations

District Court Computer Committee Madhubani, invites sealed quotations for procurement and supply of following printer Toners/Cartridges for the period of two years there by submitting sealed quotations on or before **02-11-2025 at 4.30 p.m.**

Calling Quotations for supply of original Toners/cartridges rates:-

Sr. No.	Printer Model	Toner/Cartridge	Original rate per unit of Toner/Cartridge	Authorized Dealer(Yes/No)
1	HP Laser Jet P1108 Plus	HP 88A		
2	Canon image Class MF465dw	Cartridge 070 Black ISO/IEC 19752 3,000 pages		

Note: # mentioned rate wherever applicable.

* provide Authorization Certificate if available.

General terms & Conditions:

1. The Sealed quotations must be superscribed as "**Quotations for Cartridge/Toner**" and addressed to **Nodal Officer, eCourts Project, Civil Court Madhubani-847211** and should reach on or before **02-11-2025 at 4.30 p.m.**
2. Rates quoted by the supplier should be for original Toner/cartridges.
3. All the rates quoted by the supplier should be inclusive of GST and payment of such GST or like charge shall be the responsibility of the bidder. The rates approved in the quotation shall be valid for the whole of the period of 2 years and no upward revision will be allowed during the said period.
4. The quoted Rates shall remain valid for 2 year. Every year PO will be renewed after satisfactory services and performance of cartridges/Toners.
5. The selected firm shall give a Guarantee for a minimum period of 45 days for smooth performance of Cartridges/Toners including yields.
6. Cartridges/Toners, not performing to the satisfaction of the user, shall be returned to the Firm for replacement. In case of any problem in supplied toner cartridges, replacement should be given at first priority.
7. The selected Firm shall fulfill the following criteria :
 - It shall be in existence for not less than three years.
 - It shall have experience of working for Government Organizations, PSU etc for more than two years.
 - It shall have PAN number, GST Registration.
 - It should not have been blacklisted by Government, PSU, or any other organizations.

- Photocopies of all relevant documents shall be enclosed with the quotation.
- 8. The supplier should provide the name and mobile number of the person, to be contacted at any time, even beyond office hours. This person should be capable of arranging pickup and delivery of toner/cartridge of desired items, even at short notice.
- 9. No separate charges shall be paid for pickup and delivery of goods by the Civil Court Madhubani.
- 10. No advance payment will be made under any circumstances.
- 11. The payment will be released to the Firm, after satisfactory performance of cartridges/Toners and spare parts on monthly basis.
- 12. It shall be responsibility of the successful dealer/supplier to supply toner/cartridge and within 7 days from the date of order received and in case of urgency it shall be provided on the same day.
- 13. After award of the PO, if the successful bidder fails to provide good services cartridges/toner, the P O is liable to be canceled.
- 14. The Principal District & Sessions Judge, Madhubani shall have the authority to select more than one firm for award PO, based on the rates quoted by the supplier for particular items. This office further reserves right to decide as to whether a firm should be selected for supply for some or all items listed in the quotation.
- 15. The Principal District & Sessions Judge, Madhubani reserves all rights terminate the P O, at any point of time, without assigning any reason.
- 17. The Principal District & Sessions Judge, Madhubani reserves the right to reject any/all offer(s) without assigning any reason thereof.

Place : Madhubani

Date: 18-10-2025

**-Sd-
By Order
Court Manager
Civil Court Madhubani
Date: 18-10-2025**