

HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH

No. 123 Spl./Comp.5

Dated: 25.01.19

Re: **QUOTATION FOR RATE CONTRACT FOR REFILLING OF TONER CARTRIDGES, REPLACING OF DRUM/BLADES/PCR AND MAGNETIC ROD OF ALL THE PRINTERS.**

Quotations are invited for Rate Contract for re-filling of toner cartridges, replacing of drum/blades/PCR and magnetic rod of all printers of this Court for a period of one year. Sealed quotations must reach in the Computer Branch of this Court on or before 12.02.2019 up to 5.00 P.M.

Terms & Conditions

1. The vendor will use superior quality of ink for high quality printing as per the requirement of model of toner/ink cartridge i.e. Ink Dyebase/ Pigmented/ Photo colors as per model requirement and 600 dpi/ 1200 dpi magnetic/non magnetic as per model requirement of the toner.
2. The bidder/vendor can inspect the type of toner cartridges to be refilled before submitting their quotation in Store Section of Computer branch.
3. Before taking the refilling job, the Cartridges may be properly inspected by the vendor and will clearly inform to the Purchasing Department whether replacement of drum or blade set is to be made or not. In such cases where drum or blade set or both are to be replaced, it will be the choice of the Purchasing Department whether to go for refilling of toner or not. In case, if it is replaced then the defective Drum/ Blades will be returned to Purchasing Department.
4. The weight of toner after refilling should be equivalent to the weight of new toner available from the manufacturer with the variation of 2%. The number of copies at 5% paper coverage should be equivalent to the number of pages mentioned with each ink toner cartridge with variation of 5%.
5. Toner/ Ink used for refilling should be such that printing on paper has a reasonable good life span.
6. There should be no fading away, smudging etc. of printing material on the judgment paper/ paper.

7. The vendor will clearly inform beforehand the necessity of changing drum or blade of cartridge.
8. The vendor will refill the cartridges in the High Court premises as per the convenience of High Court and will not delay the refilling job in any manner.
9. Well trained/ expert/ experienced person should be deputed for refilling work.
10. Demo printing page will be taken at the time of refilling of cartridges and attached with the cartridge.
11. The successful vendor will be required to submit Bank Guarantee (BG) of ₹60,000/-
12. Penalty Clause: In case vendor fails to comply with the quality, quantity, and the terms and conditions, or delays the repair job(s) frequently/ unnecessary, then the Bank Guarantee of the vendor/firm may be liquidated and the firm will be black listed for a period of 3 years.
13. Payment Terms: 100% against delivery and inspection (if desired/ necessary).
14. Delivery period: Immediate but not later than next day.
15. Payment will be made on bi-monthly basis after complete satisfaction of this High Court and no advance payment will be made in any case.
16. While sending quotation, the word "QUOTATION FOR RATE CONTRACT FOR REFILLING OF TONER CARTRIDGES" may be inscribed on the sealed envelope.
17. The Rate Contract will be for one year which may be renewed for further period for two more terms on the same terms and conditions, provided satisfactory services to the satisfaction of the High Court.
18. The High Court can terminate the contract at any time by giving one month notice.
19. Quotations received after due date will not be considered.
20. The High Court reserves its right to accept or reject any proposal without assigning any reason.


Joint Registrar (C&IT) 24-1-19
for Registrar General

