

HIGH COURT OF CHHATTISGARH, BILASPUR

TENDER NOTICE

No. **7479**/CPC/2019

Bilaspur, date **18**/07/2019

Last date of Tender: **11/08/2019**

NOTICE INVITING TENDER FOR AWARDING OF RATE CONTRACT FOR SUPPLY OF HP/LEXMARK/SAMSUNG TONERS/CARTRIDGES TO THE COURTS OF THE CHHATTISGARH STATE

Sealed tenders are invited only from the OEM Companies of HP, Lexmark and Samsung make Laser Printers and Authorised dealers as per proforma enclosed herewith as Annexure 'A' for awarding of rate contract for supply of the HP make Laser Printers, Lexmark make Laser Printers and Samsung make Laser Printers for use in the various District & Subordinate Courts of the Chhattisgarh State, as and when required during the period of two years. Interested parties, may obtained the models of Laser Printers and code no. of required cartridge from the District and Sessions Courts of the State during the office hours Contact No. of the Technical Manpower are attached with this Tender Notice.

DETAILS OF REQUIRED TONERS/CARTRIDGES:-

S. No.	Description Toners/Cartridge No.	HP To be used in HP Printer No.
1.	HP Code No. 88A	HP make Laser Printers
2.	HP code No. 12 A	HP make Laser Printers
3.	HP Code No. 78	HP make Laser Printers
4.	Other Cartridge as per the information collected by the interested bidders from the various District & Subordinate Courts of the State	HP make Laser Printers
5.	Lexmark Code No. MX 310-603	Lexmark make Laser Printers
6.	Lexmark Code No. 312-503	Lexmark make Laser Printers
7.	Other Cartridge as per the information collected by the interested bidders from the various District & Subordinate Courts of the State.	Lexmark make Laser Printers
8.	Samsung make 106	Samsung make Laser Printers
8.	Other Cartridge as per the information collected by the interested bidders from the various District & Subordinate Courts of the State.	Samsung make Laser Printers

A. TENDER

1. The tender may be sent in sealed envelopes superscribing (a) "Financial bid for supply of Toners/Cartridges of HP make Laser Printers, Lexmark make Laser Printers and Samsung make Laser Printers for use in the various District & Subordinate Courts of the Chhattisgarh State and, (b) Earnest Money for supply of Tonner and Cartridges of HP make Laser Printers, Lexmark make Laser Printers and Samsung make Laser Printers for use in the various District & Subordinate Courts of the Chhattisgarh State by post sufficiently early so as to reach the Registry within date and time or may be delivered to the undersigned. If tender is sent through Special Messenger, an authority letter from the tenderer with proof of identity may also be given to the Messenger so that he/she could show the same alongwith his/her own identity proof to the Office of the Registrar (Computerization), High Court of Chhattisgarh, Bilaspur (C.G.).

2. TERMS AND CONDITIONS OF TENDER

2. The tenderers are required to quote their lowest rates for the items detailed in Annexure'A' enclosed herewith.
3. The tenderers are required to send their tender alongwith Demand Draft drawn in favour of **"The Registrar General, High Court of Chhattisgarh, Bilaspur** towards Earnest Money Deposit of Rs. 30,000/- for supply of HP make Tonner/cartridge, Rs. 20,000/ for supply of Lexmark make Tonner/Cartridge and Rs. 5,000/- for Samsung make Tonner/Cartridge (Name of the firm, telephone number and name of the item may bewritten on the reverse side of the Demand Draft). If EMD is exempted, Certificate has to be submitted alongwith the tender documents.
4. Earnest Money Deposit of unsuccessful tenderers would be returned on written request after the contract has been finally awarded to the successful bidder.
5. Hypothetical or conditional Tender shall not be entertained. Tender once submitted shall not be allowed to be withdrawn or altered. If the tender is withdrawn or altered by the concerned party at any time after it is submitted, appropriate action may be taken.
6. The Registry will deal with the tenderer directly and no middlemen/commission agents etc. should be asked by the tenderer to represent the cause and they will not be entertained by the Registry.
7. Over-writing/over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the tender invalid.
8. The Registry, in its discretion, reserves the right to reject or accept any or all tenders, partly or completely, at any time without assigning any reason therefor.
9. Each tenderer has to certify that all the terms and conditions are acceptable to him.

3. TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER

10. The successful tenderer shall have to deposit performance security of 10% amount of issued purchase order for supply of Toner/Cartridge to the concerning Courts at the time of supplying bill invoice of the Toner/Cartridge. The performance security deposit will be refunded after completion of each financial year without interest. List of Courts in which Toner/Cartridges will be supplied is attached herewith as annex.-"C"
11. (a) The tenderers are required to quote their lowest rates which should be valid for a period of two years and same may be extended for further two year after obtaining approval from the Computerization Committee of this High Court with the consent of the supplier/tenderer.

(b) The Tenderers should specifically state whether rates are lowest as per the market rates and in case of rates cartridge are found high in comparison with the market rates then purchaser is free to purchase the Toner/cartridge from the open market.
12. Execution of the supply is to be done very expeditiously but not later than one week, and in emergency the supply has to be executed on the same day also.
13. The supply of genuine HP/Lexmark/Samsung Toners/Cartridges shall be required to be made within the stipulated time on conveyance of Purchase Order and in case supply is not made within the stipulated time and the Registry is forced to make short purchase to meet the emergent demand, the tenderer will be liable to make good the loss due to difference which the Registry may directly deduct from Bill/Security Deposit.
14. Supply of HP/Lexmark/Samsung Toners/Cartridges are to be made on bill basis. The payment is normally made after full supply is received and accepted as per specifications/requirement. Concerning District & Sessions Judge will issue the purchase order as per their requirement and payment will also made the purchase order issuing authority.
15. Even after awarding the said Contract, the Registry reserves the right to terminate the same at any time, if the services of the Contractor are not found satisfactory.
16. The OEM Company may submit a bid either in its own name or through any of the authorised dealer, who has to provide services of supply of materials to High Court of Chhattisgarh, Bilaspur. The bid without confirmation of the original equipment manufacturing company regarding authorization to sell the product shall not be considered.
17. The tender should accompany an undertaking of Authenticity as per proforma placed at Annexure 'B'.
18. The successful tenderer will have to abide by the terms and conditions as may be fixed from time to time by the Registry.

19. The tenderer shall have to submit the ink signed Authorisation Certificates from OEM Companies to sell HP/Lexmark/Samsung Toners/Cartridges in their own name/organisation with the date of validity of the Authorisation.
20. During the validity of this bids. Tonner/Cartridges for the High Court of Chhattisgarh. Bilaspur, Chhattisgarh State Judicial Academy, Bilaspur, District Legal Services Committees and Tahsil/Taluka Level Legal Committee of the State may be purchased by the High Court after obtaining approval of Hon'ble Committee for Computerization, Weeding and Digitization of Records of High Court and Subordinate Courts of the State.
21. The materials supplied will be inspected by the District Judge or other Officers as nominated by the District Judge of the Concerning District Courts and in case the supply is not found in conformity with the approved specifications and any complaint is received about its quality and performance during the course of their use/utilization, the entire supply will have to be replaced with the good quality exactly commensurate with approved specifications at the cost of the contractor. The decision of the Committee in this regard shall be final.
22. The payment will be made only after full supply is received and accepted as per approved specifications against single supply order.

4. PENALTIES

23. If delivery is not made in given time and the District Court is required to make purchase from outside at higher rates, the loss, if any, sustained by the Registry would be recovered from the contractor.
24. Irrespective of the fact as to whether or not the District Courts makes purchases from outside, the District Courts may impose penalty upto 1% per day of total cost of delayed articles, or of forfeiting the performance security if the delay is due to willful laches or negligence on the part of the tenderer irrespective of inconvenience caused to the District Courts.
25. The Security Deposit shall stand forfeited in case of breach of any of the conditions mentioned herein and if the supply of the items is found unsatisfactory/not as per specifications.

5. INVITATION OF TENDER


Interested parties may send their Tenders in two sealed envelopes superscribing (a) "Earnest Money for supply of HP/Lexmark/Samsung Toners/Cartridges, and (b) "Tender

for supply for HP/Lexmark/Samsung Toners/Cartridges addressed by name to the undersigned so as to reach on or before DD/MM/2019 upto 4:30 P.M. which will be opened on the day as fixe by the undersigned, in the Registry in the presence of the tenderers or their authorized representatives who may wish to remain present there at that time. The tenders received after due date and/or time or without Earnest Money Deposit will not be entertained. In the first instance, the envelopes containing EMD will be opened. Thereafter, the envelopes containing tender documents will be opened.

If vendor will submit the Tender document through e-mail or fax will not be entertained.

Note:- Contract shall be valid subject to availability of funds with the concerning District & Sessions Courts of the State in appropriate budget head.

Date:-


18.07.2019
Deepak Kumar Tiwari
I/c Registrar General

Encls : 'Annexures 'A' , B' & 'C'

HIGH COURT OF CHHATTISGARH, BILASPUR

NOTICE INVITING TENDER
FOR
AWARDING OF RATE CONTRACT FOR SUPPLY OF RICOH INK CARTRIDGES AND HP
TONERS/CARTRIDGES TO THE REGISTRY

(Proforma to be filled by the Tenderer with Reference to Notice Inviting Tender dated for
Supply of HP/Lexmark/Samsung Toners/Cartridges)

1. Name of the Tenderer with Address:
2. Name of the Contact person with
Telephone /Mobile No.
FAX No.
E-mail
3. Traders Identification Number:
4. (a) Details/rates regarding Cartridges

Sl. No.	Description of Cartridges/Tonner (HP/Lexmark/Samsung)	Rate per Unit (In Rs.)	Applicable Tax (In Rs.)	Rate of Cartridges/Tonner inclusive Taxes (In Rs.)	No. of Pages to be printed per Cartridges/Tonner

1. Unit Price should include packing, forwarding, freight, insurance, installation, configuration, commissioning, warranty or any other charges.
 2. All fields in Financial Bid Format are mandatory.
 3. Prices should be quoted in Indian Rupees and indicated both in figures and words. Figures in words will prevail.
 4. L1 would be separately decided on each items.
6. Delivery Schedule : within a week from the receiving of the requisition from the concerning

Courts.

7. Whether HP/Lexmark/Samsung Authorisation Certificates are enclosed with tender document :
8. Name & address of the Govt. Offices etc. of which the tenderer(Cartridges is having the contract with name of contact person and his telephone/ mobile number :
9. Details of previous experience in the field & infrastructure of the Company :
10. Details of annual turnover :
11. Whether all the terms & conditions of the N.I.T are agreeable :
- 12 Whether No dues certificate from Department of Trade & Taxes and copies of the returns Submitted to the department in enclosed :
- 14 Whether EMD is submitted or Certificate for its exemption is enclosed :

Dated:

Signature with stamp

Sub : Undertaking of Authenticity for HP/Lexmark/Samsung Toners/Cartridges .

Supply of HP/Lexmark/Samsung Toners/Cartridges

- Ref : 1. Your Purchase Order No. _____ dated _____.
2. Our invoice no./Quotation no. _____ dated _____.

With reference to being supplied/quoted to you vide our invoice no./quotation no./order no. Cited above, We hereby undertake that all the components/parts/assembly used in the product shall be original new components/parts/assembly only and manufactured at the same period from manufacturing company and that no refurbished/duplicate/second hand components/parts/assembly/ software are being used or shall be used.

We also undertake that in respect of licensed operating system if asked for by you in the purchase order, the same shall be supplied along with the authorised license certificate and also that it shall be sourced from the authorised source.

Should you require, we hereby undertake to produce the certificate from our OEM supplier in support of above undertaking at the time of delivery/installation. It will be our responsibility to produce such letters from our OEM supplier's at the time of delivery or within a reasonable time.

In case of default and we are unable to comply with above at the time of delivery or during installation, for the already billed, we agree to take back the without demur, if already supplied and return the money if any paid to us by you in this regard, and/or performance security, if any produced, forfeited

We.....Also take full responsibility of both components/parts & Mother body as per the content even if there is any defect by our authoprised Service Centre/Reseller/SI etc.

Authorised Signatory

Name :

Designation :

List of Courts in which HP/Lexmark/Samsung make Tonner/Cartridges will be supplied

1.	District & Sessions Court Baloda-Bazar
2.	District & Sessions Court Balod
3.	District & Sessions Court Bastar at Jagdalpur
4.	District & Sessions Court Bemetara
5.	District & Sessions Court Bilaspur
6.	District & Sessions Court Dakshin Bastar Dantewara
7.	District & Sessions Court Dhamtari
8.	District & Sessions Court Durg
9.	District & Sessions Court Janjgir-Champa
10.	District & Sessions Court Jashpur
11.	District & Sessions Court Kabirdham (Kawrdha)
12.	District & Sessions Court Kondagaon
13.	District & Sessions Court Korba
14.	District & Sessions Court Korea
15.	District & Sessions Court Mahasamund
16.	District & Sessions Court Mungeli
17.	District & Sessions Court Raigarh
18.	District & Sessions Court Raipur
19.	District & Sessions Court Rajnandgaon
20.	District & Sessions Court Ramanujganj
21.	District & Sessions Court Surajpur
22.	District & Sessions Court Surguja
23.	District & Sessions Court Uttar Bastar Kanker