

**THE HIGH COURT OF MEGHALAYA  
AT SHILLONG  
Dated Shillong the 29<sup>th</sup> March, 2023**

**SHORT TERM  
NOTICE INVITING QUOTATIONS**

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**No. HCM II/73/2018/Comp/Pt-II/872** : Sealed tenders are invited from interested and eligible firms registered with the Government of Meghalaya for Supply of Toner and Cartridge for various make of Printers as per specification mentioned in the Financial Bid of the tender document.

Court fee stamp: Rs 500/-

Last date of submission of Bid: 14.04.2023 at 15.00 hrs.

Date and time of opening of Technical Bids: 14.04.2023 at 15.30 hrs.

Date and time of opening of Financial Bids: 14.04.2023 at 15.40 hrs.

**TERMS AND CONDITIONS FOR ALL BIDDERS**

- a. The firm must submit its quotation in sealed envelope (1 Cover) containing Court fees, Registration certificate (with the Govt of Meghalaya), OEM certificate, Experience certificate along with Annexure A and B addressed to the REGISTRAR GENERAL Superscripting thereon "Supply of Toners".
- b. Bidders are requested to quote for original and genuine items only. A certificate or a letter issued by the OEM declaring their firm sells original product is required to be produced along with bid. Quote for recycled/refilled cartridges will not be accepted.
- c. The tenders submitted without Court fees, Registration certificate, OEM certificate, Experience certificate will be rejected.
- d. The bidder should have at least three years' experience in supply of Toners and Cartridges of Samsung, Kyocera, Panasonic, HP, Canon, Lexmark, Epson in any Govt./Semi Govt. Dept/PSU.

- e. The bidders are to fill the details for Eligibility Criteria as per Annexure 'A' and Financial bid as per Annexure "B" of the Tender document.
- f. The bids received after the closing date will not be entertained.
- g. Rates should be quoted inclusive of taxes. Nothing extra shall be paid. The rates quoted shall be valid for the financial year 2023-2024
- h. The Authority concerned reserves the right to accept or reject any or all Tenders without assigning any reason and
- i. The decision of accepting authority shall be final.

#### **PLACE OF OPENING THE BIDS**

The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the date and time aforementioned. Rates and important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of representatives of bidding firms.

#### **EVALUATION OF TENDER:**

The e-Procurement Committee will evaluate and compare the quotations determined to be substantially responsive i.e., which are;

- a) Properly signed, and
- b) Conform to the terms and conditions and specifications.

The financial evaluation would be done based on overall lowest rates quoted for the cartridges of a specific OEM i.e Samsung, Kyocera, Panasonic, HP, Canon, Lexmark, Epson.

## **AWARD OF CONTRACT**

The Competent Authority will award the contract to the bidder whose quotation has been determined to be as per terms & conditions based on overall lowest rates for the cartridges of a specific OEM i.e Samsung, Kyocera, Panasonic, HP, Lexmark, Epson. The contract shall come into effect on the date of signatures of both the parties on the contract Agreement.

## **TERMS & CONDITIONS OF THE SUCCESSFUL BIDDER**

- a. The supplier / firm will supply the required items within 5 (Five) working days from the date of placing the Supply Order. For any delay/non-supply of items the supplier / firm will inform / report to the undersigned.
- b. The Supply Order will be placed from time to time as per the requirement.
- c. The supplier / firm will be liable to supply genuine / original products only from original manufacturers that come in sealed, individually packed boxes with Maximum Retail Price (MRP), inclusive of all taxes, duly printed on the box/carton. The date of manufacture of these items should be clearly written on the items or its packing. Items with manufacturing date older than six months on the date of delivery will be rejected and bidder shall be liable to replace the same with new ones.

## **PAYMENT PROCESS**

Payment will be made within one month of delivery and acceptance of the goods as per the prescribed technical specification with delivery challans and receipt of bills in triplicate.

## **VALIDITY OF CONTRACT**

The Contract shall be valid for one year from the date of signing of the Contract agreement which may be extended on a yearly basis depending on the performance of the successful bidder in the preceding year which would be accessed by the High

Court of Meghalaya. The High Court reserves the right to terminate the contract at anytime during the subsistence of the contract by giving one month notice.

**REGISTRAR GENERAL**

**Memo No. HCM II/73/2018/Comp/Pt-II/872      Dated, Shillong the 29<sup>th</sup> March, 2023**

**Copy to:**

1. *The System Analyst for uploading in the Official Website.*
2. *Office Notice board.*
3. *Account Section.*
4. *Office File.*

**REGISTRAR GENERAL**

**Annexure A**

**Eligibility criteria**

<b>NAME OF THE SUPPLIER</b>	<b>ADDRESS AND PHONE NO</b>	<b>IS THE SUPPLIER REGISTERED WITH THE GOVERNMENT OF MEGHALAYA (YES/NO)</b>	<b>YEARS OF EXPERIENCE IN SUPPLY OF TONERS AND CARTRIDGES IN ANY GOVT/SEMI GOVT DEPT/PSU</b>	<b>OEM REGISTERED (YES/NO)</b>

**NAME OF THE TENDERER:**\_\_\_\_\_

**SIGNATURE AND SEAL:**\_\_\_\_\_

**Annexure -B**

**Financial Bid**

**SAMSUNG**

Sl no.	Name of toner	Rate per toner	Taxes	Total Cost inclusive of tax
1	Toner for Samsung Printer Pro xpress M3370FD, Pro xpress M3870FD (MLT-D203S)			

**PANASONIC**

Sl no	Name of toner	Rate per toner	Taxes	Total Cost inclusive of tax
1	Toner for Panasonic KX-MB2085SX MFP (KA-FAT411E: Toner cartridge)			

**KYOCERA**

Sl no.	Name of toner	Rate per toner	Taxes	Total Cost inclusive of tax
1	Toner for Kyocera Taskalfa 2201, Kyocera Taskalfa1800 (TK-4109)			

**HP**

Sl no.	Name of toner	Rate per toner	Taxes	Total Cost inclusive of tax
1	28A (Toner for HP Laserjet Pro M403n)			
2	88A (Toner for HP Laserjet P1008, P1108, HP Laserjet Pro M202dw, HP Laserjet Pro MFP M226dw)			

3	12A (Toner for HP Laserjet 1010)			
4	678 black			
5	678 tri-colour			
6	110A			

### **LEXMARK**

SL NO.	NAME OF TONER	RATE PER TONER	TAXES	TOTAL COST INCLUSIVE OF TAX
1	56F3000 (LEXMARK MS321)			

### **CANON**

SL NO.	NAME OF TONER	RATE PER TONER	TAXES	TOTAL COST INCLUSIVE OF TAX
1	Toner for CANON MF445DW (MFD PRINTER)			
2	Toner for CANON LBP6230DN (DUPLEX PRINTER)			
3	GPR-43 (Canon Image Runner Advance 4225)			

### **EPSON**

SL NO.	NAME OF TONER	RATE PER TONER	TAXES	TOTAL COST INCLUSIVE OF TAX
1	Set of toners for EPSON L805 COLOR PRINTER			
2	Set of toners for EPSON L6270 MFD COLOR			

**NAME OF THE TENDERER:** \_\_\_\_\_

**SIGNATURE AND SEAL:** \_\_\_\_\_