

# THE HIGH COURT OF MEGHALAYA SHILLONG

HCM. I/48/2025/Proc/4

Dated Shillong, the 7<sup>th</sup> July, 2025

## SHORT TERM NOTICE INVITING QUOTATIONS

Sealed tenders are invited from interested and eligible firms registered with the Government of Meghalaya for the supply of Toner and Cartridge for various types of Printers and photocopy machines as per the specification mentioned in the Financial Bid of the tender document.

Court fee stamp: Rs 500/-

Last date of submission of Bid: 28<sup>th</sup> July, 2025 at 16:00 Hours.

Date and time of opening of Technical Bids: 28<sup>th</sup> July, 2025 at 17:00 hrs.

Date and time of opening of Financial Bids: 28<sup>th</sup> July, 2025 at 17:00 hrs.

### **A. TERMS AND CONDITIONS FOR ALL BIDDERS**

1. The firm must submit its quotation in sealed envelope containing Court fees stamp, Registration certificate (with the Govt of Meghalaya) and OEM certificate. Inside the main envelope, two separate sealed envelopes should be included:
  - a. Envelope 1: Technical Bid (Annexure B)
  - b. Envelope 2: Financial Bid (Annexure C)

The main envelope should be addressed to:

**THE REGISTRAR GENERAL, HIGH COURT OF MEGHALAYA,  
SHILLONG**

Superscripted:

**"Supply of Toners & Cartridges"**

2. 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 (clearly mentioning its validity) along with the bid. Quote for recycled/refilled cartridges will not be accepted.
3. The tenders submitted without Court fees stamp, Registration certificate and OEM certificate will be summarily rejected.

4. The bidders are to fill the details for Eligibility Criteria as per Annexure 'A', Technical Bid as per Annexure 'B' and Financial bid as per Annexure "C" of the Tender document.
5. The bids received after the closing date will not be entertained.
6. Rates should be quoted inclusive of taxes. Nothing extra shall be paid. The rates quoted shall be valid for the financial year 2025-2027.
7. The Authority concerned reserves the right to accept or reject any or all Tenders without assigning any reason and.
8. The decision of accepting authority shall be final.

## **B. PLACE OF OPENING THE BIDS**

The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids in the High Court of Meghalaya, Shillong 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.

## **C. EVALUATION OF TENDER:**

The 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, Sharp.

## **D. 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, Sharp. The contract will become effective on the date when both parties sign the Contract Agreement.

## **E. 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.

## **F. 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.

## **G. VALIDITY OF CONTRACT**

The Contract shall be valid for a period of 2 (two years) from the date of signing of the Contract agreement. It may be extended depending on the performance of the successful bidder in the preceding year which would be assessed 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.

Sd/-

**REGISTRAR GENERAL**

**Memo No. HCM. I/48/2025/Proc/4-A**

**Dated Shillong, the 7<sup>th</sup> July, 2025**

Copy to:

1. All Members, Procurement Committee, High Court of Meghalaya, Shillong for favour of information.
2. ✓ The Manager IT, High Court of Meghalaya, Shillong for favour of information and uploading in the official website.
3. Accountant cum Cashier, High Court of Meghalaya, Shillong.
4. Office Notice board.
5. Office Copy.



**REGISTRAR GENERAL**

**ELIGIBILITY CRITERIA**

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

NAME OF THE TENDERER:

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SIGNATURE AND SEAL:

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**TECHNICAL BID**

1. Name of the Registered Firm: .....
2. Address of the Firm: .....  
(with Phone No. & E-mail)
3. Contact Person(s): .....  
(with Mobile Number)
4. PAN: .....  
(Photocopy to be attached)
5. GSTIN: .....  
(Photocopy to be attached)
6. Bank Account Details: .....
7. Copy of Registration Certificate with Govt. of Meghalaya: .....
8. OEM Certificate  
(Certificate from the Original Equipment Manufacturer (OEM) confirming the products are genuine)

Sl. No.	Description	Confirmation by bidder for requirement (Yes / No)
1.	Authorization from OEM in respect of SAMSUNG	
2.	Authorization from OEM in respect of KYOCERA	
3.	Authorization from OEM in respect of HP	
4.	Authorization from OEM in respect of LEXMARK	
5.	Authorization from OEM in respect of CANON	
6.	Authorization from OEM in respect of EPSON	
7.	Authorization from OEM in respect of SHARP	

(Photocopy of authorization letter(s) from OEM to be attached in respect of Samsung, HP, Canon, Lexmark, Epson, Kyocera, Panasonic, Lexmark & Sharp)

NAME OF THE TENDERER: .....

SIGNATURE AND SEAL: .....  
(with date)

## FINANCIAL BID

Sl. No.	OEM	Printer / Photocopy Machine	Toner / Cartridge / Ink Tanks (Types)	Rates (per toners)	Taxes	Total Cost (inclusive of Tax)
1	Samsung	Samsung Printer Pro Xpress M3370FD	MLT-D203S			
2		Samsung Printer Pro Xpress M3870FD				
3	Kyocera	Kyocera Taskalfa 2201	TK-4109			
4		Kyocera Taskalfa 1800				
5	HP	HP Laserjet Pro M403n	28A			
6		HP Laserjet P1008	88A			
7		HP Laserjet Pro M202dw				
8		HP Laserjet Pro MFP M226dw	12A			
9		HP Laserjet 1010				
10			678 Black			
11			678 Tri-Colour			
12		HP LaserJet MFP 136nw	110A			
13	Lexmark	Lexmark MS321	56F3000			



Sl. No.	OEM	Printer / Photocopy Machine	Toner / Cartridge / Ink Tanks (Types)	Rates (per toners)	Taxes	Total Cost (inclusive of Tax)
14	Canon	Canon MF445dw	Canon Cartridge 057			
15		Canon LBP6230DN (Duplex Printer)	CRG 326			
16		Canon Image Runner Advance 4225	GPR 43			
17		Canon Image Runner C3326	NPG-88 toner cartridges set of Black, Cyan, Magenta & Yellow			
18	EPSON	EPSON L805 Colour Printer				
19		EPSON L6270 MFD Colour				
20		EPSON L6190				
21	SHARP	SHARP BP-20M24L	SHARP BP-AT200			

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

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