

SUPREME COURT OF INDIA
Tilak Marg, New Delhi – 110001
ADMN. MATERIALS

F.No. 2/HP & RICOH Cartridge/2021/SCI(AM)
Dated: 13.12.2021

Last date for submission of Tender: 04.01.2022 upto 03:00 PM
at Counter No. 17 (R&I)
For any query please contact at Counter No. 41

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

Sealed tenders are invited from the OEM Companies of RICOH, HP, EPSON and XEROX and their Delhi and NCR region based Authorised dealers as per proforma enclosed herewith as **Annexure 'A'** for awarding of rate contract for supply of the following RICOH, HP, EPSON and XEROX toners/cartridges for various Printers/photocopier for use in the Registry, as and when required during the period of two years.

RICOH PRINTER INK CARTRIDGES:-

S. No.	Description – RICOH EDP Code No.	To be used in RICOH Printer No.	Approximate Requirement (Per annum) in Nos.
1	407243	RICOH Laser Printer SP 310 DN	165
2	407337	RICOH Laser Printer SP 3600 DN	190
3	406517	RICOH MFD SP 3510 SF	50

RICOH PHOTOCOPIER TONERS:-

S. No.	Description – RICOH Photocopier Toner No.	To be used in RICOH Photocopier No.	Approximate Requirement (Per annum) in Nos.
1	DP CODE: 841995	MP 3554 SP	5
2	2320 D	MP 3053 SP	50
3	2501 S	MP 2001 SP / MP 1813L	75
4	2014 HS	MP 2014	5

HP TONERS/CARTRIDGES:-

S. No.	Description – HP Toners/Cartridge No.	To be used in HP Printer No.	Approximate Requirement (Per annum) in Nos.
1	HP CE 505 AC	Laserjet 2055 DN	750
2	HP CC 388 AC	Laserjet P1008	20
3	HP CB 436 AC	Laserjet 1522n (MFD)	40
4	HP 7115A (Black)	1000 Laserjet	2
5	HP 5949A (Black)	1160 Printer	2
6	Q - 7553A	Laserjet 2015	2
7	CE 310A (Black)	Laserjet pro CP 1025 / NW	10
8	CE 311A (Cyan)	Laserjet pro CP 1025 / NW	10
9	CE 312A (Yellow)	Laserjet pro CP 1025 / NW	10
10	CE 313A (Magenta)	Laserjet pro CP 1025 / NW	10
11	HP 204A (Black)	HP Color Laser Jet M154NW	10
12	HP 204A (Cyan)	HP Color Laser Jet M154NW	10
13	HP 204A (Yellow)	HP Color Laser Jet M154NW	10
14	HP 204A (Magenta)	HP Color Laser Jet M154NW	10
15	HP 215A (Black)	HP Color Laser Jet pro MFP M183fw	As per requirement
16	HP 215A (Cyan)	HP Color Laser Jet pro MFP M183fw	As per requirement
17	HP 215A (Yellow)	HP Color Laser Jet pro MFP M183fw	As per requirement
18	HP 215A (Magenta)	HP Color Laser Jet pro MFP M183fw	As per requirement

EPSON TONERS/CARTIRDGES:-

S. No.	Description –	To be used in EPSON Printer No.	Approximate Requirement (Per annum) in Nos.
1	003 (Black)	L3150	5
2	003 (Cyan)	L3150	5
3	003 (Yellow)	L3150	5
4	003 (Magenta)	L3150	5

XEROX PHOTOCOPIER TONERS/CARTIRDGES:-

S. No.	Description –	To be used in EPSON Printer No.	Approximate Requirement (Per annum) in Nos.
1	Toner 106R03396	Xerox Versalink B7025 MFD Machines	350
2	Drum 113R00779	Xerox Versalink B7025 MFD Machines	100

The approximate quantity mentioned in the abovementioned tables may vary at the time of placing the actual order. Interested parties, if they so desire, may contact Branch Officer, Admn. Materials (Maintenance) at Telephone No. 011-23115864 or personally visit at Registry's Reception Counter No. 41 near PRO Office for any clarification on any working day between 10:30 A.M. and 4:00. P.M. (except Saturdays, Sundays and Holidays).

A. TENDER

1. The tenderer is required to quote its lowest rates as per **Annexure-'A'** enclosed herewith. Tenders once submitted will not be allowed to be withdrawn till finalization of the matter.
2. The tender may be sent in **two separate sealed envelopes** superscribing **(a) Bid Security Declaration Form** for supply of RICOH, HP, EPSON and XEROX toners/cartridges and **(b) Financial Bid / Tender document** for supply of RICOH, HP, EPSON and XEROX toners/cartridges on the cover of each envelope respectively, by post sufficiently early so as to reach the Registry within stipulated date and time i.e. 04.01.2022 upto 03:00 PM or may be delivered at the Counter No. 17 (R&I).
3. The tenderers are expected to go through all the instructions, terms & conditions and specifications thoroughly, as mentioned in the tender documents. Failing to furnish all information required as per the tender document in any respect will be at the tenderer's risk and may result in rejection of the tender.

4. The tender must be received not later than the date & time specified for submitting the same. In case, the date of submitting the tender is declared as holiday, then the next working day of the Registry will be treated as due date for submission of the Tender.

B. TERMS AND CONDITIONS OF TENDER

5. The rates should be valid for a minimum period of 90 days from the date of opening of tenders. The tenderer shall not be entitled during the said period of 90 days to revoke or cancel its tender or to vary the tender or any terms thereof.
6. The tenderers are required to send their tender along with **Bid Security Declaration Form on their companies' letter head as per 'Annexure C'** in lieu of Earnest Money Deposit.
7. Hypothetical / Conditional tenders 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, the tenderer may be debarred to participate in the tender process of the Supreme Court of India.
8. The Registry will deal with the tenderer directly and no middle-men / agent, commission agents etc. should be asked by the tenderer to represent their cause and they shall not be entertained by the Registry. The tender form is not transferable and agency shall not be permitted to transfer their rights and obligations to any other person/ organization or otherwise.
9. Tenderers are required to quote the rates only with respective brand of the items mentioned in the **Annexure-'A'** Tenders for any other brand of items shall not be considered at all. No claim in this regard shall be entertained by the Registry and the

decision of the Registry shall be final.

10. The tenderer shall quote rates both in figures and in words with blue/black ball pen. In case of any discrepancy, the figures mentioned in words will be considered.
11. The Registry, in its discretion, reserves the right to reject or accept any or all the tenders, wholly or partly, without assigning any reason thereof.
12. Over-writing, over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the tender invalid.
13. All the pages of tender quotation including the documents submitted therein must be duly signed and stamped failing which the offer shall be liable for rejection.
14. The Registry is not bound to accept the rates submitted by the lowest tenderer or any other tenderer nor does it undertake to assign any reasons for its decision in this matter.
15. The tenderer shall give an undertaking (**as per Annexure B**) that the Firm/Partners/Director/Proprietor has not been blacklisted and its business dealings with Central/ State Government/ Public Sector units/ Autonomous bodies have not been banned/terminated on the account of poor performance.
16. The Performance Security deposit shall stand forfeited in case of breach of any of the conditions mentioned herein and if the supply is found unsatisfactory.
17. Each tenderer has to certify that all the terms and conditions are acceptable to him/her.

18. The tenderer should specifically state whether rates are inclusive of GST (as applicable) and if it is not, it will be deemed that rates are inclusive of GST.

C. TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER

19. The successful tenderer shall have to deposit **performance security** as follows;

a) Rs. 1,50,000/- (Rupees One Lakh Fifty Thousand Only) for supply of **HP** Toners/Cartridges (for printer and photocopier).

AND

b) Rs. 2,00,000/- (Rupees Two Lakh Only) for supply of **RICOH** Toners/Cartridges.

AND

c) Rs. 5,000/- (Rupees Five Thousand Only) for supply of **EPSON** Toners/Cartridges.

AND

d) Rs. 60,000/- (Rupees Sixty Thousand Only) for supply of **Xerox Photocopier Toners/Cartridges** .

The aforesaid performance security has to be submitted by way of Bank Guarantee drawn in favour of "The (Admn), Supreme Court of India, within one week from the receipt of contract order. The Bank Guarantee / Demand Draft will be released after 60 days from the date of final bill payment and after satisfactory supply of the items.

20. The material supplied will be inspected by an Inspection Committee comprising of Senior Officers of the Registry and in case the final supply is not found in conformity with the approved specifications/ samples, the same will be liable to be rejected and entire supply will have to be replaced with the quality exactly commensurate with the approved specifications/samples at the cost of the tenderer. The decision of the Committee in this regard shall be final.

21. The time is the essence of the tender. The supply of the item as per the required specifications shall be required to be made immediately in the Registry (F.O.R.Destination) on receipt of Purchase Order; otherwise the Security Deposit may be forfeited along with any other action as may be deemed appropriate by the Registry. Non-availability of material shall not be accepted as a ground for delay in supply and shall equally be penalised.
22. The payment will be made only after full supply is received and accepted as per approved specifications. No part payment or advance payment will be made.
23. The successful tenderer will have to abide by the terms and conditions as may be fixed from time to time by the Registry.
24. The successful tenderer is required to quote their lowest rates which should be valid for a period of two years from the date of awarding Contract.
25. Execution of the supply is to be done very expeditiously but not later than three days, and in emergency the supply has to be executed on the same day itself.
26. The supply of genuine RICOH, HP, EPSON and XEROX 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.
27. Supply of RICOH, HP, EPSON and XEROX toners/cartridges 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.

28. Even after awarding the rate Contract, the Registry reserves the right to terminate the same at any time, if the services of the tenderer are not found satisfactory.
29. **The OEM Company may submit a bid either in its own name or through any of the authorised dealers, who has to provide services of supply of materials to the Registry of the Supreme Court of India. The bid without confirmation of the original equipment manufacturing company regarding authorization to sell the product shall not be considered.**
30. The tenderer shall have to submit the ink signed **Authorisation Certificates** from **OEM Companies** to sell RICOH, HP, EPSON and XEROX toners/cartridges in their own name/organisation with the date of validity of the Authorisation.

D. PENALTIES

31. If delivery is not made within the specified date and time and the Registry is required to make purchase from other dealer(s) and the tenderer will be liable to make good the loss in case of higher payments as compared to approved rates the difference will be deducted from the performance security deposited by the tenderer. The Registry reserves the right to recover loss upto the amount of Performance Security in case the quality is low or in case of deficiency of service.
32. Irrespective of the fact as to whether or not the Registry makes purchases from outside, the Registry may impose penalty upto 1% **per week subject to maximum penalty of 10%** of total cost of delayed articles, or of forfeiting the performance security if the delay is due to wilful laches or negligence on the part of the tenderer irrespective of inconvenience caused to the Registry.
33. The Performance 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.

E. INVITATION OF TENDER

Interested parties may send their lowest sealed tenders in two separate sealed envelopes containing **(i) Bid Security Declaration Form** for supply of RICOH, HP, EPSON and XEROX toners/cartridges and, **(ii) Financial Bid / Tender document** for supply of RICOH, HP, EPSON and XEROX toners/cartridges Toners/Cartridges on the cover of respective envelopes addressed by name to the undersigned by post or may be handed over personally to Registry's Reception Counter No. 17 (R&I) on or before 04.01.2022 upto 3.00 P.M. which will be opened at 3.30 P.M. on the same day by a Committee of Officers constituted for the purpose before the tenderers or their authorised representatives who may wish to remain present.

The tenders received after due date and/or time and/or without Bid Declaration Form will not be entertained. In the first instance, envelopes containing Bid Declaration Form will be opened, thereafter, the envelopes containing Financial Bid / Tender document will be opened.

Sd/-
(Anil Kumar Sharma)
Additional Registrar (AM)

Encls.: Annexures A, B and C

Note: Registry will remain closed w.e.f 27.12.2021 to 01.01.2022 on account of Christmas & New Year Holidays.

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NOTICE INVITING TENDER FOR
AWARDING OF RATE CONTRACT FOR SUPPLY OF RICOH, HP, EPSON and XEROX
TONERS/CARTRIDGES TO THE REGISTRY

1. Name of the Tenderer
with Address :
2. Name of the Contact
person with Telephone /
Mobile No. /FAX No. and
E-mail ID :
3. GST Registration Number
(Copy to be attached) :
4. PAN Number.
(Copy to be attached) :
5. Quoting for supply of
RICOH and/or HP and/or
and/or EPSON an/or XEROX
toners/cartridges :
6. (A) Details/rates regarding RICOH Toners/Cartridges.

RICOH PRINTER INK CARTRIDGES:-

S. No.	Description – RICOH EDP Code No.	Rate (per unit) (excluding GST) Rs.	Percentage of GST	No. of Pages to be Printed
1	407243			
2	407337			
3	406517			

RICOH PHOTOCOPIER TONERS:-

S. No.	Description – RICOH Photocopier Toner No.	Rate (per unit) (excluding GST) Rs.	Percentage of GST	No. of Pages to be Printed
1	DP CODE: 841995			
2	2320 D			
3	2501 S			
4	2014 HS			

B) Details/rates regarding HP Toners/Cartridges.

HP TONERS/CARTRIDGES:-

S. No.	Description – HP Toners/Cartridge No.	Rate (per unit) (excluding GST) Rs.	Percentage of GST	No. of Pages to be Printed
1	HP CE 505 AC			
2	HP CC 388 AC			
3	HP CB 436 AC			
4	HP 7115A (Black)			
5	HP 5949A (Black)			
6	Q - 7553A			
7	CE 310A (Black)			
8	CE 311A (Cyan)			
9	CE 312A (Yellow)			
10	CE 313A (Magenta)			
11	HP 204A (Black)			
12	HP 204A (Cyan)			
13	HP 204A (Yellow)			
14	HP 204A (Magenta)	HP Color Laser Jet M154NW	10	
15	HP 215A (Black)	HP Color Laser Jet pro MFP M183fw	As per requirement	

16	HP 215A (Cyan)	HP Color Laser Jet pro MFP M183fw	As per requirement	
17	HP 215A (Yellow)	HP Color Laser Jet pro MFP M183fw	As per requirement	
18	HP 215A (Magenta)	HP Color Laser Jet pro MFP M183fw	As per requirement	

C) Details/rates regarding EPSON Toners/Cartridges.

EPSON TONERS/CARTIRDGES:-

S. No.	Description –	Rate (per unit) (excluding GST) Rs.	Percentage GST	of	No. of Pages to be Printed
1	003 (Black)				
2	003 (Cyan)				
3	003 (Yellow)				
4	003 (Magenta)				

D) Details/rates regarding XEROX Toners/Cartridges.

XEROX PHOTOCOPIER TONERS/CARTIRDGES:-

S. No.	Description –	Rate (per unit) (excluding GST) Rs.	Percentage GST	of	No. of Pages to be Printed
1	Toner 106R03396	Xerox Versalink B7025 MFD Machines	350		
2	Drum 113R00779	Xerox Versalink B7025 MFD Machines	100		

7. Whether Bid Declaration Form enclosed
Yes or No

:

- 8. Rates quoted are inclusive of F.O.R Supreme Court Godown
Yes or No :

- 9. Delivery Schedule
In days :

- 10. Whether HP and/or RICOH
and/or EPSON and/or XEROX
Authorisation Certificates are enclosed
with tender document :

- 11. Name & address of the Govt. Officer etc
of which the tenderer is having the
Contracts(For supply of toners/cartridges) :

- 12. Details of previous experience in the field
& infrastructure of the Company :

- 13. Details of Annual Turnover :

- 14. Whether all the terms & conditions of the N.I.T
are agreeable

Dated:

Signature with date and
rubber stamp of the tenderer

ANNEXURE 'B'

UNDERTAKING

I/We undertake that _____ (Name of the Firm / Proprietor/ Company/ Director) has not been blacklisted/banned by any Central/ State Government/ Public Sector Units/ Autonomous Bodies.

Date:

Place:

Signature of the authorised signatory of the firm/company/organisation/Official Stamp/Seal.

BID SECURITY DECLARATION FORM
IN LIEU OF EARNEST MONEY DEPOSIT (EMD)
(On Bidder's Letter Head)

I/We, the authorized signatory of M/s. participating in the subject Tender No..... dated, for the item/job of, do hereby declare:

- (i) That I/we have availed the benefit of waiver of EMD while submitting the offer against the subject Tender and no EMD is being deposited for the said tender.

- (ii) That in the event I/we withdraw/modify our Bid during the period of validity or I/we fail to execute formal contract agreement within the given timeline or I/we fail to submit the required Performance Security within the given timeline or I/we commit any breach of Tender Conditions/Contract which attracts penal action in that event I/we shall stand suspended from being eligible for bidding/award of all future contract(s) of Supreme Court of India for a period of one year from the date of committing such breach.

Signature and Seal of Authorized Signatory of Bidder

Date:

Name of the Authorized Signatory.....