

SUPREME COURT OF INDIA
ADMN. MATERIALS

F.No. 2/HP & Ricoh Cartridge/2023/SCI(AM)
Dated: 15.09.2023

- **Last date for submission of Tender: 09.10.2023 upto 03:00PM at Counter No. 17 (R&I)**
- **Opening of Tenders: 09.10.2023 at 4:00 p.m.**

NOTICE INVITING TENDER FOR AWARDING OF RATE CONTRACT FOR SUPPLY OF HP / RICOH (MINOSHA) / KONICA MINOLTA TONERS/CARTRIDGES TO THE REGISTRY FOR A PERIOD OF TWO YEARS

Sealed tenders are invited only from the OEM Companies of HP, Ricoh (Minosha) and Konica Minolta 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 HP Toners/Cartridges for HP Laserjet/Multifunction Printers and/or Ricoh (Minosha) Toners/Cartridges for Ricoh (Minosha) printers and/or toner/drum unit for Konica Minolta Color Printer cum Photocopier cum Scanner used in the Registry as and when required during the period of two years, as per details given herein below in Tables 'A' to 'C'.

TABLE 'A'

HP Toners/Cartridges:-

S. No.	Description – HP Toners/Cartridge No.	To be used in HP Printer Model No.	Approximate Requirement (Per annum) in Nos.
1	HP CF277A	HP LaserJet Pro MFP M429fdw	3000
2	HP CF287A	HP Laserjet Enterprise M 506DN	500
3	HP CE278AC	HP Laserjet Printer Pro P 1566	250
4	HP CE255A	HP Laserjet Pro MFP M521DN	200
5	HP 932XL (Black)	HP Officejet 7110 Wide Format-Printer (Wireless Printer)	10

6	HP 933XL (Cyan)	HP Officejet 7110 Wide Format-Printer (Wireless Printer)	10
7	HP 933XL (Yellow)	HP Officejet 7110 Wide Format-Printer (Wireless Printer)	10
8	HP 933XL (Magenta)	HP Officejet 7110 Wide Format-Printer (Wireless Printer)	10
9	HP CB540A (Black)	HP Colour Printer model CP 1215	As per requirement
10	HP CB541A (Cyan)	HP Colour Printer model CP 1215	As per requirement
11	HP CB542A (Yellow)	HP Colour Printer model CP 1215	As per requirement
12	HP CB543A (Magenta)	HP Colour Printer model CP 1215	As per requirement
13	HP CF214A	HP Laserjet Enterprise 700M 712DN	As per requirement
14	HP 120A Original Laser Imaging Drum (W1120A)	HP Color Laser Mfp 178nw Printer	As per requirement

TABLE 'B'**Ricoh (Minosha) Toner/Cartridges:-**

S. No.	Description – Ricoh (Minosha) Consumable	To be used in Ricoh (Minosha) Printer Model No.	Approximate Requirement (Per annum) in Nos.
1	Cartridge SP C430A (black)	Ricoh (Minosha) SP C431DN (Color laser printer)	As per requirement
2	Cartridge SP C430A (Yellow)	-do-	As per requirement
3	Cartridge SP C430A (Cyan)	-do-	As per requirement
4	Cartridge SP C430A (Magenta)	-do-	As per requirement
5	Black Drum Unit SP C430	-do-	As per requirement
6	Color Drum Unit SP C430	-do-	As per requirement
7	Drum for printer SP 3600 DN (EDP407324)	SP 3600 DN	40

TABLE 'C'**Konica Minolta Toner/Cartridges:-**

S. No.	Description – Konica Minolta Consumable	To be used in Konica Minolta Color Printer cum Photocopier cum scanner Model No.	Approximate Requirement (Per annum) in Nos.
1	Toner (Black) TN328K	Bizhub C250i Color Printer cum Photocopier cum Scanner	As per requirement
2	Toner (Yellow) TN328Y	-do-	As per requirement
3	Toner (Cyan) TN328C	-do-	As per requirement
4	Toner (Magenta) TN328M	-do-	As per requirement
5	Drum Unit (Black) DR316K	-do-	As per requirement
6	Drum Unit (Yellow) DR316	-do-	As per requirement
7	Drum Unit (Cyan) DR316	-do-	As per requirement
8	Drum Unit (Magenta) DR316	-do-	As per requirement

The approximate quantity mentioned hereinabove in the Tables 'A' to 'C' may vary at the time of placing the actual order. Interested parties, if so desire, may contact Branch Officer, Admn. Materials (Maintenance) at Telephone No. 011-23115864 or personally visit at Registry's Reception Counter at Gate No. 1 of Additional Building Complex, Supreme Court of India for any clarification before quoting the rates 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 shall not be allowed to be withdrawn till finalization of the matter.
2. The tender may be sent in two separate sealed envelopes superscribing **(i) Earnest Money Deposit (EMD) for supply of HP and/or Ricoh (Minosha) and/or Konica Minolta Toners/Cartridges and (ii) Financial Bid / Tender document for supply of HP and/or Ricoh (Minosha) and/or Konica Minolta 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. 09.10.2023 upto 03:00 PM or may be delivered at the Counter No. 17 (R&I) personally.
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 and opening of the tender is declared as a holiday, then the next working day of the Registry will be treated as due date and time for submission and opening 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 Demand Draft of respective amount as per details given herein below, drawn in favour of “The Registrar (Admn.), Supreme Court of India” as Earnest Money (Name of the firm, telephone number and name of the item may be written on the reverse of the Demand Draft). No interest will be payable on Earnest Money Deposit (EMD). If the firm is exempted from depositing the EMD, a certificate to this effect has to be submitted along with the tender document.

S.No.	Name of Brand	Amount of EMD
1	HP Toners/Cartridges	Rs. 4,00,000/- (net)
2	RICOH (Minosha) Toners/Cartridges	Rs. 5,000/- (net)
3	Konica Minolta Toners, etc.	Rs. 5,000/- (net)

Note: The EMD should be separately submitted with a covering letter mentioning therein the amount of EMD along with the name of Brand for which the tenderer is participating in compliance of the terms & conditions of tender, failing which the tender may not be considered.

7. 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.
8. 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.
9. 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.
10. 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.

11. Over-writing, over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the tender invalid.
12. 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.
13. 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.
14. 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.
15. 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.
16. Each tenderer has to certify that all the terms and conditions are acceptable to him/her.
17. 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.
18. The envelopes containing the tenders must be properly sealed and should not be in a torn condition.
19. The tenderers are required to clearly mention the subject, NIT number and date in capital letters apart from the contents of the envelopes such as Earnest Money Deposit (EMD), Financial Bid,etc., on the top of the envelopes or at appropriate place.

20. Those tenderers or their authorised representatives who wish to attend the Tender Opening Process, should request Admn. Materials Branch at least 2 hours before the due time of opening of the Tenders.
21. Notice Inviting Tenders will be available for download from www.sci.gov.in after 12:00 noon on 15.09.2023.

C. TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER

22. The successful tenderer shall have to deposit performance security as below ;

S.No.	Name of Brand for which Tenderer is successful;	Amount of Performance Security to be submitted
1.	HP	Rs. 6,00,000/- (net)
2.	RICOH (Minosha)	Rs. 10,000/- (net)
3.	Konica Minolta	Rs. 10,000/- (net)

The above-mentioned Performance Security/Securities are to be deposited by way of Bank Guarantee drawn in favour of “The Registrar (Admn.), Supreme Court of India, within one week from the receipt of contract order by the successful tenderers. 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.

23. 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, 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 at the cost of the tenderer. The decision of the Committee in this regard shall be final.

24. 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.
25. 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.
26. The successful tenderer will have to abide by the terms and conditions as may be fixed from time to time by the Registry.
27. 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.
28. 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.
29. The supply of genuine HP and/or Ricoh (Minosha) and/or Konica Minolta 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.
30. Supply of HP and/or Ricoh (Minosha) and/or Konica Minolta 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.

31. 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.
32. **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.**
33. The tenderer shall have to submit the ink signed **Authorization Certificates** from **OEM Companies** to sell **HP and/or Ricoh (Minosha) and/or Konica Minolta** toners/Cartridges in their own name/organization with the date of validity of the Authorization.

D. PENALTIES

34. If delivery is not made within the specified date and time and the Registry is required to make purchase from other dealer(s) the tenderer will be liable to make good the loss in case of higher payments as compared to approved rates and 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.
35. 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.

36. 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) Earnest Money Deposit (EMD)** for supply of HP and/or Ricoh (Minosha) and/or Konica Minolta Toners/Cartridges and **(ii) Financial Bid / Tender document** for supply of HP and/or Ricoh (Minosha) and/or Konica Minolta 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 09.10.2023 upto 3.00 P.M. which will be opened at 4:00 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 Earnest Money will not be entertained. In the first instance, envelopes containing Earnest Money will be opened, then the envelopes containing Tender Document for Financial Bid will be opened.

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

Encls.: Annexures 'A' and 'B'

SUPREME COURT OF INDIA
ADMN. MATERIALS

F.No. 2/HP & Ricoh Cartridge/2023/SCI(AM)
Dated: 15.09.2023

Last date for submission of Tender: 09.10.2023 upto 03:00PM

PROFORMA TO BE FILLED BY THE TENDERER WITH REFERENCE TO THE NOTICE INVITING TENDER FOR AWARDING OF RATE CONTRACT FOR SUPPLY OF HP / RICOH (MINOSHA) / KONICA MINOLTA TONERS/CARTRIDGES TO THE REGISTRY FOR A PERIOD OF TWO YEARS

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
HP and/or Ricoh (Minosha)
and/or Konica Minolta toner/cartridges :

6. (A) Details/rates regarding HP Toners/Cartridges.

TABLE 'A'**HP Toners/Cartridges:-**

S. No	Description – HP Toners/Cartridge No.	Part Code no.	Rate in Rs. (per unit) (excluding GST)	Percentage of GST	No. of Pages to be Printed
1	HP CF277A				
2	HP CF287A				
3	HP CE278AC				
4	HP CE255A				
5	HP 932XL (Black)				
6	HP 933XL (Cyan)				
7	HP 933XL (Yellow)				
8	HP 933XL (Magenta)				
9	HP CB540A (Black)				
10	HP CB541A (Cyan)				
11	HP CB542A (Yellow)				
12	HP CB543A (Magenta)				
13	HP CF214A				
14	HP 120A Original Laser Imaging Drum (W1120A)				

(B) Details/rates regarding Ricoh (Minosha) toner/Cartridges:

TABLE 'B'**Ricoh (Minosha) Toner / Cartridges:-**

S. No	Description – Ricoh (Minosha) Toner/Cartridges	Part Code no.	Rate in Rs. (per unit) (excluding GST)	Percentage of GST	No. of Pages to be Printed
1	Cartridge SP C430A (black)				
2	Cartridge SP C430A (Yellow)				
3	Cartridge SP C430A (Cyan)				
4	Cartridge SP C430A (Magenta)				
5	Black Drum Unit SP C430				
6	Color Drum Unit SP C430				
7	Drum for printer SP 3600 DN (EDP407324)				

(C) Details/rates regarding Konica Minolta toner/Cartridges:

TABLE 'C'**Konica Minolta Toner / Cartridges:-**

S. No	Description – Ricoh (Minosha) Toner/Cartridges	Part Code no.	Rate in Rs. (per unit) (excluding GST)	Percentage of GST	No. of Pages to be Printed
1	Toner (Black) TN328K				
2	Toner (Yellow) TN328Y				

3	Toner (Cyan) TN328C				
4	Toner (Magenta) TN328M				
5	Drum Unit (Black) DR316K				
6	Drum Unit (Yellow) DR316				
7	Drum Unit (Cyan) DR316				
8	Drum Unit (Magenta) DR316				

7. Whether Earnest Money Deposit 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 (Minosha) Authorisation
and/or Konica Minolta Certificates is/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.