

# **HIGH COURT OF JUDICATURE AT PATNA**

## **TENDER NOTICE No.- 13/2025 A. D. (Establishment)**

Sealed quotations are invited from the bona-fide and reputed local authorized dealers of the following brand listed on GEM Portal (having office and after sales/ service located at Patna) for supply of consumables of Photocopier machines of Hon'ble Patna High Court, Patna.

### **List of required consumables/ articles of Photocopier Machines**

<b>Sl. No.</b>	<b>Articles/ Consumables Names for Photocopier</b>	<b>Model No. of Machine</b>	<b>Articles Quantity required</b>
1.	Canon Toner NPG-56	IR4245	05
2.	Canon Toner NPG- 59	IR 2004N/ IR 2002N IR 2224 N	18
3.	Canon Toner NPG- 73	IRA 4545 /IRA 4525 /IRA 4751	40
4.	Canon Drum Unit NPG- 56 /57	IR4245	01
5.	Canon Drum Unit NPG-26	IR 3530	02
6.	Canon Drum Unit NPG-50 / 51	IR 2530	01
7.	Canon Toner NPG-85	IR ADV 6855i	06
8.	Canon Toner NPG-54	IR ADV DX 6780	15
9.	TN 628 Toner for Konica Minolta Photocopier	Bizhub 450i &550i	20
10.	Drum Unit DR 618 K for Konica Minolta Photocopier	Bizhub 450i &550i	05
11.	Xerox Photocopier Toner B1025	B1025 / 1022	05
12.	Xerox Photocopier Drum Unit (copy cartridge) B1025	B1025 / 1020	02

#### **A). Documents required to be submitted along with bid**

- a) Proof of GST Registration Certificate.
- b) Copy of PAN Card.
- c) Copy of Income Tax Return for the last two years.
- d) Copy of OEM/ OEM Authorized Dealer Certificate of manufacturer (Canon/ Konica Minolta/ Xerox) must be submitted
- e) The firm shall submit an affidavit to the effect that the firm has not been black listed/de-registered/barred by the Central/State Government/Society during their period of business.
- f) Statement/ Supply Order regarding any previous supplies made to Central Government/ State Government Departments/ Semi Government organization including Public Sector Undertakings/ Autonomous Bodies, in last five (5) years must be provided.

**B). Terms and conditions-**

1. Quotations are to be submitted in sealed envelope consisting of Techno-commercial bid in a separate sealed cover & Financial Bid in a separate sealed cover and both bids will be put in the sealed single envelope containing the title "Supply of consumables of Photocopier machines of Hon'ble Patna High Court, Patna" and addressed to the Learned Registrar (Establishment), Patna High Court, Patna.
2. All the tender proposals will have to be submitted in hard copy with all the pages duly numbered, signed and stamped. The bid must be complete in all respect.
3. The Registered firms/ OEM/ OEM authorized dealer must have office/ Branch and after sales/service located in Patna.
4. The article should be in original and good condition.
5. The rate quoted in the tender should be inclusive of GST.
6. The successful bidder will have to pay the security deposit equivalent of 5% of order value. This amount will be refundable after supply and verification of the articles.
7. The Court reserves the right to accept or reject any or all quotations without assigning any reason whatsoever. Further, No correspondence in this regard will be entertained. The Court also reserves their right to cancel the tender at any stage, without assigning any reason.
8. Defective article should be replaced immediately by the firm concerned free of cost..
9. No advance payment shall be made and the firm shall submit its bill, in duplicate, for payment after supply and installation of the machines.
10. Payment will be made in account of the firm through CFMS instead of cash.
11. In the event of any dispute arising from this tender, the decision of Patna High Court shall be final and binding on all parties. Any dispute whatsoever shall be subject to the jurisdiction of Courts at Patna, Bihar only.
12. On the top of the Envelope, the "Tender number" and "Supply of consumables of Photocopier machines of Hon'ble Patna High Court, Patna" shall be clearly mentioned.
13. **The Bidder will have to obtain a Pass from Pass Counter before submitting the Quotation**

The interested firms/ bidder may submit their quotations in name of undersigned on the above terms and condition, on or before **05.12.2024 (Friday)** up to **05:00 P.M.** in the box kept outside the chambers of the Ld. Registrar (Establishment), Patna High Court, Patna, which is scheduled to be opened near the chambers of the undersigned on **06.12.2024 (Saturday)** at **12:30 P.M.** in the presence of all the bidders and authorized officials of the Patna High Court, Patna.

**Address for submission of the Tender:- In the Box kept near the Chamber of Ld. Registrar (Establishment), Patna High Court, Patna-800028.**

Dated: 13/11/2025

  
Registrar (Establishment)  
Patna High Court, Patna

**Annexure-I**

**Techno-commercial Bid**

**Tender for “for supply of consumables of Photocopier machines of Hon’ble Patna High Court, Patna.**

Sl. No.	Information Sought	Page No.	Please tick (✓)
1.	Separate sealed envelope consisting of Techno-commercial bid and Financial Bid	a) Techno -commercial bid	
		b) Financial Bid	
2.	Details of bidding Firm Name, address, contact number	a) Name	
		b) Address	
		c) Contact No.-	
		d) email	
3.	Local address of the bidding Company/ Firm	Address	
4.	Type of Firm (Proprietary/Partnership etc.)	a) Sole proprietor	
		b) Partnership firm	
		c) Private/Limited Company	
5.	Copy of GST Certificate	a) GSTN-	
6.	Copy of PAN Card	a) PAN	
		b) Copy of IT return Financial Years. (2023-24)	
		c) Copy of IT return Financial Years. (2024-25)	
7.	An affidavit to the effect that the firm has not been blacklisted/ de-registered/ barred by the Central/State Government/Society during their period of business.		

8.	OEM Authorized Dealer Certificate of manufacturer (Canon/ Konica Minolta/ Xerox)		
9.	Proof of Supply order regarding previous supplies made to government organistions in last 5 Years		

Bidder's Signature

Date:

**ANNEXURE- II**

**Financial Bid**

Name of the Firm- \_\_\_\_\_

Full Postal Address- \_\_\_\_\_

Telephone/ mobile number- \_\_\_\_\_

E-mail ID- \_\_\_\_\_

Contact Person Name- \_\_\_\_\_

Sl. No.	Consumable Details	Quantity	Rate per unit (Including GST)	Total Price (Including GST)
1.	Canon Toner NPG-56	05		
2.	Canon Toner NPG- 59	18		
3.	Canon Toner NPG- 73	40		
4.	Canon Drum Unit NPG- 56 /57	01		
5.	Canon Drum Unit NPG-26	02		
6.	Canon Drum Unit NPG-50 / 51	01		
7.	Canon Toner NPG-85	06		
8.	Canon Toner NPG-54	15		
9.	TN 628 Toner for Konica Minolta Photocopier	20		
10.	Drum Unit DR 618 K for Konica Minolta Photocopier	05		
11.	Xerox Photocopier Toner B1025	05		
12.	Xerox Photocopier Drum Unit (copy cartridge) B1025	02		
<b>Total Price =</b>				

Bidder's Signature

Date: