NOTICE INVITING REQUEST FOR QUOTATION

Maharashtra Pollution Control Board desires to make a rate contract for Supply of Branded Original Toners (Colour, B&W), Refilled Toner, Cartridges (B&W) & Ink bottles (Colour / B&W), etc. for the use of Maharashtra Pollution Control Board, Head quarter. The initial rate contract period will be One (01) year from the date of issuance of the Work Order. Based on the satisfactory performance of the Successful Bidder, the contract may be extended for an additional one (01) year at a time; however, the total contract duration shall not exceed Three (03) years. The interested parties may submit their quotation on or before 06th November 2026 upto 5.00 pm to the Executive Engineer, MPCB, 4th Floor Kalpataru Point, Opp. MovieMax Cinema, Near Sion Circle, Sion (E), Mumbai - 400 022.

The RFQ documents and Terms and Conditions are available on the official Website of the Maharashtra Pollution Control Board, i.e. https://mpcb.gov.in

Digitally signed by
Bhalachandra Ramdas Jagtap
Date: 30-10-2026 14:27:20

B.R. Jagtap
(Executive Engineer)

MAHARASHTRA POLLUTION CONTROL BOARD

SUPPLY OF BRANDED ORIGINAL TONERS (COLOUR, B &W), REFILLED TONER, CARTRIDGE (B&W), INK BOTTLES (COLOUR/ B&W), ETC 2026.

1. GENERAL

The Maharashtra Pollution Control Board invites sealed quotation from reputed and experienced agencies for supply of Branded original toners (Colour, B&W), Refilled Toner, Cartridges (B&W) & Ink bottles (colour/ B&W), etc. for the use of Maharashtra Pollution Control Board, Head quarter. The initial contract period will be One (01) year from the date of issuance of the Work Order. Based on the satisfactory performance of the Successful Bidder, the contract may be extended for an additional one (01) year at a time; however, the total contract duration shall not exceed Three (03) years. The interested parties may submit their quotations on or before 06th November 2026 upto 5.00 pm upto to the Executive Engineer, MPCB, 4th Floor Kalpataru Point, Opp. MovieMax Cinema, Near Sion Circle, Sion (E), Mumbai - 400 022.

2. TIME-SCHEDULE OF RFQ PROCESS:

RFQ Reference	BRANDED ORIGINAL TONERS (COLOUR, B&W), REFILLED TONERS, CARTRIDGES (B&W), INK BOTTLES (COLOUR, B&W), ETC.
Date of Publication	Date - 30/10/2026
Last Date and time to submit Quotation	Date - 06/11/2026 upto 5.00 pm

3. ELIGIBILITY CRITERIA FOR BIDDER & REQUIRED DOCUMENTS

Sr. No.	Eligibility Criteria	Documentary Proof to be attached
1.	**Earnest Money Deposit (EMD)**	EMD Rs.50,000/- (Rupees Fifty Thousand Rupees Only.) Demand on Nationalized Bank & Submit Hard Copy at Maharashtra Pollution Control Board, 4th Floor Kalpataru Point, Near Sion Circle, Sion Mumbai – 400022 Before Bid End Date
2.	**The bidder must be registered under relevant applicable laws.**	License issued under The Maharashtra Shop and Establishment Act. (Note: Such license must have been renewed and valid) In case of Partnership, Certificate of Registration with Registrar of Firm, and Deed of Partnership etc.
3.	**bidder should be resident/ business/operation/office in MMR areas where MPCB offices are located.**	The Certificate of Registration or such other documents issued by the public authority must reflect these facts.
4.	**The bidder should have valid GST and Income Tax Registration**	The copy of GST registration and PAN card.
5.	**The bidder should have Income Tax Returns for the last three financial years. & Last Six Month GSTR 3B Challan**	Copies of Income Tax Returns downloaded from the website of I. T. Dept. & Last Six Month GSTR 3B Challan
6.	**The bidder must be a registered with the professional tax authority.**	Corresponding certificate of Registration
7.	**Bidder shall have three years experience of supplying branded original toners (colour, B&W), Refilled Toners, Cartridges (B&W), Ink bottles (Colour/B&W), etc. to the government Offices/ Establishment/ Public Sector under takings.**	The Copy of contract/work orders/Work executed/issued by such Government Offices/ Establishment/Public.
8.	**The Bidder has not been blacklisted by the Central/ State Government/Corporations undertakings etc.**	Declaration to that effect in Annexture-C.
9.	**The terms and conditions in the RFQ documents inclusive of its annexures are acceptable to the bidder.**	Declaration to that effect in Annexture-C.

10.	**The Bidder should not have been declared insolvent.**	Declaration to that effect in Annexture-C.

4. EARNEST MONEY DEPOSIT (E.M.D.)

I. The Bidder have to submit E.M.D. of Rupees 50,000/ (Rupees Fifty Thousand) in the Name of Maharashtra Pollution Control Board along with the Quotation & Submit Hard Copy at **Maharashtra Pollution Control Board, 4th Floor Kalpataru Point, Near Sion Circle, Sion Mumbai – 400022 Before Bid End Date**.

II. Earnest Money of the unsuccessful bidder will be refunded without any interest after the contract is finalized and E.M.D of successful bidder will be converted into security deposit.

III. Security deposit will be returned after successful completion of the Contract period without interest.

III. In case of breach of Contract, the amount of E.M.D. or such portion of it, shall be forfeited/ adjusted against the loss arising out of such breach.

5. QUOTATION IS LIABLE FOR SUMMARY REJECTION IF:

i. Demand Draft for EMD is not annexed with the quotation & Demand Draft Hard Copy Not Submitted.

ii. Demand Draft is not drawn in favour of, " Maharashtra Pollution Control Board".

iii. Demand Draft is not drawn on Nationalized Bank.

iv. Quotation is conditional.

v. Copy of Financial Statements are not authenticated by authorized Chartered Accountant.

vi. Pages of the RFQ annexures are not signed by the bidder.

vii. Copies of documents are not self-attested by the bidder.

viii. The period for which License is issued/renewed under Shops and Establishment Act is expired.

ix. Quotation is received after due date and time.

x. The Quotation document is illegible or incomplete.

6. INSTRUCTION FOR SUBMISSION OF QUOTATION:

i. The price offered for Supply of Branded Original Toners (B&W), Refilled Toners, Cartridges (B&W) & Ink bottles (Colour, B&W), etc. shall be enclosed in the Envelope.

ii. Duly filled RFQ Form, with Annexures (A&C) along with undertaking and declaration shall be enclosed.

iii. Annexure B shall be enclosed separately.

iv. Any kind of interpolation erasing or overwriting in the RFQ Form or other annexures shall be duly attested by the Bidder.

v. The numbers and make of the printers currently in use in the MPCB offices are given for the benefit of the bidders. There is every likelihood of rise in the number of printers during the contract period.

7. OTHER TERMS AND CONDITIONS

i. The price quoted by the bidder for Supply of Branded Original Toners (colour, B&W), Refilled Toners, Cartridges (B&W), & Ink bottles (Colour,B&W), etc. of the Cartridges/Toners/Ink bottles shall be inclusive of Taxes, duties and other expenses excluding GST.

ii. The bidder shall not be entitled to enhancement in the Rate of Supply of Toners/Cartridges/Ink Bottles during the contract period.

iii. The Income Tax, T.D.S. and GST is deductible from the Payments made to the Supplier/ Service provider, at the prevailing rates and as per the guidelines.

iv. The supplier/Service provider shall submit bills within a month from supply of Branded Original Toners (Colour, B&W), Refilled Toner,Cartridges (B&W) & Ink Bottles (Colour, B&W), etc.

v. The Supplier /Service provider shall not be entitled to advance payments and interest on delayed payments.

vi. The Toner powder must be the same as used in the original toner of HP, Canon, Epson, etc., with output regarding quality and quantity of prints, not less than 95% of the original toner.

vii. All the installed parts of the toner must have a minimum life span of 45 days. In case, installed parts do not last for 45 days, the Supplier/ Service provider shall not be entitled to price of such replacement.

viii. The Supplier/Service provider shall guarantee for quality of the prints not less than 95% of original toners.

ix. The life of printed text from the Branded Original & Refilled toners, cartridges (B&W) /Ink (Colour/ B&W) shall be minimum 50 years.

x. The Supplier/Service provider shall install only the genuine and original spare parts (Drum, Doctor Blade, PCR Roller, Magnet Roller, Wiper Blade etc.) of the cartridge.

xi. All the work of replacing of spare shall be done under the supervision of the official deputed by the Computer Section of MPCB.

xii. The Supplier/ Service provider shall make replacing of the spare parts, only when the actual need has arisen technically.

xiii. The Supplier /Service provider shall change at his own cost the Faulty toners or the replaced spare parts, within 24 hours of complaint raised.

xiv. The Supplier/Service provider shall have to make available his/its technician, at the MPCB offices during the office hours to provide timely service. Such service shall also be provided beyond office hours or during holidays, if so, directed by the administration.

xv. The technician of the Supplier/Service provider shall take the printouts after each toners and satisfy the respective official using such printers.

xvi. In case of any ambiguity or dispute, the interpretation by the MPCB (Administration) of this RFQ document shall be final and binding on both the parties to Contract.

xvii . The decision of the Member Secretary of MPC Board, in respect of evaluation of the quotations or the award of the contract will be final and binding on the bidders and cannot be challenged.

xviii. The initial contract period will be One (01) year from the date of issuance of the Work Order. Based on the satisfactory performance of the Successful Bidder, the contract may be extended for an additional one (01) year at a time; however, the total contract duration shall not exceed Three (03) years.

xix. The Member Secretary of MPC Board reserves the right to split orders and / or accept or reject any quotation / application so also to vary, modify, revise or change any of the terms and conditions without assigning any reason, therefore.

8. TERMINATION OF THE CONTRACT

i. The Member Secretary of MPC Board reserves the right to terminate the contract by giving due notice in case of breach of any of the material obligations under the contract. Some of the material breaches are illustrated below.

ii. Erasing/Blurring of ink of the printed document shall be regarded as material breach of obligation.

iii. The indulgence in any corrupt or fraudulent practices with reference to the execution of the contract shall be held material breach of contract.

iv. The non-availability of technical person of the supplier/ service provider shall be held as material breach.

9. DISPUTES

All Legal disputes if any, shall be subject to the jurisdiction of Mumbai High Court Only.

Date - 30/10/2026

Digitally signed by
Bhalachandra Ramdas Jagtap
Date: 30-10-2026 14:29:44

B.R. Jagtap
(Executive Engineer)

(On Bidder Letter Head)

To,

Executive Engineer,

Maharashtra Pollution Control Board,

Kalpataru Point, Near Sion Circle,

Sion (East),

Mumbai - 400022

Subject:- Quotation in respect of Supply of Branded Original Toners (B&W), Refilled Toner, Cartridges (B&W) & Ink Bottles (Colour/ B&W) etc for the printers at MPC Board office.

Sir,

With reference to your RFQ on the subject captioned, I am submitting herewith a quotation along with the rates for the items as per the list published. I have read all the terms and conditions / instructions carefully.

Yours faithfully,

Name of the Dealer/ Supplied

Full Address

Phone No.

Mobile No.

ANNEXURE-A

.. I ..

(On Bidder Letter Head)

Maharashtra Pollution Control Board

RFO FORM

(For Supply of Branded Original & Refilled Toners, Cartridges (B&W), Original Colour Toners & Ink Bottles (Colour/ B&W), etc.

1. Name and full address of the bidder :

2. Name and full address of the Establishment :
(If the Establishment is Firm or Company,
then relevant registration certificate number)

3. Means of communications :
   a. WhatsApp Mobile Number
   b. E-mail ID
   c. Land Line Telephone Number

4. a. PAN No. :
   b. GST Registration No. :
   c. Shop and Establishment License No. :
   d. Professional Tax Registration No.

5. Experience in terms of years in the field :
of supply and service of a toners/ink bottles

6. Details of Government offices/establishment :
to which the services are provided in the
last 3 years

7. Details of the Demand Draft enclosed with this RFQ form. :

PLACE :

DATE :

SIGNATURE OF THE BIDDER

List of documents annexed:

Sr. No.	Name of documents	Whether documents attached (Yes/No)
1	Identity proof like Aadhar Card, Driving License etc.	
2	Address proof like Electricity Bill, House Tax Receipt, Rent Agreement etc.	
3	License under Shop and Establishment Act	
4	Certificate of Registration of Firm/ Company Law/Partnership Deed	
5	GST Registration Certificate	
6	PAN Card	
7	ITR of latest three financial years With Last Six-month GSTR 3B Copies	
8	Professional Tax Registration Certificate	
9	Minimum 3- years' Experience Certificate (Copy of Contracts/Work Order/Work Completion Certificate etc.) issued by Gov. Offices/ Establishment/Public Sector Undertakings	

10	EMD Demand Draft of **Rs.50,000/-** in the favor of "**Maharashtra Pollution Control Board"** drawn on Nationalized Bank& Submit Hard Copy at Maharashtra Pollution Control Board, 4th Floor Kalpataru Point,Near Sion Circle, Sion Mumbai – 400022 Before Bid End Date.	
11	Declaration and Undertaking in Annexure-C	

It is certified that the above information is true and correct.

Seal & Sign of Bidder

ANNEXURE – B

MAHARASHTRA POLLUTION CONTROL BOARD for supply of Branded Original Toners (Colour, B&W), Refilled Toners, Cartridges (B&W), & Ink Bottles (Colour/ B&W), etc.

Sr. no	Printer Details	Ink/Toner/Cartridge Details	Rate (without Taxes)
1.	HP LaserJet Pro M202 DW	HP 88A Black Toner (Original)	
		HP 88A Black Toner (Refilled)	
2.	Hp LaserJet Pro MFP M128fw	HP 88A Black Toner (Original)	
		HP 88A Black Toner (Refilled)	
3.	HP LaserJet Pro MFP M126nw	HP 88A Black Toner (Original)	
		HP 88A Black Toner (Refilled)	
4.	HP LaserJet Pro MFP M226DW	HP 88A Black Toner (Original)	
		HP 88A Black Toner (Refilled)	
5.	HP LaserJet Pro M305DN	HP 77A Black Toner (Original)	
		HP 77A Black Toner (Refilled)	
6.	HP LaserJet Pro MFP M329dw	HP 77A Black Toner (Original)	
		HP 77A Black Toner (Refilled)	
7.	HP Color Laser MFP178NW	HP 119A - Black Magenta Cyan Yellow	
8.	HP Color LaserJet Pro MFP 3303sdw	HP 222A Black Magenta Cyan Yellow	
9.	HP Color LaserJet Pro MFP M182N	HP 215A Black Magenta Cyan Yellow	
10.	Epson Eco Tank M15180	Black Ink Bottle 008 – T06G	
11.	HP Color LaserJet Enterprise MFP M480f	HP 415A Black Magenta Cyan Yellow	
12.	HP Color LaserJet Pro M154A	HP 204A Black Magenta Cyan Yellow	
13.	HP Color LaserJet Pro M255dw	HP 206A Black Cyan Yellow Magenta	
14.	HP Color LaserJet Pro M452nw	HP 410A Black Magenta	

		Cyan Yellow	
15.	HP Color LaserJet Pro MFP M479fdw	HP 416A Black Magenta Cyan Yellow	
16.	Canon Image CLASS LBP6230dn	Canon 326 Black Toner	
17.	Canon ImageRUNNER 2224N	Canon NPG 59 Toner	
18.	Epson L6490	Pigment T06G Black Magenta Cyan Yellow ink Bottle	
19.	HP LaserJet Pro MFP4104dw	HP 152A Black Toner	
20.	HP Color LaserJet Pro MFP 4303 fdw	HP 230A Black Magenta Cyan Yellow	
	Total		

Name and Stamp of the Bidder/Supplier

Annexure-C

UNDERTAKING & DECLARATION

(On stamp paper of Rs. 500/-)

RFQ No. : Branded Original toners (Colour, B&W), Refilled Toners, Cartridges (B&W) & Ink Bottles (colour, B&W), etc.

To,

Executive Engineer,
Maharashtra Pollution Control Board,
Kalpataru Point, Near Sion Circle,
Sion (East),
Mumbai – 400022

Name of Bidder : M/s.

Sir,

1. I/We hereby agree to abide by all the terms and conditions laid down in the RFQ document inviting quotations for SUPPLY OF BRANDED ORIGINAL TONERS (COLOUR, B&W), Refilled TONER, CARTRIDGES (B&W) & INK BOTTLES (COLOUR, B&W), ETC. AS REQUIRED.
2. It is declared that I/We have not been declared insolvent.
3. I/We declare that the Bidder has never been blacklisted by the Central/State Government/Corporation or other Government Institutions.
4. I/We declare that no legal proceeding is pending against me/us in the Maharashtra Pollution Control Board (If such proceeding is pending then give details).

Signature of the Bidder

Name & Add