

COURT OF SMALL CAUSES, MUMBAI

L. T. Marg, Dhobi Talao, Mumbai-400 002

Phone No. 022-22088700/022-22088749

E-Mail : scc-mumbai@bhc.gov.in

TENDER NOTICE

**Inviting Quotations for Empanelment of Vendors for the
Period of Two Years for Supply of Law Books (English &
Marathi) to the Judge's Library, Court of Small Causes,
Mumbai**

Sealed Quotations are invited from reputed local book suppliers/ vendors/publishers for supply of law books. Sealed quotations should reach the undersigned by Hand delivery/Speed/Regd. Post/Courier on or before **29th January, 2024 up to 5.00 pm.** Interested book publishers/ distributors/ vendors/ suppliers located in Mumbai and its Suburbs dealing with supply of Law Books (both Indian and Foreign- Standard Publications only) Central and Maharashtra State Bare Acts, Commentary, Digest, other Law Books in Marathi and English may submit their quotations to **“Registrar, Court of Small Causes, L.T. Marg, Dhobi Talao, Mumbai-400 002.”**

Sealed covers must have the words **“Quotation for Supply of Law Books for Judges Library, Court of Small Causes, Mumbai.”** If the quotation from the supplier does not fulfill the Terms and Conditions, it is liable to be rejected. The Hon'ble Chief Judge, Court of Small Causes, Mumbai reserves the right to reject any or all quotations without assigning any reason thereof. Last date for submission of Quotation : **29th January, 2024 up to 5.00 pm.**

Quotations will be opened in the presence of all the intending vendors and the Hon'ble Judges Library Committee members on dated 30/01/2024 at sharp 2.30 p.m. in the chamber of the Additional Chief Judge, Court Room No. 18, 2nd Floor, Court of Small Causes, Mumbai- 400 002. You are therefore requested to remain present yourself / representative along with in proper written authority letter on the above mentioned date and time for the meeting.

Date : 18/01/2024
Place : Mumbai.

M.K. Shringare
18/1/2024
(M. K. Shringare)
Additional Registrar
Court of Small Causes at Mumbai

IN THE COURT OF SMALL CAUSES AT MUMBAI

Important Instructions

- The sealed envelopes must be superscribed with **“Quotation for Supply of Law books for the Judges’ Library, Court of Small Causes, Mumbai”** with **Name, Mobile No, Email ID and Address of the vendors/suppliers.**
- The quotation should be signed by an authorised signatory of the vendor(s)/supplier(s) bearing his/her full name and position, clearly indicated below the signature along with the official seal of the firm.
- The quotations received after the due date as well as incomplete quotations will not be considered and no intimation will be given to the respective vendors.
- The quotations will be scrutinized and shortlisted by the Hon'ble Judges, Library Committee of the Court. The Hon'ble Chief Judge is the final authority for selecting the vendors for supply of library books. The selected vendor will be informed by email and/or regular post for further procedure.
- No bidder will be allowed to withdraw after submission of quotation/opening of the quotation; failing to maintain this discipline, the supplier may be blacklisted/Security Deposit forfeited.
- The selected publishers/ distributors/ vendors/ suppliers of Library books are required to supply as per the **“Terms and Conditions” as given hereunder.**

Terms and Conditions

The payment will be made after inspection of the books at the Small Causes Court. The books received after the delivery date or not as per specification will have to be collected from the Small Causes Court, Mumbai at your own cost, and no claim whatsoever will be entertained in this regard :-

1. Tenderer are required to submit **tender documents** along with **tender cost of Rs. 1000/- (Rupees One Thousand Only) (Non Refundable)** and a **Interest Free Security Deposit of Rs.5000/- (Rupees Five Thousand Only) (Refundable)** in Demand Draft in the favour of "**Registrar, Court of Small Causes, Mumbai**".
2. The successful vendors/suppliers Interest Free Security Deposit will be returned to the vendors after the end of contract and unsuccessful vendors/suppliers Interest Free Security Deposit will be returned to the vendors after the end of process of selecting the vendors.
3. The Court of Small Causes reserves the right to change or modify or amend or substitute any clause(s) in the "Terms and Conditions", if required at any time.
4. The payment of any bill shall be made only on receipt of Government Grant. However, there should not be any default in providing the books on account of delay due to Government Grant.
5. Submission of the quotations does not confer any right on any applicants for with this Court. The Court reserves the right to empanel any vendor and to cancel the empanelment at any time, without giving any notice or reason therefor.

6. The decision of this Court on all the matters connected with or incidental to empanelment shall be final and binding on all and shall not be called in question on any ground.

7. The Court does not bind to place the purchase order to the approved vendor and reserves the right to purchase any material from any other vendor who is not empanelled with it.

8. The library will place purchase orders with the empanelled vendors who offer best and prompt services and will try to distribute the purchase orders equally among vendors.

9. **The vendors may be required to supply the books in a short notice of 24 hours or lesser time as per the urgency of the Court.**

10. **The purchase of books (print and electronic) for the library will not be bulk purchase but regular purchase with limited number of copies as and when required throughout the year, the vendors will have to send the books on approval basis to the library and collect back the books which are not approved at their own cost.**

11. The applicants should clearly mention the items for which they seek empanelment along **with maximum discount offered by them** for the purchase of Print/Electronic form of law books, bare acts, general books etc. **The maximum discount rate once offered by a vendor/publisher cannot be reduced during the period of empanelment.**

12. The law book publishers can submit the application and make arrangements with their distributors located in Mumbai to supply their publication within the prescribed time limit.

13. The panel of vendors approved for particular items will be valid for a period of two years.
14. In case of vagueness and discrepancy in the name of the author and title, please clarify from the undersigned before supply.
15. After selection of vendors/publisher/supplier the concerned should take note of that the bill should be typed and submitted in triplicate and along with bill, Payee Registration Certificate (if in case already registered) or document such as original canceled cheque, Xerox of bank pass book, Aadhar Card and Pancard etc. required for payment. If any publisher/supplier is found already registered payee on Government of Maharashtra Treasury then in this case the concern publisher/supplier/vendor need to submit Payee Registration Certificate without this certificate payment will not be paid by Govt of Maharashtra treasury and this office is not responsible for this cause.
16. Only the latest Editions shall be accepted.
17. The price charged should be supported by authentic price proofs duly attested by the supplier. The price proofs may be submitted in the following form. :-
 - a) The price printed on the book
 - b) Publisher's Latest Catalogue
18. Damaged or defective copies shall not be accepted and shall be returned at the cost of the supplier.
19. In any case of multi-volume publications, only complete sets are to be supplied except in certain cases where requisition is made on behalf of us.

20. In the case of foreign publications, price(s) in Indian currency and foreign exchange rates of publication along with the price(s) in Indian currency and foreign exchange rates shall be clearly mentioned in the Invoice along with proof. For supply of foreign books only authorised distributors/agents of publishers/distributors will be entertained for empanelment. GOC (Good Offices Committee) will be applicable.

21. The lowest-priced/paperback/Indian edition should be supplied if such edition is available unless specified otherwise.

22. Any discrepancy such as charging of higher price, the supply of old edition, the supply of foreign edition in place of the cheap edition, etc, detected at a later stage, shall be compensated by the supplier.

23. For books which you are unable to supply, we expect a reply from you within a week's time. If the books have to be imported, confirmation from the undersigned should be sought before supply.

24. The consignment shall be delivered at the Court of Small Causes, Dhobi Talao, L. T. Marg, Mumbai – 400 002.

25. The supplier shall supply the ordered books within 15 days from the date of order. In case the supply is likely to be delayed due to some reason such as procurement of books from abroad, the supplier shall inform the Judge's Library, The Court of Small Causes, indicating the reason(s) for the delay and approximate time required for the supply, and obtain approval thereof.

26. The Court of Small Causes, Mumbai may cancel/accept the order or take such other action as may be deemed proper by him in the interest of the Court of Small Causes if the order is not executed within the specified period. **Extra charges will not be given for the delivery of books.**

27. Vendors need to supply books as per the order given by us, if vendors supplied wrong book in that case books will not be returned to suppliers. Therefore before supplying books do check the order.

28. After delivery of books received by our Court, if anything found like missing pages, blank pages, spoiled, torn pages, binding of book not good enough in that case vendors need to give good replacement of book at your own cost.

29. Dispute, if any shall be subject to the jurisdiction in the Mumbai.

30. The application form can be downloaded from the official website of the Court of Small Causes, Mumbai –

<https://sccmumbai.dcourts.gov.in/notice-category/tenders/>

Date : 18/01/2024
Place : Mumbai.

M. K. Shringare
18/1/2024
(M. K. Shringare)
Additional Registrar
Court of Small Causes at Mumbai

IN THE COURT OF SMALL CAUSES AT MUMBAI

Application Form for Empanelment of Vendors for the Period of Two Years for Supply of Law Books (English & Marathi) to the Judges Library, Court of Small Causes, Mumbai

(Please read the “Terms and Conditions” carefully before filling the form)

1. Name of the Firm _____
2. Registration number _____
3. PAN number _____
4. Address(es) of Head Office and Branches with telephone numbers, fax numbers, email addresses and website, if any:

5. Please tick mark and provide documentary proof of your membership in any of the following associations:

- i. Federation of Publishers’ and Booksellers of India (FPBAI) membership with Good Offices Committee (GOC)
- ii. Any other State/National Association(s) of book suppliers.
- iii. None

6. Minimum two (02) references of the Libraries of reputed legal institutions/organisations with whom you are already registered. Please provide the name and the contact details of the person in charge in those libraries.

DECLARATION

1. I/we _____ hereby declare that the information provided in this application form are true to the best of my/our knowledge and that we shall be bound by the acts of my/our duly constituted attorney.

2. I/we also hereby declare that all matters related to the Court shall be treated as confidential and no information shall be passed on to any unauthorised person without written permission of the Competent Authority.

3. Mr. _____ whose signatures are appearing below, is/ are the authorised representative(s) of the Firm.

4. I /we undertake the responsibility to communicate all subsequent changes in the constitution or working of the Firm, affecting the accuracy of the facts, stated above.

5. I / we have read and understood all the "Terms and Conditions" of Court of Small Causes at Mumbai as mentioned in this document and consciously agree to abide by them.

Date :

Place :

Authorised Signatory
&
Seal of the Firm

IN THE COURT OF SMALL CAUSES AT MUMBAI

Inviting Quotations for Empanelment of Vendors for the Period of Two Years for Supply of Law Books (English & Marathi) to the Judges Library, Court of Small Causes, Mumbai

The Suppliers shall clearly specify the maximum discount offered by them for the purchase of latest edition/reprint law books, bare acts (Central bare acts and State bare acts), Commentary, Digest, Manuals, Other Law books etc. Price shall be all inclusive and extra charges will not be given for the delivery of books.

List of English Law Books

Sr. No.	Type of Book (English Language)	Maximum Discount offered in %
1	Bare Acts (Central & State)	
2	Commentary	
3	Digest/Manuals	
4	Back Vols. Of Law Reports	
5	Other Law Books	
6	Marathi Language Law Books : [Bare Acts (Central & State), Commentary, Digest, Manuals, Other books etc.]	

I/we hereby declare that I/we shall abide by the terms and conditions and rules & regulations of Court of Small Causes, Mumbai as laid down in this document and quote rates accordingly.

Date:
Place :

Authorised Signatory &
Seal of the Firm