Court of Small Causes, Mumbai

Lokmanya Tilak Marg, Dhobi Talao, Kalbadevi, Mumbai – 400 002
Telephone No. 022-22088700 / 22088749

-: TENDER NOTICE :-

Sealed Quotations are invited for Outsource Work of Photocopy (Xerox) for Head office and Bandra Branch during the period from 02 May, 2025 to 01 May, 2026.

The Detailed Instructions and Terms & Conditions regarding Outsource Work of Photocopy are published on the Notice Board of this Court and also on websites http://districts.ecourts.gov.in/india/maharashtra/mumbai-smallcause-court/tender. The quotations should be in the form published as 'Annuexture A' in sealed envelope addressed to the "The Registrar, Court of Small Causes, Head Office, Dhobi Talao, Mumbai – 400 002". On top of the envelop **"Quotation for Contract of Outsource Work of Photocopy"** be mentioned in bold and should be reached in this Office on or before 25th March, 2025 before 5.00 p.m. Quotations received after due date and time will not be accepted.

All the rights and decision in this regard are reserved with the Committee for Outsource Work of Photocopy.

15/03/2025

Court of Small Causes, Mumbai }
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Date :- 15th March, 2025 }

(Atul G. Rane)
Additional Registrar

INSTRUCTIONS FOR CONTRACTORS FOR OUTSOURCING WORK OF PHOTOCOPY IN THE COURT OF SMALL CAUSES, MUMBAI

1. Contractor must have PAN Number and he should have filled Income Tax returns for last 3 years (copies be annexed to the quotation)
2. The Contractor should only mention the rates of photocopy for A3, A4 and full-scape size on high quality photocopy paper-80 GSM. The rate should be quoted as per format in **Annexure 'A'** and rates should be inclusive of all taxes.
3. The Contractor should not be a party in any legal proceedings before Court of Small Causes, Mumbai and Bandra Branch.
4. The Application should be addressed to **"The Registrar, Court of Small Causes, Head Office, Dhobi Talao, Mumbai – 400 002.** On the top of the envelop the words **"Quotation for Outsourcing Work of Xerox"** should be written. The cost of the quotation of Rs. 1,800/- (Rupees One Thousand Eight Hundred Only) (non refundable) and the Earnest Money Deposit (EMD) of Rs. 9,500/- (Rupees Nine Thousand Five Hundred) (refundable) by way of Demand Draft/Pay Order payable in Mumbai drawn in favour of "Registrar, Court of Small Causes, Mumbai" is required to be annexed with the application.
5. Maharashtra State Handloom Corporation/Federation is exempted from payment of tender fee and Security Deposit amount (Interest Free) money to micro and small scale industries registered as producers and manufactures and suppliers registered under Govt. Board/Corporation/ undertakings. Apart from this, other registered suppliers will be required to submit an authorization letter from the manufacture stating that they are an authorized seller.
6. The duration of this contract shall be for a period of one year from the date of commencement of the photocopy work which is likely to be extended further if the parties decide to do so on the same rates by mutual consent.

7.	The approved contractor shall borne all the expenses for paper, toner, maintenance of the photocopying machines, payment of the operators, electricity charges and any other equipment or material required for photocopying work. This office is liable to provide space for doing the work of xerox.
8.	The approved Contractor will have to install 3 heavy duty and latest photocopier machines at Head Office & 2 heavy duty and latest photocopier machines at Bandra Branch at its own cost, as per specification mentioned in the Annexure 'A' in the office premises provided by the Registrar, Court of Small Causes, Main Branch , Dhobi Talao, Mumbai – 400 002 and Bandra Branch office situated at Bhaskar Building, Bandra (E), Mumbai – 400 051 and he shall not claim any right, title and interest in respect of the space where machine will be kept.
9.	It is the responsibility of the approved contractor to appoint operators and also pay the appropriate salary to the operators so appointed as provided in law.
10.	The Office shall not be liable or responsible for damage caused to any equipment, accessories, or parts of photocopy machines and so also to the operator or representative for any injury caused by any reason.
11.	It is sole responsibility of the Contractor to keep all the copying machines in well running condition, so that the work of copying should not be hampered on any count. If any photocopy machine is out of order and not repairable within 24 hours, then the Contractor shall provide standby machine until the former is repaired of its own cost.
12.	Quotation must be submitted on or before last date and time as mentioned in this Advertisement and will not be accepted thereafter, in any circumstances.
13.	Contractor should not be under a declaration of ineligibility for corrupt and fraudulent practices.
14.	No Interpolations, erasures or overwriting shall be valid in tender /application. Such tender/applications would be treated invalid and rejected.
15.	The decision of Quotation Committee in this regard shall be final and binding on the Contractor and cannot be challenged.

16.	The approved Contractor should observe highest standards of ethics and should not indulge in corrupt or fraudulent practices during the execution of the contracts.
17.	The payment will be done to the Contractor on monthly basis within reasonable time taken for passing the bills.
18.	Any sort of Advance payments will not be made to the Contractor, for any reason during the contract period.
19.	Quotation Committee reserves the right to vary, modify, revise, amend or change any of the terms and conditions mentioned above and to reject any or all the applications without assigning any reason whatsoever thereof or may terminate the contract midway without assigning any reason.
20.	Contractor will take only such number of copies as asked and will take proper care of documents and will ensure and would be liable for safe custody of such documents during the execution of the work.

15/03/2025

(Atul G. Rane)
Additional Registrar
Court of Small Causes, Mumbai

ANNEXURE 'A'

Tender No.	
Name of Contractor/firm	
Full Address of Contractor/firm	
Contact Nos. of Contractor/firm.	
E-Mail, Fax No. of Contractor/Firm	
Pan Card No.	
Details of Income Tax Returns of last three years.	
Details of Work Experience, if any in Government Sector. (Annex Documents)	
Number of Xerox Machines to be installed by Contractor (At least two xerox machines compulsory and one of them new machine),	

Sr. No.	Description of Photocopier Machines	Number of copies per minute	Company/ Model Name	Per Copy Rate		
				A3 Size (80 Paper GSM)	A4 size Paper (80 GSM)	Full Scape Size Paper (80 GSM)
1.						
2.						

(Name, Signature & Seal of Contractor/firm)