लघुवाद न्यायालय, मुंबई

लोकमान्य टिळक मार्ग, धोबी तलाव, काळबादेवी, मुंबई – ४०० ००२
दूरध्वनी क्रमांक : ०२२-२२०८८७००/२२०८८७४९

निविदा सूचना

लघुवाद न्यायालय, मुंबई येथील मुख्य कार्यालय आणि वांद्रे शाखा येथे दिनांक ०२ मे, २०२६ ते दिनांक ०१ मे, २०२७ या कालावधीकरीता छायांकीत प्रतीचे काम कंत्राटी पद्धतीने करून घेण्यासाठी कंत्राटदारांकडून मोहोरबंद निविदा मागविण्यात येत आहेत.

या संदर्भातील सूचना तसेच अटी व शर्ती याबाबतची माहिती या कार्यालयाच्या सूचनाफलकावर तसेच न्यायालयाच्या http://districts.ecourts.gov.in/india/maharashtra/mumbai-smallcause-court/tender या संकेतस्थळावर उपलब्ध आहे. सदर दरपत्रके या 'जोडपत्र अ' नुसार ''प्रबंधक, लघुवाद न्यायालय, मुंबई'' या नावाने दिनांक १० एप्रिल, २०२६ रोजी सायंकाळी ५.०० वाजेपर्यंत लघुवाद न्यायालय, लोकमान्य टिळक मार्ग, धोबी तलाव, काळबादेवी, मुंबई – ४०० ००२ येथे स्विकारले जातील. दरपत्रकाच्या पाकिटावर वरच्या भागात **''झेरॉक्स मशीनच्या कंत्राटी कामाचे दरपत्रक''** असे ठळक अक्षरात लिहावे.

या प्रक्रियेसंबंधातील सर्व हक्क व निर्णय निवड समितीच्या अधीन राहतील.

लघुवाद न्यायालय, मुंबई }
}
दिनांक :०१ एप्रिल, २०२६ }

01/04/2026
(आर. के. कुळकर्णी)
अप्पर प्रबंधक

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. 1,900/- (Rupees One Thousand Nine Hundred Only) (non refundable) and the Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten Thousand Only) (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.

Kulkarni
01/04/2026

(R. K. Kulkarni)
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 Paper (80 GSM)	A4 size Paper (80 GSM)	Full Scape Size Paper (80 GSM)
1.						
2.						

(Name, Signature & Seal of Contractor/firm)