COURT OF SMALL CAUSES
L. T. MARG, DHOBI TALAO, MUMBAI -400 002
Telephone No. :-22088700 / 22088749

-:TENDER NOTICE:-

Sealed Quotations are being invited for the purchase of Franking Machines at the Small Causes Court, Mumbai (Head Office) and Bandra Branch. The tenderer should submit his tenders to this office in a sealed envelope, stating all the specification of the Franking Machine as per the terms and conditions.

The Notice and information regarding the terms and conditions in this regard are available on the Notice Borde of this office as well as on the Website of the court. http://districts.ecourts.gov.in/india/maharashtra/mumbai-smallcause-court/tender The said Tenders will be received in the name of "Registrar, Court of Small Causes, Mumbai – 400 002". as per this **'Annexute A'** at Small Causes Court, Lokmanya Tilak Marg, Dhobi Talao, Kalbadevi, Mumbai – 400 002 upto 5.00 **PM on 15th May, 2026.** Tender received after the prescribed date and time will not be accepted. The tender envelope should be superscribed in bold letters as **"Quatation for Purchase of Franking Machine".**

The final decision and authority regarding the Purchase of the said Franking Machine will rest with the Hon'ble Purchase committee and Hon'ble Chief Judge, Court of Small Causes, Mumbai.

Court of Small Causes, Mumbai }
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Date :- 4th May, 2026 }

(R. K. Kulkarni)
Additional Registrar

ANNEXTURE 'A'

Sr. No.	Particulars	Information
1.	Name of Dealer / Firm / Company	
2.	Full Address of Dealer / Firm / Company	
3.	Contact Nos. of Dealer / Firm / Company	
4.	E-Mail, Fax No. of Dealer / Firm / Company	
5.	Buy-Back Value Of Old Franking Machine (Head Office) Pitney Bowes-DM100i Purchase Year – 2018 (Head Office)	
6.	Buy-Back Value Of Old Franking Machine. Neopost IJ-40 Purchase Year 2012 (Bandra Branch)	
7.	Quoted Amount Of One Franking Machine (Including All Taxes)	

(Name & Signature & Seal of Dealer / Firm / Company)

REQUIRED FEATURES AND SPECIFICATION AS PER ANNEXTURE 'A'

Sr. No	Specification	Required Features
1.	Date And Time Setting	Automatic
2.	Speed	Upto 4300 Article Per Hour
3.	Postal Value	UPTO Rs. 999.99
4.	Letter Thickness	Upto 12 MM
5.	Electronic Password facility	Yes
6.	Machine Generated Report	Possible
7.	Type of Printing	Fully Automatic Inkjet
8.	Low Fund Warning	Yes
9.	Low Ink Warning	Yes
10.	Ink Machanism	Through Replacable Ink Cartrige
11.	Lable Printing	Yes
12.	Weighing Platform Capacity	10 KG
13.	Auto Feeder Facility	Option Available
14.	Warranty	1 Year
15.	Life of the machine	Upto 10 Years
16.	Approval of Department of Post	Yes
17.	Integrated LAN port RJ45 for server connection	Yes

Court of Small Causes }
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TERMS AND CONDITIONS

1.	The Quotation must consist amount of New Franking Machine and it should be having buy-back option and price of such buy-back of Old Franking Machine Pitney Bowes Model-DM100i Purchase Year 2018 (Head Office) and Neopost Model IJ-40 Purchase Year – 2012 (Bandra Branch).
2.	The Quotation 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 Purchase of Franking Machine"** should be written. Micro and Small Manufacturing Industries registered as manufacturers under the Micro, Small and Medium Enterprises Development Act-2006 will be exempted from paying the tender fee and earnest money. If the tenderers do not have the said certificate, they are required to submit a demand draft/pay order for the tender fee of Rs. 2,000/- (non-refundable) and security deposit of Rs. 10,000/- (refundable without interest) 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.
3.	The name of the approved Quotation holder will be informed to the Government, which in turn approve the purchase and thereafter purchase order will be placed.
4.	Payment will be made after producing original bill of Franking Machine and sanctioning of the bill by Pay & Account Office.
5.	Get issued postal license of both Franking Machine and refund/transfer the unutilised amount of Rs. 9198/- (Rs. Nine Thousand One Hundred Ninty Eight Only) of Bandra Branch lying in the old franking matchine is the responsibility of Dealer / Firm / Company / Service Provider.
6.	Warranty / Guarantee period of Franking Machine should be mentioned.
7.	Quotation must consist of all specification of Franking Machine.

8.	The Quotation Holder should not be under a declaration of ineligibility for corrupt and fraudulent practices.
9.	The final decision and authority regarding the Purchase of the said Franking Machine will rest with the Hon'ble Purchase committee and Hon'ble Chief Judge, Court of Small Causes, Mumbai.

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