Court of Small Causes, Mumbai

Dhobi Talao, Mumbai 400002
E-Mail – scc-mumbai@bhc.gov.in Phone No. 022 22088700
22088749

PUBLIC TENDER NOTICE

PART – 01 GENERAL INFORMATION

The **Court of Small Causes, Mumbai**, invites sealed tenders/quotations from registered and licensed suppliers for a **Two-Year Fixed-Term Supply Contract** for the purchase of New Compatible Toner Cartridges. This notice pertains to the supply requirements for the Main Office (Dhobi Talao) and the Bandra Branch for the daily judicial and administrative functions.

I. SCOPE OF SUPPLY

The contract involves the supply of the following:

Monochrome (Black) Toner Cartridges: Sizes A-4 and A-3.

Color Toner Cartridges: Standard multi-color variants for compatible printers.

II. TENDER SCHEDULE

Tender Reference No.	**SCC/Computer Dept/Toner Tender/ 2642/ 2026**
Nature of Engagement	**Supply Contract Only**
Contract Duration	**Two (02) Years**
Date of Publication	**20th May, 2026**
Tender Acceptance Period	**From 20th May, 2026 to 29th May, 2026 (strictly by 4:00 PM)**

Tender Reference No.	SCC/Computer Dept/Toner Tender/ 2642/ 2026
Date & Time of Opening	2nd June, 2026 at 2:10 PM
Venue of Opening	Chamber of Hon'ble K. A. Bage-Patil, Addl. Chief Judge, 3rd Floor, Old Building, Court of Small Causes, Mumbai - 02.
Communication	Any schedule changes will be notified via Email or Mobile.

III. SUBMISSION DETAILS

- **Documentation:** Detailed tender forms and specific requirements can be downloaded from the official website: https://sccmumbai.dcourts.gov.in/
- **Submission Format:** Bids must be submitted in a **sealed envelope** addressed to the **Registrar, Court of Small Causes, Mumbai**.
- **Mandatory Labeling:** The envelope must be clearly Titled : "**Tender for the Supply of New Compatible Monochrome and Color Toner Cartridges (Two-Year Contract).**"
- Contact Information: The bidder's working Mobile Number and working Email Address must be clearly mentioned on the envelope.

IV. OFFICE ADDRESS

Court of Small Causes, Mumbai
Opposite G.T. Hospital, Dhobi Talao,
Mumbai – 400 002.

"By Order"

Court of Small Causes, Mumbai

Date: 20th May, 2026

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Registrar,
Court of Small Causes, Mumbai

PART – 02 TENDER FEE AND EARNEST MONEY DEPOSIT (EMD)

1. Tender Document Fee:

Bidders are required to pay a non-refundable **Tender Fee of ₹1,800/- (Rupees One Thousand Eight Hundred only)**. The payment should be made in favor of "**The Registrar, Court of Small Causes, Mumbai 400002.**"

2. Earnest Money Deposit (EMD):

A refundable (interest-free) **Earnest Money Deposit of ₹9,500/- (Rupees Nine Thousand Five Hundred only)** must be submitted. This shall be made in favor of "**The Registrar, Court of Small Causes, Mumbai 400002.**"

3. Statutory Exemptions:

As per the Government of Maharashtra Resolution No. भांखस-२०१४/प्र.क्र.८२/भाग-III/उद्योग-४, dated December 01, 2016, Micro and Small Enterprises (MSEs) registered as manufacturers under the Micro, Small and Medium Enterprises Development (MSMED) Act, 2006, are exempted from the payment of the Tender Fee and Earnest Money Deposit (EMD). To claim this exemption, valid registration certificates must be enclosed with the bid.

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PART – 03 TERMS AND CONDITIONS OF THE CONTRACT

1. Contract Tenure

The rate contract for the procurement of new cartridges shall remain valid for a period of **Two (02) Years** from the date of issuance of the Work Order.

2. Quality Standards

All printer cartridges supplied must be of a reputed brand, premium quality, and strictly conform to the specifications mentioned in the tender.

3. Mandatory Documentation (Technical Bid)

Bidders must submit the following documents within the tender envelope:

1. **Legal Entity Proof:** Certified copy of Firm/Company Registration, Memorandum of Association (MoA), and Articles of Association (AoA).
2. **Financial Credibility:** Income Tax Returns (ITR) for the last three (03) financial years.
3. **Tax Identity:** Attested copies of the PAN Card and GST Registration Certificate.
4. **Operational License:** Valid license under the Shops and Establishments Act.
5. **Partnership Details:** If applicable, a copy of the Partnership Deed and Registration Certificate.
6. **Declaration:** A formal undertaking/affidavit confirming acceptance of all terms and conditions specified in the tender.
7. **Experience:** Past performance certificates or similar work orders from government or judicial bodies.
8. **Performance Guarantee:** A formal undertaking regarding the guaranteed page-yield (print count) for each cartridge model.

4. Execution of Agreement

- The successful bidder must produce all original documents for verification at the time of signing the contract.
- The formal **Service Agreement** must be executed within **10 days** of the receipt of the Work Order.

5. Administrative Discretion

The Committee, chaired by the **Hon'ble Chief Judge, Court of Small Causes, Mumbai**, reserves the absolute right to accept, reject, or annul any or all tenders at any stage without assigning any reason.

6. Order and Delivery Protocols

- **Pricing:** Rates quoted in the financial bid must be **inclusive of GST**, all applicable taxes, and logistics/delivery costs.
- **Timeline:** Upon receiving an order via Telephone or Email, the supplier is mandated to deliver the goods within **one (01) business day**.
- **Quantity:** The office reserves the right to determine the minimum or maximum quantity per order based on actual requirements.

7. Technical Compliance and Penalties

- **Page-Yield Verification:** Bidders must specify the minimum number of prints per cartridge. If the actual yield is found to be lower than the quoted capacity, the invoice for such cartridges will be withheld.
- **Defective Goods:** Cartridges showing poor print quality, faint ink, or physical damage will be rejected. The supplier must replace these units at no additional cost.
- **Buy-back Policy:** The supplier is required to collect empty cartridges. The "Buy-back Rate" quoted in the tender will be deducted from the cost of new cartridges in the final invoice.
- **Equipment Liability:** If the supplied toner causes technical faults or necessitates repairs to the Court's printers, the contractor shall be liable to repair the equipment at their own expense.

8. Logistics and Jurisdictional Reach

The contractor must ensure delivery to the **Main Office (Dhobi Talao)** and the **Bandra Branch** within 24 hours of a request. No transportation, travel, or incidental allowances shall be provided by the Court.

9. Sub-letting and Transfers

The contract is non-transferable. The contractor is strictly prohibited from sub-letting or assigning the contract, in whole or in part, to any third party.

10. Confidentiality and Judicial Integrity

- The contractor and their staff must maintain the highest level of **confidentiality** regarding any judicial data or documents they may encounter.
- Any interference with judicial proceedings or staff will lead to immediate termination of the contract and potential legal prosecution.

11. Payment Terms

Invoices must be submitted in the prescribed format. Payment will be released via the **Treasury Office, Mumbai**, following administrative verification and approval.

12. Technical Presentation and Samples

Bidders are required to bring sample cartridges for inspection on the day of the tender opening. A technically competent representative must be present to brief the **Computer Purchase Committee** regarding brand authenticity, ink composition, and security seals. No deviation from the approved standards will be permitted during the contract tenure.

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PART – 04 SPECIFICATIONS OF PRINTERS AND CARTRIDGES

The following table provides the detailed inventory of printers and their corresponding cartridge models currently in use at the **Court of Small Causes, Mumbai (Main Office)** and the **Bandra Branch**.

TECHNICAL INVENTORY SCHEDULE

Sr. No.	Printer Model / Description	Compatible Cartridge / Ink Model
1	Canon LBP 151 dw	337
2	HP LaserJet Printer M202 dw	88A
3	HP LaserJet MFP M436N (A-3 Size)	HP 56A
4	HP LaserJet MFP 438dn (A-3 Size)	HP 335A
5	Epson L1455 Inkjet (A-3 Size)	774 (Black) / 664 (C, M, Y)
6	Kyocera M2040dn MFD Network Printer	TK-1178
7	Canon ImageClass MF465dw	070H
8	Canon ImageClass LBP246dw	070H
9	Canon imageCLASS LBP621Cw (Color)	054 (C, M, Y, K)

Note: Bidders must provide specific unit rates for each of the models listed above in the Financial Bid. All cartridges must be 100% compatible and meet the high-quality standards required for judicial documentation.

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PART – 05 BIDDER'S INFORMATION & DOCUMENTATION CHECKLIST

Sr. No.	Description / Particulars	Bidder's Response
1	**Full Name of the Bidder / Firm / Company**	
2	**Past Experience:** Does the bidder have prior experience in similar supply contracts?	**Yes / No**
3	**Current Engagements:** Provide a list of organizations where you are currently providing supply services (Attach separate sheet if necessary).	

STATUTORY DOCUMENTATION CHECKLIST

Please tick (✓) the appropriate column to confirm the attachment of documents.

Sr. No.	Mandatory Document Requirement	Enclosed (Yes / No)
1	Certified copy of Company/Firm Registration Certificate	
2	Income Tax Returns (ITR) for the last three (03) Financial Years	
3	Attested copy of the PAN Card of the Firm / Proprietor	
4	Valid GST Registration Certificate	
5	Valid License under the Shops and Establishments Act	
6	Partnership Deed and Registration Certificate (If applicable)	
7	Signed Affidavit/Undertaking accepting all Tender Terms & Conditions	
8	Work Experience Certificates or Performance Letters from previous clients	

Place: Mumbai

Date: / / 2026

(Signature and Official Seal of the Bidder)

UNDERTAKING

I, Mr./Ms. _
_, Propr./Partner/Director of _
(Name of the Firm/Company), Address: _
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ Registration Number of the Organization: _ _ _ _
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _, Telephone/Mobile Number: _ _ _ _ _ _ _ _ _ _ _ _,
hereby provide this undertaking that:

1. In response to the public tender notice issued by your office for the purchase of new **Compatible Cartridges**, I/We have thoroughly reviewed the scope of work and requirements mentioned in the tender notice and have submitted the bid accordingly.
2. I/We and our firm/supply agency are strictly bound by all the **Terms and Conditions** specified in the tender document.
3. Any directions or instructions issued by your office regarding the aforementioned service shall be legally binding upon me, the organization, and all associated partners.

Place: Mumbai

Date: / /2026

(Signature and Official Seal of the Bidder)

Name of the Vendor :-

Address :-

Mobile No. :-

Email ID :-

Quotation for Compatible Cartridges

Sr. No.	Printer Model Name	Cartridge Model	Make and Model of Compatible Cartridges	Number of Minimum Copies Printing in One Cartridges	Rate of Compatible Cartridges (With GST)	Rate of Empty Cartridges (With GST)	Final Price of Cartridges (Including All Taxes)
1	2	3	4	5	6	7	8 (6 – 7)
	A4 Size Printer						
1	Canon LBP 151 dw	337					
2	HP Laser Printer M202 dw	88A					
3	Kyocera M2040dn MFD Network Printer Quote alongwith drum Unit + Chip + Drum Change + Developer	TK-1178					
4	Canon ImageClass MF465dw	070H					
5	Canon ImageClass LBP246dw	070H					
6	Canon imageCLASS LBP621Cw (Color)	054-Black					
		054-Cyon					
		054-Magenta					
		054-Yellow					
	A3 Size Printer						
7	HP Laser Printer MFP M 436N (A3 Size) Quote alongwith drum unit + Chip + Drum Change + Developer	HP 56A					

Sr. No.	Printer Model Name	Cartridge Model	Make and Model of Compatible Cartridges	Number of Minimum Copies Printing in One Cartridges	Rate of Compatible Cartridges (With GST)	Rate of Empty Cartridges (With GST)	Final Price of Cartridges (Including All Taxes)
1	2	3	4	5	6	7	8 (6 – 7)
	A3 Size Printer						
8	HP LaserJet MFP 438dn (A3 Size) Quote alongwith drum unit + Chip + Drum Change + Developer	HP 335A					
9	Epson L1455 Inkjet A3 Size Printer (Ink Cartridge)	Black-774				Not Applicable	
		Cyon-664				Not Applicable	
		Magenta-664				Not Applicable	
		Yellow-664				Not Applicable	

Place :
Date :

Seal and Signature of Contractor