

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 Regular Annual Subscription (Bound Volume) to the Judge's Library, Court of Small Causes, Mumbai

Sealed Quotations are invited in the prescribed format duly signed as per Terms and Conditions mentioned in the Annexure-I enclosed herewith from publishers/reputed local book suppliers for supply of law journals and reports. Sealed quotations should reach the undersigned by Hand delivery/Speed/Regd. Post/Courier on or before **11th September, 2026 up to 2.00 pm**. Interested publishers/ distributors/ vendors/ suppliers dealing with supply of Law Journals and Reports may submit their quotations to **“Registrar, Court of Small Causes, L.T. Marg, Dhobi Talao, Mumbai-400 002.”**

Sealed covers must have the words **“Quotations for Regular Annual Subscription (Bound Volume) to the Judge's Library, Court of Small Causes, Mumbai.”** If the the quotation from the publisher/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 tenders without assigning any reason thereof.

Last date for submission of Quotation: 11th September, 2026 up to 2.00 pm.

Date : 31/08/2026

Place : Mumbai.

M. K. Shringare
31/08/2026

(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 **“Quotations for Regular Annual Subscription (Bound Volume) to the Judge's Library, Court of Small Causes, Mumbai.”** with **Name, Mobile No, Email ID and Address of the publisher/suppliers.**
- The quotation should be signed by an authorised signatory of the publisher(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.
- The selected publishers/ distributors/ vendors/ suppliers of law journals and reports are required to supply as per the **“Terms and Conditions”** as given hereunder.

Terms and Conditions

1. Tenderer are required to submit tender documents to the “Registrar, Court of Small Causes, L.T. Marg, Dhobi Talao, Mumbai-400 002.” Thus the Committee has resolved that tender fee Rs. 1000/- (Non Refundable) and security deposit Rs. 5000/- (Refundable after the end of contract) should be call from the successful suppliers, if the amount will be exceeds Rs. 50,000/- otherwise no tender fee and security deposit call from the suppliers in the regular tender notice.
2. 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.
3. 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.
4. Submission of the quotations does not confer any right on any applicants for with this Court.
5. In case of vagueness and discrepancy in the title, please clarify from the undersigned before supply.
6. After selection of 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 need to submit Payee Registration Certificate and this office is not responsible for this cause along with tender.

7. 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

8. Damaged or defective copies shall not be accepted and shall be returned at the cost of the supplier.

9. 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.

10. The lowest-priced should be supplied if such edition is available unless specified otherwise.

11. Any discrepancy such as charging of higher price, the supply of incomplete volumes or missing pages if any etc, detected at a later stage, shall be compensated by the supplier.

12. 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.

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

14. The supplier shall supply the ordered books within one month from the date of order. In case the supply is likely to be delayed due to some reason such as binding of law journals and reports, delay in publication, 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.

15. 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.**

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

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

<https://districts.ecourts.gov.in/mumbai-smallcause-court>

Date : 31/08/2026

Place : Mumbai.

M. K. Shringare
(M. K. Shringare)

Additional Registrar

Court of Small Causes at Mumbai

IN THE COURT OF SMALL CAUSES AT MUMBAI

**Application Form for Supply of Law Journals & Reports (Bound Volumes)
to Judge's Library, Court of Small Causes, Mumbai.**

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

1.Name of the Vendor/Publisher _____

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.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.

6. Quotations for Regular Annual Subscription (Bound Volume) for the Following Law Journals/Reports:

A) Bombay Rent Cases for 2023 to 2025, Rs...../-

B) Supreme Court Cases for 2024 & 2025, Rs...../-

C) Rent Control Reporter for 2024 & 2025, Rs...../-

D) Service Law Journal for 2024 & 2025 Rs...../-

(Price shall be all inclusive including postage, delivery charges if any in Rs.)

Total Rs.:.....

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