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 Binding of Law Reports & Journals for the Financial Year 2026-2027 and 2027-2028

Sealed quotations are invited in the **prescribed format** duly signed as per the **Annexure-II** and as per **Terms and Conditions** mentioned in the **Annexure-I** enclosed herewith on or before 11th September, 2026 up to 2.00 p.m. from the private binders/bindery based in Mumbai and its Suburbs, who have the experience of binding the Law Reports/Journals.

Sealed Covers must have the words **"Quotation for Binding of Law Reports & Journals for the Judges Library, Court of Small Causes, Mumbai"**. If the quotation from the binder 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.

The quotations will have to be sent to **"The Registrar, Court of Small Causes, L. T. Marg, Dhobi Talao, Mumbai-400 002." On or before 11th September, 2026 up to 2.00 p.m.**

The date of quotations to be open will be informed to you afterwards.

Date : 31.08.2026

Place : Mumbai

31/08/2026

(M. K. Shringare)
Additional Registrar
Court of Small Causes, Mumbai

IN THE COURT OF SMALL CAUSES AT MUMBAI

Important Instructions

- The sealed envelopes must be superscribed with **"Quotation for Binding of Law Reports & Journals for the Judges Library, Court of Small Causes, Mumbai"** with name, address, mobile number and email address of the binders/Bindery.

- The quotation should be signed by an authorized signatory of the binders/Bindery 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 binders/Bindery.

- 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 binder/Bindery for the work of binding of the law reports/journals. The selected binder/Bindery will be informed by email and/or regular post for further procedure.

- No bidder will be allowed to withdraw after submission of quotation/opening of the quotation; failing to maintain this discipline, the supplier may be blacklisted/Security Deposit forfeited.

- The selected binder/Bindery for the work of binding of the law reports/journals are required to work as per the **"Terms and Conditions" as given hereunder.**

Annexure – I

THE COURT OF SMALL CAUSES AT MUMBAI

The book binders must read the Instruction and the Terms and Conditions before signing the declaration.

INSTRUCTION TO BOOK BINDERS

The following instructions to be noted by the binders :-

1 Good quality black rexine should be used

2. Good quality white colour paper should be used

3. Good quality thick cardboard should be used

4. The loose parts of the law reports need to be stitched section-wise.

5. Binding cloth of superior quality in black colour to be used.

6. The embossing on law reports should be golden colour, should be neat and long lasting.

TERMS AND CONDITIONS FOR BINDING OF BOOKS

1. Tenderer are required to submit **tender documents** along with **tender cost of Rs. 1000/- (Rupees One Thousand Only) (Non Refundable)** and **Interest Free Security Deposit of Rs. 5000/- (Rupees Five Thousand Only) (Refundable)** in Demand Draft in the favour of "**Registrar, Court of Small Causes, Mumbai**".

2. The successful binder/Bindery's Interest Free Security Deposit will be returned to the binder/Bindery after the end of contract and unsuccessful binder/Bindery's Interest Free Security Deposit will be returned to the binder/Bindery after the end of process of selecting the binder/Bindery.

3. If a binder does not return a lot (Bundle) of binding books within the stipulated period, our Office will not be returned the Security Deposit. Only 2 delays of one week are allowed to a binder.

4. The Hon'ble Chief Judge reserves the right of discontinuation of binding work of a binder, if the binding work is not found as per our terms and conditions

and no grievance will be heard from the binder.

5. The work of binding will be given in a lot (Bundle) of not less than 200 books, but not more than 300 books at a time and the said lot (Bundle) will have to be returned within 30 days from the date of receipt of the lot (Bundle).

6. If any defect/defects after binding is/are detected the binder will have to remove defect/s without any additional charges and to rectify the issue within two weeks.

7. The golden embossing of the name of the law report, volume number, Year and name of the library, Acc. No. will have to be done on the spine of each book.

8. The book binder shall return the entire outstanding lots (Bundle) of binding work before the date of 31st March, 2028.

9. The Hon'ble Chief Judge reserves the right to accept any quotation partly or fully or reject any quotation without stating reasons thereof.

10. A Binder who quotes for the first time and also has not done any work in our office for the last 5 years shall have to give a reference of his work of the Library and period. Such binder will have to bind a sample copy for this Office free of cost.

11. A binder may visit the Library during office hours from 11.00 am. to 4.00 pm. except holidays, before sending the quotation to check the samples of all the types of binding work to be done.

12. If a book given for binding is returned in a damaged condition, the binder shall have to replace the book at his own cost, duly bound within a month.

13. If a book is lost by the Binder, the Binder shall pay the entire replacement cost decided by the Hon'ble Chief Judge.

14. In case the firm is found to be irregular and not maintaining the standard, the Hon'ble Chief Judge reserves the right to discontinue.

15. The payment of any bill shall be made only on receipt of Government Grant. However, there should not be any default in providing the bound books on account of delay due to Government Grant.

16. The attested photocopies of Registration Certificate and PAN, Aadhar, Payee Registration Certificate needs to be attached with the application form.

17. After selection of binder/bindery 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 binder/bindery is found already registered payee on Government of Maharashtra Treasury then in this case the concern binder/bindery need to submit Payee Registration Certificate without this certificate payment will not be paid by Govt of Maharashtra treasury and this office is not responsible for this cause.

18. The application form can be downloaded from the official website of the Court of Small Causes, Mumbai –
https://sccmumbai.dcourts.gov.in/notice-category/tenders/

Date : 31/08/ 2026

Place : Mumbai

31/08/2026
(M. K. Shringare)
Additional Registrar
Court of Small Causes, Mumbai

Annexure - II

Application Form for submitting the Quotations for the Binding of Law Reports for F. Y. 2026-2027 and 2027-2028 of the Judge's Library, The Court of Small Causes at Mumbai.

1. Name of the Binder and his Bindery _____

2. Registration Number _____

3. PAN Number _____

4. Address with telephone numbers, fax numbers, email addresses and website, if any :

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5. Minimum two (02) references of the Libraries of reputed legal institutions/organisations for whom you have been doing the binding work. Please provide the name and the contact details of the person in charge in those libraries.

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6. I/ would like to undertake the work of hard binding of law reports with black rexine and golden embossing of title, volume no., year and the name of the library neatly embossed on the spine.

7. The rate of binding per Volume/book will be _____ .

DECLARATION FROM THE BINDER

I/we have read and understood all the "Term 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