

**Court of Small Causes  
Dhobi Talao, L.T. Road, Mumbai 400002**

**Notice**

The Sealed Quotations / Tenders for Annual Contract for refilling of Cartridges and Ribbons in respect of Computer Printers pertaining to head Office and Bandra Branch of this Court are invited from Service Providers. Tenders should be addressed to the I/C Registrar, Court of Small Causes, Dhobi Talao, Mumbai 400002 and it should reach in this Office on or before **20<sup>th</sup> August, 2018** by 3.00 p.m. On the top of the envelop the words "Quotation/Tender for refilling of Cartridges and Ribbons" shall be mentioned.

Please take a note that the costs of refilling should be inclusive of the parts which are required to be replaced while refilling. In other words when cartridge is given for refilling, it should be returned after refilling alongwith changing parts which are necessary for using cartridge and no separate cost for parts shall be charged.

Service Provider shall quote rates for all types of Printers shown in Annexure-1. Quotation for only some of the Printers shall not be accepted. Alongwith the quotation the details of the services provided in the other Government and Private Offices, if any, shall be submitted. He shall also mentioned his address and contact number on his Quotations / Tender.

The Payment in respect of charges for refilling of Cartridges/Toner/Ribbons will be made only after delivery of Cartridges and after passing of bill by pay & Accounts Office, Mumbai.

Description of the Printers installed in this Court and format for Tender is annexed hereto as Annexure-1.

**TERMS AND CONDITIONS:**

1. Rate for refilling of cartridge /toner shall be valid for one year from the date of the order.
2. GST, shall be shown separately. i.e Rate shown should be exclusive of GST,
3. Service provider must require GST registration.
4. Court of Small Causes, Mumbai reserves the right to reject or accept any or all the quotations without assigning any reason thereof.
5. Disbursement of bill in respect of Purchase and refilling of Cartridge/ Toner only after it cleared in Pay & Accounts office
6. Any damage to printer or Cartridge due to refilling of Cartridge/ Toners leakage will be born by Service Provider without any charge.
7. The Service Provider shall inspect the Cartridges/ Toners immediately upon receipt of intimation for refilling of cartridges/ Toners and shall notify the office immediately if the Cartridge/ Toner are damaged, if any
8. A Complaint of defect or damage is received then it shall be the responsibility of the Service Provider to collect faulty Cartridges/ Toners and get it repaired without charging any extra cost.

By Order.

COURT OF SMALL CAUSES )

MUMBAI: 4<sup>th</sup> August, 2018 )

  
I/C Registrar

### Annexure-1

#### Tender for refilling of Printer Cartridges and Ribbons

Sr. No	Printer Model Name and Number	Rate for refilling of One Ribbon / Cartridge(inclusive of costs of all the parts which are required to be replaced)
1	Tvs Dot Matrix Printer big 136 Col. Size 12.7 X 10mtrs (twisted)	
2	Tvs Dot Matrix Printer big 80 Col. Size 12.7 X 10mtrs (twisted)	
3	Epson Dot matrix Printer Big136 Col. Size 12.7 X 10 mtrs (twisted)	
4	Laser Printer HP p1008	
5	Laser Printer HP M 202 DW	
6	Laser Printer Canon LBP 3108B	
7	Laser Printer Canon 3500 (A3 Size)	
8	Laser Printer HP 1566	
9	Laser Printer Samsung 3310 D	
10	Laser Printer HP MFP M 436N (A3 Size)	
11	Laser Printer HP 2BLJ 1020 Plus	
12	RICHO SP 325SFNw	