

**Court of Small Causes**  
**Dhobi Talao, L.T. Road, Mumbai 400002**  
**Telephone No. 022 22088700/22088749**  
**Email- scc-mumbai@bhc.gov.in**

**Notice**

The Sealed Quotations for Contract for refilling of Cartridges in respect of Computer Printers pertaining to Head Office and Bandra Branch of this Court for 2 years are invited from Service Providers. Quotations should be addressed to the Registrar, Court of Small Causes, Dhobi Talao, Mumbai 400002 and it should reach in this Office on or before **16<sup>th</sup> September, 2019 by 5.00 p.m.** On the top of the envelop the words **“Quotation for refilling of Cartridges”** shall be mentioned.

Please take 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 mention address, contact number/mobile no and e-mail address of the Quotation Holder.

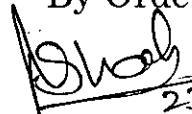
The Payment in respect of charges for refilling of Cartridges/Toner/Ribbons will be made only after delivery of Cartridges and after passing of bill by pay & Accounts Office, Mumbai.

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

### TERMS AND CONDITIONS:

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

COURT OF SMALL CAUSES )  
MUMBAI: 23<sup>rd</sup> August, 2019 )

By Order.  
  
23/8/19  
(Naresh .V. Shah)  
Addl.Registrar

## Annexure-1

### Quotation for refilling of Cartridges

Sr. No	Printer Model Name and Number	Rate for refilling of One Cartridge (inclusive of costs of all the parts which are required to be replaced. (Exclusive of GST)
1	Laser Printer HP M 202 DW	
2	Canon LBP 151 dw	
3	Laser Printer HP 1566	
4	Laser Printer Samsung 3310 D	
5	RICHO SP 325SFNw	
6	Laser Printer HP 1020 Plus	
7	Laser Printer HP MFP M 436N (A3 Size) i.e Quote refilling alongwith drum unit	
8	Laser Printer Canon 3500 (A3 Size)	
9	Samsung Xpress M2876FD Printer	
10	Kyocera M2040dn MFD Network printer	
11	Canon FAX-L140	

Date:

Name & Address of Vendor  
with rubber stamp