

## TERMS AND CONDITIONS

1.	The Quotation must consist amount of New Franking Machine and it should be having buy-back option and price of such buy-back of Old Franking Machine Pitney Bowes Model-DM100i Purchase Year 2018 (Head Office) and Neopost Model IJ-40 Purchase Year – 2012 (Bandra Branch).
2.	The Quotation should be addressed to <b>“The Registrar, Court of Small Causes, Head Office, Dhobi Talao, Mumbai – 400 002.</b> On the top of the envelop the words <b>“<u>Quotation for Purchase of Franking Machine</u>”</b> should be written. Micro and Small Manufacturing Industries registered as manufacturers under the Micro, Small and Medium Enterprises Development Act-2006 will be exempted from paying the tender fee and earnest money. If the tenderers do not have the said certificate, they are required to submit a demand draft/pay order for the tender fee of Rs. 2,000/- (non-refundable) and security deposit of Rs. 10,000/- (refundable without interest) by way of Demand Draft/Pay Order payable in Mumbai drawn in favour of “Registrar, Court of Small Causes, Mumbai” is required to be annexed with the application.
3.	The name of the approved Quotation holder will be informed to the Government, which in turn approve the purchase and thereafter purchase order will be placed.
4.	Payment will be made after producing original bill of Franking Machine and sanctioning of the bill by Pay & Account Office.
5.	Get issued postal license of both Franking Machine and refund/transfer the unutilised amount of Rs. 9198/- (Rs. Nine Thousand One Hundred Ninty Eight Only) of Bandra Branch lying in the old franking machine is the responsibility of Dealer / Firm / Company / Service Provider.
6.	Warranty / Guarantee period of Franking Machine should be mentioned.
7.	Quotation must consist of all specification of Franking Machine.

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| 8. | The Quotation Holder should not be under a declaration of ineligibility for corrupt and fraudulent practices.  |
| 9. | The final decision and authority regarding the Purchase of the said Franking Machine will rest with the Hon'ble Purchase committee and Hon'ble Chief Judge, Court of Small Causes, Mumbai. |

Court of Small Causes

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Mumbai : 4<sup>th</sup> May, 2026

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(R. K. Kulkarni)

Additional Registrar