

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 **20th February, 2021 by 6.00 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 cost of the parts replaced, if any.

Service Provider shall quote rates for all types of Printers shown in Annexure-1. Quotation for 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. Quotation holder shall also mention address, contact number/mobile number and e-mail address.

The Payment in respect of charges for refilling of Cartridges/Toner/Ribbons will be made only after delivery of Cartridges and passing 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. The Vendor should refill the cartage of printer within 24 hours from the receipt of intimation.
10. 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.

By Order.



(Rashmi K. Hajare)
Addl.Registrar

COURT OF SMALL CAUSES)

MUMBAI: 5th February, 2021)

Annexure-1

Name of the Vendor : _____

Address : _____

Mobile No. : _____ email id : _____

Whether services provided to the government and private offices YES / NO
If yes, submit the documents.

Quotation for refilling of Cartridges

Sr. No	Printer Model Name and Number	Rate of refilling of one cartridge as per notice	Final price with 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 + Chip + Drum Change + Developer		
8	Laser Printer Canon 3500 (A3 Size)		
9	Samsung Xpress M2876FD Printer		
10	Kyocera M2040dn MFD Network printer i.e Quote refilling alongwith drum unit + Chip + Drum Change + Developer		
11	Canon FAX-L140		
12	EPSON (Ink Cartridge)		
	Black – 774 per ink bottle		
	Cyan – 664 per ink bottle		
	Magenta – 664 per ink bottle		
	Yellow – 664 per ink bottle		

Date:

Seal and Signature