

**HIGH COURT OF JUDICATURE AT BOMBAY  
BENCH AT AURANGABAD  
: TENDER NOTICE :**

N/Cash/11237/2024.  
Date: 09/10/2024.

The Registry of Bombay High Court, Bench at Aurangabad invites sealed quotations from the reputed/experienced agencies/firms, for onsite binding of approx. 215 numbers of Books pertaining to Judgments.

**GENERAL TERMS & CONDITIONS :**

1. The Sealed quotation should be addressed to "The Registrar (Admn.), High Court of Bombay, Bench at Aurangabad, Jalna Road, Chhatrapati Sambhajinagar-431009".
2. The Sealed quotation should be superscribed with "Quotation for binding of Judgments" and same must be submitted in the office of Registrar (Admn.), High Court of Bombay, Bench at Aurangabad, on or before **19/10/2024 by 5.00 PM.**
3. The Tenderer have to submit a Demand Draft of Rs.500/- (Five Hundred Only) as a Tender Fees (Non Refundable) and an EMD of Rs.5000/- (Rupees Five Thousand Only) by a Demand Draft from a Nationalised Bank in favour of the Registrar [Admn.], High Court of Bombay , Bench at Aurangabad. The Quotations received without EMD and tender fees, shall be summarily rejected.
4. The Performance security/EMD amount will be returned to the

successful bidder after satisfactory completion of contract without interest. If bidder breaches any of the term and conditions or fails to provide satisfactory services within stipulated time, as per terms and conditions, the performance security amount of Rs.5,000/- will be confiscated by this Registry. This Registry also reserve the rights to reduce the contract period or cancel the contract without assigning any reason.

5. Statutory Levies : The contract cost includes GST, labour charges, all required material, statutory levies if any, charges by State or Central Government etc.

6. The Tenderer are expected to examine all instructions, forms, terms and conditions in the bidding documents. Failure to furnish all the information mentioned in the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect, shall be at the bidder's risk and may result in rejection of the bid.

7. Interested bidders should visit and inspect the samples of Judgment books from the Decree Department in the High Court of Bombay, Bench at Aurangabad, which is to be inspected by the Tenderer before submitting the tenders on any working day between 10.00 a.m. to 5.00 p.m. prior to last date of submission of tenders. Once the tender is submitted, no complaint regarding contracted work will be entertained by this Registry.

8. The bid is liable to be rejected outrightly without any intimation

to the Bidder, if any information called for the tender document is not given therein or if any particular details asked for in the Forms / Proforma of tender are not fully furnished.

9. Considering the extreme urgency, the successful bidder shall **complete the allotted work within 30 days** including Holidays and Public Holidays as per the requirement of High Court of Bombay, Bench at Aurangabad.

10. The Tenderer should enclose Photostat copies of Shop Registration Certificate and PAN Card and other important relevant documents along with the quotation. In case if it is noticed by the Registry that, any Tenderer fails to enclose one or more photostat copies of essential documents/s, the Registry reserves the discretionary power to allow the tenderer/s to bring on record the photostat/s copy/copies.

11. The proposal for binding of Judgment books will be forwarded to the Government and after receipt of Administrative approval and funds, work order will be issued to the successful agency.

12. The Bidders shall have to submit filled Annexure "A" along with the required photocopies of documents serially with the quotation.

13. The successful Tenderer shall complete the said allotted work with proper care, correctly and expressly without any excuse of absence of manpower, failing which penalty so as decided by this Registry will be deducted from the security amount deposited or from the payment of Tenderer.

14. The payment will be released to the firm, after satisfactory completion of work, as per terms and conditions, as per govt. rule, after deducting necessary taxes, penalties if any, and after receipt of satisfactory report from the concerned department.

15. The successful tenderer shall be responsible for all Statutory Liabilities compensation to any person caused due to any injury, arising out of his business with this Registry under this Agreement/contract period and this Registry shall not be liable for the same in any manner whatsoever.

16. The successful tenderer shall bind the Judgments on site under the supervision of responsible officer appointed by this Registry. The said work shall be done carefully and shall not tamper in any manner with or destroy or damage the document or contents therein whatsoever and shall take every precaution for the safety of the record given by this Registry for the purpose of binding. In case of default/damages found to the documents or theft there to, the tenderer shall be liable for damages/theft and Registry will take appropriate action against the tenderer considering the seriousness of matter.

17. The successful tenderer shall observe the highest standard of ethics during the execution of contract. Any act of corrupt or fraudulent practice on the part of the tenderer will attract the termination of the contract and forfeiture of performance security, blacklisting of the tenderer and any other action under the law.

18. The binding work shall be subject to the approval of this Registry. In case it is found inferior or not in accordance with the approved samples, it will be rejected and the work will have to be redone to the satisfaction of this Registry at its/their own expenses.

19. Good quality binding material so as desired by this Registry should be used for Binding the Judgments i.e. good quality Rexine, Papers, Thick Cardboards, Superior quality Binding Cloth, Good quality Golden Embossing [should be neat and long lasting] etc. The sample pieces of Black foam rexine and hard puttha which are to be used for binding should accompany with the sealed envelopes.

20. The above specified work is not for supply of only manpower but also a contract for carrying the work of binding matters within stipulated time. The workers appointed for the said work are only of the tenderer. This Registry is not responsible in this behalf whatsoever.

21. The decision of this Registry in the eligibility criteria shall be final. No correspondence will be entertained outside the process of negotiation / discussion with this Registry.

22. The High Court of Bombay Bench at Aurangabad reserves the right to accept or reject any Bid and to annul the Bidding process and reject all Bids at any time prior to award of Contract/after award of contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for Tendering Authority's action.

23. The Decision of this Registry in respect of evaluation of bids and award of contract will be final and binding on the bidder/supplier.

24. Legal dispute if any, shall be subject to the Jurisdiction of Aurangabad Courts in Maharashtra state only.

Date: 09/10/2024.

Sd/-  
REGISTRAR [ADMN.]  
HIGH COURT OF BOMBAY  
BENCH AT AURANGABAD

Annexure "A"

(This tender document proforma should be filled up  
& submitted with the tender )

Name of Agency	
Detailed address	
Telephone Numbers	
E-mail Id	

**Section I : - Eligibility Criteria**

Sr. No.	Eligibility Criteria/ List of documents	Documents Attached Yes/No
1	1)DD No._____ dtd. _____ for Rs.500/-(Tender Fees)  2) DD No._____ dtd._____ for Rs.5000/- ( EMD)	
2	The copy of Registration of Company/Agency/firm/service provider	
3	The copy of registration of GST.	
4	PAN	
	Note : - Required information in above prescribed format must be typed/filled and attached with quotation serially.	

Seal & Sign of Company/agency/firm

**ANNEXURE 'B'**

(On letter head of Contractor/Agency/ firm)

**Price Bid for Binding of Judgments at  
High Court of Judicature at Bombay, Bench at Aurangabad.**

Sr. No.	Particulars	Qty.	Rate in Rs.
1	Binding of books on site, as per the given specifications and approved sample available with this Registry, by using good quality binding material, good quality Rexine, Papers, Thick Cardboards, Superior quality Binding Cloth, Good quality Golden Embossing [should be neat and long lasting] etc.	01 No.	
	Taxes		All Inclusive

Date:

Stamp and Signature of the Contractor