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**HIGH COURT OF JUDICATURE AT BOMBAY
BENCH AT AURANGABAD**

TENDER NOTICE FOR STITCHING MATTERS

N/Cash/4276/2025.

Dated: 17/03/2025.

The High Court of Bombay, Bench at Aurangabad, invites Sealed quotations from reputed suppliers/firms/agencies for **stitching matters** at High Court of Judicature at Bombay, Bench at Aurangabad.

Other Tender Information :

Tender Fees	E.M.D.	Contract Period/Stipulated time to complete work
Rs.1500/- Non Refundable	Rs.15000/-	30 days

TIME-TABLE OF TENDER

Date & Time of Publication	17/03/2025
Last date & time of Bid submission	21/03/2025 at 5.00 p.m.
Bid Opening Date & Time	24/03/2025 at 11.00 am. [if possible]

For getting details of terms and conditions willing firms/agencies may log on to the website <https://bombayhighcourt.nic.in> and for Other Tender inquiry phone No.0240-2993303.

Date: 17/03/2025.

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

General Terms & Conditions : -

1. The Sealed quotation should be addressed to "The Registrar (Admn.), High Court of Bombay, Bench at Aurangabad, Jalna Road, Chhatrapati Sambhajanagar-431009".
2. The Sealed quotation should be superscribed with "Quotation for Stitching of matters" and same must be submitted in the office of Registrar (Admn.), High Court of Bombay, Bench at Aurangabad, on or before **21/03/2025 by 5.00 PM.**
3. The Tenderer have to submit a Demand Draft of Rs.1500/- (One Thousand Five Hundred Only) as a Tender Fees (Non Refundable) and an EMD of Rs.15,000/- (Rupees Fifteen Thousand Only) by a Demand Draft Nationalised Bank in favour of the Registrar [Admn.], High Court of Bombay, Bench at Aurangabad. Quotations received without EMD, 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 has breached any of the term and conditions or fails to provide satisfactory services within stipulated time, as per terms and conditions, the said performance security amount of Rs.15,000/- 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

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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 matters/actual work at Record Room of High Court of Bombay, Bench at Aurangabad, which is to be done 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 selected Tenderer shall have to depute sufficient nos. of well**

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trained manpower at this Registry from 10.00 a.m. till the completion of daily allotted work, at its own cost and expenses and shall be responsible for providing express services to this Registry.

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

Note : High Court of Bombay, Bench at Aurangabad reserves the right to waive any minor informality or non-conformity or irregularity in a tender.

12. 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.

13. 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.

14. 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.

15. The successful tenderer shall stitch the matters very carefully and shall

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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 stitching work. 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.

16. 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.

17. The stitching 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.

18. Good quality binding material so as desired by this Registry should be used for stitching the Matters i.e. Thread (Vimal make), Needles, Hammers, poker (tocha) and other material etc.

19. The above specified work is not for supply of only manpower but also a contract for carrying the work of stitching 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.

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20. 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.

21. 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.

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

23. Legal dispute if any, shall be subject to the Jurisdiction of Chhatrapati Sambhajnagar in Maharashtra only.

Date: 17/03/2025.

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

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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.1500/- (Tender Fees) 2) DD No. _____ dtd. _____ for Rs.15000/- (EMD)	
2	The copy of Registration of Company/Agency/firm/service provider	
3	The copy of registration of GST.	
4	PAN	
5	UNDERTAKING & DECLARATION	
	Note : - Required information in above prescribed format must be typed/filled and attached with quotation serially.	

Seal & Sign of Company/agency/firm

Annexure "B"
UNDERTAKING & DECLARATION

To,
The Registrar (Admn.),
High Court of Judicature at Bombay,
Bench at Aurangabad.

Name of Bidder : -

Sir,

1. I/We hereby agree to abide by all the terms and conditions laid down in the tender document inviting tenders for stitching the matters at High Court of Judicature at Bombay, Bench at Aurangabad, as described in the tender document.
2. I/We hereby declare that, before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves to abide by the said terms and conditions.
3. I/We hereby declare to have inspected all the matters and method of stitching at High Court, Bench at Aurangabad and got myself/ourselves satisfied about the work and required number of trained Workers/Machines/tools and quantity of material, for the above said work that will be provided during executing the contract.
4. I/We undertake the responsibility to furnish details and particulars of manpower deployed by us for the aforesaid services.
5. I/We undertake that, I/We will complete the said work with correctness and due satisfaction of High Court Registry by providing sufficient number of manpower for completing the said work within stipulated time i.e. within 30 days.
6. I/We declare that, any kind of bankruptcy/insolvency proceedings is not pending against us and I/We have not been declared so during last five years.
7. I/We undertake to abide the guidelines issued or to be issued by the Health Authority or the High Court Administration for Covid-19 or

similar other variants.

8. I/We declare that, the undersigned bidder has never blacklisted by the Central/State Government/Corporation, other Government Institutions.

9. I/We declare that no legal proceedings for violation of Labour Welfare Legislation or other criminal proceedings is not pending against the bidder.

Signature of the bidder

Name & Address of the bidder with Seal

ANNEXURE 'C'

(On letter head of Contractor/Agency/ firm)

**Price Bid for Stitching Matters at
High Court of Judicature at Bombay, Bench at Aurangabad.**

Sr. Nos.	Particulars	Amount in Rupees, per matter Including Manpower, GST,Material,Freight etc.
1	Stitching the Matters approx. 21483 Nos., as per per sample, by using good quality material, as per terms and conditions of tender notice.	Rs. ____/- per matter
Note: Bidders to note that, the number of matters may decrease when the actual work begins.		

Signature and Stamp of the bidder