

**THE HIGH COURT OF JUDICATURE AT BOMBAY
MAHAMAHOPADHYAY DR. KANE MARG, FORT,
BOMBAY - 400 032.**

NOTICE INVITING TENDER

Tender No. C.S./Bom/Wastepaper/1103/ 2025

Lifting of Waste Papers at High Court, Bombay.

The High Court, Bombay at Fort, Bombay- 400 032 invites sealed Tenders for lifting the Waste Papers of the following categories from the Original and Appellate Side High Court precincts, Allied Offices situated at G.T. Hospital Complex Building Ground to 6th floor, CTO Building Ground & 1st floor, MTNL Fountain Building 2nd & 3rd floor and Bank of India building 2nd & 3rd floor, Fort, Bombay for the period of **Two years** from the date of awarding the contract.

The classification of the categories are as under :

Sr. No.	Category	Particulars
1	'A'	All blank forms & Publications including newspapers.
2	'B'	Office files and other records
3	Sweepings	Waste Papers thrown in dustbins
4	Cardboard	(Puttha) and decayed papers

The sealed Tenders complete in all respect will be accepted on or before **4th July, 2025 till 12.00 noon** on the working days during the office hours, in the C. S. Department (Bldg.), 1st floor, Room No. 101, PWD Extension Building, High Court (O.S.) Bombay, and the same shall be opened **on 8th July, 2025 at 03.00 p.m.,** before the Registrar, Original Side / Prothonotary & Senior Master, High Court, Bombay, having Office at 01st floor, PWD Main Building, High Court, Bombay, or Addl. Registrar, Original Side / Addl. Prothonotary & Senior Master, High Court, Bombay when tenderers/bidders may remain present.

The Terms and Conditions of the tender are annexed hereto.

Sd/-
[Dhanaji A. Jadhav]
Registrar, Original Side /
High Court, Bombay.

Date : 21st June, 2025

TERMS & CONDITIONS

1. The Sealed quotations should be superscribed with “**Quotation for Purchase of Waste Papers**” and same must be submitted in the office of The Registrar, Original Side, High Court Bombay, having office at 01st floor, PWD Main Building, **on or before 4th July, 2025 by 12.00 noon.**
2. Waste Papers will be sold on “**As is where is conditions**” basis, which will be required to cut into small pieces by the selected agency with the help of its own cutter machine and manpower at its own cost, before lifting the waste papers. No claim or dispute will be entertained in this regard after sale of waste papers.
3. There shall be at least three tenderers/bidders for the tender process on the scheduled date.
4. Decision of High Court Registry in this regard shall be final and binding upon the bidder.
5. Tenderer/bidder has to quote a rate in **Kilograms** as per the categories given in the Notice Inviting Tenders.
6. The sorting of category-wise waste paper shall be the sole responsibility of the successful tenderer.
7. The bidder should enclose Shop Registration Certificate, GST Registration Certificate, PAN Card, Aadhar Card, copies and Permanent Address of office & Godown alongwith the quotation.
8. Only tenderers/bidders who are registered with GST authority and have a valid GST registration number will be allowed to participate. The GST as applicable, at the time of the sale of waste papers, shall be the sole responsibility of the successful tenderer/bidder for

remitting the GST and any other statutory liability in this regard and no liability whatsoever shall be borne by the seller.

9. The validity period of the rates quoted in the tender will be valid during the contractual period i.e. for two years. The rates accepted can not be changed throughout the contractual period on any count by the tenderer.
10. Tender so received after the stipulated date and time, will not be accepted or if inadvertently accepted, will not be opened.
11. Tenderer has to deposit **Rs. 1,000/-** towards Earnest Money Deposit, by Demand Draft of Nationalized Bank, in favour of **“Registrar, Original Side, High Court, Bombay”** along with tender and same will be refunded, if tender is rejected.
12. The successful tenderer has to deposit **Rs. 40,000/- (Rupees Forty Thousand only)** towards the 'Security Deposit' by way of Demand Draft/ Pay Order drawn on any Nationalized bank in favour of **“Registrar, Original Side, High Court Bombay”**, during the contractual period. The same will be refunded after the expiry of the contractual period without interest.
13. The undersigned reserves right to accept the highest quotation or reject one or all the quotations, without assigning any reason, thereof.
14. Tenderer whose tender is accepted shall shred the waste papers in front of the official of Registry and lift the same immediately or as and when called upon, during the contractual period and not later than **Two working days** from the intimation placed by Phone Call / SMS / Email / Whatsapp. In case the tenderer fails to lift the waste paper during the contractual period, as above, the Registry will dispose off the same by calling local vendor and the contract will be

terminated by the Registrar, Original Side, immediately, without any further notice or assigning any reason. In such case the security deposit will be forfeited to the Government treasury.

15. The Tenderer/bidder shall collect the waste paper and sweeping papers in gunny bags, supplied by them, on First working Friday / Saturday of every month, irrespective of the quantity accumulated.
16. The successful tenderer/bidder shall bear all costs associated with the removal, cleaning, disposal, and transport of any waste materials or debris resulting from the sorting or processing of waste papers.
17. For precise weighment contractor must have to use Computerized Weigh Bridge and or Electronic Weighing Machine. The office shall depute a responsible official to watch the weighment of waste papers.
18. Payment of sale proceeds of the lifted waste paper (as per the weight on the weight bridge / electronic weight machine), will have to be made immediately by Cash or Demand Draft to the High Court Registry, failing which a penalty of Rs. 500/- per day, will be charged.
19. Tenderer/bidder whose tender is accepted cannot cancel his tender and submit an undertaking/declaration on the Stamp Paper of Rs. 100/- duly notarized in prescribed format of **Annexure - I**.
20. The acceptance of tender is subject to the approval of the Registrar General, High Court, Bombay.
21. The successful Tenderer/bidder will submit the contact details viz. Whatsapp number, email address, phone number, to the Registry.
22. While carrying the waste papers or cutting the waste papers, it shall be sole responsibility of the purchaser to make immediate

arrangement for lifting the waste papers without any damages due to rain etc., and also purchaser shall arrange the covers for safety of waste papers due to rain etc., if any damages caused as stated above, the approximate value of said waste papers will be recovered from the selected agency and also EMD will be forfeited by the Registry.

23. The Contractor / Agency shall obtain all necessary permissions for lifting the waste papers from the competent authority of High Court Bombay.
25. Any damages caused by the workmen of the contractor to wall, ceiling, floors and fixtures etc, should be made good at the contractor's cost.
26. The undersigned reserves all rights to adjourn or cancel or modify the terms and conditions of sale of waste papers with or without notice and will not be liable for any loss or inconvenience, caused to bidders/contractors in this regard.
27. All Legal disputes are subject to the jurisdiction of High Court Bombay.

ANNEXURE – I

UNDERTAKING & DECLARATION
(On stamp paper of Rs. 100/-)

To,
The Registrar, Original Side,
High Court, Bombay.
Bombay – 400 032.

Name of the Bidder : _____

Sir,

1. I/We hereby agree to abide by all the terms and conditions laid down in the tender document inviting tenders for sale of waste papers by cutting in the small pieces with the help of electric cutter machine or by hand at High Court Bombay and its Allied Offices, as described in the tender document.
2. I/We hereby declare that, before signing this bid, I/We 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 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.
4. I/We declare that, no legal proceeding for violation of Labour Welfare Legislation or other Criminal proceedings is pending against us/me.
5. I/We declare that, the undersigned has never been blacklisted by the Central/State Government/Corporation, other Government Institutions.
6. 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 and or big Cutter machines for completing the said work within stipulated time.
7. I/We undertake the responsibility to furnish details and particulars of manpower (identity Card) deployed by us for the aforesaid services well in advance.

Signature of the Bidder
Name & Address of the Bidder with Seal