

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

TENDER INVITING NOTICE

N/Cash/3833/2026.

Date: 06/03/2026.

The Bombay High Court, Bench at Aurangabad, invites e-Tenders in two part bidding system [Technical Bid & Financial Bid] from reputed suppliers/dealers/agencies for empanelment for supply of Computer Continuous Papers [for printing the daily Board] for the period of one year from the date of award of contract.

Other Tender Information :

Tender Fees	E.M.D.	Performance Bank Guarantee	Contract Period	Tender Value approx.
Rs.3800/- Non Refundable	Rs.19000/-	Rs.18000/-	01 Year	8,00,000/-

The sealed tenders should be submitted within the stipulated time according to the time table mentioned below.

TIME-TABLE OF E-TENDER PUBLICATION

Date & Time of Publication	07/03/2026 at 10.00 a.m.
Date & Time of Document Downloading/Sale Start	07/03/2026 at 10.00 a.m.
Bid Submission Start date and time	07/03/2026 at 10.00 a.m.
Bid submission closing date and time	17/03/2026 at 3.00 p.m.
Bid Opening Date & Time	18/03/2026 at 3.05 p.m. [if possible]

For details of terms and conditions, interested firms/ bidders may log on to the Website <https://mahatenders.gov.in> & www.bombayhighcourt.nic.in and for technical Information on Toll Free No. 0120-4001 002/0120-4001 005/0120- 4493395 & on phone No.0240-2993303 for tender inquiry.

Date: 06/03/2026.

Sd/-
REGISTRAR [ADMN.]

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

GENERAL TERMS AND CONDITIONS :-

- 1) The details of Computer Continuous papers which would be required by this Registry is kept at **ANNEXURE "A"**.

- 2) The Bidders shall have to upload the **filled Annexure "B" along with the photocopies of documents** serially as required in the Annexure "B".

- 3) The successful bidder shall be solely responsible for the execution of the contract or work order in all respects, in accordance with the terms and conditions specified in the tender. In the event that the successful bidder fails to comply with these terms and conditions, or withdraws the tender offer after the contract has been awarded, the High Court Registry reserves the right to award the contract to the next eligible tenderer or to an external agency. Any difference in cost incurred as a result shall be recovered from the defaulting bidder. Furthermore, such bidder shall be blacklisted from participating in any future tenders of the High Court of Bombay, Bench at Aurangabad, for a minimum period of two years.

- 4) After opening financial Bid, L1 bidder in Computer Continuous Paper [size 15x12xIV] shall supply the sample of Computer Continuous papers [500 paper box of 15x12xIV] at their own cost within the period of 08 days from the communication from this office. The said papers will be tested on Lipi High Speed Printer. If the Registry found that, the sample papers supplied by the L1 bidder are not properly working with the High Speed Printer or not of good quality, the Registry reserves the rights to reject the tender of L1 bidder and consider the tender of next bidder for the aforesaid purpose also for award of

contract if found eligible.

Note:- As the requirement of Computer Continuous Paper 15×12×IV is substantially higher than other papers, the order shall be placed with the bidder quoting L1 rates for the said paper, subject to successful negotiation with the L1 bidder for Computer Continuous Paper 15 × 12 × II, if any.

5. Tender Fees & EMD :

5.1. The Bidders shall deposit cost of tender fees of Rs.3800/- [non refundable] and Earnest Money Deposit [EMD] of Rs.19000/- while submitting the e-tender. An online gateway is made available for this purpose only. The tender fees and the E.M.D. is to be deposited only through online banking option available on the website <https://mahatenders.gov.in>. The Earnest Money Deposit (EMD) shall be returned strictly in accordance with the procedure prescribed under the e-Tendering system. Any intervening application or request regarding refund of the EMD shall not be entertained by the High Court Registry. In case a bidder withdraws the bid at any stage of the tendering process, the EMD shall stand forfeited.

5.2. As per Government Resolution dated 01/12/2016 of the Industry, Energy & Labour Department, the Micro, Small, and Medium Enterprises registered as manufacturers under the Micro, Small & Medium Enterprises Development Act, 2006 (MSMED Act-2006) are exempted from paying Tender Fees and Earnest Money Deposit (EMD). This exemption has been granted to Government Boards/Corporations/Undertakings and manufacturers and suppliers registered under the MSMED Act from paying Tender Fees and Earnest Money for tenders. In the absence of a valid certificate from the MSME or NSIC, such tenders shall be rejected outright.

6. INSTRUCTIONS FOR ONLINE BID SUBMISSION :

6.1 The Bidders are required to submit soft copies of their Bids electronically in two covers namely “Technical Cover” and “Financial Cover” on e-tendering website of Government of Maharashtra, using valid Digital Signature Certificates.

(The detailed information useful for submitting Online Bids on the e-tendering website of Government of Maharashtra may be obtained from <https://mahatenders.gov.in>)

6.2 The Technical Cover should be uploaded in .pdf/rar format (OCR searchable). The bidders shall keep the documents ready which are to be uploaded. After scanning documents (clear and visible) and Financial Cover (including GST as applicable and Freight charges etc.) should be uploaded in .xls format only.

6.3 Bidders should take into account any Corrigendum published in respect of the Tender before submitting their bids.

6.4 Bidders, in advance, should keep ready the bid documents to be submitted as indicated in the Tender document/ Schedule in PDF/RAR {OCR searchable} format. Scanned documents should be legible. Bidder needs to note that subsequent sending of documents by e-mail or by any other mode instead of uploading against their bid will not be considered.

6.5 Any queries relating to the Tender Document and the terms and conditions contained therein should be inquire on Telephone Nos. 0240 — 2993303 as mentioned in the Tender Document.

6.6 Any queries relating to the process of online bid submission or queries relating to e-tendering system of Government of Maharashtra i.e., <http://mahatenders.gov.in> in general may be directed to the 24 X 7 Help Desk. The Contact Numbers are 0120-4001 002/0120-4001 005/0120- 4493395.

7. Experience:

The bidder must have experience in providing Computer Continuous Papers to Government/PSU offices/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or State Governments/Public Sector Banks/Local Bodies/Municipalities. The bidder shall submit work orders or work completion certificates as documentary evidence for minimum of three (03) contracts with the above-mentioned departments/institutions.

8) The Registry reserves the right to extend the services of the supplier after the expiry of the contract on the same rates, terms, and conditions, and the bidder shall be bound to accept such extension.

9) In the Financial Bid, the Bidders shall quote the rates per thousand paper for the period of one year, including GST & Freight charges etc. The rates quoted shall remain enforce during the contract period. No excessive amount will be paid even if any rates/Taxes are increased during the contract period.

10) The selected vendor/agency shall be responsible for supplying the required quantity of Computer Continuous Papers of the specified size and GSM, as per the approved sample, for printing the Daily Board of the Hon'ble Court. The supply shall be made within **eight (08) days** from the date of issuance of the purchase order, as and when directed by this office, during the contract period.

In the event that poor quality papers leading to inferior copy quality are supplied, causing inconvenience to the Hon'ble Court, a penalty of **Rs. 10,000/- per incidence** shall be imposed, irrespective of immediate replacement with good quality papers. If the vendor/agency fails to replace such papers immediately, the Registry shall initiate action for **blacklisting** of the bidder in accordance with terms and conditions.

11) The vendor/agency will have to supply the required quantity of Continuous Papers at the office of the Registrar (Admn.), High Court of Bombay, Bench at Aurangabad. No transportation or any other additional charges will be paid to the vendor/agency.

12) Payment shall be made after deducting Income Tax, GST, and any other applicable taxes/charges, in accordance with the prevailing Government rules. Payment shall be subject to availability of budget and passing of the bill by the Treasury at Chhatrapati Sambhajnagar. In the event of any delay in payment due to such reasons, the contractor shall continue to perform the contract diligently and supply the required materials without demur. The Registry shall not be liable to pay any interest or charges on account of such delayed payment.

13. Opening of Bids and Bid evaluation :-

13.1 Technical Covers will be opened as per schedule mentioned in the Tender Document [if possible] and the Financial Covers of technically qualified Bids, will be opened on the later date as per procedure of e-Tendering System of Government of Maharashtra.

13.2 The bidder shall furnish all information in the Annexures and comply with all instructions contained in the tender notice, and submit the same along with

the supporting documents as specified. Failure to submit any required document or information shall render the tender liable to rejection. The Registry reserves the right to waive minor irregularities, if any.

13.3 The decision of the High Court Registry in the evaluation of the Qualification Criteria and Commercial Bids shall be final, binding, and conclusive. The Registry reserves the right to accept or reject any bid, split the orders, or to annul the tender process at any stage, without assigning any reason thereof. No correspondence or representation in this regard shall be entertained outside the scope of negotiation or discussion officially initiated by the High Court Registry.

13.4 The Registrar (Administration), High Court of Judicature at 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 stage prior to 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.

14. The tender of the lowest bidder may be accepted if the rates are found reasonable by the High Court Registry. If the rates are not acceptable, the Registry can cancel the tender and issue a fresh one with revised terms, and may also negotiate with the lowest bidder before final acceptance.

15. Tender is liable for outright rejection if on opening it is found that: -

15.1 The Bidder has not strictly followed the procedure laid down for the submission of bid/offer,

15.2 The Bidder proposed any alteration in the work specified in the tender or any other condition which cannot be evaluated.

15.3 Any one or more of the documents required as called for are not submitted.

15.4 Any of the pages of the tender are removed or replaced by the Bidder or Any over-writing is made by in the tender document or Any pages or pasted slips are missing or The Bidder has not signed all corrections and additions.

16) Preference will be given to the nearby dealers who will give quick delivery of papers and prompt services.

17) The Vendor/Agency should not be a party in any Criminal proceedings in the Court of Law.

18. Performance Bank Guarantee :

18.1 The successful Bidder shall at his own expenses submit an unconditional and irrevocable Performance Bank Guarantee, as a security deposit for Rs.18000/- of any Nationalised Bank with Tender Issuing Authority in favour of Registrar [Admn.], High Court, Aurangabad, within fifteen (15) working days from the receipt of rate acceptance letter, as per proforma given at Annexure "C".

18.2 The Performance Bank Guarantee will be returned to the successful bidder after satisfactory completion of contract without interest. If bidder breaches any of the term & conditions or fails to provide satisfactory services immediately or supplies papers not found of good quality/found in any bad smell/ poisonous odor in the supplied Papers, the said performance Bank Guarantee shall be

confiscated by the Registry and contract shall be terminated.

19) The decision of the High Court Registry in the eligibility criteria and Financial Bids shall be final. No correspondence will be entertained outside the process of negotiation / discussion with the High Court Registry.

20) The High Court of Bombay Bench at Aurangabad reserve the right to accept or reject any Bid, cancel the tendering process at any stage 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.

21) The decision of this Registry in respect of evaluation of bids and /or award of contract will be final and binding on the bidder/supplier and cannot be challenged.

22) Arbitration :-

In the event of any dispute or difference arising out or touching upon any of the terms and conditions of this contract and / or in relation to the implementation or interpretation thereof, the same shall be resolved initially by mutual discussion and conciliation but in the event of failure thereof, the same shall be referred to the sole arbitrator appointed by High Court Registry. The arbitration shall be at Chhatrapati Sambhajinagar and the Arbitrator shall give his award in accordance with "The Arbitration and Conciliation Act, 1996".

23) Legal dispute if any, shall be subject to the Jurisdiction of the Aurangabad Court in Maharashtra State only.

Place: Chhatrapati Sambhajanagar.
Date: 06/03/2026.

Sd/-
Registrar [Admn.]
High Court of Bombay
Bench at Aurangabad.

**HIGH COURT OF JUDICATURE AT BOMBAY
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**DETAILS OF COMPUTER CONTINUOUS PAPERS
ANNEXUTE "A"**

Sr. No.	Size of Paper	REQUIRED GSM
1	15x12xII	60 GSM
2	15x12xIV	60 GSM

ANNEXURE “B”
HIGH COURT OF JUDICATURE AT BOMBAY
BENCH AT AURANGABAD
[Prescribed form to be uploaded with the Technical Bid]

Name & Address of the Tenderer /Organization / Agency:	
Contract No.	

Sr. No.	Particulars	Upload Copy? (Yes/No)
1	Shop Act Registration.	
2	PAN Card.	
3	Work Orders or Experience Certificates of minimum 3 contracts regarding supply of Computer Continuous Papers	
4	Online receipt of EMD & Tender Fees	
5	Income Tax Return of last three years	
6	GST Registration Certificate	
7	ANNEXURE - D: Undertaking and Declaration (<i>To be submitted on Non-Judicial Stamp Paper of Rs. 500/- and duly notarized</i>)	

Note:The agencies shall upload photocopies of the following documents /certificates **serially** with the Technical Bid.

Place: _____
Date: _____

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

ANNEXURE "C"
PERFORMANCE SECURITY FORM

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

WHEREAS _____ (Name of Contractor) has undertaken the Contract, as per Tender No. _____ dated, _____ to provide **Computer Continuous Papers** (Description of goods and Services) hereinafter called "the Contract".

AND WHEREAS it has been stipulated by you in the said Contract that the Tenderer shall furnish you with a Bank Guarantee by a recognized Bank for the sum specified therein as security for compliance with the Tenderer's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Tenderer a guarantee:-

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Tenderer, up to a total of Rs. _____ (amount of the guarantee in Words and Figures) and we undertake to pay you, upon your first written demand declaring the Tenderer to be in default under the Contract and without cavil or argument, any sum or sums within the limit of _____ as aforesaid, without your needing to prove or to show the grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the _____ day of _____ 20__.

Signature and
Seal of Guarantors _____

Date :- _____

Address: _____

ANNEXURE - D
Undertaking and Declaration

(To be submitted on Non-Judicial Stamp Paper of Rs. 500/- and duly notarized)

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 e-Tenders for empanelment for the supply of Computer Continuous Paper for printing the Daily Board at the High Court of Judicature at Bombay, Bench at Aurangabad, as described in the Tender Document.
2. I/We declare that I/we have carefully read and understood the tender document and have quoted the rates accordingly. I/We undertake to supply the required Computer Continuous Paper during the contract period strictly as per the specifications, terms, and conditions mentioned in the tender document and at the approved rates.
3. I/We hereby undertake that my/our firm has not been blacklisted or debarred by any Central Government, State Government, Corporation, or Government Undertaking.
4. I/We further undertake that if the contract is awarded to me/us, I/we shall be fully responsible for the supply of the required quantity of Continuous Paper during the contract period within the stipulated time, as per the sample provided at the time of the tendering process.
5. I/We also undertake that during the contract period, if the High Court Registry finds that the supplied papers are not of good quality, not as per the approved sample, or have any bad smell or poisonous odor, the same shall be replaced immediately at my/our own cost.
6. I/We shall be fully responsible for any injury or damage caused to the Hon'ble Judges or employees of the Hon'ble High Court due to the handling of such defective or

poisonous odor papers. The decision of the Hon'ble High Court in this regard shall be final and binding on me/us.

7. I/We undertake that the rates quoted in the Financial Bid shall remain firm and valid throughout the contract period, inclusive of GST, freight charges, and all other applicable charges. No additional payment shall be made even if there is an increase in taxes, duties, or other charges during the contract period.

8. This undertaking is issued in compliance with the tender conditions and shall remain binding on us throughout the contract period and thereafter, to the extent of our liabilities.

9. I/We understand and agree that any false declaration or failure to comply with the above undertaking shall lead to disqualification and blacklisting, in accordance with the tender terms.

Place: _____

Date: _____

Signature of the bidder

Name & Address of the bidder with Seal