

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

**e-TENDER INVITING NOTICE**

**N/Cash/1140/2026  
Date: 20/01/2026.**

The High Court of Judicature at Bombay, Bench at Aurangabad, invites e-Tenders in two part bidding system [Technical Bid & Financial Bid] from reputed Contractors/Agencies for Outsourcing of Photocopying Work for the period of Two years from the date of award of contract. The details are as under:

<b>A]</b>	Installation of Four (04) photocopier machines, <b>(without operator)</b> , in accordance with the terms and conditions of the Tender Document.	Bidder shall quote the rates including Photocopier Papers (75 GSM), all taxes and electricity charges etc.
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**Other Tender Information :**

<b>Tender Fees</b>	<b>E.M.D.</b>	<b>Security Deposit</b>	<b>Contract Period</b>	<b>Approx. Tender Value</b>
Rs.5700/- Non Refundable	Rs.95000/-	50000/-	02 [Two] Years	16,50,000/-

The e-tenderers to note that, it is highly important that, all activities like buying of forms /downloading / filling of bids / inclusion of bids / depositing Tender Fees/E.M.D. should be completed within the stipulated time according to the time table mentioned below.

## **TIME-TABLE OF E-TENDER PUBLICATION**

E-tender published on	21/01/2026 at 10.00 a.m.
Document Download/Sale Starts from	21/01/2026 at 10.00 a.m.
Bid submission Starts on	21/01/2026 at 10.00 a.m
Document Download/Sale Ends on	30/01/2026 at 3.00 p.m.
Bid Opens on	31/01/2026 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: 20/01/2026.

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

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

**-: E-TENDER INVITING NOTICE :-**

**FOR OUTSOURCING THE WORK OF PHOTOCOPYING**

**GENERAL TERMS & CONDITIONS:-**

1. 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. The term of this contract shall be of two years from the date of award of contract.
  
2. The Service Provider shall install following Photocopier Machines at the respective Branches and Photocopying charges shall be paid by the High Court Registry to the Service Provider as detailed below:

A]	Installation of 04 (Four) Photocopier Machines of Canon make, Model No. IR-3300/5050 or higher-grade capacity, without operator, at the High Court of Bombay, Bench at Aurangabad. The Contractor shall install higher-grade capacity machines as directed by the High Court Registry, depending upon the workload at the respective branches during the contract period.	Bidder shall quote the rates including Photocopier Papers (75 GSM), all taxes and electricity charges etc.
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**Note: - *The rates include Paper Cost, GST, Electricity charges etc., the bidder shall quote the rates considering the Maximum Photocopying in two side.***

3. It is clarified that during the previous contract period, approximately 24,74,917 copies were taken from the photocopier machines at this Bench. Now, out of the four photocopier machines to be installed under this tender, if the photocopying work on any one or more machines is less, the contractor shall not raise any complaint, claim, or objection on the ground that such machine(s) are not affordable or financially viable due to lesser photocopying work. The tender value mentioned in the tender document is only approximate and indicative. The approximate quantity of photocopies carried out during the previous contract period is provided solely for the information and reference of the bidders and shall not be construed as a guarantee of a similar volume of work during the present contract. The actual volume of photocopying work shall depend entirely on the actual requirement during the contract period, and no minimum quantity of work is guaranteed or claimable on this account.

4. The Service provider shall provide the service of photocopying the documents (Black & White) of the High Court by installing his Photocopying Machines Model No. IR-3300/5050 or higher-grade capacity, without operator. The Contractor shall install higher-grade capacity machines as directed by the High Court Registry, depending upon the workload at the respective branches during the contract period. No any additional cost and expenses will be paid by the High Court Registry.

## **5. Tender Fee / EMD / Security Deposit:-**

<b>Tender Fees</b>	<b>E.M.D.</b>	<b>Security Deposit</b>
Rs.5700/-	Rs.95000/-	Rs.50000/-

5.1. The agencies shall have to deposit cost of tender fees of Rs.5700/- [non refundable] and Earnest Money Deposit [EMD] of Rs.95000/- 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 will be returned as per procedure of e-Tendering, any intervening application/request regarding refund of EMD will not be entertained by the High Court Registry.

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 be engaged in the field of providing photocopying services / outsourcing of photocopying in Government / PSU offices / Autonomous Institutions / Universities / Public Sector Undertakings of the Government of India or State Governments / Public Sector Banks / Local Bodies / Municipalities, and shall submit work-done certificates and work orders in support of having rendered such services for at least two (02) years to the above-mentioned departments/institutions.

8. The Service Provider shall insure that, every photocopy is legible to the satisfaction of this Registry.

9. The Registry shall arrange Electric connection for Photocopier machines to be installed by the Service Provider in the premises of this Registry and the charges of electricity @ Rs.13/- per unit +10% surcharge required to be paid by the Service Provider on monthly basis.

## **10. Payment Term:**

10.1 The Service Provider shall submit monthly bills for photocopying charges, supported by a satisfactory work done report and certified meter readings of the photocopier machines and electricity from the concerned officers.

10.2 Payment shall be made to the Contractor after deducting Income Tax, GST, and any other applicable taxes/charges, in accordance with

Government rules, subject to availability of budget and passing of the bill by the Treasury at Chhatrapati Sambhajinagar. However, in the event of any delay in payment of the bill for such reasons, the Contractor shall continue to carry out the photocopying work without any demur and provide the required materials. The Registry shall not be liable to pay any interest or charges to the bidder on account of such delay.

**11.** The Bidders shall upload the duly filled Annexure "A" along with the required photocopies of supporting documents with the Technical Bid. After opening and scrutiny of the Technical Bids, only the Financial Bids of the eligible tenderers shall be opened. In the Financial Bid, the Bidders shall quote the rate per copy, inclusive of all applicable taxes, photocopier paper (75 GSM), electricity charges, serving repairing, Replacement of spare parts and consumables such as toner, drum, developer, etc. and all other incidental expenses. The rates quoted in the Financial Bid shall remain valid for the entire contract period. The High Court reserves the right to waive any minor informality, non-conformity, or irregularity in the Technical Bid.

**12.** The Service Provider shall be solely responsible, at its own cost and without any additional charge, for comprehensive maintenance of the photocopier machines installed by the service provider, including all spare parts, new toners and/or toner refilling of standard quality, throughout the contract period, and shall also bear all statutory liabilities and compensation payable for any loss, damage, injury, or accident to any person arising out of or in connection with the operation, maintenance, non-repair, or malfunctioning of the photocopiers during the agreement period, for which this Registry shall not be liable in any manner whatsoever; further, the Service Provider shall obtain and maintain adequate insurance coverage for the photocopier machines and

against any loss, damage, harm, or injury caused to this Registry, its officers, employees, visitors, or office premises due to the business activities of the Service Provider under this Agreement, to the satisfaction of this Registry, for the entire duration of the contract.

**13.** The Service Provider shall be liable to keep the photocopying machinery "in operation" or in "working condition regularly on day-to-day basis and shall ensure that no work of this Registry is stalled or hampered due to non-working of his photocopier machines. In the event for any reason the photocopier machines of the Service Provider are not in operation, the Service Provider shall at his costs and expenses arrange standby Photocopier Machine, immediately and shall ensure that the order of this Registry is fulfilled within desired time to the satisfaction of this Registry, failing which the following penalties will be deducted from the monthly bill of Service Provider by the High Court Registry.

### **13.1 Penalties may be imposed for:**

- Poor copy quality @ Rs.1000/- per incidence.
- Non-supply of photocopier paper causing work stoppage: penalty of Rs. 1,000/- per incidence.
- Machine breakdowns @ Rs.1000/- per day (if stand by machine not provided)
- Delay in attending service complaints @ Rs.2000/- per day
- Supply of substandard paper @ 3000/- per incidence.

### **14. Opening of Bids and Bid evaluation :-**

14.1 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.

14.2 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. All participating bidders are expected to abide by the decisions taken in good faith and in the interest of maintaining transparency and fairness in the tendering process."

14.3 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.

**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.** The Service Provider shall, at its own cost and expense, procure and supply all necessary materials, including photocopier paper reams (75 GSM), in sufficient quantity to ensure uninterrupted use throughout the contract period. The Service Provider shall provide the same to the operators on a day-to-day basis and shall ensure that no work of this Registry is stalled or hampered due to non-availability of any material, including photocopier paper or other materials etc. In the event of failure, a penalty of Rs. 1,000/- per incidence shall be levied and deducted from the monthly bill of the Service Provider. The Service Provider shall also, at its own cost, arrange suitable cupboards for safe storage of the photocopier paper.

**17.** The Service Provider shall provide the said service to this Registry between 9.00 a.m. To 7.00 p.m. on working days and also beyond such timing and on Sundays and holidays, if required, by this Registry. No extra charges for providing said Service beyond the normal working time and on Sundays and holidays shall be paid by this Registry to the Service provider.

**18.** The account of the photocopies shall be maintained on day to day basis by the Officer designated by this Registry and such account shall be countersigned by the Service Provider or his authorized signatory at the end of the business of every day and the same shall be conclusive for the account purpose and for payment of bills.

**19.** The Service Provider shall not accept or undertake the Photocopying work on the photocopier machines installed at this Registry of any other party or persons.

**20.** The Service Provider shall not cause any damage of any nature, whatsoever, nor shall tamper with the document given by this Registry for photocopying work. In case of default thereof or theft of given documents by service provider, the service provider shall be liable for damages/theft and Registry will take further action considering the seriousness of matter.

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

**22.** The Service Provider shall not claim any right, title and interest in respect of the portion of the premises/place of the High Court given to the Service Provider for running his photocopying unit, in any manner whatsoever and shall be liable to vacate the same and to handover peaceful and vacant possession immediately from the date of calling upon and requiring the Service Provider in that behalf and shall not raise any objection or dispute for the same.

**23.** Notwithstanding the provision in the preceding clause the High Court Registry shall have right to get the premises given to the Service Provider for running his photocopying unit for the purpose of providing service under this agreement, to vacate forthwith due to the breach of agreement on the part of Service Provider for any alteration, misuse of premises or acting contrary to the interest of this Registry and the Service Provider shall be liable to vacate the same without any reason or excuse whatsoever.

**24.** The Service Provider shall not in any manner tamper with or destroy or damage the document or contents therein and shall take every precaution for

safety of the record.

**25.** The Successful agency have to sign an agreement with the Registry, on the terms & conditions decided by the Registry. Any violation of instructions/ terms of agreement or suppression of facts will attract for cancellation of contract without any reference and forfeiture of security deposit.

**26.** The tender of lowest bidder will be accepted and proceed further if received rates in the tendering process are to be found affordable as decided by the High Court Registry. If received rates are not acceptable the Registry reserves the right to cancel the tendering process and issue fresh tender with modified terms and conditions, if any.

**27.** The Proposal of successful bidder will be forwarded to the Government for Administrative approval and after receipt of Administrative approval and funds, the work order will be issued to the successful bidder.

## **28. Security Deposit :-**

The successful Bidder shall at his own expenses submit an unconditional and irrevocable Performance Bank Guarantee, as a security deposit for Rs.50000/- of any Nationalized Bank with Tender Issuing Authority in favour of the Registrar [Admn.], High Court of Bombay, Bench at Aurangabad, within fifteen (15) working days from the date of work order. The said Bank Guarantee will be returned to the successful bidder on successful completion of contract period. If bidder has committed breach of the said Terms & Conditions in Agreement or failed to provide satisfactory services, during the contract period, the said security deposit amount will be forfeited by the Registry.

**29.** The quoted rates must be inclusive of all taxes/duties, levies or any other charges, photocopier papers (75 GSM), Electricity charges and will be enforced during the contract period. No price revision /alternative will be allowed during the contract period after the receipt of the e-tender.

**30. 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 Aurangabad and the Arbitrator shall give his award in accordance with “The Arbitration and Conciliation Act, 1996”. The decision of the arbitrator shall be final and binding upon the parties.

**31.** The Legal dispute, if any, shall be subject to the jurisdiction of Aurangabad Court at Maharashtra State only.

Place : Chhatrapati Sambhajingar.  
Date : 20/01/2026.

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

**ANNEXURE "A"**  
**HIGH COURT OF JUDICATURE AT BOMBAY**  
**BENCH AT AURANGABAD**

[Prescribed form which will be uploaded with the Technical Bid]

Name & Address of the Tenderer/ Organization/Agency	
Contact No.	

Note:

The agencies shall upload the following photocopies of documents/certificates serially with the Technical bid.

Sr. No.	Particulars	Document Uploaded Yes/No
1	Shop Act Registration.	
2	PAN Card.	
3	GST Registration Certificate.	
4	Experience as per Clause No. 7 of Terms and Conditions.	
5	IT returns of Last three Financial Years	
6	Acceptance of Terms and conditions.	
7	Copy of Undertaking and Declaration on the Non Judicial Stamp Paper of Rs.500/-.	

**Undertaking**

We M/s. \_\_\_\_\_, do hereby undertake that, We have read and understood all the terms and conditions of e-tender notice and agree to abide by them.

We also undertake that, the above mentioned information is true and correct and my/our company/firm is not black listed by The Central/State Government, Corporations or Government Undertakings.

Date:

Signature of the Agency/Firm  
Address

**Annexure - "B"**  
**UNDERTAKING & DECLARATION**  
**(To be submitted on Non-Judicial Stamp Paper of ₹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 tenders for outsourcing the Photocopying work at the 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 allied premises of the tender document and got myself/ourselves satisfied about the particulars of work and required number of Machines/tools and quantity of materials including Photocopier Papers (75 GSM) that may required during next two years while executing the contract.
4. I/We hereby undertake that, I/we will keep the photocopying machinery "in operation" or in "working condition regularly on day-to-day basis and shall ensure that no work of this Registry is stalled or hampered due to non-working of photocopier machines and for non availability of Photocopier Papers (75 GSM) or any other reason.
5. I/We hereby undertake that during the contract period, I/We shall install higher-grade capacity machines as and when directed by the High Court Registry, depending upon the workload at the respective branches.

I/We further undertake and agree that no additional cost, charges, or expenses whatsoever shall be claimed from or paid by the High Court Registry for such installation or upgradation of machines.

6. I/We hereby confirm that, I am/We are compliant of all the statutory requirements including the registration under EPF/ESIC/Professional Tax etc.

7. 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.

8. 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.

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

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

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 **Outsourcing of Photocopying 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: \_\_\_\_\_