

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

NOTICE INVITING QUOTATIONS

No. N/Cash/16448/2025
Date: 03/12/2025

The Registry of Bombay High Court, Bench at Aurangabad invites sealed quotations from reputed agencies/suppliers/dealers for **supply of 600 reams of Photocopier Papers** for the use of High Court of Bombay, Bench at Aurangabad. The prescribed form for submitting the quotation is at Annexure-A which may be downloaded from website: <http://bombayhighcourt.nic.in>.

GENERAL INSTRUCTION/TERMS & CONDITIONS.

- 1) The sealed quotations must be addressed to the Registrar (Admn.), High Court of Bombay, Bench at Aurangabad. The envelope shall be super scribed with "**QUOTATION FOR SUPPLY OF PHOTOCOPIER PAPERS**" and it must reach on or before 10/12/2025 up to 5.00 pm.

- 2) The Bidders are expected to examine all instructions, forms, terms and conditions in the bidding Documents. Failure to furnish all the information required by 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. The Bid is liable to be rejected without any intimation to the Bidder, if, complete information called for the Tender Document is not given therein or if any particular asked for in the Forms / Proforma in the Tender are not fully furnished.

3) The dealers/vendors must have an PAN Number and must be paying the Income Tax and also submit the photocopies of Shop Registration & PAN, GST Certificate along with quotation. The Registry reserves all the rights regards the selection of Brand/GSM/qualification criteria and verification of documents. No any correspondence in this regard will be entertained by the High Court Registry.

4) Payment will be made as per Government rule/procedure after successful execution of purchase order, subject to availability of Budget and passing of bill from Treasury. However, it is provided that if there is a delay in making payment of the bill, then this Registry shall not be liable to any interest / charges to the bidder.

5) The prices quoted by the Vendor shall be in Indian currency and inclusive of all Levis, Taxes introduced by the Government, packaging and delivery charges etc. and not be subject to any price escalation.

6) The successful bidder shall deliver the required quantity of photocopier paper to the Registry at the specified site within 7 to 10 working days from the date of receipt of the supply order, unless otherwise directed by the Registry.

7) In case of failure to supply within the stipulated period, a **penalty at the rate of 0.5% of the total value per day**, subject to a maximum of **10%**, may be levied. The Registry reserves the right to cancel the order and procure the material from other sources at the risk and cost of the defaulting bidder.

8) The successful bidder shall supply only original, good-quality

photocopier paper of the specified brands. The High Court Registry reserves the right to reject any substandard, damaged, or non-conforming material without liability. In the event that any defects are found after delivery, including papers not meeting the specified brand, quality, or specifications, the supplier must, at their own cost and risk, remove the rejected items and replace them with papers of standard specifications and quality acceptable to the Registry.

- 9) It may specifically be mentioned that, whether the quotation is strictly as per tender specification/conditions. Quotations not adhering to the specification will be liable for rejection.
- 10) High Court of Bombay Bench at Aurangabad reserves the right to accept or reject any tender and to annul the tendering process and reject all tenders 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.
- 11) The Registry reserves the right to split orders and / or accept or reject any quotation as also to modify or change any of the terms and conditions without assigning any reason thereof.
- 12) 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 of Judicature at Bombay, Bench at Aurangabad. The arbitration

shall be at Chhatrapati Sambhajinagar 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.

13) All Legal disputes are subject to the Jurisdiction of Aurangabad Court at Maharashtra State only.

Sd/-

Date: 03/12/2025.

REGISTRAR (ADMN.)
HIGH COURT OF BOMBAY
BENCH AT AURANGABAD

ANNEXURE 'A'
 (On the letter head of bidder)
Quotation for supply of Photocopier papers.

I/We _____ Agency/ firm am/ are hereby quote the following rates, including all taxes/delivery etc.

Sr. No.	Particular	Rate per ream, including all taxes/delivery charges etc.
		75 GSM
1	A/4 size Photocopier Paper JK Ecorise sirpur paper mill / <i>JK red copier/Copy Gold brands</i>	Rs. _____/-per ream Name of Brand:-

List of Documents to be attached with Quotation

Sr. No.	Particulars	Attached? YES/NO
1	Shop Registration Certificate	
2	PAN	
3	GST Registration	
4	Income tax return for the last year	

I/We the undersigned have read and understood all the terms and conditions given in the tender notice and agree to abide by them. The rates quoted by me is final and I will not withdraw my offer during the contract period & also my firm not black listed by Central/State Govt., Corporations or Government undertakings etc.

Date:

Signature and seal of the Agency/Firm
Address with Phone No.