

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

**TENDER INVITING NOTICE**

No. N/Cash/13227/2022.

Date : 25/11/2022.

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

**Other Tender Information :**

<b>Tender Fees</b>	<b>E.M.D.</b>	<b>Performance Bank Guarantee</b>	<b>Contract Period</b>	<b>Tender Value approx.</b>
Rs.1400/- Non Refundable	Rs.7000/-	Rs.15000/-	01 Year	5,00,000/-

**Details of Bid :**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Date &amp; Time</b>
1	Last date & time of submission of sealed Tender.	05/12/2022 by 5.00 p.m.
2	Date of opening of Technical Bid Envelope (containing Documents, EMD, Tender Fees etc.) .	06/12/2022 [If Possible]
3	Opening of Financial Bid Envelope (Containing Annexure "A" i.e. Financial Offer.)	As per Schedule decided by High Court Registry.
4	Place of submitting and opening of tenders and address for communication :	High Court of Judicature at Bombay, Bench at Aurangabad, Jalna Road, N-3, Cidco, Aurangabad-400 009.

## **GENERAL TERMS AND CONDITIONS :-**

- 1) The details of Continuous Computer papers [Price Bid] which would be required by this Registry is kept at **ANNEXURE "A"**.
  
- 2) The Bidders shall have to attach the **filled in Annexure "B" along with the photocopies of documents** serially as required in the Annexure "B" with the Technical Bid.
  
- 3) The sealed Tender should be superscribed with "Tender for supply Continuous Computer Papers".
  
- 4) The interested bidders are require to submit Tender Fees of Rs.1400/- (Rs. One Thousand Four Hundred Only) (Non Refundable) and **EMD of Rs.7000/- (Rupees Seven Thousand Only) by Demand Draft of any Nationalised Bank** infavour of the Registrar [Adm.] High Court of Judicature at Bombay, Bench at Aurngabad. Earnest Money will be returned to the unsuccessful bidders by obtaining their signatures and to the successful bidder after submission of security deposit.
  
- 5) The successful Bidder shall at his own cost submit an unconditional and irrevocable **Performance Bank Guarantee of Rs.15000/- (Rupees Fifteen Thosuang Only)**, with the Tender Issuing Authority, within fifteen (15) working days from the receipt of rate acceptance letter.
  
- 6) The Performance Bank Guarantee will be returned to the successful Bidder after satisfactory completion of contract, without interest. If Bidder has breach any of the terms & conditions or fail to provide satisfactory services immediately or supplied papers are not found in good quality/found any bad smell/ poisonous odor in the supplied Papers, the said Performance Bank Guarantee will be confiscated by the Registry and contract will be terminated.

7) After opening financial Bid, L1 bidder [Who is lowest in Continuous Computer Paper size 15x12xIV] shall supply the sample of Continuous Computer papers [500 paper box of 15x12xIV] at their own cost. The said papers will be tested on Lipi High Speed Printer. **After that, the Registry will take further steps for award of contract, whose tender is lowest for Continuous Computer papers size 15x12xIV, as the said papers are required in large quantity as compared to other papers. If the Registry found that, the sample papers supplied by the L1 Bidder is of poor quality or not properly working with the High Speed Printer, the Registry will reserve the rights to reject the tender of L1 Bidder and consider the tender of next Bidder for the aforesaid purpose.**

8) The Registry reserves rights to continue or discontinue the supplier after expiry of the said contract on the same rates, terms and conditions which will be mandatory to accept by the Bidder.

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 are remain inforce during the contract period. No additional amount will be paid even if any rates/taxes are increased during the contract period.

10) The selected vendor/agency is responsible for supply of the required quantity of the Continuous Computer papers of specified size and GSM, for printing the daily Board of Hon'ble Court, as per approved sample, as and when directed by this Registry, during the contract period.

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

additional charges will be paid to the vendor/agency.

12) Payment will be made after deducting necessary taxes, penalties etc. if applicable, as per Government Rule, after supply of Papers in required quantity and good condition with the satisfaction of the Registry, subject to availability of Budget and passing bill from the Treasury.

13) Vendor/Supplier must have an Income Tax Number and he must be paying the Income Tax.

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

15) The Vendor/Agency must have minimum Three [03] years experience for supplying continuous Computer Stationery in Government/Public Sector etc.

16) The Dealer/Supplier should not be a party in any legal proceedings before the Hon'ble High Court.

17] The decision of this Registry in the eligibility criteria and Financial Bids shall be final. No correspondence will be entertained outside the process of negotiation / discussion with this Registry.

18) This Registry reserves the rights 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 on the grounds for Tendering Authority's action.

19) 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.

20] Legal dispute if any, shall be subject to the Jurisdiction of Aurangabad Court [Maharashtra] only.

Place : Aurangabad.  
Dt. 25/11/2022.

Sd/-  
REGISTRAR [ADMN.]

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**ANNEXUTE "A"**

**PRICE BID**

<b>Sr. No.</b>	<b>Size of Continuous Computer Paper Sheet</b>	<b>REQUIRED GSM</b>	<b>Rates per 1000 Nos., of papers</b>
1	15x12xII	<b>60 GSM</b>	
2	15x12xIV	<b>60 GSM</b>	
	GST & Delivery Charges		<b>All Inclusive</b>

Seal & Sign of Bidder

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**ANNEXURE “B” (Technical Bid)**

[Prescribed Form which will be attached with the Technical Bid]

Name & Address of Bidder	
Contract No.	

Note :

The Bidders shall attach the photocopies of following documents/certificates serially with the Technical bid.

Sr. No.	Particulars	Upload Copy ?
1	Shop Act Registration.	YES / NO
2	PAN Card.	YES / NO
3	Experience Certificates in respect of similar work at least three years.	YES / NO
4	Income Tax Return of last three years	YES/NO
5	GST Registration Certificate,	YES/NO
6	Undertaking [Annexure “C”]	YES / NO
7	Demand Draft No. _____ dtd. _____ of Rs.7000/- [EMD]	YES / NO
8	Demand Draft No. _____ dtd. _____ of Rs.1400/- [Tender Fees]	YES / NO

Date:

Seal & Signature of the Bidder

## **ANNEXURE “C”**

### **Undertaking**

I \_\_\_\_\_, Proprietor of \_\_\_\_\_ do hereby undertake that, I accept all the terms and conditions of Tender Notice No. \_\_\_\_\_ published by the Hon'ble High Court of Judicature at Bombay, Bench at Aurangabad and I abide by them.

I also undertake that, my firm has not been black listed/debarred by Central/State Government, Corporations or Government undertakings etc.

I also undertake that, if I will get contract, I will totally responsible for supply of required quantity of Continuous Computer papers during the contract period, within stipulated time, as per sample provided to the High Court Registry at the time of Tendering process.

I also undertake that, during the contract period, if the High Court Registry found that, the supplied papers are not of good quality/as per sample/having any bad smell/ poisonous odor, then, the said papers will be replaced immediately at my own cost, and I will totally responsible for any injury caused to the Hon'ble Judges/employees of the Hon'ble High Court due to the handling of Poisonous odor papers. The decision of the Hon'ble High Court, in this regard shall be final and binding on me.

Seal & Sign of Bidder