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

TENDER NOTICE FOR STITCHING MATTERS

**N/Cash/3069/2023.
Dt.08/03/2023.**

The Registry of Bombay High Court, Bench at Aurangabad, invites Sealed quotations from reputed suppliers/firms/agencies for stitching matters at High Court of Judicature at Bombay, Bench at Aurangabad.

Other Tender Information :

Tender Fees	E.M.D.	Contract Period/Stipulated time to complete work
Rs.1500/- Non Refundable	Rs.15000/-	30 days

TIME-TABLE OF TENDER

Date & Time of Publication	08/03/2023
Last date & time of Bid submission	15/03/2023 at 5.00 p.m.
Bid Opening Date & Time	16/03/2023 at 11.00 am. [if possible]

For getting details of terms and conditions willing firms/agencies may log on to the website <https://bombayhighcourt.nic.in> and for Other Tender inquiry phone No.0240-2993303.

Date : 08/03/2023.

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

General Terms & Conditions : -

1. The Sealed quotation should be addressed to "The Registrar (Admn.), High Court of Bombay, Bench at Aurangabad, Jalna Road, Aurangabad-431009".
2. The Sealed quotation should be superscribed with "Quotation for Stitching of matters" and same must be submitted in the office of Registrar (Admn.), High Court of Bombay, Bench at Aurangabad, on or before **15/03/2023 by 5.00 PM.**
3. The Tenderer have to submit a Demand Draft for Rs.1500/- (One Thousand Five Hundred Only) as a Tender Fees (Non Refundable) and an EMD of Rs.15,000/- (Rupees Fifteen Thousand Only) by a Demand Draft in favour of the Registrar [Admn.], High Court, Aurangabad. Quotations received without EMD, shall be summarily rejected.
4. The Performance security/EMD amount will be returned to the successful bidder after satisfactory completion of contract without interest. If bidder has breach any of the term and conditions or fail to provide satisfactory services within stipulated time, as per terms and conditions, the said performance security amount of Rs.15,000/- will be confiscated by the Registry. The office also reserve the rights to reduce the contract period or cancel the contract without assigning any reason.
5. Statutory Levies : The contract cost includes GST, labour charges, all required material, statutory levies if any, charges by State or Central Government etc.

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6. The quoted rates shall remain valid for Six Months from the date of award of contract and will not be enhanced during the contract period.

7. The Bidders are expected to examine all instructions, forms, terms and conditions in the bidding documents. Failure to furnish all the information mentioned in 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.

8. Interested bidders should visit and inspect the matters/actual work which is to be done by the contractor before submitting the tenders on any working day between 10.00 a.m. to 5.00 p.m. prior to last date of submission of tenders. Once the tender is submitted, no any complaint regarding contracted work will be entertained by this Registry.

9. The bid is liable to be rejected outrightly without any intimation to the Bidder, if any information called for the tender document is not given therein or if any particular details asked for in the Forms / Proforma of tender are not fully furnished.

10. Considering the extreme urgency, the Vendor shall **complete the allotted work within 30 days** including Holidays and Public Holidays as per the requirement of High Court, Aurangabad Bench.

11. **The selected Firm shall have to depute sufficient nos. of well trained manpower at High Court Bombay Bench at Aurangabad from 10.00 a.m. to till the completion of daily allotted work, at its**

own expenses, and vendor shall be responsible for providing express services to the user.

12. The Bidders shall have to submit filled Annexure "A" along with the required photocopies of documents serially with the quotation.

Note : High Court reserves the right to waive any minor informality or non-conformity or irregularity in a tender.

13. The successful agency shall complete the said allotted work with proper care, correctness and expressly without any absence, failing which penalty @ Rs.2000/- per day will be deducted from the security amount deposited by the vendor.

14. The payment will be released to the firm, after satisfactory completion of work, as per terms and conditions, as per govt. rule, after deducting necessary taxes, penalties if any, after receipt of satisfactory report concerned department.

15. The Service Provider shall responsible for all Statutory Liabilities compensation to any person due to any injury, arising out of his business with the Consumer under this Agreement/contract period and the High Court Registry shall not be liable for the same in any manner whatsoever.

16. The Service Provider shall stitch the matters very carefully and shall not tamper in any manner with or destroy or damage the document or contents therein whatsoever and shall take every precaution for safety of the record given by the High Court Registry for stitching work. In case of

default/damages found in the given documents or theft the given documents, the service provider shall be liable for damages/theft and Registry will take appropriate action against the contractor considering the seriousness of matter.

17. 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 contractor will attract the termination of the contract and forfeiture of performance security, blacklisting of the contractor and any other action under the law.

18. The stitching work shall be subject to the approval of concerned authority of High Court. In case it is found inferior or not in accordance with the approved samples, it will be rejected and the work will have to be redone to the satisfaction of the High Court Registry at its/their own expenses.

19. Good quality binding material so as desired by this Registry should be used for stitching the Matters i.e. Good Quality Thread, Needles, Hammers, poker (tocha) and other material etc.

20. The above specified work is not for supply of only manpower but also a contract for carrying the work of stitching matters within stipulated time. The workers appointed for the work are only of the contractor. The High Court Registry is not responsible in this behalf whatsoever.

21. The decision of the High Court Registry in the eligibility criteria shall be final. No correspondence will be entertained outside the process of

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negotiation / discussion with the High Court Registry.

22. High Court of 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 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.

23. Decision of the Registry of High Court Bench at Aurangabad in respect of evaluation of bids and award of contract will be final and binding on the bidder/supplier and cannot be challenged.

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

Date : 08/03/2023.

Sd/-
REGISTRAR [ADMN.]

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Annexure “A”

**(This tender document proforma should be filled up
& submitted with the tender)**

Name of Agency	
Detailed address	
Telephone Numbers	
E-mail Id	

Section I : - Eligibility Criteria

Sr. No.	Eligibility Criteria/ List of documents	Documents Attached Yes/No
1	1)DD No._____ dtd. _____ for Rs.1500/-(Tender Fees) 2) DD No._____ dtd. _____ for Rs.15000/- (EMD)	
2	The copy of Registration of Company/Agency/firm/service provider	
3	The copy of registration of GST.	
4	PAN	
5	UNDERTAKING & DECLARATION (On stamp paper of Rs.100/-)	
	Note : - Required information in above prescribed format must be typed/filled and attached with quotation serially.	

Seal & Sign of Company/agency/firm

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

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 stitching the matters at 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 matters and method of stitching at High Court, Bench at Aurangabad and got myself/ourselves satisfied about the work and required number of trained Workers/Machines/tools and quantity of material, for the above said work that will be provided during executing the contract.
4. I/We undertake the responsibility to furnish details and particulars of manpower deployed by us for the aforesaid services.
5. 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 for completing the said work within stipulated time i.e. within 30 days.
6. 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.
7. 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.

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

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

Signature of the bidder

Name & Address of the bidder with Seal

ANNEXURE 'C'

(On letter head of Contractor/Agency/ firm)

**Price Bid for Stitching Matters at
High Court of Judicature at Bombay, Bench at Aurangabadd.**

Sr. Nos.	Particulars	Amount in Rupees Including, Manpower, GST,Material,Freight etc.
1	Stitching the Matters approx. 25000 Nos., as per per sample, by using good quality material, as per terms and conditions of tender notice.	

Signature and Stamp of the bidder