

HIGH COURT OF JUDICATURE AT BOMBAY,
BENCH AT NAGPUR

NOTICE INVITING TENDER

No.N/Comp. /6758
Date : 16/12/2025

The Registry of High Court of Judicature at Bombay, Bench at Nagpur invites sealed Tenders in two part system [Technical Envelope & Financial Envelope] 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. The interested parties may submit their Tender on or before 29/12/2025 upto 04.00 p.m.

The tender documents and Terms and Conditions are available on the official Website of the High Court of Bombay, i.e. <https://bombayhighcourt.nic.in>

Place : Nagpur
Date : 16/12/2025

✓ 16/12/2025
Registrar (Administration)
High Court of Bombay,
Nagpur Bench, Nagpur

Tender Document

HIGH COURT OF JUDICATURE AT BOMBAY,
BENCH AT NAGPUR

Tender No. Nagpur HC / Computer Papers /6758 / 2025

The High Court of Judicature at Bombay, Bench at Nagpur invites sealed Tenders in two parts i.e., Technical Envelope and Financial Envelope from reputed and experienced agencies for purchase and supply of Continuous Computer Papers for the use of this office for the period of one Year, from the date of issuance of work order, as per the specification mentioned in this Tender documents. The interested parties may submit their Tender on or before 29/12/2025 upto 04.00 p.m.

1. Time Schedule :

Sr. No.	Particulars	Date & Time
1.	Tender Reference No.	Tender No. Nagpur HC / Computer Papers /6758 / 2025
2.	Date of Publication	16 /12/2025
3.	Last date & time of submission of sealed Tenders.	29/12/2025 by 4.00 p.m.
4.	Date of opening of sealed Technical Envelope (containing documents as per Annexure "A")	03/01/2026 at 3.00 p.m. [If Possible]
5.	Opening of Financial Envelope (Containing Annexure "B" i.e. Financial Offer)	Will be informed later on
6.	Place of submitting and opening of tenders and address for communication:	High Court of Judicature at Bombay, Bench at Nagpur, Civil Lines, Nagpur – 440 001.

(Note:- The parties applying for Tender shall remain present at the time and place of the opening Technical Envelope)

2. Eligibility Criteria & Required Documents :

Sr. No.	Eligibility Criteria	Documentary Proof to be attached
i.	The tenderer must be registered under relevant applicable laws.	License issued under The Maharashtra Shop and Establishment Act. (Note: Such license must have been renewed and valid). In case of Partnership, Certificate of Registration with Registrar of Firm and Deed of Partnership etc.
ii.	The tenderer should be resident / business operation / office within the limits of Nagpur Municipal Corporation	The Certificate of Registration or such other document issued by the Public Authority must reflect these facts.
iii.	The Tenderer should have valid GST and Income Tax Registration.	The copy GST registration and PAN card.
iv.	The Tenderer should have Income Tax Returns for last three financial years.	Copies of Income Tax Returns downloaded from the website of I.T. Dept.
v.	The Tenderer must be registered with the professional tax authority.	Corresponding certificate of Registration.
vi.	Tenderer shall have minimum three years experience of supplying Computer Continuous Papers to the Government Offices / Establishment / Public Sector Offices / Establishment / Public Sector undertakings	The copy of Contracts / Work Orders executed / issued by such Government Offices / Establishment / Public Sector undertakings.
vii.	The tenderer has to submit Undertaking regarding non blacklisting by the Central / State Government / PSU etc., acceptable of terms and conditions of tender document, etc.	Undertaking to that effect in Annexure-C

3. Other Tender Information :

Tender Fees	E.M.D.	Exemption of Tender Fee & EMD	Contract Period	Tender Value approx.
Rs.2000/- Non Refundable	Rs.15,000/-	See Para 6	One Year	6,00,000/-

4. Tender Fee :

4.1 Tender Fee of Rupees 2000/- (Rupees Two Thousand only) is payable by the Tenderer, which is non- refundable.

4.2 Tender fee is payable by Demand Draft drawn on any Nationalized or scheduled Bank in the favour of "Registrar, High Court of Bombay at Nagpur".

4.3 The Demand Draft shall be annexed with Tender Form, in Technical Envelope.

5. Earnest Money Deposit (E.M.D.) :

5.1 After completion of Tender procedure, the successful Tenderer has to deposit E.M.D. of Rupees 15,000/- (Rupees Fifteen Thousand) by Demand Draft of any Nationalized Bank or Scheduled Bank in favour of the Registrar, High Court of Bombay at Nagpur, within 7 days or such earlier period as may be directed, from issuance of work order.

5.2 The amount of E.M.D. shall be kept in Fixed Deposit for the period of Contract in the Nationalized Bank.

5.3 The amount of E.M.D. will be returned after successful completion of the Contract.

5.4 In case of breach of Contract, the amount of E.M.D. or such portion of it, as determined by the Registrar (Administration), shall be forfeited/adjusted against the loss arising out of such breach.

6. Exemption from Tender Fee / EMD :

6.1 The tenderer who claim that they are entitled for exemption of Tender Fee and/or EMD as per the policy decision of the Government, then such bidders shall necessarily file the documents like Government Resolutions/any Notification issued by the Government etc. to support such exemption.

6.2 The tenderer shall not be allowed to pay the Tender Fee and/or EMD subsequently. Hence, before claiming any such exemption, the tenderer must get himself/herself/itself ensured that such exemption is specifically for the said category and any other conditions, if any, are also complied.

7. Tender is liable for summary rejection, if :

7.1 Demand Draft for payment of tender fee is not annexed with the tender.

7.2 Demand Draft is not drawn in favour of, "Registrar High Court of Bombay at Nagpur".

7.3 Demand Draft is not drawn on either Nationalized or Scheduled Bank.

7.4 The tender of tenderer is conditional.

7.5 Every page of the tender document and annexures are not signed by the tenderer.

7.6 Copies of documents are not self-attested by the tenderer.

7.7 The period for which License is issued/renewed under Shops and Establishment Act is already expired.

7.8 Tender is received after due date and time.

7.9 The tender document is illegible or incomplete.

8. Instruction for submission of Tender :

8.1 The price offered for supply of Computer Continuous Papers shall be enclosed in the Financial Envelope.

8.2 Duly filled Tender Form (*Annexure A*), with all Annexures along with undertaking and declaration shall be enclosed in the Technical Envelope.

8.3 Both the Envelopes i.e., Financial Envelope and Technical Envelope shall be kept together in large size Envelope, with particulars like Tender Reference number/ Name of Tenderer etc. mentioned on such large size envelope.

8.4 Financial Envelope of only those Tenderers will be opened, who have qualified in technical cover.

8.5 Any kind of interpolation erasing or overwriting in the Tender Form (*Annexure A*) or other annexures shall be duly attested by the Tenderer.

8.6 The price offered for supply of Computer Continuous Papers shall be enclosed in the Financial Envelope.

8.7 Duly filled Tender Form (*Annexure A*), with all Annexures along with undertaking and declaration shall be enclosed in the Technical Envelope.

9. General Terms & Conditions :

9.1 The details of Continuous Computer papers [Financial Offer] which would be required by this Registry is kept at **ANNEXURE "B"**.

9.2 The tenderer shall have to attach the **filled in Annexure "A" along with the photocopies of documents** serially as required in the Annexure "A" with the Technical Envelope.

9.3 The sealed Tender should be superscribed with "**Tender for supply of Continuous Computer Papers at Nagpur Bench**".

9.4 After opening financial offer, L1 tenderer [Who is lowest in Continuous Computer Paper as per Annexure "B"] shall supply the sample of Continuous computer papers as per Annexure "B", at their own cost. The said papers will be tested on Lipi High Speed Printers. After that, the Registry will take further steps for awarding of contract, whose tender is lowest for supply of Continuous Computer papers size as per Annexure "B", as the said papers are required in large quantity. If the Registry found that, the sample papers supplied by the L1 tenderer is of poor quality or not properly working with the High Speed Printers, the Registry will reserve the rights to reject the tender of L1 and consider the tender of next tenderer for the aforesaid purpose.

9.5 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 tenderer.

9.6 In the financial offer, the tenderers shall quote the rates per thousand paper for the period of one year, including GST & freight charges etc. The rates quoted will remain in force during the entire contract period. No additional amount will be paid even if any rates / taxes are increased during the contract period.

9.7 The successful tenderer is responsible for supply of the required quantity of the Continuous Computer papers of specified size and GSM as specified in *Annexure-B* of this document, for printing the daily boards of Hon'ble Court, as per approved sample as and when directed by this Registry, during the contract period.

9.8 The successful tenderer will have to supply the required quantity of Continuous Computer papers at the office of the Registrar (Administration), High Court of Judicature at Bombay, Bench at Nagpur. No transportation or any other additional charges will be paid to the vendor / agency.

9.9 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 funds and passing bill from the Treasury.

9.10 The tenderer must have a Permanent Account Number (PAN) and he must be paying the Income Tax.

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

9.12 The tenderer must have minimum three years experience for supplying continuous Computer Papers in Government / Public Sector etc.

9.13 The tenderer should not be a party in any legal proceedings before the Hon'ble High Court.

9.14 The decision of this Registry in the eligibility criteria and financial offer shall be final. No correspondence will be entertained outside the process of negotiation / discussion with this Registry.

9.15 This Registry reserves the rights to accept or reject any tender and to annul the tender process and reject all tenders at any time prior to award of Contract / afterward of contract, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers on the grounds for Tendering Authority's action.

9.16 Decision of this Registry in respect of evaluation of tenders and /or award of contract will be final and binding on the tenderer / supplier and cannot be challenged.

10. Disputes :

All Legal disputes if any, shall be subject to the jurisdiction of Nagpur High Court only, preceded by Arbitration, by the sole Arbitrator at the instance of the High Court Administration

Place : Nagpur
Date : 16 /12/2025

RD 11/22
Registrar (Administration)

To,
The Registrar (Administration),
High Court of Bombay,
Nagpur Bench, Civil Lines,
Nagpur-440001

Subject :- Tender in respect of supply of Computer Continuous Papers

Sir,

With reference to your Tender on the subject captioned, I am submitting herewith sealed Tender along with the rates for the items as per the list published on the Website of your office. I have read all the terms and conditions / instructions carefully.

Yours faithfully,

Name of the Dealer / Supplied

Full Address

Phone No.

Mobile No.

HIGH COURT OF JUDICATURE AT BOMBAY
BENCH AT NAGPUR
ANNEXURE "A"

... I ...

Tender Form

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

1.	Name and full address of the tenderer	: -
2.	Name and full address of the Establishment (If the Establishment is Firm or Company, then relevant registration certificate number)	: -
3.	Means of communications; a) Whatsapp Mobile Number b) E-mail ID c) Land Line Telephone Number	: -
4.	a) PAN No. b) GST Registration No. c) Shop and Establishment License No. d) Professional Tax Registration No.	: -
5.	Experience in terms of years in the field of supply of Computer Continuous Papers	: -
6.	Details of Government offices / establishments to which the services are provided in the last 3 years	: -
7.	Details of the Demand Draft enclosed with this tender form.	: -

Nagpur

Signature of the Tenderer

... II ...

(The tenderer shall attach the photocopies of following documents / certificates serially with the above Tender Form)

List of Documents to be Annexed :

Sr. No.	Particulars	Whether documents attached (Yes / No)	Page No.
1)	License under the Maharashtra Shop and Establishment Act		
2)	Certificate of Registration of Firm / Company Law / Partnership Deed		
3)	GST Registration Certificate		
4)	PAN Card		
5)	Income Tax Returns of Last three financial years		
6)	Minimum 3- years Experience Certificate (Copy of Contracts / Work Orders etc.) issued by the Govt. Offices / Establishments / Public Sector Undertakings		
7)	Demand Drafts in the favour of "Registrar High Court of Bombay at Nagpur" drawn on Nationalized or Scheduled Bank		
8)	Declaration and Undertaking in Annexure-C		

It is certified that the above information is true and correct.

Date :

Seal & Signature of the Tenderer

HIGH COURT OF JUDICATURE AT BOMBAY
BENCH AT NAGPUR

ANNEXURE "B" (Financial Offer)

Sr. No.	Size of Continuous Computer Paper Sheet	Required GSM	Rates per 1000 numbers of papers
1.	15 X 12 X II	60 GSM	
2.	15 X 12 X III	60 GSM	
3.	15 X 12 X IV	60 GSM	
	GST & Delivery Charges	All Inclusive	

Date :

Seal & Signature of the Tenderer

Tender Document

HIGH COURT OF JUDICATURE AT BOMBAY
BENCH AT NAGPUR

ANNEXURE "C"
U N D E R T A K I N G
(On stamp paper of Rs. 500/-)

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 Nagpur and I abide by them.

I also undertake that, my firm has not been blacklisted / 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 Tenderer