

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

No. N/Cash/5618/2026.  
Date. 09/04/2026 .

**TENDER NOTICE**

The High Court of Judicature at Bombay, Bench at Aurangabad invites Sealed quotations from reputed Firms/Agencies for the sale of Waste papers.

**TERMS AND CONDITIONS**

1) The sealed quotations must be superscribed with “Quotation for Purchase of Waste Papers” and should be submitted to the office of the Registrar (Administration), High Court of Bombay, Bench at Aurangabad, on or before **23/04/2026 by 5:00 p.m.**

2) The waste papers will be sold on basis of “**as is where is**”. The selected agency has to cut the papers into small pieces using its own cutter machines at its own cost before lifting the waste papers. After the sale of waste papers, no claim or dispute will be entertained.

3) Decision of High Court Registry in this regard shall be final and binding upon the selected agency.

4) The waste papers will be available for inspection on any working day between **10:00 a.m. and 3:00 p.m.**, prior to the last date for submission of quotations. After submission of quotation, no complaints regarding the quality, nature or type of papers will be entertained. Furthermore, no request for separate rates for other papers from old matters (except categories mentioned in Annexure “A”) will be considered. It is **mandatory** for the bidders to lift **all** papers, including khaki and other papers, at the quoted rates. Bidders shall take note and submit their quotations accordingly.

5) The prescribed form for submitting the quotation is at Annexure - 'A' which may be downloaded from official website of Bombay High Court i.e. **bombayhighcourt.nic.in**

6) The bidder shall quote the rate in Rupees per kilogram for waste papers. The quoted rate shall remain valid for three (03) months from the date of receipt of the quotation. The bidder must enclose the Shop Registration Certificate, PAN, and other relevant documents as mentioned in Annexure 'A' with the quotation.

7) The bidders should submit **Tender Fees for Rs.500/-** (Non-refundable) and **EMD for Rs.25000/-** through Demand Draft with the quotation of any nationalized bank, drawn in favour of the Registrar (Admn.), High Court of Bombay, Bench at Aurangabad, payable at Chhatrapati Sambhajinagar. The quotation without Tender Fees and EMD shall be rejected summarily.

8) The EMD of the unsuccessful bidder will be returned upon written request and the EMD of successful bidder will be returned only after successful completion of the work.

9) The successful bidder must start the destruction work **immediately**, i.e., from the next date of receipt of the work order, and should complete it within **two (02) weeks [including holidays]**, by deploying **04 Big Cutter Machines** along with the required manpower at their own cost, failing which shall result in forfeiture of the Rs.25,000/- EMD. No claim or dispute will be entertained in this regard.

10) The quotation of the bidder offering the most affordable highest price for waste papers will be accepted. If the H1 bidder in waste papers has quoted lower rates for other categories (e.g., newspapers and khaki papers), the rates for those categories will be negotiated with him.

11) The successful bidder shall deposit a Demand Draft of Rs.1,50,000/- [Rupees One Lakh Fifty Thousand Only], initially at the time of commencement of work.

After the submission of the said Demand Draft, bidder will be permitted to proceed for taking weight of Waste Papers on Dharam Kata. The Bidder has to make arrangement for lifting waste papers from time to time and accordingly, should deposit the payment of approx. price of waste papers to this office before lifting the said papers. No Cash Payment will be accepted by the office.

12) While carrying the waste papers or cutting the waste papers, it shall be sole responsibility of the purchaser to make immediate arrangement for lifting the waste papers without any damages consumes due to rain fire etc., and also the purchaser shall arrange the covers for safety of waste papers from rain etc. If any damage is caused as stated above, the approximate value of said waste papers will be recovered from the selected agency and also EMD will be forfeited by this Registry.

13) The bidder shall obtain all necessary permissions for lifting the waste papers from the competent authority of this Registry.

14) Freight, Electronic Weighing Machine Charges, cover charges and all other similar charges shall be born by the Bidder/Agency at its own cost and no separate payment shall be made on this account.

15) Any damages caused by the workmen of the Bidder/Agency to wall, ceiling, floors and fixtures etc. should be made repaired at the cost of Bidder/Agency.

16) It is the responsibility of successful agency to carry out the sold waste papers directly to the factory for making further process (e.g., pulp-making).

17) The High Court of Bombay Bench at Aurangabad reserves the right to accept or reject all/any Bid and to annul the Bidding process at any stage, adjourn or cancel or modify the terms and conditions of tender notice 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 for any loss or inconvenience, caused to Bidders/Agency in this regard.

18) All Legal disputes are subject to the jurisdiction of Aurangabad Court in Maharashtra only.

Date : 09/04/2026.

Sd/-

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

## ANNEXURE 'A'

(On the Letter head of Bidder/Agency/Firm)  
**Quotation for purchase of Waste papers.**

I/We \_\_\_\_\_ Agency/ firm do hereby quote the following rates per Kilogram for **waste papers and other papers on "As is where is basis"**, by cutting into small pieces with cutter Machine, including labour, Weighing Charges and all other charges at my/our own cost.

Sr. No.	Particulars	Rates in Rs. per Kilogram
1	Waste Papers (Matters available for distraction)	
2	Khaki Puttha and Khaki Papers	

### List of Documents:

Sr. No.	Particulars	Documents enclosed? Yes/No
1	Shop Registration	
2	PAN Card	
3	GST Registration Certificate if any.	
4	Tender Fees for Rs.500/- [Non-refundable] DD No. _____ dtd. _____	
5	EMD for Rs.25000/- DD No. _____ dtd. _____	

I/We have read and understood all the terms and conditions mentioned in the tender notice and agree to abide by them. The rates quoted by me/us are final, and I/We will not withdraw my/our offer. I/We am/are aware that, in the event of failure to pay the entire amount within one day, my/our tender will be treated as withdrawn, and the EMD shall be forfeited.

I/We also undertake to take proper care of the waste papers and ensure their protection from rain and other potential damages.

Date:

Signature of the bidder  
Name and Address of the bidder with seal

**UNDERTAKING & DECLARATION**  
**(On Non Judicial Bond Paper 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 sale of waste papers by cutting in the small pieces with the help of electric cutter machine 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 old matters/files which are to be available for sale and got myself/ourselves satisfied about the work and quality of papers and required number of trained Workers/required Machines in sufficient numbers/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, at least 04 Big size Cutter machines for completing the said work within stimulated time i.e. within 02 ( Two) weeks, including holidays, failing which I aware that, my Security Deposit will be forfeited by the High Court Registry.

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