

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

**NOTICE INVITING QUOTATIONS**

No. N/Cash/16874/2025.

Date : 10/12/2025.

The High Court of Judicature at Bombay, Bench at Aurangabad invites sealed quotations from reputed Agencies/Suppliers for supply of Paper Wafers (Red Seals) for use at Aurangabad Bench. The details are as under :

<b>Sr. No.</b>	<b>Item Description</b>	<b>Required Qty. ( Approx.)</b>
1	Paper Wafers (Red Seals) 75 mm, as per sample.	125,000 Nos.

**GENERAL TERMS & CONDITIONS :**

- 1) The sample of the Paper Wafers (Red Seals) is available for inspection purpose in the Office of the Registrar (Administration), High Court of Bombay, Bench at Aurangabad, on any working day between 10.00 AM. to 5.00 PM. prior to the last date of submission of quotation.
- 2) The Sealed quotations should be addressed to the Registrar (Admn.) High Court of Bombay Bench at Aurangabad, Jalna Road, Aurangabad - 431009.
- 3) The sealed Envelopes should be superscribed with "Quotation for supply of "Paper Wafers (Red Seals)" and must reach to the office of the Registrar (Admn.) High Court of Bombay, Bench at Aurangabad, on or before **19/12/2025 at 5.00 PM.**

- 4) The Rates quoted must be inclusive of all taxes/fright charges etc.
- 5) The bidder should submit the samples of Paper Wafers (Red Seals) along with quotation and also should quote rates per 1000 Nos. and further should **also enclose Photocopies of Shop Registration Certificate, PAN Card and other relevant documents** alongwith the quotation.
- 6) The selected bidder will have to supply the required quantity of the Paper Wafers (Red Seals), as per prescribed size & GSM (as per approved sample by this office) at the office of the Registrar (Admn.)High Court Bench at Aurangabad.
- 7) After delivery of Paper Wafers (Red Seals) or during the period of use [after opening the packets., as required to be opened by the concern Department, if any defect is noticed in the material/Red Wafers/seals or supplied material quality is not as per tender requirement/specifications/sample, the tenderer shall have to take the same [rejected store] back at his own cost and risk, and shall replace such rejected/less material as per sample/ as acceptable to this Registry. The said seals will be taken back by the successful agency at its own cost.
- 8) The time for and the date of delivery of the Red Seals (Wafers) normally maximum 15 days from the date of issue of the purchase order. The tenderer shall deliver all the Red Seals (Wafers) in good condition at the office of Registrar [Admn.], High Court, Aurangabad within the stipulated time.

9) Payment will be made as per Government rule/procedure after successful 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.

10) The High Court of Bombay, Bench at Aurangabad reserves the right to split orders and / or accept or reject any quotation or cancel the tendering process at any stage as also to vary, modify, revise or change any terms and conditions without assigning any reason thereof.

11) 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.

12) The decision of the Registry of High Court Bench at Aurangabad in respect of evaluation of bids and /or award of contract shall be final and binding on the Dealer/Supplier which cannot be challenged.

13) Legal dispute, if any, shall be subject to the jurisdiction of Aurangabad Court, at Chhatrapati Sambhajingar.

Sd/-

Date : 10/12/2025.

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

**ANNEXURE 'A'**  
On the Letter head of Bidder

**Quotation for purchase of Red Seal [Paper Wafers]**

I/We \_\_\_\_\_ Agency/ firm do hereby quote the rate of Rs.\_\_\_\_\_-/- per 1000 Nos., including all taxes/fright charges etc., for **Red Seal [Paper Wafers]**, as per specifications and terms and conditions of tender notice.

**List of Documents:**

Sr. Nos.	Particulars	Documents enclosed? Yes/No
1	Shop Registration	
2	PAN Card	
3	GST Registration Certificate if any.	

Date:

Signature of the Agency/Firm  
Address

ANNEXURE – “B”

**UNDERTAKING & DECLARATION**

To,  
The Registrar (Admn.),  
High Court of Judicature at Bombay,  
Bench at Aurangabad.

Name of Bidder : -

Sir,

In response to the tender for the supply of Red Seal (Wafers) at the High Court of Judicature at Bombay, Bench at Aurangabad, I/We hereby solemnly declare and undertake the following:

1. I/We declare that I/We have read and fully understood all instructions, terms, and conditions before signing this bid, and I/We undertake to be bound by them in full.
2. I/We confirm that I/We have inspected the sample Red Seal (Wafers) available for reference and have submitted the bid accordingly, taking into account the specifications and the physical sample provided for inspection.
3. I/We undertake to supply ordered material in the purchase order in accordance with terms and condition to the satisfaction of the High Court Registry within the stipulated period of 15 days, including holidays.
4. I/We undertake that, during the period of day to day use [after opening the packets.] of supplied Red Paper Wafers (Red Seal), by the concern Department, if any defect is noticed in the material/Red Paper Wafers or supplied material is found less than the ordered quantity, the undersigned shall

replace/supplied such material as acceptable immediately, as and when informed to the undersigned, by the High Court Registry, at my own cost.

5. I/We understand and agree that any false declaration or failure to comply with the above undertaking shall lead to disqualification and further action as decided by the High Court Registry.
6. I/We further declare that no bankruptcy or insolvency proceedings are pending against me/us, nor have I/We been declared insolvent during the past five (05) years.
7. I/We declare that I/We have not been blacklisted by any Central/State Government Department, Corporation, or other Government Institutions.
8. I/We declare that no legal proceedings are pending against me/us for violations of Labour Welfare Legislations or for any criminal offense.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of the bidder

Name & Address of the bidder with Seal