

**HIGH COURT OF JUDICATURE AT BOMBAY
BENCH AT AURANGABAD
NOTICE INVITING QUOTATIONS**

No. N/Cash/40/2026

Date: 03/01/2026

The High Court of Judicature at Bombay, Bench at Aurangabad, invites sealed quotations from reputed agencies/vendors for the **Annual Maintenance Comprehensive Service Contract** for *MATRIX ETERNITY GENX 512 configured for 8x16x448 (8 Digital, 16 Incoming Lines, 448 Extensions)* and interconnected between the Main Building and Annex Building of the High Court, Bench at Aurangabad, and for the **Annual Maintenance Non-Comprehensive Contract** for the cabling of the said system in both buildings. The following Terms & Conditions shall apply:

1) Instructions to Bidders :

The Bidders are expected to examine all instructions, forms, terms and conditions in the bidding Documents. Failure to furnish all the information required by 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. The Bid is liable to be rejected without any intimation to the Bidder, if, complete information called for the Tender Document is not given therein or if any particular asked for in the Forms / Proforma in the Tender are not fully furnished.

2) Submission of Quotation :

The sealed quotation must be addressed to the Registrar (Administration), High

Court of Bombay, Bench at Aurangabad, Jalna Road, N-3, CIDCO, Chhatrapati Sambhajinagar – 431009. The envelope shall be superscribed with “QUOTATION FOR CAMC OF INTERCOM SYSTEM AND OLD CABLING (NON-COMPREHENSIVE)” and must reach this office on or before 09/01/2026 up to 5:00 P.M. Any quotation received after the prescribed date and time shall be summarily rejected.

3) Contract period and Validity of Rates

The contracts shall initially be for a period of one year. The CAMC for the Intercom System shall be effective from 15/07/2026 to 21/01/2027, and the AMC for Cabling (Non-Comprehensive) shall be effective from 22/01/2026 to 21/01/2027. If, during the respective contract periods, no complaints are received from the users and the services are found satisfactory, both contracts may be automatically extended up to 21/01/2028 on the same rate terms of the agreement, as specified in the tender document. The rates quoted shall be Including GST and shall remain valid for the entire contract period, including any extension. These rates shall remain firm and unchanged throughout the contract period, and no request for enhancement of rates shall be entertained.

4) Eligibility and Mandatory Documents :

The participating dealers/vendors required to submit self-attested copies of their Shop/Establishment Registration, PAN, and GST Registration along with the quotation. The Registry reserves the right to determine eligibility criteria, verify the documents submitted, and reject any quotation that does not meet the requirements, and no external correspondence regarding qualification or document verification will be entertained.

5) Tender Fees and EMD.

5.1 The supplier shall submit a Demand Draft for Rs.500/- [Non refundable] as a tender fees and also submit a Demand Draft for Rs.5,000/-, as a EMD [refundable] drawn on any Nationalized Bank, in favour of the Registrar [Admn], High Court of Bombay, Bench at Aurangabad alongwith the quotation. This EMD shall be refundable after receipt of written request.

5.2 As per Government Resolution dated 01/12/2016 of the Industries, Energy & Labour Department, Micro, Small, and Medium Enterprises (MSMEs) registered under the MSMED Act, 2006, are exempt from paying Tender Fees and EMD. This exemption applies to government boards, corporations, undertakings, manufacturers, and suppliers registered under the MSMED Act.

6) Opening of Bids and Bid evaluation :-

6.1 The decision of this Registry in the evaluation of the Qualification criteria and Commercial Bids shall be final. No correspondence will be entertained outside the process of negotiation / discussion with this Registry.

6.2 The High Court of Bombay Bench at Aurangabad reserves the right to accept or reject any bid and to annul the Bidding process at any stage, split the orders and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder/s or any obligation to inform the affected bidder/s of the grounds for Tendering Authority's action

7) Payment Terms :

Payment shall be made on a **quarterly basis**, subject to the submission of the invoice/bill and receipt of a **satisfactory service report** from the Court Keeper Department. Payment is further subject to the **availability of budget** and clearance from the Treasury. It is clarified that in the event of any delay in

payment, the Registry shall **not be liable for any interest or charges** to the bidder.

8) Termination of Contract :

In the event that the bidder breaches any term of the contract or fails to provide satisfactory services during the contract period, the Registry reserves the right to impose a **penalty**, the amount of which shall be **deducted from the quarterly bill** of the successful agency. The contract may also be **terminated at any time during its validity** if the services provided by the firm are found unsatisfactory by the competent authority.

9) Execution of Contract :

9.1 The successful agency shall enter into Agreement within 15 days of being notified to do so. In case of failure, the offer of the Bidder shall be considered as withdrawn by him, and amount deposited towards the EMD will be forfeited to the Government Account without any reference to the successful Bidder and also the said bidder is Blacklisted by this Registry. The date of contract will be fixed by the High Court incorporating all the terms and conditions as decided by this office.

9.2 The Registry reserves the right to split orders and / or accept or reject any quotation and also to verify, modify or change any of the terms and conditions, without assigning any reason thereof.

10) Site Visit Requirement :

It is mandatory for all bidders to visit the premises and assess the system, its cabling, and all service requirements before submitting the quotation. For this purpose, the bidders must contact the Official or Officer of the Court Keeper Branch during office hours, i.e., between 10:00 AM and 5:00 PM on any working

day. Submission of the quotation shall be deemed to confirm that the bidder has fully understood the site conditions and the complete scope of work.

11. Scope of Comprehensive Service and Maintenance

A **Comprehensive Annual Maintenance Service Contract (AMC)** is envisaged, under which the service provider shall be responsible for the following:

11.1 Coverage of Spares, Consumables, and Repairs

The contractor shall bear the complete cost of all spares, parts, and consumables required for replacement in the EPABX system. This also includes the repair and cleaning of all telephone/intercom instruments. Replacement of new cables, new telephone instruments does not fall under the scope of this contract, and any such instrument/cable requiring replacement shall be at actual price, paid by office after the receipt of proper submission along with report from the Court Keeper Branch of this Registry.

11.2 Preventive Maintenance & Monthly Check

The contractor shall conduct regular service and preventive maintenance checks once every month without fail. All such maintenance work must be carried out strictly by qualified and trained personnel.

11.3 Breakdown / Emergency Service

In the event of a sudden breakdown or emergency, the contractor shall ensure the immediate deputation of qualified service personnel on all working days/holidays. The contractor must maintain adequate manpower and an operational office within the city to ensure prompt availability. Service personnel shall also remain available beyond office hours, when required, for emergency work, for which no additional allowance shall be payable.

11.4 Log Registers and Documentation

The contractor shall maintain detailed Log Registers recording all calls attended, pending issues, monthly preventive maintenance checks conducted, and all replacements of spares, parts, and consumables. Each visit by the service personnel must be properly recorded, and connected service reports shall be submitted to the concerned officer at Court Keeper Branch for acknowledgment.

11.5 Movement of Equipment / Components

No component, spare, or equipment shall be removed from the premises without the prior written approval of the Registrar [Administration]. A separate log book shall be maintained for every such movement, clearly mentioning the reasons for removal and providing details of all replacements.

11.6 Provision of Standby Equipment

If faulty equipment cannot be rectified on the same working day, the contractor shall provide equivalent standby equipment on the next working day to ensure uninterrupted functioning. Failure to provide such standby equipment shall attract a penalty of **1% of the yearly AMC/CAMC charges per day**.

11.7 Third-Party Repairs

If the contractor's service is found unsatisfactory, the office reserves the right to get the equipment repaired through a third party. The cost incurred for such repair or rectification shall be deducted from the contractor's CAMC/AMC payment.

11.8 Damage to Property

The contractor shall take all necessary care to avoid causing any damage to office property or equipment while providing services. In the event of any damage, the actual cost of the items damaged will be recovered either by deducting it from

the contractor's service charges or directly from the contractor, as determined by the High Court Registry.

12. Arbitration :-

In the event of any dispute or difference arising out or touching upon any of the terms and conditions of this contract and / or in relation to the implementation or interpretation thereof, the same shall be resolved initially by mutual discussion and conciliation but in the event of failure thereof, the same shall be referred to the sole arbitrator appointed by High Court Registry. The arbitration shall be at Aurangabad and the Arbitrator shall give his award in accordance with "The Arbitration and Conciliation Act, 1996". The decision of the Arbitrator shall be final and binding upon the parties.

13) Legal dispute, if any, shall be subject to the jurisdiction of Aurangabad Court in Maharashtra State only.

Date: 03/01/2026.

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

ANNEXURE 'A'
Quotation for CAMC of Intercom System and Old Cabling
On the Letter head of Bidder

I/We _____ Supplier/dealer hereby quote the following rates, Including GST, as per scope of terms and conditions.

Sr. No	Particulars	Rates for contract period Including GST
1	Annual Maintenance Comprehensive Service Contract for <i>MATRIX ETERNITY GENX 512 configured for 8x16x448 (8 Digital, 16 Incoming Lines, 448 Extensions) (Contract starts from 15/07/2026 to 21/01/2028) subject to terms and conditions of tender notice.</i>	
2	<i>Annual Maintenance Service Contract for cabling at Main and Annexe Building. (Contract Starts from 22/01/2026 to 21/01/2028), subject to terms and conditions of tender notice.</i>	
	Total (Including GST)	

List of Documents to be attached with Quotation.

Sr. No.	Particulars	Attached? (YES/NO)
1	Shop Registration Certificate	
2	PAN	
3	GST Registration	
4	EMD & Tender Fees	
5	Undertaking at Annexure "B"	

Date:

Seal & Signature of the Agency/Firm
Address with Phone No.

Annexure – “B”

UNDERTAKING & DECLARATION

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

Name of Agency	
Telephone Numbers	
E-mail Id	

Sir,

In response to the tender for the **CAMC of Intercom System and Old Cabling** 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 allied area of work for reference and have submitted the bid accordingly, taking into account the scope of work.
3. I/We undertake to complete the said work to the satisfaction of the High Court Registry within the contract period.
I/We shall maintain an adequate inventory of commonly required spare parts to ensure timely replacements and minimize downtime.
4. I/We, hereby undertake to ensure that no damage is caused to any office property or equipment while providing services. In the event of any damage, I/We agree that the actual cost of the damaged items may be

deducted from my/our service charges or, alternatively, I/We shall pay the said amount by demand draft within the receipt of communication from the High Court Registry, as decided by the High Court Registry. I/We shall be fully responsible for any loss or damage caused due to negligence, carelessness, or failure to follow proper procedures.

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