

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

No. N/Cash/5080/2024.  
Date. 24/04/2024 .

**TENDER NOTICE**

Sealed quotations are invited from reputed Firms/Agencies for the sale of Waste papers, which will be cut into small pieces by the selected agency with the help of it's own cutter machines at it's own cost, before lifting the waste papers.

**TERMS AND CONDITIONS**

- 1) The Sealed quotations should be superscribed with "Quotation for Purchase of Waste Papers" and same must be submitted in the office of Registrar (Admn.), High Court of Bombay, Bench at Aurangabad, on or before **03/05/2024 by 5.00 pm.**
- 2) The Waste Papers will be sold on **“As is where is conditions”** basis, which will be required to be cut into small pieces by the selected agency with the help of it's own cutter machine at it's own cost, before lifting the waste papers. No claim or dispute will be entertained in this regard after sale of waste papers.
- 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 last date of submission of quotations.
- 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 amount in Rupees per Kg., for Waste Papers and **also enclose Shop Registration Certificate, PAN and relevant documents** with the quotation.

7) The bidders should submit **Tender Fees for Rs.500/-** (Non-refundable) and **EMD for Rs.10,000/-** by Demand Draft of any nationalized bank, drawn in favour of the Registrar (Admn.), High Court of Bombay, Bench at Aurangabad, payable at Chhatrapati Sambhajnagar with the quotation. The quotation without Tender Fees and EMD shall be summarily rejected.

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

9) The successful bidder should start the work of destruction, immediately i.e. from the next date of receipt of work order. He should complete the said work within a period of two (02) weeks [including holidays], by installing sufficient Nos. of Cutter Machine along with required Manpower at their own cost. If the successful bidder fails to comply with the above condition or fails to complete the said work within stipulated time, the amount of Rs.10000/- shall be forfeited by the Registry. No Claim or dispute shall be entertained in this regard.

10) The quotation of the bidder, who offers the affordable highest price will be accepted.

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 have to make arrangement for lifting of waste papers from time to time and accordingly,

must deposit the payment of approx. price of waste papers to this office before lifting the said papers. Cash Payment will not 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 due to rains etc., and also purchaser shall arrange the covers for safety of waste papers from rain etc. If any damage 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, 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 carryout the sold waste papers directly to the factory for making further process i.e. pulp.

17) The undersigned reserves all rights to adjourn or cancel or modify the Terms and Conditions of sale of waste papers with or without notice and shall not be liable for any loss or inconvenience, caused to Bidders/Agency in this regard.

18) All Legal disputes are subject to the jurisdiction of Chhatrapati Sambhajnagar in Maharashtra only.

Sd/-

Date : 24/04/2024.

REGISTRAR (ADMN.)

## ANNEXURE 'A'

(On the Letter head of Bidder/Agency/Firm)

### Quotation for purchase of Waste papers.

I/We \_\_\_\_\_ Agency/ firm do hereby quote the rate of Rs. \_\_\_\_\_/- per Kg. for **waste papers**, by cutting into small pieces with cutter Machine, including labour and all other charges at my/our own cost.

#### 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.10,000/- DD No. _____ dtd. _____	

I/We have read and understood all terms and conditions given in the tender notice and agree to abide 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 a day, my/our tender will be withdrawn and EMD shall be forfeited.

I/We also undertake that, I/We will take proper care of waste papers from rain etc.

Date:

Signature of the Agency/Firm  
Address

**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 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 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.
7. 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.
8. 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.

9. 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.

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

11. 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