

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

**TENDER NOTICE FOR EMPANELMENT OF AN AGENCY FOR BINDING AND
REBINDING OF LAW REPORTS, GAZETTES, AND GENERAL BOOKS
(MARATHI & ENGLISH), FOR THE YEARS 2025-26 AND 2026-27.**

Sealed tenders are invited in the prescribed format duly signed as per Terms and Conditions mentioned in Annexure enclosed herewith on or before **16th April, 2025 up to 3.00 p.m.** from the binders who are having their own binding firm with experience of binding of Law Reports and General Books. The tenders will be opened on the same day at **4.00 p.m.** before the committee. The letters should be clearly superscribed with the words "**Tender for Book-Binding work**" on the sealed envelope. The sample of Rexine, Leather, Puttha etc. should be sent along with the tenders. If the tender from the binder does not fulfil the Terms and conditions, it is liable to be rejected.

The tender form in prescribed format with declaration from the binder and terms and conditions can be downloaded from the Official Website "**bombayhighcourt.nic.in**".

The sealed envelope should be sent in the name of The Registrar (Adm.), High Court of Bombay, Bench at Aurangabad, Chhatrapati Sambhajinagar. This office reserves the right to reject any or all tenders without assigning any reason thereof.

Date: - 08th April, 2025

Sd/-
REGISTRAR
(Adm.)

PRESCRIBED FORMAT FOR BINDERS

Sr. No.	Description of binding work	Rate per book or volume (in ₹) (Inclusive of all Taxes)
1	Cloth Spine Puttha Binding (for General Books) of Heavy duty Puttha, good quality cloth on spine and plain white paper.	
2	Full Rexine Binding (for Govt. Gazettes) of Black Foam Rexine, thick white paper at the inner side of the first and last cover.	
3	Leather Binding (for Law Reports) of Ripe White Leather, thick white paper at the inner side of the first and last cover.	
4	Leather Rebinding (for Law Reports) of Ripe White Leather, thick white paper at the inner side of the first and last cover.	

DECLARATION FROM THE BINDER

I/We _____ Contractor/Contracting firm am/are here by quoting the amount of **binding work of Hon'ble Judges Library of High Court of Bombay, Bench at Aurangabad**, as per the scope and conditions stipulated in Tender notice.

I/we have read and understood the terms and conditions stated in the tender notice and agree to abide by them. The amount quoted by me/us, which includes all the taxes is final and valid until 31st March 2027 and is not subject to any price escalation during the contract period for any reason. I/we will not withdraw my/our offer, and I/we confirm that my/our firm has not been blacklisted by any Central/State Government, Corporation, or Government undertaking.

Date: - /04/2025.

Place: -

Seal & Sign of Contractor/Bidder

**TERMS & CONDITIONS FOR EMPANELMENT OF AN AGENCY FOR
BINDING AND REBINDING OF LAW REPORTS, GAZETTES, AND GENERAL
BOOKS (MARATHI & ENGLISH), FOR THE YEARS 2025-26 AND 2026-27.**

1. The tenderer/binder should submit his tender form in a sealed envelope in the name of **The Registrar (Adm.), High Court of Bombay, Bench at Aurangabad.**
2. The Tenderer should enclose the Photocopies of Shop Registration Certificate and PAN Card and other important relevant documents along with the quotation.
3. Sample pieces of Ripe White Leather, Black Foam Rexine and Hard Puttha which are to be used for binding, should accompany the sealed envelope.
4. The tenderer/binder should bind the books in Section/stiching/simple binding whichever applicable to the books, neatly, with quality material of Ripe White Leather on the spine and the corners of the book/Black Foam Rexine on both sides,/hard puttha, affix Calico Cloth on spine with Puttha, seeraja on the top and bottom edges of books and also thick white sheet at the inner side of the first and last cover.
5. Book (Law Report/Gazette) should be neatly golden embossed on the spine (either directly on red/black colour or on the label) with the book name on the top, year and volume no. in the middle and name as "***High Court, Judges' Library at Aurangabad***" at the bottom accordingly.
6. The tenderer/binder should take over the books for binding from the Hon'ble Judges' Library and deliver the same, within stipulated time in the Hon'ble Judges' Library at his own cost in the office hours only.
7. This office shall apply the following tests to each volume received duly bound from the binder. If this office is not satisfied with any or all the tests, it will make a direct and proportionate deduction from the bill itself as per rate and type of binding of volume.
 - A. For not using quality of binding materials in a volume to deduct from the rate of type of binding40%
 - B. For not maintaining quality of workmanship in a volume to deduct20%

8. If any book is lost, the tenderer shall be liable to pay the entire replacement cost fixed by this office.
9. These rates are valid up to 31st March, 2027.
10. The tenderer/binder should Pay ₹ 10,000/- (**Rs. Ten thousand only**) as a **Security Deposit** in the form of Bank guarantee of any Nationalized Bank, after receipt of the tender acceptance letter from this office which will be refundable after completion of satisfactory work and clearance certificate from the Librarian.
11. If the work allotted to the successful L1 agency is found to be unsatisfactory during the contract period, the Registry reserves the right to cancel the empanelled order immediately, forfeit the bank guarantee, and reassign the work to the next eligible agency under the tendering process.
12. The work of binding will be given in a lot of – not less than 50 books, but not more than 200 books at a time and the said lot will have to be returned within 15 days from the date of the receipt of the same.
13. If any defect/defects after binding is/are detected, the binder will have to remove the same without any additional charges.
14. Payment of the bill towards binding work will be made on the availability of funds from the Government. However for this reason work should not suffer.
15. If the tenderer/binder has not executed the assigned work as per terms and conditions of contract, then his security Deposit will be forfeited and his firm will be blacklisted for next 3 years.
16. The High Court of Bombay Bench at Aurangabad reserves the right to accept or reject any bid and to annul the bidding process 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 or bidders or any obligation to inform the affected bidder or bidders of the grounds for Tendering Authority's action.
17. Legal disputes, if any, shall be subject to the jurisdiction of Aurangabad Court.

Date: - 08th April, 2025

Sd/-
REGISTRAR
(Adm.)