

**HIGH COURT OF JUDICATURE AT BOMBAY**  
**Hutatma Chowk,**  
**Fort, Mumbai 400 032.**

**NOTICE NO. HIGH COURT/MS WINDOWS 11 PRO/566/2025**

**NOTICE INVITING QUOTATIONS FOR SUPPLY AND INSTALLATION OF**  
**MICROSOFT WINDOWS 11 PRO AT THE BOMBAY HIGH COURT**

The High Court of Judicature at Bombay invites sealed quotations (Technical & Financial) from eligible bidders for “The Supply and Installation of Microsoft Windows 11 Pro Operating System at the Bombay High Court”. Interested parties may submit quotations on or before 03/10/2025 up to 04.00 p.m. to the Tender Cell, CPC Office, Room No. 617, 6<sup>th</sup> Floor, G. T. Hospital Premises, New Mantralaya Building, near Crawford Market, L. T. Marg, Mumbai – 400001. The Terms and Conditions are available on the Bombay High Court website at <http://bombayhighcourt.nic.in>.

Date: 25<sup>th</sup> September 2025

Sd/-  
Registrar General  
High Court, Bombay

## **INDEX**

1. GENERAL CONDITIONS:-.....	3
2. SCOPE OF WORK:.....	5
3. PLACING OF LETTER OF AWARD/PURCHASE ORDER:-.....	5
4. DELIVERY & INSTALLATION PROCESS:-.....	5
5. PAYMENT TERMS:-.....	6
6. HELPDESK REQUIREMENT:.....	6
7. RIGHTS OF REGISTRAR GENERAL, HIGH COURT:-.....	6
ANNEXURE – ‘A’: Eligibility Criteria.....	7
ANNEXURE – ‘B’: Financial Bid.....	9
ANNEXURE – ‘C’: Certificate for country sharing land border.....	10
ANNEXURE – ‘D’: List of Location.....	11

## **1. GENERAL CONDITIONS:-**

**1.1** The Bidder should have experience in Supply and Installation of Microsoft Windows 11 Pro Operating System.

**1.2** Bidders shall submit Manufacturer Authorization Form /OEM Declaration on OEM letter head, if any.

**1.3** Microsoft Windows 11 Pro Operating System must be compatible with Dell All-in-One PC.

**1.4** The vendor shall give online support for Windows 11 Pro for lifetime free of cost.

**1.5** The Technical and Financial bids should be sealed by the bidder in separate covers duly superscribed “**Technical Bid- NOTICE NO. HIGH COURT/MS WINDOWS 11 PRO/566/2025**” and “**Financial Bid- NOTICE NO. HIGH COURT/MS WINDOWS 11 PRO/566/2025**” superscribed with the words “**Quotation for Supply and Installation of Microsoft Windows 11 Pro Operating System**” respectively. Both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed “**NOTICE NO. HIGH COURT/MS WINDOWS 11 PRO/566/2025** for **The Supply and Installation of Microsoft Windows 11 Pro Operating System at the Bombay High Court**” and addressed to **the Central Project Coordinator, Bombay High Court, Appellate Side, Bombay**.

**1.6** The interested Bidders shall submit quotations in sealed envelopes at the Tender Cell, CPC Office, Room. No. 617, 6th Floor, New Mantralaya Building, G.T. Hospital Premises, near Crawford Market, L. T. Marg, Mumbai – 400001 on or before **03/10/2025 till 04.00 p.m.** by Post, Courier or Hand delivery. The quotations will be opened on **04/10/2025 at 11.30 a.m.** in the Conference Hall, Room No.604, 6<sup>th</sup> Floor, New Mantralaya Building, Mumbai 400001 in the presence of the bidders, if any.

**1.7** The Bidder shall quote the rates in Indian Rupees (INR) only and indicate the same both in figures and words. The rates in words will prevail, in the event of any mismatch.

**1.8** The Bidder shall quote price per unit and total amount for the individual items, including GST etc. as applicable to the Contract. The Tax components will be calculated and shown separately.

**1.9** The rates quoted must be firm and inclusive of all taxes, rates, fees, surcharges, duties and all costs associated with the contract scope of work including labour charges etc necessary for Supply and Installation of Microsoft Windows 11 Pro Operating System in accordance with the terms and conditions of this Notice and shall not be subject to any upward modifications, on any account whatsoever. No alternate/conditional price offers shall be allowed.

**1.10** The Bidder shall submit copies of the following documents while submitting quotations:-

a) CA Certificate and / or audited Balance Sheets.

b) Documentary proof in respect of Eligibility Condition (**Annexure – A**) at

Sr.No.2.

c) Registration Certificate of GST and Income Tax Registration (PAN).

d) Copy of quoted rates mentioned in the Annexure – B (**Financial Bid**).

**1.11** The quotations received after due date and/or time will not be considered. In case of poor response to the notice, the High Court may extend the last date of submission of quotations.

**1.12** Quotation sent through email or unsealed envelope will not be accepted.

**1.13** Hypothetical/conditional quotation will not be considered. Quotation once submitted shall not be allowed to be amended/withdrawn.

**1.14** Overwriting/over typing or erasing of the figures are not allowed and shall render the quotation invalid. **Bidder shall sign each page of the quotation.** Unsigned, vague or incomplete quotation will be rejected.

**1.15** Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the Bidder.

**1.16** Canvassing in any form or any attempt by bidder to influence the High Court's decision making process will lead to disqualification of the bid.

**1.17** At any time, prior to the date of submission of quotations, the Registrar General, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Notice by amendments. The modification shall be published only on the website of High Court of Bombay. The modifications shall not be communicated to any bidder in writing. The prospective Bidders are advised to periodically browse this website to find out any further Corrigendum/Addendum/Notice published with respect to this Notice.

**1.18** The offer shall remain valid for 180 days.

**1.19** The High Court shall be under no obligation to accept the lowest or any other offer received in response to this notice. The High Court reserves rights to accept or reject any/all quotations, that too, without assigning any reason whatsoever and/or amend the terms and conditions before issuance of Purchase Order. The High Court shall be under no obligation to meet and have discussions with any of the Bidders and/or to give a hearing on their representations.

## **1.20 NEGOTIATIONS:-**

**1.20.1** The High Court reserves the right to negotiate the prices quoted in the bid to effect downward modification.

**1.20.2** The successful Bidder will be informed in writing of the date, place and time for negotiations/clarifications, through Online / Offline method, if required. Representatives conducting negotiations on behalf of the Bidder must have a written authority to negotiate the price.

**1.20.3** The successful Bidder shall confirm in writing its participation in negotiations and ability to adhere to its Technical and Financial Proposals within five (5) days of receiving the notice in accordance with relevant Clauses.

## **2. SCOPE OF WORK:**

The successful bidder shall Supply and Install **Microsoft Windows 11 Pro Operating System** for All-in-One Computer at the given location within a time frame as specified in this Notice. The High Court of Judicature at Bombay, therefore, invites a quotation from the reputed manufacturers/suppliers for “the Supply and Installation of Microsoft Windows 11 Pro Operating System for All-in-One Computer at the High Court of Bombay.

## **3. PLACING OF LETTER OF AWARD/PURCHASE ORDER:-**

**3.1** The High Court reserves the right to choose any subset of the Notice items for placement of supply order.

**3.2** In general, a single Purchase Order shall be given for all items.

**3.3** Objection, if any, to the Purchase Order must be reported to the High Court by the Bidder within three (3) working days from the date of the Purchase Order for modifications, otherwise it will be assumed that the bidder has accepted the Purchase Order in totality. This is applicable in case of electronic publication/delivery of Purchase Order also.

**3.4** On the receipt of the Purchase Order, the Bidder shall obtain all the necessary permits for sale and delivery of the ordered Operating System.

**3.5** The timeline for delivery of Windows 11 Pro Operating System and services will start from the date of issue of Letter of Award/Purchase Order.

**3.6** The High Court may call upon the successful Bidder to supply any additional quantity of the technically qualified Microsoft Windows 11 Operating System at the accepted price or reduce the quantity as per the requirement.

## **4. DELIVERY & INSTALLATION PROCESS:-**

**4.1** The successful bidder shall supply and install Microsoft Windows 11 Pro Operating System in All-in-One Computer at the Bombay High Court within **Seven (7) days** as per the Purchase Order. The license key should be supplied to email id – [cpc-bom@aij.gov.in](mailto:cpc-bom@aij.gov.in)

**4.2** All aspects of supply and installation shall be the exclusive responsibility of the Bidder.

**4.3** The successful Bidder shall obtain signature with date and stamp on Delivery Challan(s) of the concerned Authority and handover copy thereof to him.

**4.4** Delay on account of getting relevant permits shall not make Bidders eligible for waiver of liquidated damages.

**4.5** In case of any difficulty during installation, the successful Bidder shall install and give online support at the specified site without any additional charge.

## **5. PAYMENT TERMS:-**

**5.1** A pre-receipted bill along with the original excise duty gate pass, if applicable, Delivery Challan, Installation Report and other relevant documents shall be submitted (three copies) to the Office of the Central Project Coordinator, e-Courts Project, Bombay High Court, Bombay.

**5.2** An invoice shall contain the items ordered under one Purchase Order only. Bill /Invoice shall not be combined for more than one purchase order.

**5.3** On submission of Invoice, 100% payment will be made after satisfactory delivery and installation thereof.

**5.4** As far as possible, payment will be made within 90 days after submission of duly signed and stamped Delivery Challans and Installation Reports.

**5.5** All payments shall be made in Indian Rupees subject to deduction of after statutory and contractual deductions including liquidated damages, if applicable.

**5.6** No payment will be made for the Operating System which are supplied over and above the Purchase Order without obtaining prior permission of the High Court.

**5.7** The payment will be made in Indian Rupees after deducting the applicable taxes, legal dues, liquidated damages, if any.

## **6. HELPDESK REQUIREMENT:**

**6.1** The successful bidder shall provide online/offline dedicated support and helpdesk services through phone, email or by physical visit, if required by qualified and competent support team for assisting users of the concerned Court/office.

**6.2** The successful bidder shall provide escalation matrix for their sales & support function.

**6.3** The successful bidder shall be responsible to provide genuine and quality Microsoft Windows 11 Pro Operating System.

## **7. RIGHTS OF REGISTRAR GENERAL, HIGH COURT:-**

The Registrar General reserves the right to make changes within the scope of the work at and to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to issuance of letter of award/purchase order without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders.

Sd/-

Date:- 25<sup>th</sup> September 2025

**Registrar General,  
High Court, Bombay.**

## ANNEXURE – 'A': Eligibility Criteria

Sr. No.	Item	Insert Value or check-list the box	Reference of Enclosed Proof, along with corresponding page numbers
1	The bidder shall Provide Manufacturer Authorization Letter/Declaration of OEM	Manufacturer Authorization Form / OEM Declaration on OEM letter head, if any.	
2	The bidder (s) must be an IT solution provider capable of handling <b>Supply, Installation, Commissioning and Maintenance of Microsoft Windows 11 Pro Operating System / Similar Product</b> and should have experience of minimum 3 years.	Copies of Work Order/Works Completion Certificate.  The High Court reserves the right to seek additional supporting documents for the above Projects.	
3	The bidder's average annual financial turnover during Financial years 2021-22, 2022-23 and 2023-24 from sales and support services should not be less than Rs.50,000/-	*To be supported by authentic documentary evidence (audited balance sheet / CA Certificate) and confirmation regarding turnover. (The turnover refers to the company responding to this Notice and not the composite turnover of its subsidiaries/sister concerns/ technocommercial collaborators etc.) (quote value in Rs. Lakhs)	
4	A copy GST Registration No., PAN number of the Bidder allotted by the Income Tax authorities should be submitted.	GST Registration No.  PAN No.	
5	*A copy of the Registration number of the Bidder with attested copies of Articles of	Registration No.	

	<p>Association__(in case of Registered firm), Bye-laws or Certificates of registration (as applicable),</p> <p>* Partnership Deed (in case of Partnership Firm) should be submitted.</p>	Name the document enclosed.	
6	Bidder must have Infrastructure support in the form of direct service centers or their franchisees at all locations.	Provide Contact Details such as Names, phones, e-mails, website, manpower, Escalation Matrix etc.	
7	The bidder from a country that shares a land border with India must be registered with the Competent Authority as per the norms set by the Government of India. Such bidder must submit a declaration.	Provide Certificate <a href="#"><u>Annexure – C.</u></a>	
8	The bidder must not be blacklisted by Central/State Government, Corporations or Government Undertakings.	Declaration from the bidder	
9	The bidder shall submit details of Company/ Firm /Proprietorship along with Name and contact number of authorized person.	Provide details	
10	The bidder shall provide lifetime online service support.	Declaration from the bidder	
11	In case, PC wherein Windows 11 Pro Operating System installed becomes obsolete, the bidder shall support to transfer Windows 11 Pro Operating system to another PC.	The bidder to provide declaration.	

## ANNEXURE – ‘B’: Financial Bid

### Notice No. HIGH COURT/MICROSOFT WINDOWS 11 PRO/566/2025

1. Prices in Financial Bid should be quoted in the following format, as per the specifications in respective Annexures.
2. All prices should be quoted with life time validity.
3. Prices should be quoted in Indian Rupees and indicated both in figures and words. Figures in words will prevail.
4. Quoting incredibly low value of items with a view to subverting the Notice process shall be rejected straight away.
5. Sum total of all taxes to be given in Column 4 (Taxes). The details of all the tax types and value in percentage to be provided separately in the table below.

Sr. No.	Item Description		Unit Price (₹)	GST (₹)	Unit Price (All inclusive) (₹)	Indicative Quantity for Determining the L1 bidder/ rates only.	Total Price (All inclusive) (₹)
1	2	Make/ Model	3	4	5=3 + 4	6	7=5 x 6
1	Microsoft Windows 11 Pro Operating System					1	
<b>GRAND TOTAL VALUE (GTV) in Rs.</b>							<b>X</b>

Note: - Quantity of Microsoft Windows 11 Pro Operating System may increase or decrease as per the requirement.

1. All fields in the financial bid format are mandatory.
2. Octroi and State entry taxes should not be included in Column in Taxes.
3. \*Details of Taxes to be entered here:-

Sr. No.	Tax Type	Value (In Percentage)

Date: - Authorized Signatory

Name:-

Place:

## ANNEXURE – ‘C’: Certificate for country sharing land border

### Notice No.HIGH COURT/MS WINDOWS 11 PRO/566/2025

“I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I certify that this bidder is not from such a country or, if from such a country, has been registered with the Competent Authority. I hereby certify that this bidder fulfills all requirements in this regard and is eligible to be considered. (Where applicable, evidence of valid registration by the Competent Authority shall be attached).”

Date:-

Place:-

Authorized signatory with seal.

## **ANNEXURE – ‘D’: List of Location**

Location where Microsoft Windows 11 Pro Operating System for All-in-One Computer is to be supplied

<b>Sr. No.</b>	<b>Address of delivery and installation</b>	<b>Quantity</b>
1	Bombay High Court Office of CPC, Special Computer Cell, G.T. Hospital Premises, Bombay High Court, Mumbai.	1