



OFFICE OF THE SPECIAL COURT.

(Trial of Offences Relating to Transactions in Securities), Act, 1992.
Room adjacent to Chamber No. 24-Annexe, 1st floor, High Court Annexe building,
BOMBAY – 400 032.

ARUN J. KESARKAR
OFFICER ON SPECIAL DUTY,

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No.: Spl.Ct/OSD/ 375 of 2026

Date : 11/05/2026

**SHORT TENDER NOTICE FOR APPOINTMENT OF CONTRACTOR FOR
INSTALLATION OF THREE USED SPLIT WALL MOUNT AIR CONDITIONERS
AND UNDERTAKING OTHER WORK RELATED TO IT IN THE OFFICE OF THE
SPECIAL COURT, BOMBAY.**

The Office of the Special Court invites sealed tenders/quotations under single bid system particularly from competent and experienced local contractors/ agencies/ individuals who can undertake and carry out the work of installation of wall mount split air conditioners and undertaking other work related to it in the **Office of the Special Court, Room adjacent to Chamber no. 24-Annexe, First Floor, High Court Annex Building, Fort, Mumbai.** All the contractors/agencies/individuals must submit their bids in accordance with the terms and conditions.

The interested contractor/ agencies/individuals can download the tender documents from the website of the Special Court (TORTS), Bombay i.e. www.specialcourt-torts.gov.in.

For any further details the following persons may be contacted

- 1) **Shri Arun J. Kesarkar, Officer on Special Duty,** Special Court, Bombay Telephone Nos: 022-22675634 & 022-22676164 & Cell No. : +91-9892029749.
- 2) **Shri Rajendra More, Section Officer,** Special Court, Bombay Telephone Nos: 022-22675634 & 022-22676164 & Cell No. : +91-8879102540.

OFFICER ON SPECIAL DUTY,
Special Court, Bombay.

SCHEDULE OF EVENTS

| | |
|--|---|
| Nature of the Work | Installation of three used split wall mount air conditioners in the office of the Special Court, Bombay. |
| No. of covers | Technical Bid & Financial Bid |
| Earnest Money Deposit (EMD) | Nil |
| Date and time of Publishing of e-tender | Monday, 11.05.2026 |
| Website for downloading Tender Document | <u>www.specialcourt-torts.gov.in</u> |
| Bid Submission Start Date & Time | Monday, 11-05-2026 at 5.00 p.m. |
| Bid Submission Closing Date & Time | Friday, 15-5-2026 at 5.00 p.m. |
| Date & Time of opening of Technical & Financial bids | Monday, 18-05-2026 at 11:00 a.m. |
| Bid Validity upto | 10 Days from the Closing date of the submission of bid documents. |



**OFFICER ON SPECIAL DUTY,
Special Court, Bombay.**

TENDER OFFER DOCUMENTS

TENDER NOTICE FOR SHIFTING OF OFFICE
For
OFFICE OF THE SPECIAL COURT, BOMBAY

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| Sr. No. | Particulars |
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| 2. | Tender Document & Terms and Conditions. |
| 3. | Description of Items /Equipment's to be installed (Annexure-I) |
| 4. | Technical Bid. (Annexure - II) |
| 5. | Financial Bid (Annexure - III) |



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Special Court, Bombay.**

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INSTALLATION OF THREE USED SPLIT WALL MOUNT AIR CONDITIONERS
AND UNDERTAKING OTHER WORK RELATED TO IT IN THE OFFICE OF THE
SPECIAL COURT, BOMBAY**

The Office of the Special Court invites sealed tenders/quotations under single bid system particularly from competent and experienced local contractors/ agencies/ individuals who can undertake and carry the work of installation of used wall mount split Air Conditioners and other work related to it in the **Office of the Special Court, Room adjacent to Chamber no. 24-Annexe, First Floor, High Court Annex Building, Fort, Mumbai.** All the contractors/agencies/individuals must submit their bids in accordance with the terms and conditions.

I. Tender Process :

- The present Tender is for submission of Technical Bid and Financial Bid for installation of used wall mount split Air Conditioners and other work related to it in the **Office of the Special Court, Bombay.** **The description of item-wise work to be undertaken is listed out in ANNEXURE - I.** The tender form in the proforma prescribed in ANNEXURES-II & III complete in all respects shall be submitted in **separate sealed covers** addressed to the **Officer on Special Duty, room adjacent to Chamber no. 24-Annexe, First Floor, High Court Annex Building, Fort, Bombay - 400032.** The separate sealed covers should be superscribed with **“TECHNICAL BID” & “FINANCIAL BID” - FOR INSTALLATION OF THREE USED SPLIT WALL MOUNT AIR CONDITIONERS**”. **Technical Bids & Financial Bids will be opened on below fixed date** in the presence of bidders or by their duly authorized representatives, if they so desire, in the Office of the Special Court, Bombay. Incomplete Bid documents shall be rejected. The valid Technical Bids shall be scrutinized by the Purchase Committee of the Special Court, Bombay and Financial Bids of only those who qualify in the **Technical Bid will be opened on the abovementioned date.** Late submission of Bids shall not be accepted.
- If the tender is sent by post / courier, it should be ensured that the cover is intact at the time of reaching the destination without any damage or loss. Office of the Special Court is not responsible for the delay on account of Postal / Courier Services.
- **Earnest Money Deposit is not to be submitted.**

- The tenderer shall sign and stamp each page of the Tender Document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained therein and submit the same along with the Technical Bid. The tenderer would fill up the information in the Annexure enclosed at the end of this document in clear and legible terms. Wherever required, copies of the supporting document in respect of the details mentioned in the annexure should be enclosed. The price quoted by the bidder shall be written in figures & words as well. ANNEXURES-II & III shall also have to be signed and stamped by the bidder or its authorized signatory.
- The tender forms shall be rejected if it is not complete in any aspect.
- The tender documents are not transferable.

Scope of work:

- Three used wall mount split Air Conditioners as listed out in Annexure -I are required to be installed in the **Office of the Special Court, Room adjacent to Chamber No. 24-Annex, First Floor, High Court Annex Building Fort, Mumbai.**

II. The scope of work includes:

- The selected contractor should firstly uninstall the three Split Air Conditioners lying in the erstwhile office of the Special Court, Bombay which is at room no. 25, Third Floor, High Court Annex Building, Fort, Mumbai 32
- The said three Air Conditioners should be installed in the existing office of the Special Court i.e. at room adjacent to Chamber no. 24-Annexe, First Floor, High Court Annex Building, Fort, Mumbai.
- The selected contractor should build rectangular heavy iron Box grill (approximately 30x3 feet) for installation of outdoor unit of these three Air Conditioners on the outside wall of the existing office of the Special Court.
- The necessary fabrication/welding/cutting/casting/painting and other work related to making of iron box grill would be undertaken at the workshop of the contractor and not at the premises of the High Court. The readymade iron box grill would be installed at the outside wall of the existing office of the Special Court, Bombay.
- The necessary carpentry work/AC fitting work and all wiring work to be done by the selected contractors.

- The installation of electrical point work is not required to be done by the selected contractor as it would be already done by this office .
- The selected Contractor / Firm / Agency / Individuals has to use their own labour and material requisite for conducting the above said work
- The selected contractor should obtain work completion certificate from concerned Officers/Sections only after the verification of the smooth operation of all three Air Conditioners.
- The Contractor / Firms/Agencies/ Individuals should be Mumbai based or nearby office locality.
- The submission of bid will not place the Office of the Special Court under any obligation to place the order with the Contractor / Firm/Agency/Individual and no expenses incurred by the contractor in this regard will be payable by the Office of the Special Court, Bombay.
- If any dispute arises between the Contractor / Firm/Agency / Individual and its manpower in the matter of wages or any service conditions, the same will be settled by the Contractor / Firm/Agency / Individual and the workers engaged by it themselves. The Office of the Special Court, Bombay in no case shall be a party to such a dispute.
- Under normal circumstances the rate quoted shall be valid for a period of ten days from the date of the issuance of the work order.
- Necessary gate pass and permission from the police authority and building in-charge for shifting shall be given to the selected Contractor / Firm/Agency / Individuals by the Office of the Special Court, Bombay.
- Responsibility for damage/theft/loss etc. of goods during shifting or physical injury to any labour in loading/unloading shall be of the Contractor/ Firm/Agency/Individuals.
- The damage caused, if any to the property of the Office of the Special Court, Bombay through negligence or otherwise during packing, loading while on transit, unloading, unpacking, disassembling and assembling while taking to designated rooms, shall be the responsibility of the Contractor / Firm/Agency/ Individuals. The financial or any other loss suffered by the Office Special Court, Bombay on this account shall be made good by the Contractor / Firm/Agency/ Individuals.
- Evaluation of tender for deciding L1 bidder shall be done on the basis of total lowest value quoted for the items as indicated in Annexure-I

III. Terms And Conditions

- Conditions to be satisfied in the Technical bid:
- Bidder must have GST/service tax Registration. Evidence should be enclosed.
- The bidder must have obtained Permanent Account Number (PAN) under the Income Tax Act, 1961. Evidence should be enclosed.
- Copy of Income Tax Return filed for the last two financial years.
- The tenderer shall be a Contractor / Firm / Individuals well verse with packing and moving works.
- Payment Terms: The contactor shall submit the bill only after completing the work along with the acknowledgements obtained from the office that the entrusted work has been completed. No payment will be made in advance to the supplier.
- The selected contractor should be in a position to complete the work assigned within 10 days of awarding the contract.



OFFICER ON SPECIAL DUTY,
Special Court, Bombay.

ANNEXURE-1

Description of Items / Equipment's to be installed/Fitted

| Sr.No | Particulars of Items / Equipment's | Approx. Quantity in Nos. |
|-------|--|--------------------------------|
| 1. | Used wall mount Split Air Conditioners to be installed | 03 |
| 2. | Gas Filling in Air Conditioner | 01 |
| 3. | AC copper pipe | 50Feet |
| 4. | Polycab Cable wire for wiring work | 55 Feet |
| 5. | Drain Pipe for outdoor units | 30 Feet |
| 6. | Rectangular Heavy Iron Box grill | 30 feet x3 feet |
| 7. | Wooden ply sheet for installation of Indoor Units | 3 waterproof marine ply sheets |

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ANNEXURE-II

TECHNICAL BID DOCUMENT

1. Name of the Contractor :
2. Address of the Contractor with mobile & landline number :
3. Evidence for GST Registration: (Yes / No)
4. Evidence for Permanent Account Number : (Yes / No)
5. Evidence for filing of Income Tax Returns : (Yes / No)

DECLARATION

I / We hereby certify that the information furnished above is true and correct to the best of my / our knowledge. I / we understand that in case any deviation is found in the above statement at any stage, I / we will be blacklisted and that I / we will not be permitted to have any dealing with the Office of the Special Court, Bombay in future.

(Signature of Authorized Signatory)
(Date)

ANNEXURE-III

FINANCIAL BID DOCUMENT

1. Name of the Contractor :
2. Address of the Contractor
(With Tel No., Fax No.) :
3. Contact Person(s)
(with mobile number) :
4. Total (inclusive of all taxes) :

Description of Items / Equipment's to be installed

| S.No | Items / Equipment's | Approx. Quantity in Nos. |
|------|--|--------------------------|
| 1. | Used wall mount Split Air Conditioners to be installed | 03 |
| 2. | Gas Filling in Air Conditioner | 01 |
| 3. | AC copper pipe | 50Feet |
| 4. | Polycab Cable wire for wiring work | 55 Feet |
| 5. | Drain Pipe for outdoor units | 30 Feet |
| 6. | Rectangular Heavy Iron Box grill | 30 feet x3 feet |
| 7. | Wooden ply for installation of Indoor Units | 03 |

DECLARATION

I/we hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I/we understand that in case any deviation is found in the above statement at any stage, I/we will be blacklisted and will not be permitted to have any dealing with the Office of the Special Court, Bombay in future.

(Signature of Authorized Signatory with date)