



OFFICE OF THE SPECIAL COURT.

(Trial of Offences Relating to Transactions in Securities), Act, 1992.
Room No. 25, 3rd floor, High Court Annexe building,
BOMBAY – 400 032.

ARUN J. KESARKAR
OFFICER ON SPECIAL DUTY,

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No.: Spl.Ct/OSD/260 of 2026

Date : 20/04/2026

**SHORT TENDER NOTICE FOR APPOINTMENT OF CONTRACTOR FOR
SHIFTING OF OFFICE FURNITURE/ OFFICE EQUIPMENT/FILES/CASE
PROCEEDINGS & OTHER MATERIALS ETC**

The Office of the Special Court invites sealed tenders/quotations under single bid system particularly from local contractor, agencies, individuals well verse in packing and moving works for shifting of office equipment (*xerox machine, computers, printers, chairs, Tables*) files, case proceedings, dismantling, assembling & installation of modular cubical furniture, Packing & Unpacking, Loading & Unloading & other materials, etc. from **Office of the Special Court, Room No. 25, 3rd Floor, High Court Annex Building to Room No. 28, 1st Floor, High Court Annex Building, Fort, Mumbai.** All contractor/agencies must submit their bids in accordance with the terms and conditions.

Interested contractor, agencies can down load 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 Nilesh M. Ghadi, Computer Programmer**, Special Court, Bombay Telephone Nos: 022-22675634 & 022-22676164 & Cell No. : +91-9920991116.

OFFICER ON SPECIAL DUTY,
Special Court, Bombay.

SCHEDULE OF EVENTS

Nature of the Work	For Shifting Of Office Furniture/ Office Equipment/Files/Case Proceedings & Other Materials Etc
No. of covers	Technical Bid & Financial Bid
Earnest Money Deposit (EMD)	Nil
Date and time of Publishing of e-tender	20-04-2026
Website for downloading Tender Document	www.specialcourt-torts.gov.in
Bid Submission Start Date & Time	20-04-2026 to 24-04-2026
Bid Submission Closing Date & Time	24-04-2026 (11:00 a.m.)
Date & Time of opening of Technical & Financial bids	27-04-2026 (11:00 a.m.)
Bid Validity	10 Days from the closing date of bid submission.



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

TENDER OFFER DOCUMENTS

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

INDEX

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

Numbered

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I. Tender Process :

- The present Tender is for submission of Technical Bid and Financial Bid for shifting office items and equipments including files/documents, Books, computers & Accessories, Printers, Xerox Machines, Tables, dismantling, assembling & installation of modular cubical furniture, Packing & Unpacking, Loading & Unloading & other materials etc. at **Office of the Special Court, Room No. 25, 3rd Floor, High Court Annex Building to Room No. 28, 1st Floor, High Court Annex Building, Fort, Mumbai. The items to be shifted are listed out in ANNEXURE - I.** The tender form in the pro-forma prescribed in ANNEXURES-II & III complete in all respects shall be submitted in **separate sealed covers** addressed to the **Officer on Special Duty, 3rd Floor, High Court Annex Building, Fort, Bombay - 400032.** The separate sealed covers should be super-scribed with **“TECHNICAL BID” & “FINANCIAL BID” - FOR APPOINTMENT OF CONTRACTOR FOR SHIFTING OF OFFICE”.** **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:

- The Office items and equipment's like files/documents, Books, Computers and Accessories, Printers, Xerox Machines, furniture & fixtures and dismantling, assembling & installation of modular cubical furniture etc as listed out in Annexure -I are required to be transported/shifted from **Office of the Special Court, Room No. 25, 3rd Floor, High Court Annex Building to Room No. 28, 1st Floor, High Court Annex Building, Fort, Mumbai.**

II. The scope of work includes:

- Packing of files/Documents/Books, Computers & Accessories, Printers, Xerox Machines, Tables and dismantling, assembling & installation of modular cubical furniture etc in a proper and orderly manner and shift it to the new premises as mentioned above.
- Unloading all the packed articles/material from the racks, and carrying to the respective floors/rooms and unpack the same.
- Obtaining completion certificate for proper shifting with list of materials shifted, from concerned Officers/Sections.
- The selected Contractor / Firm / Agency / Individuals has to use their own good quality packing material, like gunny bags, packing tape, cardboard carton, thermocol sheets etc.
- 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 one month from the date of issue of 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.

A handwritten signature in blue ink, appearing to read "Nourul Hasan", written over a horizontal line.

OFFICER ON SPECIAL DUTY,
Special Court, Bombay.

ANNEXURE-1

Description of Items / Equipment's to be shifted

S.No	Items / Equipment's	Approx. Quantity in Nos.
1.	Files/Records/Document/Books/Register Items.	150 to 200 Gunny Bags each 50 K.G.
2.	Cubical Table Furniture	25
3.	Computers Accessories (Monitor/ CPU/Keyboard/Mouse)	25
4.	Printer	15
5.	Scanner	2
6.	Xerox Machine	1
7.	Table	4
8.	Chairs	25
9.	Wooden Wardrobe	5
10.	Almaras Big & Small	5
11.	Plastic Chairs	5
12.	EPBX Unit & Phones	5
13.	Networking Trolley, FTTH box & Internet, Networking Accessories	6
14.	Wall Fans	15
15.	Ceiling Fans	6
16.	Iron Racks	10
17.	Wooden Racks	10

18.	Godrej Lockers	1
19.	Attendance Machine	01
20.	AC Machines & External Units	4
21.	UPS	3
22.	Water Purifier Machines	1
23.	FAX Machine	1
24.	And Other the Miscellaneous Items etc..	

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OFFICER ON SPECIAL DUTY,
Special Court, Bombay.

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) :

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19.	Attendance Machine	01
20.	AC Machines & External Units	4
21.	UPS	3
22.	Water Purifier Machines	1
23.	FAX Machine	1
24.	And Other the Miscellaneous Items etc..	
TOTAL		

DECLARATION

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(Signature of Authorized Signatory with date)