PATNA HIGH COURT

TENDER No.: 01/2026/SELECTION & APPOINTMENT CELL **DATED: 28.07.2026**

NOTICE INVITING TENDER
FOR RENDERING/ PROVIDING ASSISTANCE IN CONDUCT OF DISTRICT JUDGE (ENTRY LEVEL), DIRECT FROM BAR EXAMS

Patna High Court hereby invites sealed quotations/bids from eligible and qualified entities/ Agencies having adequate experience and credentials in the concerned field of work for providing/rendering assistance to this Court in conduct of the District Judge (Entry Level), Direct from Bar Exams. The objective is to establish a contractual relationship with a qualified entity capable of meeting the Court's requirements. The service provider should be a reputed and experienced agency with expertise in handling offline exams.

The service provider will be responsible broadly for the following:

(A) Scrutiny of online applications

(B) Preliminary Test (To be held in one sitting)

1. Identification, selection and management of the examination centres.
2. Supply of OMR Answer Sheets.
3. Arrangement of vehicles for carrying the examination related materials to the examination centre and carrying the same back to the High Court after examination.
4. Presence of representative(s) of the Agency with Daftary for packing and sealing of attendance sheet, used OMR answer sheets and other important papers / examination material at the examination centre itself.
5. Videography of the examination centre / CCTV surveillance of Examination centre.
6. Image scanning of OMR answer sheets.
7. Evaluation of OMR answer sheets as per model Answers finalized by the Court and preparation of tabulation chart of marks obtained by the candidates as well as verification of candidates from Attendance Sheet.
8. Preparation /Processing of Result in consultation/co-ordination with this Court.

(C) Main (Written) Exam (To be held in two sitting)

1. Videography of the examination centre / CCTV surveillance of Examination.
2. Supply of Answersheets.
3. Preparation of tabulation chart of marks obtained by the candidates as per the evaluated answer sheets of each paper.

4. Image scanning of Answersheets.
5. Decoding of the answer sheets as well as verification of candidates from Attendance Sheet.
6. Preparation/Processing of Result in consultation/co-ordination with this Court.

(D) Interview (Viva Voce Test)

1. Preparation of tabulation chart of marks obtained by the candidates in interview (viva voce test).
2. Preparation of tabulation chart of marks obtained by the candidates in Main (Written) Examination and in Interview taken together.
3. Preparation/Processing of Final Result in consultation/co-ordination with this Court.

Terms & Conditions:

01. Instructions to the Tenderers:-

Quotations are to be submitted in sealed envelope consisting of Technical bid **[Annexure-I]** in a separate sealed cover and financial bid **[Annexure-IV]** in a separate sealed cover and both bids will be put in the sealed single envelope containing the title "**TENDER FOR RENDERING/ PROVIDING ASSISTANCE IN CONDUCT OF DISTRICT JUDGE (ENTRY LEVEL), DIRECT FROM BAR EXAMS**" and addressed to The Registrar (Appointment), Patna High Court, Patna and the tender/bid will be submitted in the Tender box located near the Chambers of the Registrar (Appointment) at the Ground Floor, North Block, Patna High Court, Patna.

The bids shall be submitted during the period from **03.08.2026 to 24.08.2026 till 05:00 PM.** The Tenders received after the due date and time and/or without mentioning the title shall be summarily rejected without any notice.

The Tender Box will be opened on the next working day after the expiry of tender submission period i.e. on **25.08.2026**; **Time :- 02:30 P.M.** and Place :- Chambers of the Registrar (Appointment), Patna High Court, Patna and technical bids shall be opened in the presence of the bidders/authorized person present on the said date and time.

Pre-bid discussion meeting shall be held on **10.08.2026** at **11:00 A.M**, interested bidders may participate at the Office of the Registrar (Appointment), Patna High Court. Any related query regarding the tender notice must be in writing and must be sent through email within one week from the date of publication of the tender notice.

Note: All the Tenders and correspondence to be addressed to the following authority.

The Registrar (Appointment),

Patna High Court

Patna - 800028, Bihar

Tel No:- 0612-7158603

Mob- 9431025043

Email ID: reg.appt.hcpat-bih@gov.in

02. (a) Technical Bid (As per Annexures- I, II and III)

(i) A letter on the bidder's letter-head :-

1) Describing the technical competence and experience of the bidder, with supporting documents.
2) Certifying that the period of validity of bid is 90 days from the last date of submission of bid, and
3) Undertaking that the bidder is quoting for complete package mentioned in the tender.
4) Undertaking/ declaration including that the bidder has not been blacklisted by any State Government/ Central Government Department or Agency or PSU/ Hon'ble Court, etc. in **Annexure-III**.

(ii) Audited annual financial results (balance sheet and profit & loss statement) of the bidder for the last three financial years **in Annexure-II.**

(iii) The Earnest Money Deposit (EMD) in the form of a Demand draft / Bank Guarantee issued by a Nationalized / Scheduled Bank, in favour of Registrar General, Patna High Court, Patna for an amount of Rs. 50,000/- (Rs. Fifty Thousand) only.

(iv) Reference list of major clients (using services similar to the present requirement of Patna High Court) and its non supply will result in rejection / disqualification of the bid.

(v) Permanent Account Number (PAN), GST Registration certificate with Registration Number.

(vi) Duly filled up **Annexures-I, II and III** with supporting documents.

(b) Bid Security i.e. Earnest Money Deposit (EMD)

(i) Bid security i.e. EMD should be placed in the envelope which contains the Technical Bid.

(ii) The Bid security shall be in form of a Demand Draft / Bank Guarantee in favour of 'Registrar General, Patna High Court, Patna, payable at Patna issued by a Nationalized/Scheduled bank in India and shall be valid for at least 90 days from the last date of submission of bid, however no interest shall be payable on Bid Security under any circumstance. The MSME/Startup firms are exempted from submission of EMD as per existing government rules and norms but no exemption will be given to them for submission of performance guarantee, if successful.

(iii) Unsuccessful Bidder's Bid security shall be returned after selection of successful bidder without any interest thereon.

(iv) The Bid security will be forfeited on account of one or more of the following reasons:

a. When the bidder withdraws or modifies its bid after opening of bids;

b. When the bidder does not execute the agreement, if any, after placement of work order within the specified period;

c. When the bidder does not deposit the performance guarantee within specified period after the work order is placed; and

d. If the bidder breaches any provision of code of integrity prescribed for bidders specified in Rule 130A of Bihar Financial (Amendment) Rules, 2024.

03. Eligibility Criteria:-

A. The Firm/ Agency applying should possess Income Tax Permanent Account Number (PAN), Service Tax Account Number/GSTIN-number. The Firm applying shall have experience of providing assistance for examinations conducted for Hon'ble Supreme Court of India/ Hon'ble High Courts/ Central Government/ State Government Departments/ Semi Government organization including Public Sector Undertakings/ Autonomous Bodies.

B. The Tenderer must have an average annual turnover of **Rs. 50, 00, 000/- (Rupees Fifty Lakhs)** during the last three financial years. Copies of the following documents shall be required to be submitted along with the Bid:-

1. Audited Profit & Loss Account statement of last three financial years.
2. Service Tax Certificate GSTIN NO.
3. Income Tax PAN.
4. Income Tax Return for the last three financial years.
5. Latest Goods and Service Tax Return.
6. Documents regarding Experience in rendering/ providing assistance in conduct of the Exams in Hon'ble Supreme Court of India /Hon'ble High Courts/Central Government/State Government /Public Sector Undertakings/Autonomous Bodies.

04. Evaluation of Bids:-

(i) The technical bid and the financial bid shall be sealed by the bidder in separate covers/envelopes duly super-scribed and both these sealed covers/envelopes are to be put in a bigger cover/envelopes which will also be sealed and duly super-scribed as above. The technical bid will be opened at the first instance on the abovementioned date and time. After evaluation of the technical bids by the competent committee or authority, at the second stage, financial bids of only those bidders shall be opened for further evaluation by the competent committee or authority who are found to be qualified on evaluation of technical bid before awarding the contract. Financial bids of bidders who do not qualify on evaluation of their technical bids will be returned un-opened. The participating bidders are required to submit all documentary evidence, including those mentioned in Annexures–I and II, in support of their meeting the above eligibility criteria failing which their technical bids shall be rejected and shall not be evaluated.

(ii) Filling up of all the columns in Technical Bid and Financial Bid is compulsory. **(Enclosed as Annexures – I, II, III and IV).**

(iii) If the bidder is a Micro or Small Enterprise as per latest definition under MSME rules or Start up firms as per relevant government rules/policy, the bidder may be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specification. If the bidder is seeking such exemption(s), supporting documents to prove its eligibility for such exemption(s) is mandatory.

05. The bidders shall ensure to mention their name of firm, mobile number, address and email id on the Main Envelope containing both Technical and Financial Bids so as ensure there should be no inconvenience if any communication is to be made.

06. The rate quoted in Annexure–IV shall be inclusive of all taxes and other charges, if any, and the liability to pay taxes and other charges, if any, shall be of the successful bidder.

07. The successful bidder's bid security shall be discharged upon the deposit of performance guarantee in form of a Bank Guarantee from a nationalized / scheduled bank in India and bidder signing the Agreement, which shall be valid for the period of sixty (60) days beyond the date of completion of all contractual obligations of the bidder.

08. The successful bidder will have to start the work within a week (07 days) positively from the date of issuing work order/necessary direction. Not starting the work within the said period shall result in automatic cancellation of work order and the Patna High Court shall rescind the agreement with the successful bidder.

09. The successful bidder shall be required to maintain/ continue with the services till the completion of the contract period or completion of the ongoing exams.

10. The successful bidder shall submit its original invoice (GST Compliant format) in triplicate at the time of delivery of service. Payment will be made in its bank account on successful completion of services.

11. The quotation of the blacklisted bidder, un-signed and un-stamped bid and bid submitted without proof of authorization shall be outrightly rejected.

12. The contract will be initially for a period of one year (12 months) from the date of signing of agreement by the successful bidder which can be extended further for one

year only on mutual agreement subject to satisfactory performance by the successful bidder in the preceding year and will also depend upon trend for the services in the market on the date of extension.

13. The Patna High Court reserves the right to place the work order to the next lowest responsive bidders, if L1 bidder fails to fulfill any of the terms and conditions of the tender notice or work order or agreement within the stipulated timeline.
14. The decision of the Patna High Court would be final and binding on all the bidders. The Patna High Court shall also have the right to call for any additional information from the bidders.
15. If any information by bidder is found to be wrong or amounts to misrepresentation or suppression, the Patna High Court reserves the right to take appropriate legal action against such bidder.
16. Patna High Court reserves the right to modify / amend the terms and conditions of the tender and reserves the right to accept or reject any bids including the proposal of the lowest bidder without assigning any reasons. Likewise, the Patna High Court also reserves the right to cancel the bid process at any time prior to signing the contract.
17. Patna High Court reserves the right to reject any or all the bid without assigning any reason whatsoever. Patna High Court would not be under any obligation to give any clarifications to those entities whose bid gets rejected.
18. All disputes shall be subject to Patna Civil Court Jurisdiction only.

By order of the Court

Patna High Court, Patna
Date: 28.07.2026

Registrar General

Annexure-I
Technical Bid

TENDER No.: 01/2026/SELECTION & APPOINTMENT CELL **DATED: 28.07.2026**

Sl. No	Descriptions		Page No.	Please Tick (√)
1.	Sealed envelope consisting of Technical bid and Financial Bid	a. Technical Bid in separate and sealed envelope.		
		b. Financial Bid in separate and sealed envelope.		
2.	Details of Agency/Firm	a. Name		
		b. Address		
		c. Telephone No.		
3.	Details of the authorized person assigned for this tender	a. Name		
		b. Designation		
		c. Address		
		d. e-mail id		
		e. Mobile No		
4.	Status of Tenderer (Please specify)	a. Sole Proprietor		
		b. Partnership Firm		
		c. Private/Limited Company		
		d. Service Provider		
		e. Authorized Reseller/Supplier		
		f. OEM		
5.	Details of Directors	a. Name		
		b. Address		
		c. Telephone No.		
		d. Fax No.		
		e. e-mail id		
6.	Copy of PAN Card issued by Income Tax Department and Copy of Income Tax Return of previous 3 Financial Years.	a. PAN Card		
		b. Copy of IT return (FY 2022-23)		
		c. Copy of IT return (FY 2023-24)		
		d. Copy of IT return (FY 2024-25)		
7.	GST registration number. (Please attach)			
8.	Latest Service Tax/ GST Return (Please attach)			

9.	Annual Turnover during previous 3 Financial Years: (Please attach proof in the form of Profit & Loss Account)	a. For FY 2022-23		
		b. For FY 2023-24		
		c. For FY 2024-25		
10.	Experience Certificate of providing service in Hon'ble Supreme Court of India/Hon'ble High Courts/Central Govt. / State Govt. / Public Sector Undertakings/ Autonomous Bodies.			
11.	Details of Bid Security/ Earnest Money Deposit	a) Amount:		
		b) Demand Draft/ Pay order / Banker Cheque No.:		
		c) Date of issue:		
		d) Name of issuing Bank:		
12.	Is the firm registered with central purchase organization/State purchase organization, National Small Industries Corporation (NSIC) or the concern Department such as MSME/Startup? If yes, submit proper Certificate/document.			
13.	Financial Information Summary of bidder as per Annexure-II detailing Sl. No. 9			
14.	Undertaking / declaration in Annexure – III including that the bidder has not been blacklisted in any State / Central Government Department or Agency or PSU/Hon'ble Court.			

Date:
Place:

Signature of the authorized signatory of the company / organization
Official Stamp/Seal

Name .....

Designation .....

Address .....

Telephone .....

Fax .....

E-mail address .....

Annexure-II
Financial Information Summary

TENDER No.: 01/2026/SELECTION & APPOINTMENT CELL **DATED: 28.07.2026**

Sl. No.	Name of the Bidder	Turn Over (Rs. .....Lakhs)			Total turn over of past 3 financial years	Average turn over of past 3 financial years
		FY 2022-23	FY 2023-24	FY 2024-25		

Note: Please enclose audited balance sheets and Profit & Loss statements of above three financial years.

Date:
Place:

Signature of the authorized signatory of the company / organization
Official Stamp/Seal

Annexure – III
UNDERTAKING

TENDER No.: 01/2026/SELECTION & APPOINTMENT CELL **DATED: 28.07.2026**

I/We undertake that neither the firm (name of the firm) ..... nor its Partner/Director/Proprietor {name of all owner(s)} has/have been blacklisted/banned and its Business dealings with the Central/State Government/Public Sector Undertaking/Autonomous Bodies/Hon'ble Courts has/have been banned/terminated on account of poor performance/conduct.

I/We also undertake that all the terms and conditions of the instant Tender Notice are acceptable to me/us.

I/we also undertake that in case the service is not found to be satisfactory or in conformity with the work order & agreement or in case any other deficiency, the entire service will be terminated and any damage shall be paid by me/us.

Date:
Place:

Signature of the authorized signatory of the company / organization
Official Stamp/Seal

Annexure – IV
Financial Bid

TENDER No.: 01/2026/SELECTION & APPOINTMENT CELL **DATED: 28.07.2026**

Name of the Firm.....
Address of the Firm.....
Name of the Person (Authorised to sign the Tender).....
Contact No..... Email Address.....

Description of product / service	Offered Price (Without Taxes & other charges, if any) in Rupees	Tax Rate (%)	Total Price offered (Inc. of taxes & other charges, if any) in Rupees	Under taking furnished (Yes/No)	Validity of Rates (90 days or more)	EMD	Remarks, if any
A	B	C	D	E	F	G	H

EMD Details

EMD Instrument by way of DD/Pay order	Bank Name/Branch	EMD Amount (in Rs)	Amount in words
No: Date:			

Date:
Place:

Signature of the authorized signatory
of the company/ organization
Official Stamp/Seal