



**IN THE HIGH COURT OF JUDICATURE AT PATNA**  
**TENDER NOTICE No. 13/2023-2024 (Purchase Cell)**

Quotation is invited from the reputed firms/suppliers/ authorized dealers for supply of **Computer Table and Office Revolving Chair** for use of the Court.

Particulars	Size	Quantity	Tentative Photo
Computer Table made of MDF/Particle Board/Engineered Wood/plywood	3.5'x2.5'	80	
Office Revolving Chair (HNI Brand Gale Chair or any other reputed brand revolving chair)	Standard	80	

The bid must reach this Court within 03 weeks from the date of display of this tender notice on the website of Patna High Court i.e. upto 5 pm on 04.01.2024. Quotation received after stipulated time/date shall not be entertained. This tender notice can be downloaded from the website of Patna High Court: "<http://patnahighcourt.gov.in>".

**Documents required to be submitted along with bid :-**

- i. Proof of GST Registration Certificate.
- ii. Copy of PAN Card.
- iii. Copy of Income Tax Return for the last two years i.e for the ( F.Y 2021-22 & 2022-23)
- iv. Bidder should submit a copy of turnover certified by a Chartered Accountant/Auditor for the last two financial years( F.Y 2021-22, 2022-23 ) with minimum average transaction of Rs. 15 Lakh.

iv. **An Earnest Money Deposit of 5% of total amount of quoted value must be enclosed along with quotation in the form of Demand Draft issued from Nationalized/ Scheduled Bank in favour of Registrar General, Patna High Court, Patna, Payable at Patna. No interest shall be paid on the EMD and the EMD shall be forfeited in case the selected/successful bidder does not accept the work order or unable to supply goods as per the stipulated terms. However, this will be not applicable on those who are registered with Central Purchase Organisation/ State Purchase Organisation/ National Small Industries Corporation(NSIC).**

(v) The firm shall submit an affidavit to the effect that the firm has not been black listed/ de-registered/ barred by the Central/ State Government/ Society during their period of business.

(vi) The firm must have experience of supply of wooden furniture in Government Office.

**Other Terms and Condition:-**

1. All the Tender proposals will have to be submitted in hard copy with all pages numbered and signed as mentioned in Check list enclosed with this tender. Further, an undertaking will also required from tenderer in the format mentioned below. Incomplete proposal will summarily be rejected.

2. **Quotation will not be accepted without the sample i.e. Computer table/ Office Chair. Sample of the articles will be returned to respective bidder, once the bids get finalized. Sample of successful firm will be preserved, for verification.**

3. The rate quoted in tender should be inclusive of all taxes and other charges, if any. Cost of transportation, installation will be borne by bidder. Rates quoted should be unconditional and if rates are submitted with any condition, the tender shall be rejected.

4. The firms shall have to mention the specification in terms of tender, warranty along with their quotation.

5. The articles to be supplied should be in good condition. Damaged article will not be accepted.

6. Furniture to be supplied must have at least 2 years warranty from the date of verification & acceptance by the Court.

7. The defective furniture shall be replaced without any additional charge at the time of supply of the same. **Further, repairing shall have to be carried out within 7 days of the intimation being received from the Court in warranty period for normal wear and tear. Further, the successful bidder has to submit an affidavit regarding proper service after sale with availability of spare parts on its own within warranty period on its own cost .**

8. The furniture items should be delivered in Court's Premises within a period of 30 days after receiving of Supply Order.

9. The bidder will have to submit an affidavit regarding supply of aforesaid article as per quality, quantity and time frame mentioned as per the terms of tender. In case of failure to supply the article due to any reason, the Court's will have liberty to purchase the article from any agency and the increased price of that article will have to be borne by the successful supplier/ firm/authorized dealer with the interest of 12% per annum.

**10. The firm/ supplier/ authorized dealer must have authorized shop/service centre / repairing centre/ service partner under Patna Municipal Corporation/ nearest to Patna for after sales service. Complete address of the same with Contact no. must be mentioned in quotation.**

11. The quantity of article may increase or decrease as per requirement.

12. No advance payment shall be made. Payment will be made in account of the firm after due verification of items supplied. TDS as per rule shall be deducted from the bills of the successful bidder.

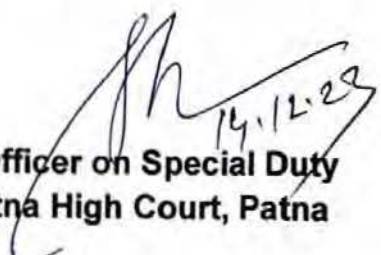
13. The Court reserves the right to accept or reject any or all quotations without assigning any reason.

14. Quotation shall remain valid for a period not less than 90 days after the last date for submission of quotation.

**15. Interested firms/ suppliers/ authorized dealers may visit the Purchase Cell for inspecting the specimen of the articles required.**

17. The interested firm/supplier/authorized dealer may submit the quotation in separate envelop for each article. On the top of the Envelope, the Tender no. And "Supply of Computer Table/ Office Revolving Chair" be clearly written

**Address for Submission of the Tender:-Purchase Cell, Patna High Court, Patna-800028**

  
**Officer on Special Duty  
Patna High Court, Patna**

**Check List to be submitted with tender Document:-**

S.No	Particlulars	Yes/No	Page No.
1	The rate quoted in tender should be inclusive of all taxes and other charges, if any.		
2	Proof of GST Registration Certificate.		
3	Copy of PAN Card.		
4	Copy of Income Tax Return for the last two years i.e for the( F.Y 2021-22 & 2022-23)		
5	Copy of turnover certified by a Chartered Accountant/Auditor <u>for the last two financial years( F.Y 2021-22, 2022-23 ) with minimum average transaction of Rs. 15 Lakh.</u>		
6	Eamest Money Deposit of 5% of total amount of quoted value enclosed along with quotation in the form of Demand Draft issued from Nationalized/ Scheduled Bank in favour of Registrar General, Patna High Court, Patna, Payable at Patna. However, this will be not applicable on those who are registered with Central Purchase Organisation/ State Purchsae Organisation/ National Small Industries Corporation(NSIC).		
7	An affidavit to the effect that the firm has not been black listed/ de-registered/ barred by the Central/ State Government/ Society during their period of business. Further, the bidder will also mention that their supply of aforesaid article will be as per quality, quantity and time frame mentioned in terms of tender.		
8	Experience of supply of wooden furniture in Government Office, relevant paper( supply order/work completion certificate) must be attached.		
9	The firm/ supplier/ authorized dealer must have authorized shop/service centre/ repairing centre/ service partner in area under Patna Municipal Corporation/ nearest to Patna for after sales service. Complete address of the same with the Contact no. must be mentioned in quotation.		
10.	Undetaking duly Signed and Stamped.		

**Signature & Name/  
authorized signatory of bidder  
with Stamp**

## **Undertaking**

(To be printed on the letter head of Tenderer)

**Tender No. 13/2023-24/ Purchase Cell dated 13.12.2023**

1.I/We undertake that I/We have carefully studied all the terms and Conditions and understood the parameters of the proposed furniture item and shall abide by them.

2.I/we also undertake that I/We have understood " Parameters and Specifications , terms and conditions for executing the order" mentioned in this tender notice and shall conduct the work strictly as per these "Parameters and specifications"

3.I/ We further undertake that the information given in this tender are True and Correct in all respect and we hold responsibility for the same.

4.I/ We also undertake that the materials to be supplied will be in accordance with specification mentioned in Tender notice and also abide by warranty terms and conditions. I / We shall be responsible for rejection/cancellation of contract if the materials are not found up to the mark or for Civil/Criminal proceedings if the material supplied found sub-standard/ not abiding by terms and conditions of tenders.

5.I/ We also undertake that supply of aforesaid article will be made as per quality, quantity and time frame mentioned in terms of tender.Further, in case of failure to supply the article due to any reason, the Court's will have liberty to purchase the article from any agency and the increased price of that article will borne with the interest of 12% per annum.

**Signature & Name/  
authorized signatory of bidder  
with Stamp**

**Place**

**Date**