

**IN THE HIGH COURT OF JUDICATURE AT PATNA**  
**TENDER NOTICE No.08/2023-2024 (Purchase Cell)**

Quotation is invited from the Original Equipment Manufacturer/ reputed firms/suppliers/ authorized dealers for supply of following type of **Office Tables with keyboard tray and Drawers** for use of the Court.

Particulars	Size	Tentative Requirement	Specification
Office table	4'(L)x2'(W) x2.5'(H)	600 pcs	<p>Top made of MDF/Particle Board/Engineered Wood/plywood of 18 mm thickness duly sealed with 2 mm thick edge beading throughout its sides. Frame on which the top holds should be of 1.2 mm mild steel. The support for standing the table should be round tube made of Mild steel of 1.2mm thickness having Diameter 25mm. The tables should have one mettalic drawer unit of overall size 17"(L)x14"(W)x22"(D) in three compartment with single locking system.</p> <p><b>Keyboard Tray:</b>Width 490mm Depth:245 mm( size without telescopic channel).made of good quality mettalic sheet of 1.2 mm thickness/best quality PVC/ MDF/ particle board/ engineered wood of 18 mm thickness, fitted with branded telescopic channel, with hanging bracket. All Steel component should be powder coated after seven tanks anti corrision treatment of surface.</p>
Office table	4.5'(L)x2.2 5'(W)x x2.5'(H)	50	<p>Top made of MDF/ Particle Board/Engineered Wood/plywood of 18 mm thickness duly sealed with 2 mm thick edge beading throughout its sides. Frame on which the top holds should be of 1.2mm mild steel. The support for standing the table should be round tube made of Mild steel of 1.2mm thickness having Diameter 25mm. The tables should have one drawer unit of overall size 17"(L)x14"(W)x22"(D) in</p>

			<p>three compartment with single locking system. On other side the same size of drawer unit in two compartment with single locking system made of of 1.2 mm mettalic sheet with single locking system.</p> <p><b>*Keyboard Tray not required in this type of table.</b></p>
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The Tender must reach this Court within 03 weeks from the date of display of this notice on the website of Patna High Court i.e. upto 5 pm on 21.03.2024. Quotation recieved 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 statement certified by a Chartered Accountant/Auditor for the last three financial years( F.Y2020-21, 2021-22, 2022-23 ) with minimum average transaction of Rs. 50 Lakh.
- (v) **An Earnest Money Deposit of Rs 1 Lakh/- 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.** However, this will be not applicable on those who are registered with Central Purchase Organisation/ State Purchsae Organisation/ National small Industries Corporation(NSIC). 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 stipulated terms.
- (vi) 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.
- (vii) The bidder must have experience of supply and installation of office tables in Government Offices. The bidder will have to enclose the Supply Order/ work completion report, for the same.
- (viii) The bidder shall submit the relevant documents of valid ISO certification / Green Pro/ Green Guard/ Green Furniture/BIFMA certification.

**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. Incomplete proposal will summarily be rejected.
2. **Quotation will be not accepted without the sample i.e. Office Tables of both type.** 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. Further, rates quoted should be unconditional and if rates are submitted with any condition, the tender shall be rejected.

should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier. The format may be obtained from office after finalization of bid.

**17. The period of rate contract will be for one year.**

**18. This is a rate contract, hence quantity shown in tender document is tentative. It may be varied (increase/ decrease) as per demand of the Court at the time of placing order. Further, the article will not be purchased in one lot. It will be purchased as and when required during the validity period of contract.**

**19. If at any time during the period of contract, the prices of Office Table is reduced or brought down by any law or Act of the Central or State Government, the supplier shall be bound to inform the Purchasing Authority at the earliest about such reduction in contracted prices, in case the supplier fails to notify or fails to agree for such reduction of rates, the Purchasing Authority will revise the rates on lower side. If there is a price increase for aforesaid article after finalization of rates, the bidder will have to supply the items as per rate finalized. The Court will not accept any higher rates afterwards.**

**20. On the top of the Envelope, the Tender no. And "Supply of Office Tables" be clearly mentioned.**

**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	Particulars	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 for the last three financial years( F.Y2020-21, 2021-22, 2022-23 ) with minimum average transaction of Rs. 50 Lakh .												
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F.Y	Turn Over( in Lakh)												
2020-21													
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6	Earnest Money Deposit of Rs.1 Lakh/- 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. However, this will be not applicable on those who are registered with Central Purchase Organisation/ State Purchase 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.	Undertaking duly Signed and Stamped.												

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

Accepted/ Rejected for further processing. Authorized Signatory, Patna High Court.

## Undertaking

(To be printed on the letter head of Tenderer)

**Tender No. 08/2023-24/ Purchase Cell dated**

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**