

IN THE HIGH COURT OF JUDICATURE AT PATNA
TENDER NOTICE No. 04 /2024-2025 (Purchase Cell)

Quotation is invited by way of complete proposal from the reputed firms/suppliers/ authorized dealers for construction and installation of Cubicals/workstation for sitting purpose at SUVAS Cell of the Court, situated at 8, South Bailey Road, Patna. The construction of Cubical/ Workstation will be 80.

S.No.	Particulars	Estimated cost (In Rs)	EMD
1	Construction and installation of standard Cubicals/ Workstation with good quality Chairs	24 Lakh	Rs 1 Lakh

The bid must reach this Court within 10 days from the date of display of this tender notice on the website of Patna High Court i.e. upto 5 pm on 12.08.2024. 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 three consecutive financial years with minimum average transaction of Rs. 50 Lakh.
- iv. **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. 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 construction of Cubicals/workstations in Government Office/ reputed institutions.
- (vii) The firm must have to submit valid ISO certificates.

Other Terms and Condition:-

1. All the Tender proposals will have to be submitted in hard copy with complete proposal with drawing/ sketch, catalogue(if available) with all pages numbered and signed as mentioned in check list enclosed with this tender. Further, an undertaking will also be

required from tenderer in the format mentioned below. Incomplete proposal will summarily be rejected.

2. The workstation/cubicals must contain one key board tray and 3- Drawers.

3. The workstation/cubicals should be constructed in such manner that scope for LAN and Electrical Wiring may be done.

4. Sample of the articles to be used in construction of cubical/workstation will have to be displayed before competent Authority, if informed by the Court.

5. 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.

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

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

8. Cubical/ Workstation & Chair to be supplied must have at least 10 years & 3 years (additional 02 years warranty for any manufacturing defect) warranty respectively from the date of verification & acceptance by the Court.

9. The defective Cubical/workstation & Chair shall be replaced without any additional charge at the time of supply of the same. **Further, repairing shall have to be carried out within 3 days of the intimation being received from the Court in warranty period on its own cost.**

10. The construction & fixing of Cubical/workstation & supply of Chairs at Suvas Cell, 8, South Bailey Road, Patna must be completed within a period of 30 days after receiving of Supply Order.

11. The bidder will have to submit an affidavit regarding supply of aforesaid article as per quality, quantity and time frame mentioned as per 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.

12. 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.

13. No advance payment shall be made. Payment will be made in account of the firm after due verification of items supplied

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

15. The firm shall submit bill for payment. The payment will be made after satisfactory report from concerned department. TDS as per rule shall be deducted from the bills of the successful bidder.

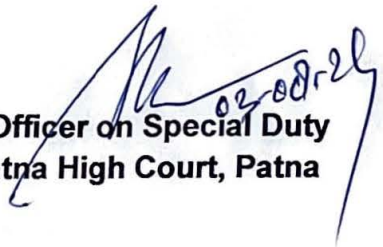
16. Quotation shall remain valid for a period not less than 90 days after the last date for submission of quotation.

17. The number of cubical/ workstation & Chairs may be increased or decreased as per the requirement of the Court. .

18. The Bidder may visit SUVAS Cell, 8, South Bailey Road, Patna for inspection of available space. Further, a tentative sketch plan may also be seen/obtained by visiting Purchase Cell, Patna High Court, Patna of the Court during office hours.

19. On the top of the Envelope, the Tender no. And "Creation of Cubical/Workstation at SUVAS Cell" be clearly mentioned.

20. 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 consecutive financial years with minimum average transaction of Rs.50 Lakh .		
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 creation of Cubicals/Workstations in Government Office/ reputed institutions, 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	valid copy of ISO certification		
11.	Undertaking duly Signed and Stamped.		

Signature & Name/ authorized
signatory of bidder
with Stamp

Undertaking

(To be printed on the letter head of Tenderer)

Tender No. 04 /2024-25/ Purchase Cell dated 03. 08. 2024

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