

HIGH COURT OF JUDICATURE AT PATNA

NOTICE INVITING EXPRESSION OF INTEREST FOR PUBLICATION OF ANNUAL REPORT FOR THE YEAR 2023

High Court of Judicature at Patna invites expression of interest (EOI) from experienced and professional agencies for publishing the Annual Report of the High Court of Judicature at Patna, 2023.

1. Applicants are required to submit the following documents in hard copy either by hand or by registered post addressed to the Registrar General, High Court of Judicature at Patna:-
 - Expression of Interest with signature and seal of authorized person
 - Documents showing similar work, if any, done in the past.
 - Undertaking to abide by the terms and conditions of the EOI notice as per **Annexure- 1** and the work order.
 - Declaration with signature and seal of authorized person regarding non blacklisting by any organization with regard to any work done in the past as per **Annexure -2**
 - Details as per **Annexure-3**
2. The last date for submitting the Expression of Interest is 26th September, 2024 (during working hours). No applications or EOI received after the last date shall be entertained.
3. No price quotations should be submitted at this stage.
4. No request for extension of time for completing the work shall be allowed.

5. High Court of Judicature at Patna may direct submission of any document from any of the applicant(s) at any stage and hold meeting(s) with all or any of the applicants for the sake of proper decision making.
6. The applicants should remain in readiness to showcase and submit design for the Annual Report within short notice.
7. Price bid shall be invited only from shortlisted firm(s).
8. The successful bidder should also be in readiness to carry out any last minute changes in the hard copy as well as digital copy of the Annual Report as and when desired by the Court.
9. The Annual report of the Court shall be designed and created in the digital format in addition to the physical format.
10. The raw editable design with necessary facilities to edit the same should be handed over to the Court by the successful bidder after creation of the digital copy of Annual Report.
11. The lowest bidder shall be awarded with the work of publication of the Annual Report on such terms and condition as may be fixed in this regard by the Court.
12. High Court of Judicature at Patna reserves the right to award the work order to such other firm as it deems proper in case the lowest (LI) bidder fails to complete the work in accordance with the work order.
13. Court shall shortlist the firms found suitable for carrying out the work.
14. Due to paucity of time, Court may call for price quotation of sole eligible applicant if no other applicant is found suitable for the work.
15. Those firms who are found eligible shall be intimated to submit in person their price bid in sealed cover on or before the date and time to be fixed in this regard.
16. High Court of Judicature at Patna reserves the right to make any enquiry to examine the correctness of the statement made by the firms.
17. All communication should be addressed to the Registrar General, High Court of Judicature at Patna.

18. All disputes arising out of this matter shall be subject to jurisdiction of Patna Civil Court.
19. Any suppression or misrepresentation of facts by any applicant shall make the bidder liable for disqualification and action according to law.
20. The number of copies to be printed shall be informed to the successful bidder at the time of issuance of Purchase order. The additional order (if required), shall be awarded to the successful Bidder after the purchase order, at the same price under the same terms and conditions as in this EOI.
21. High Court of Judicature at Patna reserves the right to amend or withdraw any of the terms and conditions mentioned as above or to reject any or all EOI without giving any notice or assigning any reason thereof.
22. All intimations, corrigendum and notifications with regard to this EOI shall be published in the Court's website. Hence, bidders should regularly visit the website to check latest intimations, corrigendum and notifications regarding this EOI.

Sd/-

REGISTRAR GENERAL

ANNEXURE- 1

Acceptance of Terms & Conditions Contained in the Expression of Interest Document

(To be submitted on the Letter head of the responding organization)

Date:-

To

The Registrar General,
High Court of Judicature at Patna,
Patna

Sir,

I have carefully gone through the Terms & Conditions contained in the Notice No- 01/APPT. dtd.05/09/2024 regarding invites expression of interest from experienced and professional agencies for publication of the Annual Report of the High Court of Judicature at Patna, 2023.

I declare that all the provisions of this document are acceptable to us. I further certify that I am an authorized signatory of the company and therefore, competent to make this declaration.

Signature and Seal of the Bidder

Date:-

Place:

ANNEXURE-2

Self Declaration

(To be submitted on the Letterhead of the organization)

Date _____

Reference: _____

To

The Registrar General,
High Court of Judicature at Patna,
Patna

Sir,

In response to the Expression of Interest Notice No. 01/APPT. dtd.05/09/2024
Ms. / Mr. _____, as a _____
_____ I/We hereby declare
that our organization has never been blacklisted by any firm / organization.

Signature and Seal of the Bidder

Date:-

Place:-

Applicant Details

Registered Name of the Firm / Company:		
Address of the Registered Office of the Firm / Company:		
Telephone	Phone:	Fax: E-Mail:
1	Contact Details of the Person authorized to make communication with High Court of Judicature at Patna	
2 (a)	Name	
(b)	Designation	
(c)	Mobile No.	
(d)	Fax No.	
(e)	E-Mail ID	
Please fill up each field mentioned below with required information along with the page nos. of the respective supporting documents.		
3	Company / Firm Details	
(a)	Type of Company (PSU / Pub. Ltd./ Pvt. Ltd./ OEM/ Authorized Business Partner)	
(b)	Company / Firm Registration No. & Date of Registration	
(c)	Year of establishment as in Registration Certificate	
(d)	GST registration	
(e)	Copy of GST Registration (Enclose Copy)	Page no.
4	Declarations of the bidder as per Annexure-1 & 2, (Enclose Copies)	Page nos.