

PATNA HIGH COURT, PATNA

Tender Notice No.....**71819**..... / 2024 - 25 (C.O.'s Office)

Sealed quotations are invited from bonafide and reputed firms for misc. works in the Patna High Court, Patna, **ON OUTSOURCING BASIS**. Details of which are as under :-

Sl. No.	Nature of work	No. of required manpower
1.	Sweeping and dusting works	35
2.	To work in different Sections / Departments of the Court as well as for Domestic Help	110
3.	For Hon'ble Judges' Lounge	8 (4 Cooks + 4 Cook Helpers)
4.	Gardening works	6 Malis
5.	Carpentry works	6 (3 Carpenters + 3 Carpenter Helpers)
	Total=	165 (One hundred sixty five only)

Terms and conditions are as under :-

- (1) The agreement / contract will be valid for only one year from the date of start of service. The period of agreement / contract can however be extended by renewing the same for such period as may be agreed upon between the parties on agreed terms.
- (2) The firm has to provide the required number of manpower daily except Sundays and other Holidays (The Holidays will be decided by the Administration of Patna High Court, Patna).
- (3) The equipment, tools, materials and consumable items etc., whatsoever required, for the aforesaid services shall be provided by the firm to its employees at its own cost and expenses.
- (4) The rate quoted in Tender should be inclusive of all taxes.
- (5) No advance payment shall be made.
- (6) The number of manpower may be increased or decreased, as per requirement of the Court.
- (7) The Patna High Court, Patna reserves the right to accept or reject any or all quotations.
- (8) Copy of Income Tax Return (for last two years), ESI Certificate, EPF Certificate, Proof of Registration of Firm / Supplier (as per Government Rule) / Company Registration Certificate (as per Company Law), GST Number and PAN No. be furnished alongwith the quotation.
- (9) All the Tender proposals will have to be submitted in hard copy with all pages numbered and signed.
- (10) **An Earnest Money Deposit (EMD) of Rs. 50,000=00 (Rs. Fifty thousand) must be enclosed alongwith quotation in the form of Demand Draft / Bankers Cheque 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 provide the required number of manpower, as per stipulated terms.**
- (11) 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.
- (12) Payment will be made in the account of the firm, not in cash, after submission of bill.

The interested firms may submit their quotations on the terms and conditions, as mentioned above, in the name of the undersigned **on or before 28/09/2024 upto 05:00 P.M.**. Quotations received after stipulated time / date shall not be entertained.

Date :- **12/09/2024**


Registrar General
Patna High Court, Patna