



**IN THE HIGH COURT OF JUDICATURE AT PATNA
TENDER NOTICE No.13/2024-2025 (Purchase Cell)**

Sealed Quotations are invited from the original equipment manufacturer/reputed firms/suppliers/authorized dealers for supply of following articles for use of the Court:-

Sl. No.	Particulars	Size	Tentative Requirement	Specification	Tentative photo
1	Computer table	3'(L) x 2'(W) x 2.5'(H)	64 pcs	Made of durable MDF/Engineered Wood material of 18 mm thickness with good quality laminates. The tables should have drawer units with locking system having 2 keys. Keyboard Tray (size 19 Inch) made of good quality MDF/ engineered wood of 18 mm thickness, fitted with branded telescopic channel. Leg of the table should be rubber fitted.	

Sl. No.	Particulars	Size	Tentative Requirement	Specification	Tentative photo
2	Computer Chair (Reputed Brand)	Static Chair	64 pcs	Static Chair should have Cushioned Seat and Cushioned back fitted with fabric and heavy gauge Steel base.	

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 03:00 pm on 09.04.2025. 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>".

A. 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.
- (iv) Bidder should submit a copy of turnover statement certified by a Chartered Accountant/Auditor for the last three financial years with minimum average transaction of Rs. 25 Lakh.
- (v) **An Earnest Money Deposit of Rs.44,000/- 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/banned by the Central/State Government/Society during their period of business.

B. 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. Sample of quoted articles i.e. Computer Table and Chair must be displayed before competent authority, as and when informed by this Hon'ble Court. 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. The quotation may be submitted for aforesaid both articles or either article. 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.
4. The firms shall have to mention the specification and warranty in terms of tender.
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 1 year 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 seven days of the intimation being received from the Court in warranty period. Further, the successful bidder has to submit an affidavit regarding proper after sale service with availability of spare parts on its own within warranty period. Payment will be made only for replacement of defective parts during warranty period.
8. The furniture items should be delivered, installed and commissioned 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 in terms of tender.
10. **The OEM/ 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 Contact no. must be mentioned in quotation.**
11. No advance payment shall be made. Payment will be made in account of the firm after due verification of items supplied.
12. The successful bidder is required to submit 5% of value of supply Order as **performance security** which shall be deposited by successful bidder(s) by way of Demand Draft/ Bank Guarantee from Nationalized/Scheduled bank drawn in favour of **“The Registrar General, Patna High Court” payable at Patna** which will be refunded, after satisfactory service during warranty period. No interest will be paid on performance security.
13. The Court reserves the right to accept or reject any or all quotations without assigning any reason. Further, No correspondence in this regard will be entertained. The Court also reserves the right to cancel the tender at any stage, 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. The Successful Bidder will have to marking with numerical digit on each article.
16. **The Bidder will have to obtain a Pass from Pass Counter before submitting the Quotation.**
17. In the event of any dispute arising from this tender, the decision of Patna High Court shall be final and binding on all parties. Any dispute whatsoever shall be subject to the jurisdiction of Courts at Patna, Bihar only.
18. **The Bid will be open on 09.04.2025 at 3:30 PM in the presence of all the bidders and official of Patna High Court**
19. **On the top of the Envelope, the Tender no. 13/2024-25 be clearly mentioned.**

Address for Submission of the Tender:- In the Box kept Near O.S.D Chambers, 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		
5	Copy of turnover certified by a Chartered Accountant/Auditor <u>for the last three financial years with minimum average transaction of Rs. 25 Lakh .</u>		
6	Earnest Money Deposit of Rs.44,000/- 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	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.		
9.	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. 13/2024-25/ Purchase Cell dated 19.03.2025

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.

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

Place

Date