

IN THE HIGH COURT OF JUDICATURE AT PATNA
TENDER NOTICE NO - 01/2025-26 (Purchase Cell)

Sealed Tenders/quotations along with sample of articles (tabulated below) are invited in favour of undersigned from bonafide and reputed registered Firms/Suppliers having requisite experience and financial capacity to execute the order for supply of Stationery, Miscellaneous, Electrical articles & Printed items (forms) for use of the Court for the financial year 2025-26 within three weeks from the date of Publication in the Newspaper. This advertisement can also be downloaded from the Website of Patna High Court: <https://patnahighcourt.gov.in/>.

The word/subject "QUOTATION FOR SUPPLY OF STATIONERY, MISCELLANEOUS, ELECTRICAL & PRINTED ITEMS" alongwith Tender Notice No. should be superscribed on the top of the sealed envelope containing the quotation.

All received bids/tenders documents alongwith sample shall be opened by the O.S.D. alongwith the Officers of the Patna High Court in the presence of all the participated firms on 29/04/2025 at 12:00 P.M.

IMPORTANT INFORMATION

Date of Commencement of BID	<u>08</u> /04/2025
Last Date for Submission of Sealed Tender Quotations	<u>28</u> /04/2025
Date & Time of opening of Bid	<u>29</u> /04/2025 at 12:00 P.M.

Stationery Items

Sl. No.	Stationery Items	Unit	Tentative Quantity required to be purchased
1.	Add Gel Pen (Achiever)/pc	each	300
2.	(Hitech) Pilot V5/V7 Luxor Pen/pc	each	100
3.	Add Gel Refill (NB/G-R 20)/pc	each	200
4.	Bodkin- (good quality)/pc	each	300
5.	Binding Thread REVO YARN 915 METER /roll	each Gola	50
6.	Correction Pen Faber Castell 7 ml/pc	each	100
7.	Cello Tape-(2" size) wonder 45 m/pc	each	100

8.	Green Lace (22"Long) 320 no/pc	each piece	As per requirement
9.	Green Lace (22"Long) 324 no/pc	each piece	200000
10	Green Lace (22"Long) 924 no/pc	each piece	As per requirement
11	Gum Tube Small (Fevi gum) 18ml -22 ml/pc	each tube	2000
12	Gum Bottle 700 ml. (Camel/Kores)/pc	each bottle	100
13	Heavy Duty Punching Machine (Two Holes),Kangaroo/wonders/Good Quality /pc	each	25
14	H.B. Pencil (Apsara platinum/Doms) /pc	each	1000
15	Jetter refill Reynolds(Red & Blue) /pc	each	2000
16	Jotter Refill (Blue & Red) Luxor sof touch/pc	each	100
17	Jotter Holder Pen- Good Quality	each	100
18	Pin Cushion Oddy MCD-01 (Magnetic)/pc	each	100
19	Paper weight (Floral, Round-Glass)/pc	each	300
20	Plastic pen stand two poke (Jemson/Good Quality) 1412 size 11.5 x 5 /set	each	50
21	Pencil eraser (Apsara Non Dust)/pc	each	500
22	Paper pin, (Oddy Pin – 100 gm.)/pkt	Each Pkt.	100
23	Red & Blue Pencil, (Nataraj or good quality)/pc	each	As per requirement
24	Red Pencil, (Nataraj or good quality)/pc	each	As per requirement
25	Blue Pencil, (Nataraj or good quality)/pc	each	As per requirement
26	Rubber stamp pad large,110mm x 69 mm /Faber Castell/pc	each	100
27	Rubber Stamp Computerized Make Per Line	each	As per requirement
28	One Hole Punching Machine (kangaroo FP-20)	each	As per requirement
29	Two Hole Punching Machine (kangaroo DP- 52)	each	As per requirement
30	Rubber Stamp Round	each	As per requirement
31	Facsimile Signature Stamp	each	As per requirement
32	Office lac (sealing wax) Tender./pkt	Each pkt.	50

33	Steel Knife Emerald Eco (Plastic handle Good Quality)/pc	each	200
34	Short Hand Pencil (Apsara)/pc	each	1000
35	Sketch Pen (Black) Luxor/pc	each	3000
36	Scissors Oddy 7" Inch/pc	each	50
37	Stapler Machine HP-45 Kangaroo/pc	each	100
38	Stapler HD 10 D Kangaroo/pc	each	200
39	Staple Wire 24/6 ,Kangaroo/pkt	Each Pkt.	500
40	Staple Wire 10 no., Kangaroo/pkt	each Pkt.	3000
41	Sponge with cap Oddy DM-02/pc	each Pkt.	200
42	Tag (Machine Made) Per Thousand Superior Quality	Per thousand	100000
43	Azurlaid Paper (17" /27") (10.4kg)-Belarpur,Sirpur & J.K/ream	Per Ream	200
44	Azurlaid Paper (17" /27") (13.4kg)-Belarpur, Sirpur & J.K/ream	Per Ream	300
45	Brown Paper (36"/46") (28 kg.) Yash Brand/ream	Per Ream	12
46	Binding Cloth (Good quality /meter)	meter	300
47	D.F.C. Paper (17"/27") white 10.4 kg-Belarpur, Orient/ream	Per Ream	200
48	Computer paper 75 GSM /Xerox/X 75-A/4 size/pkt	500 sheet/ Pkt.	5000
49	Computer paper 75 GSM Xerox/Trust/Legal size/pkt	500 sheet/ Pkt.	500
50	Pulp Board White/pc (22"X28", 10.4kg) Belarpur/Andhra/pc	each	2000
51	Rule Paper 8.6 Kg (17"/27") Belarpur/Orient/ream	Ream	10
52	Short Hand Note Book -Milan (Lotus) 200 page/pc	piece	3000
53	Straw Board (24 OZ)-White/pc	each	1500
54	Type Carbon 503 (Black) - Kores /pkt	each	5
55	Legal size computer paper J.K Max 67/70 GSM/pkt	500sheet / Pkt	1500
56	Flat File Board (24 OZ)/pc (14"/9.5")	each	40000
57	Yellow File Cover (14"/10.5") with printing & inner lamination on thick board/pc	each	30000
58	Red File Cover (14"/10.5") with printing & inner lamination on thick board/pc	each	40000

59	White File Cover (14"/10.5") with printing & inner lamination on thick board/pc (Administrative File-Phc. Sch. X-21)	each	15000
60	Brown envelope (size- 16" X 12") (39 kg.)/pc	each	15000
61	Brown envelope (10" X 4½") (39 kg.) /pc	each	30000
62	Plastic coated Yellow Envelope (11"x5") Pride 100 gsm/pc	each	1000
63	Plastic coated Yellow Envelope (A4 Size) Pride 100 gsm/pc	each	1000
64	Plastic coated Yellow Envelope (legal size)Pride 100 gsm/pc	each	1000
65	White Envelope (11"x5") Pride diamond 100 gsm/pc	each	1000
66	White Envelope (9"x4") Pride diamond 100 gsm/pc	each	1000
67	Rorito Agro soft Gold Pen/pc or Good quality	each	4500
68	Royal executive/J.K Bond Paper 100 GSM 500 sheet/pkt	each pkt	50
69	Adhesive sticker on hard glossy paper (19 cm x 6.5 c.m)/pc	each pc	100000
70	Perforated Slip Book (size: 6.5"x4") with printing & binding (80 pages/pc)	each pc	1000
71	Appointment stand / Table calendar stand (Kebica/Gemson)/pc	each	100
72	Engagement pad 2025, Ajanta/pc	each	200
73	Marker pen (Highlighter)Faber castell/pc	each	500
74	Pencil cutter 'Single Hole' Good quality/pc	each	200
75	Plain/ Rulled note pad medium(33 No) Neel gagan/pc	each	500
76	Plain note pad small (22 size) Neel Gagan 80 pages /pc	each	200
77	Plain/ Rulled note pad medium(40 No) Neel gagan/pc	each	As per requirement
78	Restick flag (ODDY 25x75 mm,4 colour) /pc	each Pkt	5000

79	Spring index file yellow (Hard Board) /pc	each	500
80	L folder file plain (Solo, A/4 Size)/pc	each	2000
81	L folder file (Balhar, No.-102 S) With printing of monogram of P. H. C./pc	each	2000
82	James Paper Clip Oddy 30 mm 100 pcs/pkt	each	400
83	Marker Pen (Faber castell)/pc	each	400
84	Post It 3M flag	each pkt	As per requirement
85	HB pencil 0.5mm with refill (Camelin or good quality) Model-Nouvel Mechanical	each	400

Miscellaneous Items

Sl. No.	Miscellaneous items	Unit	Tentative Quantity required to be purchased
1.	All out Machine with refill/pc	each	As per requirement
2.	All out refill/pc	each	As per requirement
3.	Good Night Advance machine with refill/pc	each	1000
4.	Good Night Advance refill/pc	each	1000
5.	AAA Battery /Eveready, Heavy Duty/pc	each	200
6.	AA Battery /Eveready, Heavy/pc	each	500
7.	Brasso liquid 90 ml. "RECKITT BEMCKISER"/pc	each	50
8.	Nuvan 500 ml	ml	As per requirement
9.	*Bleaching powder 1/2 kg, (White Hansa Brand)	each Pkt.	400
10.	Broom stick (Long size yellow, Superior Quality)/kg	Kg	200
11.	Cup and saucer (Bone China) Goldline/set	Set	As per requirement
12.	Cotton rope/bundle	each bundle	As per requirement

13.	Candle 100 gm (Thick)/pc	each	200
14.	Collin (Big size) 500ml/pc	each	500
15.	Dettol liquid Hand Wash (Skin care) 200 ml. /pc	each	1000
16.	Distilled Water 5 lit per pc	Litre	300
17.	Sutli thin/kg	Per kg.	200
18.	Fridge Bottles Perlpet/pc	each	50
19.	Fevi stick (15 gm.)/pc	each	As per requirement
20.	Glass table pad (2 X 1.5 ft.- 5mm.) /pc	each	150
21.	Gunny cloth/metre (Good Quality)	meter	As per requirement
22.	Harpic (500 ml.) /pc	each	1000
23.	Hit Spray (200 ml.) /pc	each	1500
24.	Hand sanitizer (Dettol, 50 ml.)/pc	each	As per requirement
25.	Link lock 41/pc	each	100
26.	Link lock 21/pc	each	50
27.	Link lock A/3/pc	each	50
28.	Lifebuoy soap small/pc	each	As per requirement
29.	Lemon scented phenyl white good quality (500 ml.)/pc	each	500
30.	Laxman rekha/pc	each	400
31.	Lizol 500 ml/pc	each	1000
32.	Mysore Sandal Soap/pc	each	100
33.	Markin Thick (Good Quality) /meter	each	200
34.	Match box (TEKKA / HOME Light) /pc	each	400

35.	Sheep leather large/pc	each	As per requirement
36.	Mosquito coil (Mortien) /pkt	each	As per requirement
37.	Naphthalene ball100gm. (Eagle Brand)//pkt	each	500
38.	Odonil (50 gm.)/pc	each	1500
39.	Plastic mug cello 1½ Litre/pc	each	25
40.	Plastic bucket 18 ltr 'UNILITE'/ CELLO'/pc	each	25
41.	Plactic Jug good quality 3 liter/pc	each	500
42.	Glass tumbler YERA/pc	each	2500
43.	*Phenyl eagle 1 Litre/pc	each	300
44.	Paper napkin "10on Lite (2 ply)" or any other good quality /pc	each pkt.	800
45.	Surf excel soap large (250 gm approx.) /pc	each	As per requirement
46.	*Room Freshner (200 ml Godrej) /pc	each	1000
47.	*Room Freshner (200 ml Ryan) /pc	each	As per requirement
48.	*Room Freshner (200 ml Riya) /pc	each	As per requirement
49.	Ring Guard file (monaf)/pc	Each	100
50.	Red markin/meter	Each	200
51.	Red harpic/pc	Each	100
52.	Rubber date stamp/pc	each	20
53.	Rat killer (50 gm., Mortien)	each	50
54.	Soap case (Good quality)/pc	each	20
55.	Steel (coat) hanger(thick-good quality)/pc	each	100
56.	Surf excel Powder (Quick wash)1 kg	each Kg.	As per requirement
57.	Tea set 15 pieces Sets (Bone China, Gold Line)/set	each set	As per requirement

58.	Table cloth (1.5x1.5 Metre) Rexine Thick (good quality) /pc	each	50
59.	*Vim bar (310 gm approx) Large size /pc	each	500
60.	Wheel active 1 kg.	each	As per requirement
61.	Waste paper basket (Small) cello/pc	each	100
62.	Waste paper basket (Big) Cello/pc	each	100
63.	*Coaster with stand /set	each	20
64.	Towel (75x150 C.M.) SUPER ULTREX Bombay Dyeing/SPACES/PORTICO /pc	each	150
65.	Towel (75x150 C.M.)/pc SANTINO Bombay Dyeing/ SPACES/PORTICO /pc	each	25
66.	Towel (75x150 C.M.) TULIP Bombay Dyeing / SPACES/PORTICO /pc	each	As per requirement
67.	Ezee wash 200 g	each	As per requirement
68.	Surf Excel powder quick wash 500g	Each pkt	400
69.	Tide Plus surf 500g	Each pkt	400
70.	Rubber band 100 Gram pkts (Oddy)	each	400
71.	Duracell Ultra Alkaline Battery AA	each	1000
72.	Duracell Ultra Alkaline Battery Battery AAA	each	1000
73.	Vim Liquid 250 ml	each	800
74.	Sticky pad Mousetrap	each	400
75.	Wet wipes 25 wipes Vega/Any other reputed brand	each	400
76.	Dry wipes 100 pulls (10 Lite 2 ply)	each	400
77.	Kitchen Napkin Cloth Mandhania/other good quality/pkt containing 12 pcs	each	400
78.	Lipton Darjeeling Tea 250 g	each	400
79.	Lopchu Tea 250 g	each	400
80.	Scotch Brite (Steel Ball) 6 pcs pack	each	400

81.	Scotch brite sponge pack of 3 pcs	each	400
82.	Pen Drive (16 GB)	each	100
83.	Pen Drive (32 GB)	each	100
84.	Extension Board socket with 5 meter long wire (Oreva)	each	100
85.	DVD with Cover Sony	each	As per requirement
86.	Jumbo size Carry Bag (Polyester or Good quality)/pc	each	200
87.	Dettol Original liquid Hand Wash 900 ml/pc or Good Quality	each	700

Electrical Items

Sl. No.	Electrical Items	Unit	Tentative Quantity required to be purchased
1.	Electric Remote Call Bell Single Sound (A.C.) -CONA /pc	each	As per requirement
2.	Electric Remote Call Bell Single Sound (A.C.) - Anchor /pc	each	As per requirement
3.	Electric Remote Call Bell (Multiple Sound (D.C.) - CONA/pc	each	50
4.	Electric P.V.C. Tape/pc	each	30
5.	Tube Light (40 Watts) (White) (Four feet), Philips/pc	each	400
6.	Tube Light (20 Watts) (White) (Two feet), Philips/pc	each	As per requirement
7.	Table Lamp (Philips, Advantez) Superior quality	each	As per requirement
8.	Tube of Table Lamp - (9 Watts) - Philips /pc	each	As per requirement
9.	Tube of Table Lamp - (11 Watts) - Philips /pc	each	As per requirement
10.	Tube Light Slim (Yellow) - 36 Watts (Four feet), Philips /pc	each	As per requirement

11.	Tube Light Yellow (11 Watts) – (One feet)- Surya, Philips	each	As per requirement
12.	P.L. Tube 36watt, Philips/pc	each	40
13.	P.L. Tube 18 watt, Philips/pc	each	As per requirement
14.	Electric kettle Bajaj /Orient/pct	each	As per requirement
15.	Sodium Vapour Blub (250 Watts)- Philips/pc	each	As per requirement
16.	Sodium Vapour Blub (400 Watts)- Philips /pc	each	As per requirement
17.	Room Heater (Double Rod) Bajaj/pc	each	As per requirement
18.	40 watt Parawalia bulb Philips/pc	each	As per requirement
19.	18 watt L.E.D Surya/Philips	each	As per requirement
20.	LED 5 watt Havells	each	As per requirement
21.	LED 7 watt Havells	each	As per requirement
22.	LED 9 watt Havells	each	50
23.	LED 12 watt Havells	each	As per requirement
24.	LED 15 watt Havells	each	As per requirement
25.	LED 20 watt Havells	each	As per requirement
26.	LED 30 watt Havells	each	As per requirement
27.	LED 40 watt Havells	each	As per requirement

Printed Forms

Sl. No.	Forms	Unit	Tentative Quantity required to be purchased
1.	Title page part I with laminated (Civil side) in white colour (P.H.C Sch. III-2)	each	As per requirement
2.	Title page part II (Civil side) in blue colour (P.H.C Sch. III-2A)	each	As per requirement
3.	Title page part III (civil side) in green colour (P.H.C Sch. III-2B)	each	As per requirement

4.	Table of contents (civil side) for part I (P.H.C Sch. III-3)	each	As per requirement
5.	Table of contents (civil side) for part II (P.H.C Sch. III-3A)	each	As per requirement
6.	Table of contents (civil side) for part III (P.H.C Sch. III-3B)	each	As per requirement
7.	Title page part I with laminated (criminal side) in white colour (P.H.C Sch. IV-3)	each	As per requirement
8.	Title page part II (criminal side) in blue colour (P.H.C Sch. IV-3A)	each	As per requirement
9.	Title page part III (criminal side) in green colour (P.H.C Sch. IV-3B)	each	As per requirement
10.	Table of contents (criminal side) for part I (P.H.C Sch. IV-15)	each	As per requirement
11.	Table of contents (Criminal side) for part II (P.H.C Sch. IV-15A)	each	As per requirement
12.	Table of contents (Criminal side) for part III (P.H.C Sch. IV-15B)	each	As per requirement
13.	Printing of Judgement paper (Logo of Patna High Court) with punched	Each thousand	800000

I. For printing of Adhesive Envelopes in three sizes (Big, Medium & Small as well as printing, screen printing, embossed printing & steal dye printing of D.O. Letters and Envelopes)				
SL. No.	Description of Size	Measures	Tentative required to be purchased	Quantity to be
1	Adhesive Envelopes with Printing (both sides) (Big Size: 9.5" X 4.5")	each	1000	
2	Adhesive Envelopes with Printing (both sides) (Medium Size: 8" X 5")	each	1000	
3	Adhesive Envelopes with Printing (both sides) (Small Size: 7" X 4")	each	1000	


Terms & Conditions: -

- (i) Tender/Quotation will not be accepted without samples.

- (ii) Samples should be submitted in packed box mentioning their firms name and tender number. Name and serial number of the respective sample should also be written on the sample as mentioned in the tender document.
- (iii) The items/material should be in good condition as per tender specification having the original packing intact.
- (iv) All the tender proposal 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 be summarily rejected.
- (v) The rate quoted in the tender should be inclusive of all taxes.
- (vi) No advance payment shall be made.
- (vii) The firms shall submit their bill in triplicate at the time of/after the supply of materials.
- (viii) The Court reserves the right to accept/reject any or all tenders including EMD/Bid security and samples.
- (ix) Attested copies of latest Income Tax return for last three years and Copy of turnover certified by a Chartered Account/Auditor for the last three Financial Years, GST Registration Certificate, GST Number and PAN be furnished along with the tender.
- (x) Payment will be made through Bank Account, not in Cash, after delivery. In case any defect is found in any of the materials, the concerned firm shall replace it immediately free of cost.
- (xi) EMD of Rs.1,50,000/- (Rupees One Lakh Fifty Thousand) only must be deposited in the form of Demand Draft from Nationalized/Scheduled bank drawn in favour of "The Registrar General, Patna High Court" payable at Patna. Bidders are requested to write their name and full address at the back of the Demand draft submitted. No interest will be paid on EMD.
- (xii) Exemption of EMD: Firms registered with NSIC or the concerned department, Central Purchase Organization/State Purchase Organization, is exempted from furnishing Earnest Money Deposit. Valid NSIC registered firms should produce documentary evidence i.e. NSIC Registration Certificate.
- (xiii) The tenders without Earnest Money Deposit/Bid Security/Valid Registration Certificate will be summarily rejected.
- (xiv) If a bidder wants to withdraw or modify their bids then the EMD/Bid Security submitted by them, shall be forfeited.

- (xv) The successful bidder is required to submit minimum 5% of value of first supply Order as **performance security** which shall be deposited by successful bidder(s) by way of Demand Draft from Nationalized/Scheduled bank drawn in favour of **“The Registrar General, Patna High Court” payable at Patna** which will be refunded on either completion of the contract period or after two months from the payment of last bill. No interest will be paid on performance security.
- (xvi) **No quotation received after due date and time shall be entertained and they will be summarily rejected.**
- (xvii) The successful bidder shall supply the Items/articles for a minimum period of one year on the approved rate from the date of sign of agreement which may be extended for a further period of one year, if agreed bilaterally.
- (xviii) Colour & Essence of the items (wherever applicable) may be exchanged as per requirement of the Court.
- (xix) Quotation for Towels of brand e.g. BOMBAY DYEING/SPACES/PORTICO/other equivalent brands (item nos. - 64, 65 & 66 of miscellaneous items) is required to submit alongwith dealership/authorization certificate from respective company.
- (xx) Forms (Total 12 types), Sl. no-1 to 12 mentioned above in “Printed Items” should be in prescribed colours. The TITLE PAGE – Part I (both civil side & criminal side) in white colour be laminated and printed on (Pulp board of 165 GSM) thick full scape paper, but Part II and Part-III be printed without lamination on same full scape paper (165 GSM) in blue colour and green colour respectively and rest of the forms will be printed on 60 GSM white full scape paper. The Firm will supply the said Printed forms on appropriate paper mentioned above.
- (xxi) As Sl. No. 13 of Printed Forms is concerned, the rate is invited for Punching (two holes in left side) with printing - “PATNA HIGH COURT & LOGO OF NATIONAL EMBLEM” on Judgement paper only. The Office will supply the required paper to the Firms/Press for printing of Judgement paper.
- (xxii) The firms/bidders have to submit an affidavit to the effect that the firm has not been blacklisted/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 articles will be as per quality, quantity and time frame mentioned in terms of Tender.

- (xxiii) Conditional Tenders/bids shall not be entertained.
- (xxiv) The quality and size of the tentative samples can be seen during office hours in the Purchase Cell of the Patna High Court.
- (xxv) The bid will be decided on the basis of quality/price or both of the articles/items.
- (xxvi) The Patna High Court reserves the right to cancel the agreement with prior notice of one month with or without specifying any reasons thereof.
- (xxvii) The bidder will have to obtain a pass from Pass Counter, Patna High Court, Patna for the purpose of submitting the bids/quotation.
- (xxviii) Quantities mentioned in tender document is tentative and it may increase or decrease as per requirement of the Court.
- (xxix) A rate agreement shall be executed between the successful bidder and Patna High Court, Patna after the finalization of rate.
- (xxx) **The interested firms/bidders may submit their quotations alongwith samples in the name of the undersigned as per above terms and conditions on or before the date mentioned above upto 5:00 P.M. in the box kept outside the Chambers of the O.S.D., Purchase Cell, Patna High Court, Patna, which is scheduled to be opened at 12:00 P.M. on 29/04/2025 in the presence of all the participated bidders/firms and authorized officials of the Patna High Court, Patna.**
- (xxxi) In the event of any dispute arising from this tender, the decision of Patna High Court shall be final and binding on all parties.
- (xxxii) Any dispute whatsoever shall be subject to the jurisdiction of Courts at Patna, Bihar only.


Officer on Special Duty
Patna High Court, Patna

Check List to be submitted with Tender bearing No. 01/2025-26

Sl. No.	Particulars	Yes/No	Page No.
1.	The rate quoted in Tender is 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 three years and Copy of turnover certified by a Chartered Account/Auditor for the last three Financial Year.		
5.	Earnest Money Deposit of Rs.1,50,000/- (Rupees One Lakh Fifty Thousand) only is enclosed alongwith quotation in the form of Demand Draft issued from Nationalized/ Scheduled Bank in favour of "The Registrar General, Patna High Court" payable at Patna. * However, this will be not applicable on those who are registered with Central Purchase Organization/State Purchase Organization/ National Small Industries Corporation (NSIC).		
6.	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 articles will be as per quality,		

	quantity and time frame mentioned in terms of Tender.		
7.	Dealership/Authorization Certificate from respective company of Towel of brand BOMBAY DYEING /SPACES/PORTICO/other equivalent brands. (Only for Sl. No. 64, 65 & 66 of Miscellaneous Items)		
8.	The Firm/Supplier/authorized dealers have authorized shop/service partner in area under Patna Municipal Corporation/nearest to Patna. Complete address of the same with the Contact No. is mentioned in the quotation.		
9.	Undertaking duly signed and stamped.		

**Signature of the authorized
Signatory of the Firm
Official Stamp/Seal**

Date:

Place:

UNDERTAKING

I/We undertake that the firm (name of the firm.....) or its Partner/Director/Proprietor (name of all owners) has never been blacklisted/banned and also its business dealings with the Central/State Government/Public Sector Undertaking/Autonomous Bodies have never been banned/terminated on account of poor performance/conduct.

I/We also undertake that all the terms and conditions of the instant Tender Notice are acceptable to me/us.

I/we also undertake that in case the supply is not found to be in conformity with the purchase order or any other distortion, the whole supply will be taken back at the cost of the firm with replacement of goods within 3 days.

**Signature of the authorized
Signatory of the Firm
Official Stamp/Seal**

Date:

Place:

पटना उच्च न्यायालय के क्षेत्राधिकार में
निविदा सूचना संख्या-01/2025-26 (खरीद प्रकोष्ठ)

समाचार पत्र में प्रकाशन की तारीख से तीन सप्ताह के भीतर वित्तीय वर्ष 2025-26 के लिए न्यायालय के उपयोग के लिए लेखन सामग्री, विविध, विद्युत वस्तुओं और मुद्रित वस्तुओं (प्रपत्रों) की आपूर्ति के आदेश को निष्पादित करने के लिए आवश्यक अनुभव और वित्तीय क्षमता रखने वाली प्रामाणिक और प्रतिष्ठित पंजीकृत फर्मों/आपूर्तिकर्ताओं से लेखों के नमूने (नीचे सारणीबद्ध) के साथ मुहरबंद निविदाएं/उद्घरण आमंत्रित किए जाते हैं। इस विज्ञापन को पटना उच्च न्यायालय की वेबसाइट से भी डाउनलोड किया जा सकता है:
<https://patnahighcourt.gov.in>.

उद्घरण वाले सीलबंद लिफाफे के शीर्ष पर निविदा सूचना संख्या के साथ "स्टेशनरी, मिसेलेनियस, इलेक्ट्रिकल और मुद्रित वस्तुओं की आपूर्ति के लिए उद्घरण" शब्द/विषय लिखा होना चाहिए।

सभी प्राप्त बोलियों/निविदाओं के दस्तावेजों को नमूने के साथ ओ. एस. डी. द्वारा पटना उच्च न्यायालय के अधिकारियों के साथ सभी भाग लेने वाली फर्मों की उपस्थिति में 29.04/2025 को 12:00 P.M. में खोला जाएगा।

महत्वपूर्ण जानकारी

बोली शुरू होने की तिथि	08.04/2025
मुहरबंद निविदा उद्घरण जमा करने की अंतिम तिथि	28.04/2025
निविदा खोलने की तारीख और समय	29.04/2025 at 12:00 P.M.

Stationery Items

Sl. No.	Stationery Items	Unit	Tentative Quantity required to be purchased
1.	Add Gel Pen (Achiever)/pc	each	300
2.	(Hitech) Pilot V5/V7 Luxor Pen/pc	each	100
3.	Add Gel Refill (NB/G-R 20)/pc	each	200
4.	Bodkin- (good quality)/pc	each	300
5.	Binding Thread REVO YARN 915 METER /roll	each Gola	50

6.	Correction Pen Faber Castell 7 ml/pc	each	100
7.	Cello Tape-(2" size) wonder 45 m/pc	each	100
8.	Green Lace (22"Long) 320 no/pc	each piece	As per requirement
9.	Green Lace (22"Long) 324 no/pc	each piece	200000
10	Green Lace (22"Long) 924 no/pc	each piece	As per requirement
11	Gum Tube Small (Fevi gum) 18ml -22 ml/pc	each tube	2000
12	Gum Bottle 700 ml. (Camel/Kores)/pc	each bottle	100
13	Heavy Duty Punching Machine (Two Holes),Kangaroo/wonders/Good Quality /pc	each	25
14	H.B. Pencil (Apsara platinum/Doms) /pc	each	1000
15	Jetter refill Reynolds(Red & Blue) /pc	each	2000
16	Jotter Refill (Blue & Red) Luxor sof touch/pc	each	100
17	Jotter Holder Pen- Good Quality	each	100
18	Pin Cushion Oddy MCD-01 (Magnetic)/pc	each	100
19	Paper weight (Floral, Round-Glass)/pc	each	300
20	Plastic pen stand two poke (Jemson/Good Quality) 1412 size 11.5 x 5 /set	each	50
21	Pencil eraser (Apsara Non Dust)/pc	each	500
22	Paper pin, (Oddy Pin - 100 gm.)/pkt	Each Pkt.	100
23	Red & Blue Pencil, (Nataraj or good quality)/pc	each	As per requirement
24	Red Pencil, (Nataraj or good quality)/pc	each	As per requirement
25	Blue Pencil, (Nataraj or good quality)/pc	each	As per requirement
26	Rubber stamp pad large,110mm x 69 mm /Faber Castell/pc	each	100
27	Rubber Stamp Computerized Make Per Line	each	As per requirement
28	One Hole Punching Machine (kangaroo FP-20)	each	As per requirement
29	Two Hole Punching Machine (kangaroo DP- 52)	each	As per requirement
30	Rubber Stamp Round	each	As per requirement
31	Facsimile Signature Stamp	each	As per requirement

32	Office lac (sealing wax) Tender,/pkt	Each pkt.	50
33	Steel Knife Emerald Eco (Plastic handle Good Quality)/pc	each	200
34	Short Hand Pencil (Apsara)/pc	each	1000
35	Sketch Pen (Black) Luxor/pc	each	3000
36	Scissors Oddy 7" Inch/pc	each	50
37	Stapler Machine HP-45 Kangaroo/pc	each	100
38	Stapler HD 10 D Kangaroo/pc	each	200
39	Staple Wire 24/6 ,Kangaroo/pkt	Each Pkt.	500
40	Staple Wire 10 no., Kangaroo/pkt	each Pkt.	3000
41	Sponge with cap Oddy DM-02/pc	each Pkt.	200
42	Tag (Machine Made) Per Thousand Superior Quality	Per thousand	100000
43	Azurlaid Paper (17" /27") (10.4kg)-Belarpur,Sirpur & J.K/ream	Per Ream	200
44	Azurlaid Paper (17" /27") (13.4kg)-Belarpur, Sirpur & J.K/ream	Per Ream	300
45	Brown Paper (36"/46") (28 kg.) Yash Brand/ream	Per Ream	12
46	Binding Cloth (Good quality /meter)	meter	300
47	D.F.C. Paper (17"/27") white 10.4 kg-Belarpur, Orient/ream	Per Ream	200
48	Computer paper 75 GSM /Xerox/X 75-A/4 size/pkt	500 sheet/ Pkt.	5000
49	Computer paper 75 GSM Xerox/Trust/Legal size/pkt	500 sheet/ Pkt.	500
50	Pulp Board White/pc (22"X28", 10.4kg) Belarpur/Andhra/pc	each	2000
51	Rule Paper 8.6 Kg (17"/27") Belarpur/Orient/ream	Ream	10
52	Short Hand Note Book -Milan (Lotus) 200 page/pc	piece	3000
53	Straw Board (24 OZ)-White/pc	each	1500
54	Type Carbon 503 (Black) - Kores /pkt	each	5
55	Legal size computer paper J.K Max 67/70 GSM/pkt	500sheet / Pkt	1500
56	Flat File Board (24 OZ)/pc (14"/9.5")	each	40000
57	Yellow File Cover (14"/10.5") with printing & inner lamination on thick board/pc	each	30000

58	Red File Cover (14"/10.5") with printing & inner lamination on thick board/pc	each	40000
59	White File Cover (14"/10.5") with printing & inner lamination on thick board/pc (Administrative File-Phc. Sch. X-21)	each	15000
60	Brown envelope (size- 16" X 12") (39 kg.)/pc	each	15000
61	Brown envelope (10" X 4½") (39 kg.) /pc	each	30000
62	Plastic coated Yellow Envelope (11"x5") Pride 100 gsm/pc	each	1000
63	Plastic coated Yellow Envelope (A4 Size) Pride 100 gsm/pc	each	1000
64	Plastic coated Yellow Envelope (legal size)Pride 100 gsm/pc	each	1000
65	White Envelope (11"x5") Pride diamond 100 gsm/pc	each	1000
66	White Envelope (9"x4") Pride diamond 100 gsm/pc	each	1000
67	Rorito Agro soft Gold Pen/pc or Good quality	each	4500
68	Royal executive/J.K Bond Paper 100 GSM 500 sheet/pkt	each pkt	50
69	Adhesive sticker on hard glossy paper (19 cm x 6.5 c.m)/pc	each pc	100000
70	Perforated Slip Book (size: 6.5"x4") with printing & binding (80 pages/pc)	each pc	1000
71	Appointment stand / Table calendar stand (Kebica/Gemson)/pc	each	100
72	Engagement pad 2025, Ajanta/pc	each	200
73	Marker pen (Highlighter)Faber castell/pc	each	500
74	Pencil cutter 'Single Hole' Good quality/pc	each	200
75	Plain/ Rulled note pad medium(33 No) Neel gagan/pc	each	500
76	Plain note pad small (22 size) Neel Gagan 80 pages /pc	each	200
77	Plain/ Rulled note pad medium(40 No) Neel gagan/pc	each	As per requirement

78	Restick flag (ODDY 25x75 mm,4 colour) /pc	each Pkt	5000
79	Spring index file yellow (Hard Board) /pc	each	500
80	L folder file plain (Solo, A/4 Size)/pc	each	2000
81	L folder file (Balhar, No.-102 S) With printing of monogram of P. H. C./pc	each	2000
82	James Paper Clip Oddy 30 mm 100 pcs/pkt	each	400
83	Marker Pen (Faber castell)/pc	each	400
84	Post It 3M flag	each pkt	As per requirement
85	HB pencil 0.5mm with refill (Camelin or good quality) Model-Nouvel Mechanical	each	400

Miscellaneous Items

Sl. No.	Miscellaneous items	Unit	Tentative Quantity required to be purchased
1.	All out Machine with refill/pc	each	As per requirement
2.	All out refill/pc	each	As per requirement
3.	Good Night Advance machine with refill/pc	each	1000
4.	Good Night Advance refill/pc	each	1000
5.	AAA Battery /Eveready, Heavy Duty/pc	each	200
6.	AA Battery /Eveready, Heavy/pc	each	500
7.	Brasso liquid 90 ml. "RECKITT BEMCKISER"/pc	each	50
8.	Nuvan 500 ml	ml	As per requirement
9.	*Bleaching powder 1/2 kg, (White Hansa Brand)	each Pkt.	400
10.	Broom stick (Long size yellow, Superior Quality)/kg	Kg	200

11.	Cup and saucer (Bone China) Goldline/set	Set	As per requirement
12.	Cotton rope/bundle	each bundle	As per requirement
13.	Candle 100 gm (Thick)/pc	each	200
14.	Collin (Big size) 500ml/pc	each	500
15.	Dettol liquid Hand Wash (Skin care) 200 ml. /pc	each	1000
16.	Distilled Water 5 lit per pc	Litre	300
17.	Sutli thin/kg	Per kg.	200
18.	Fridge Bottles Perlpet/pc	each	50
19.	Fevi stick (15 gm.)/pc	each	As per requirement
20.	Glass table pad (2 X 1.5 ft.-5mm.) /pc	each	150
21.	Gunny cloth/metre (Good Quality)	meter	As per requirement
22.	Harpic (500 ml.) /pc	each	1000
23.	Hit Spray (200 ml.) /pc	each	1500
24.	Hand sanitizer (Dettol, 50 ml.)/pc	each	As per requirement
25.	Link lock 41/pc	each	100
26.	Link lock 21/pc	each	50
27.	Link lock A/3/pc	each	50
28.	Lifebuoy soap small/pc	each	As per requirement
29.	Lemon scented phenyl white good quality (500 ml.)/pc	each	500
30.	Laxman rekha/pc	each	400
31.	Lizol 500 ml/pc	each	1000
32.	Mysore Sandal Soap/pc	each	100

33.	Markin Thick (Good Quality) /meter	each	200
34.	Match box (TEKKA / HOME Light) /pc	each	400
35.	Sheep leather large/pc	each	As per requirement
36.	Mosquito coil (Mortien) /pkt	each	As per requirement
37.	Naphthalene ball100gm. (Eagle Brand)//pkt	each	500
38.	Odonil (50 gm.)/pc	each	1500
39.	Plastic mug cello 1½ Litre/pc	each	25
40.	Plastic bucket 18 ltr 'UNILITE'/ CELLO'/pc	each	25
41.	Plactic Jug good quality 3 liter/pc	each	500
42.	Glass tumbler YERA/pc	each	2500
43.	*Phenyl eagle 1 Litre/pc	each	300
44.	Paper napkin "10on Lite (2 ply)" or any other good quality /pc	each pkt.	800
45.	Surf excel soap large (250 gm approx.) /pc	each	As per requirement
46.	*Room Freshner (200 ml Godrej) /pc	each	1000
47.	*Room Freshner (200 ml Ryan) /pc	each	As per requirement
48.	*Room Freshner (200 ml Riya) /pc	each	As per requirement
49.	Ring Guard file (monaf)/pc	Each	100
50.	Red markin/meter	Each	200
51.	Red harpic/pc	Each	100
52.	Rubber date stamp/pc	each	20
53.	Rat killer (50 gm., Mortien)	each	50
54.	Soap case (Good quality)/pc	each	20
55.	Steel (coat) hanger(thick-good quality)/pc	each	100

56.	Surf excel Powder (Quick wash)1 kg	each Kg.	As per requirement
57.	Tea set 15 pieces Sets (Bone China, Gold Line)/set	each set	As per requirement
58.	Table cloth (1.5x1.5 Metre) Rexine Thick (good quality) /pc	each	50
59.	*Vim bar (310 gm approx) Large size /pc	each	500
60.	Wheel active 1 kg.	each	As per requirement
61.	Waste paper basket (Small) cello/pc	each	100
62.	Waste paper basket (Big) Cello/pc	each	100
63.	*Coaster with stand /set	each	20
64.	Towel (75x150 C.M.) SUPER ULTREX Bombay Dyeing/SPACES/PORTICO /pc	each	150
65.	Towel (75x150 C.M.)/pc SANTINO Bombay Dyeing/ SPACES/PORTICO /pc	each	25
66.	Towel (75x150 C.M.) TULIP Bombay Dyeing / SPACES/PORTICO /pc	each	As per requirement
67.	Ezee wash 200 g	each	As per requirement
68.	Surf Excel powder quick wash 500g	Each pkt	400
69.	Tide Plus surf 500g	Each pkt	400
70.	Rubber band 100 Gram pkts (Oddy)	each	400
71.	Duracell Ultra Alkaline Battery AA	each	1000
72.	Duracell Ultra Alkaline Battery Battery AAA	each	1000
73.	Vim Liquid 250 ml	each	800
74.	Sticky pad Mousetrap	each	400
75.	Wet wipes 25 wipes Vega/Any other reputed brand	each	400
76.	Dry wipes 100 pulls (10 Lite 2 ply)	each	400
77.	Kitchen Napkin Cloth Mandhania/other good quality/pkt containing 12 pcs	each	400

78.	Lipton Darjeeling Tea 250 g	each	400
79.	Lopchu Tea 250 g	each	400
80.	Scotch Brite (Steel Ball) 6 pcs pack	each	400
81.	Scotch brite sponge pack of 3 pcs	each	400
82.	Pen Drive (16 GB)	each	100
83.	Pen Drive (32 GB)	each	100
84.	Extension Board socket with 5 meter long wire (Oreva)	each	100
85.	DVD with Cover Sony	each	As per requirement
86.	Jumbo size Carry Bag (Polyester or Good quality)/pc	each	200

Electrical Items

Sl. No.	Electrical Items	Unit	Tentative Quantity required to be purchased
1.	Electric Remote Call Bell Single Sound (A.C.) -CONA /pc	each	As per requirement
2.	Electric Remote Call Bell Single Sound (A.C.) - Anchor /pc	each	As per requirement
3.	Electric Remote Call Bell (Multiple Sound (D.C.) - CONA/pc	each	50
4.	Electric P.V.C. Tape/pc	each	30
5.	Tube Light (40 Watts) (White) (Four feet), Philips/pc	each	400
6.	Tube Light (20 Watts) (White) (Two feet), Philips/pc	each	As per requirement
7.	Table Lamp (Philips, Advantex) Superior quality	each	As per requirement
8.	Tube of Table Lamp - (9 Watts) - Philips /pc	each	As per requirement
9.	Tube of Table Lamp - (11 Watts) - Philips /pc	each	As per requirement

10.	Tube Light Slim (Yellow) - 36 Watts (Four feet), Philips /pc	each	As per requirement
11.	Tube Light Yellow (11 Watts) - (One feet)- Surya, Philips	each	As per requirement
12.	P.L. Tube 36watt, Philips/pc	each	40
13.	P.L. Tube 18 watt, Philips/pc	each	As per requirement
14.	Electric kettle Bajaj /Orient/pct	each	As per requirement
15.	Sodium Vapour Blub (250 Watts)- Philips/pc	each	As per requirement
16.	Sodium Vapour Blub (400 Watts)- Philips /pc	each	As per requirement
17.	Room Heater (Double Rod) Bajaj/pc	each	As per requirement
18.	40 watt Parawalia bulb Philips/pc	each	As per requirement
19.	18 watt L.E.D Surya/Philips	each	As per requirement
20.	LED 5 watt Havells	each	As per requirement
21.	LED 7 watt Havells	each	As per requirement
22.	LED 9 watt Havells	each	50
23.	LED 12 watt Havells	each	As per requirement
24.	LED 15 watt Havells	each	As per requirement
25.	LED 20 watt Havells	each	As per requirement
26.	LED 30 watt Havells	each	As per requirement
27.	LED 40 watt Havells	each	As per requirement

Printed Forms

Sl. No.	Forms	Unit	Tentative Quantity required to be purchased
1.	Title page part I with laminated (Civil side) in white colour (P.H.C Sch. III-2)	each	As per requirement

2.	Title page part II (Civil side) in blue colour (P.H.C Sch. III-2A)	each	As per requirement
3.	Title page part III (civil side) in green colour (P.H.C Sch. III-2B)	each	As per requirement
4.	Table of contents (civil side) for part I (P.H.C Sch. III-3)	each	As per requirement
5.	Table of contents (civil side) for part II (P.H.C Sch. III-3A)	each	As per requirement
6.	Table of contents (civil side) for part III (P.H.C Sch. III-3B)	each	As per requirement
7.	Title page part I with laminated (criminal side) in white colour (P.H.C Sch. IV-3)	each	As per requirement
8.	Title page part II (criminal side) in blue colour (P.H.C Sch. IV-3A)	each	As per requirement
9.	Title page part III (criminal side) in green colour (P.H.C Sch. IV-3B)	each	As per requirement
10.	Table of contents (criminal side) for part I (P.H.C Sch. IV-15)	each	As per requirement
11.	Table of contents (Criminal side) for part II (P.H.C Sch. IV-15A)	each	As per requirement
12.	Table of contents (Criminal side) for part III (P.H.C Sch. IV-15B)	each	As per requirement
13.	Printing of Judgement paper (Logo of Patna High Court) with punched	Each thousand	800000

I. For printing of Adhesive Envelopes in three sizes (Big, Medium & Small as well as printing, screen printing, embossed printing & steal dye printing of D.O. Letters and Envelopes)			
SL. No.	Description of Size	Measures	Tentative Quantity required to be purchased
1	Adhesive Envelopes with Printing (both sides) (Big Size: 9.5" X 4.5")	each	1000
2	Adhesive Envelopes with Printing (both sides) (Medium Size: 8" X 5")	each	1000
3	Adhesive Envelopes with Printing (both sides) (Small Size: 7" X 4")	each	1000

नियम और शर्तें:

- (i) बिना नमूनों के निविदा/उद्घरण स्वीकार नहीं किया जाएगा

- (ii) नमूनों को उनकी फर्म के नाम और निविदा संख्या का उल्लेख करते हुए पैक किए गए डिब्बे में जमा किया जाना चाहिए। संबंधित नमूने का नाम और क्रम संख्या भी नमूने पर लिखी जानी चाहिए जैसा कि निविदा दस्तावेज में उल्लेख किया गया है।
- (iii) निविदा विनिर्देशन के अनुसार वस्तु/सामग्री अच्छी स्थिति में होनी चाहिए जिसमें मूल पैकिंग बरकरार हो।
- (iv) सभी निविदा प्रस्ताव को इस निविदा के साथ संलग्न चेक-लिस्ट में उल्लिखित सभी पृष्ठों की संख्या और हस्ताक्षर के साथ हार्ड कॉपी में प्रस्तुत करना होगा। अपूर्ण प्रस्ताव को तुरंत अस्वीकार कर दिया जाएगा।
- (v) निविदा में उद्धृत दर में सभी कर शामिल होने चाहिए।
- (vi) कोई अग्रिम भुगतान नहीं किया जाएगा।
- (vii) फर्मों को सामग्री की आपूर्ति के समय/बाद में अपने बिल को तीन प्रतियों में जमा करना होगा।
- (viii) न्यायालय के पास ई. एम. डी./बोली प्रतिभूति और नमूनों सहित किसी भी या सभी निविदाओं को स्वीकार/अस्वीकार करने का अधिकार सुरक्षित है।
- (ix) पिछले तीन वर्षों के नवीनतम आयकर विवरणी की सत्यापित प्रतियां और पिछले तीन वित्तीय वर्षों के लिए एक चार्टर्ड अकाउन्टेन्ट/लेखा परीक्षक द्वारा प्रमाणित कारोबार की प्रति, जीएसटी पंजीकरण प्रमाण पत्र, जीएसटी संख्या और पैन निविदा के साथ प्रस्तुत की जानी चाहिए।
- (x) भुगतान डिलीवरी के बाद नकद में नहीं, बल्कि बैंक खाते के माध्यम से किया जाएगा। यदि किसी भी सामग्री में कोई दोष पाया जाता है, तो संबंधित फर्म इसे तुरंत मुफ्त में बदल देगी।
- (xi) केवल Rs. 1,50,000/- (एक लाख पचास हजार रुपये) की ई. एम. डी. को पटना में देय "महानिबंधक, पटना उच्च न्यायालय" के पक्ष में राष्ट्रीयकृत/अनुसूचित बैंक से डिमांड ड्राफ्ट के रूप में जमा किया जाना चाहिए। बोलीदाताओं से अनुरोध है कि वे प्रस्तुत किए गए डिमांड ड्राफ्ट के पीछे अपना नाम और पूरा पता लिखें। ई. एम. डी. पर कोई ब्याज नहीं दिया जाएगा।
- (xii) ई. एम. डी. की छूट: एन. एस. आई. सी. या संबंधित विभाग, केंद्रीय खरीद संगठन/राज्य खरीद संगठन में पंजीकृत फर्मों को अर्नेस्ट मनी डिपॉजिट जमा करने से छूट दी गई है। वैध एन. एस. आई. सी. पंजीकृत फर्मों को दस्तावेजी साक्ष्य अर्थात् एन. एस. आई. सी. पंजीकरण प्रमाणपत्र प्रस्तुत करना चाहिए।

- (xiii) अर्नेस्ट मनी डिपॉजिट/बोली प्रतिभूति/वैध पंजीकरण प्रमाणपत्र के बिना निविदाओं को तुरंत अस्वीकार कर दिया जाएगा।
- (xiv) यदि कोई बोलीदाता अपनी बोलियों को वापस लेना या संशोधित करना चाहता है तो उनके द्वारा प्रस्तुत ई. एम. डी./बोली प्रतिभूति जल कर ली जाएगी।
- (xv) सफल बोलीदाता को प्रथम आपूर्ति आदेश के मूल्य का न्यूनतम 5 प्रतिशत प्रदर्शन प्रतिभूति के रूप में जमा करना आवश्यक है, जिसे सफल बोलीदाता द्वारा राष्ट्रीयकृत/अनुसूचित बैंक से पटना में देय "महानिबंधक, पटना उच्च न्यायालय"के पक्ष में डिमांड ड्राफ्ट के माध्यम से जमा किया जाएगा, जिसे अनुबंध अवधि पूरी होने पर या अंतिम बिल के भुगतान के दो महीने बाद वापस कर दिया जाएगा। प्रदर्शन सुरक्षा पर कोई ब्याज नहीं दिया जाएगा।
- (xvi) नियत तिथि और समय के बाद प्राप्त किसी भी उद्घरण पर विचार नहीं किया जाएगा और उन्हें तुरंत अस्वीकार कर दिया जाएगा।
- (xvii) सफल बोलीदाता समझौते पर हस्ताक्षर करने की तारीख से स्वीकृत दर पर न्यूनतम एक वर्ष की अवधि के लिए वस्तुओं/वस्तुओं की आपूर्ति करेगा, जिसे एक वर्ष की और अवधि के लिए बढ़ाया जा सकता है, यदि दोनों पक्षों के बीच सहमति हो।
- (xviii) अदालत की आवश्यकता के अनुसार वस्तुओं के रंग और सार (जहां भी लागू हो) का आदान-प्रदान किया जा सकता है।
- (xix) ब्रांड के तौलिए के लिए उद्घरण जैसे कि बॉम्बे डाइंग/स्पेस/पोर्टिको/अन्य समकक्ष ब्रांड (आइटम संख्या-64, 65 और 66 विविध वस्तुओं के) को संबंधित कंपनी से डीलरशिप/प्राधिकरण प्रमाण पत्र के साथ जमा करना आवश्यक है।
- (xx) "मुद्रित वस्तुओं"में ऊपर उल्लिखित प्रपत्र (कुल 12 प्रकार), क्रम संख्या-1 से 12 निर्धारित रंगों में होने चाहिए। शीर्षक पृष्ठ-भाग I (सिविल पक्ष और आपराधिक पक्ष दोनों) को सफेद रंग में लेमिनेटेड किया जाना चाहिए और (165 जी. एस. एम. के पल्प बोर्ड) मोटे पूर्ण स्केप पेपर पर मुद्रित किया जाना चाहिए, लेकिन भाग II और भाग III को लेमिनेशन के बिना उसी पूर्ण स्केप पेपर (165 जी. एस. एम.) पर क्रमशः नीले रंग और हरे रंग में मुद्रित किया जाना चाहिए और बाकी फॉर्म 60 जी. एस. एम. सफेद पूर्ण स्केप पेपर पर मुद्रित किए जाएंगे। फर्म उपरोक्त वर्णित उपयुक्त कागज पर उक्त मुद्रित प्रपत्रों की आपूर्ति करेगी।
- (xxi) जहाँ तक मुद्रित प्रपत्रों की क्रम संख्या 13 का संबंध है, केवल निर्णय पत्र पर "पटना उच्च न्यायालय और राष्ट्रीय प्रतीक का लोगो"छापने के साथ पंचिंग (बाई ओर दो छेद) के लिए

दर आमंत्रित की जाती है। कार्यालय निर्णय पत्र की छपाई के लिए फर्मों/प्रेस को आवश्यक कागज की आपूर्ति करेगा।

- (xxii) फर्मों/बोलीदाताओं को इस आशय का एक हलफनामा प्रस्तुत करना होगा कि फर्म को उनके व्यवसाय की अवधि के दौरान केंद्र/राज्य सरकार/सोसायटी द्वारा काली सूची में नहीं डाला गया है/अपंजीकृत नहीं किया गया है/प्रतिबंधित नहीं किया गया है। इसके अलावा, बोलीदाता यह भी उल्लेख करेगा कि उपरोक्त वस्तुओं की उनकी आपूर्ति निविदा के संदर्भ में उल्लिखित गुणवत्ता, मात्रा और समय सीमा के अनुसार होगी।
- (xxiii) सशर्त निविदाओं/बोलियों पर विचार नहीं किया जाएगा।
- (xxiv) अस्थायी नमूनों की गुणवत्ता और आकार पटना उच्च न्यायालय के पर्चेज सेल में कार्यावधि के घंटों के दौरान देखा जा सकता है।
- (xxv) निविदा गुणवत्ता/मूल्य या दोनों वस्तुओं/वस्तुओं के आधार पर तय की जाएगी।
- (xxvi) पटना उच्च न्यायालय के पास किसी भी कारण को निर्दिष्ट करते हुए या उसके बिना एक महीने की पूर्व सूचना के साथ समझौते को रद्द करने का अधिकार सुरक्षित है।
- (xxvii) बोलीदाता को बोली/उद्घरण जमा करने के उद्देश्य से पास काउंटर, पटना उच्च न्यायालय, पटना से पास प्राप्त करना होगा।
- (xxviii) निविदा दस्तावेज में उल्लिखित मात्राएं अस्थायी हैं और यह न्यायालय की आवश्यकता के अनुसार बढ़ या घट सकती हैं।
- (xxix) दर को अंतिम रूप देने के बाद सफल बोलीदाता और पटना उच्च न्यायालय, पटना के बीच एक दर समझौता निष्पादित किया जाएगा।
- (xxx) इच्छुक फर्म/बोलीदाता उपरोक्त नियमों और शर्तों के अनुसार अधोहस्ताक्षरित व्यक्ति के नाम के नमूनों के साथ ऊपर उल्लिखित तिथि को या उससे पहले 5:00 pm आ. एस. डी., पर्चेज सेल, पटना उच्च न्यायालय, पटना के कक्ष के बाहर रखे गए डिब्बे में जो 12 बजे 29/04/2025 को खोला जाना है: पटना उच्च न्यायालय, पटना के सभी भाग लेने वाले बोलीदाताओं/फर्मों और अधिकृत अधिकारियों की उपस्थिति में।
- (xxxi) इस निविदा से उत्पन्न होने वाले किसी भी विवाद की स्थिति में, पटना उच्च न्यायालय का निर्णय अंतिम और सभी पक्षों के लिए बाध्यकारी होगा।
- (xxxii) कोई भी विवाद केवल पटना, बिहार के न्यायालयों के अधिकार क्षेत्र के अधीन होगा।


विशेष कार्य अधिकारी

पटना उच्च न्यायालय, पटना

Check List to be submitted with Tender bearing No. 01/2025-26

Sl. No.	Particulars	Yes/No	Page No.
1.	The rate quoted in Tender is 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 three years and Copy of turnover certified by a Chartered Account/Auditor for the last three Financial Year.		
5.	Earnest Money Deposit of Rs.1,50,000/- (Rupees One Lakh Fifty Thousand) only is enclosed alongwith quotation in the form of Demand Draft issued from Nationalized/ Scheduled Bank in favour of "The Registrar General, Patna High Court" payable at Patna. * However, this will be not applicable on those who are registered with Central Purchase Organization/State Purchase Organization/ National Small Industries Corporation (NSIC).		
6.	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 articles will be as per quality,		

	quantity and time frame mentioned in terms of Tender.		
7.	Dealership/Authorization Certificate from respective company of Towel of brand BOMBAY DYEING /SPACES/PORTICO/other equivalent brands. (Only for Sl. No. 64, 65 & 66 of Miscellaneous Items)		
8.	The Firm/Supplier/authorized dealers have authorized shop/service partner in area under Patna Municipal Corporation/nearest to Patna. Complete address of the same with the Contact No. is mentioned in the quotation.		
9.	Undertaking duly signed and stamped.		

**Signature of the authorized
Signatory of the Firm
Official Stamp/Seal**

Date:

Place:

UNDERTAKING

I/We undertake that the firm (name of the firm.....) or its Partner/Director/Proprietor (name of all owners) has never been blacklisted/banned and also its business dealings with the Central/State Government/Public Sector Undertaking/Autonomous Bodies have never been banned/terminated on account of poor performance/conduct.

I/We also undertake that all the terms and conditions of the instant Tender Notice are acceptable to me/us.

I/we also undertake that in case the supply is not found to be in conformity with the purchase order or any other distortion, the whole supply will be taken back at the cost of the firm with replacement of goods within 3 days.

**Signature of the authorized
Signatory of the Firm
Official Stamp/Seal**

Date:

Place: