

**IN THE HIGH COURT OF JUDICATURE AT PATNA**

**Tender Notice No. 07/2025-2026 (Purchase Cell)**

Sealed quotations are invited from reputed firms/suppliers/shops for the supply of 1,016 pcs Microfiber Duster and 350 pcs Cotton Duster (size 40"x40") for use of the Court within 21 days from the date of publication of this notice on the official website of Patna High Court :- <http://patnahighcourt.gov.in>

Sl. No.	Notice inviting Tender No. 07/2025-2026	
1.	Date of Notice Inviting Tender	16/09/2025
2.	Last date & time for submission of Tender	15/10/2025 at 05:00 pm
3.	Date & time of opening of Tender	16/10/2025 at 03:00 pm
4.	Place of opening of Tender	Near O.S.D. Chambers

**Documents required to be submitted along with bid:-**

(i) Proof of GST Registration.

(ii) Copy of PAN Card.

(iii) Copy of Income Tax Return for the last two Financial Years.

(iv) An Earnest Money Deposit of Rs.5,000/- (Rupees Five Thousand) only 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, Payable at Patna. However, this will not applicable on those Firms which are registered with Central Purchase Organization/State Purchase Organization/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 the stipulated terms.

(v) The firm shall 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.

**Other Terms & Conditions:-**

- (1) All the tender proposal will have to be submitted in hard copy with all pages numbered and signed. Incomplete proposal will be summarily rejected. Further, **Checklist and Undertaking** must enclosed with the bid.
- (2) Tender/Quotation will not be evaluated without samples and each sample must clearly display the supplier's name.
- (3) Sample of quoted articles must be displayed before competent authority, as and when informed by the Court. Sample of successful firm will be preserved for verification.
- (4) The rate quoted in tender should be inclusive of all taxes and other charges, if any. Cost of transportation will be borne by bidder. Further, rates quoted should be unconditional and if rates are submitted with any condition, the tender shall be rejected.
- (5) The articles should be in good condition. Damaged article will not be accepted.
- (6) The defective article shall be replaced without any additional charge at the time of supply of the same.
- (7) No quotation received after due date and time shall be entertained and they will be summarily rejected.
- (8) The article should be delivered in Court's Premises within a period of 30 days after receiving of Supply Order.
- (9) 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 borne by the successful supplier/firm with the interest of 12% per annum.
- (10) Quotation shall remain valid for a period not less than 90 days after the last date for submission of quotation.
- (11) The successful bidder is required to submit 5% of value of the 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 shall be

refunded, after satisfactory quality of supplied articles. No interest will be paid on performance security.

- (12) No advance payment shall be made. Payment will be made in account of the firm after due verification of items supplied. The bid will be decided on the basis of quality/price or both of the articles.
- (13) The firm shall submit the bill in duplicate for payment. The payment will be made after satisfactory report from concerned departments. TDS as per rule shall be deducted from the bill of the successful bidder.
- (14) The number of required article may be increased or decreased as per the requirement of the Court
- (15) The successful bidder shall supply the items/articles for a minimum period of one year at the approved rate, if agreed bilaterally.
- (16) **The samples can be seen during office hours in the Purchase Cell of the Patna High Court.**
- (17) 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.
- (18) 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.
- (19) **The bidder will have to obtain a pass from Pass Counter of Patna High Court, Patna before submitting the Quotation.**
- (20) On the top of the envelope, Tender No. 07/2025-2026 be clearly mentioned.

**Address for submission of the Tender:- In the Box kept Near O.S.D. Chambers, Patna High Court, Patna- 800028.**

 16-09-25  
**Officer on Special Duty**

**Patna High Court, Patna**

**Check List to be submitted with Tender Document:-**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Yes/No</b>	<b>Page No.</b>
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 two Financial Years.		
5.	Earnest Money Deposit of Rs.5,000/- (Rupees Five 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.		
7.	Undertaking duly signed and stamped.		

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

## UNDERTAKING

(To be printed on the letter head of Tenderer)

1. I/We undertake that I/We have carefully studied all the terms and Conditions and understood the parameters of the proposed items 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 I/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 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 tender.
5. I/We also undertake that supply of the 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 Hon'ble Court will have liberty to purchase the article from any agency and the increased price of that article will have to borne by the successful supplier/firm with the interest of 12% per annum.

**Date:**

**Place:**

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