

IN THE HIGH COURT OF JUDICATURE AT PATNA

TENDER NOTICE NO - 09/2025-26 (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 articles (tabulated below) for use of the Court for the financial year 2025-26.

The word/subject "QUOTATION FOR SUPPLY OF TOWEL" alongwith Tender Notice No. 09/2025-26 should be superscribed at 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 12/11/2025 at 12:00 P.M.

IMPORTANT INFORMATION

Date of Commencement of BID	18/10/2025
Last Date for Submission of Sealed Tender Quotations	12/11/2025, upto 05:00 P.M.
Date & Time of opening of Bid	13/11/2025, 12:00 P.M.
Place of opening of Tender	Near O.S.D. Chambers

Miscellaneous Items

Sl. No.	Miscellaneous items	Tentative Quantity required to be purchased
1.	Towel (75 cm x150 cm) SUPER ULTRX Bombay Dyeing	105
2.	Towel (75 cm x150 cm) SANTINO Bombay Dyeing	30

3.	Towel (75 cm x150 cm) TULIP Bombay Dyeing	605
4.	Ultrx Small Towel (40 cm x60 cm)	50

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.20,000/- (Rupees Twenty 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 be 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 is 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: -

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

(ii) Samples should be submitted in packed box mentioning their firm's 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 and undertaking 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 Firm/Supplier/authorized dealers have shop in area under Patna Municipal Corporation/nearest to Patna. Complete address of the same with the Contact No. is mentioned in the quotation.
- (viii) 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.
- (ix) The Court reserves the right to accept/reject any or all tenders including EMD/Bid security and samples.
- (x) Payment will be made through Bank Account, not in Cash, after delivery of the item. In case any defect is found in any of the materials, the concerned firm shall replace it immediately free of cost.
- (xi) EMD of 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) The tenders without Earnest Money Deposit/Bid Security/Valid Registration Certificate will be summarily rejected.
- (xiii) If a bidder wants to withdraw or modify their bids then the EMD/Bid Security submitted by them, shall be forfeited.
- (xiv) 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.

- (xv) **Quotation received after due date and time shall not be entertained and they will be summarily rejected.**
- (xvi) 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.
- (xvii) Colour & Essence of the items (wherever applicable) may be exchanged as per requirement of the Court.
- (xviii) Quotation for abovementioned items is required to be submitted alongwith dealership/authorization certificate from the company.
- (xix) 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. Conditional Tenders/bids shall not be entertained.
- (xx) The quality and size of the tentative samples can be seen during office hours in the Purchase Cell of the Patna High Court.
- (xxi) The bid will be decided on the basis of quality/price or both of the articles/items.
- (xxii) The Patna High Court reserves the right to cancel the agreement with prior notice of one month with or without specifying any reasons thereof.
- (xxiii) Quantities mentioned in tender document is tentative and it may increase or decrease as per requirement of the Court.
- (xxiv) A rate agreement shall be executed between the successful bidder and Patna High Court, Patna after the finalization of rate.
- (xxv) **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 13/11/2025 in the**

presence of all the participated bidders/firms and authorized officials of the Patna High Court, Patna.

- (xxvi) In the event of any dispute arising from this tender, the decision of Patna High Court shall be final and binding on all parties.
- (xxvii) Any dispute whatsoever shall be subject to the jurisdiction of Courts at Patna, Bihar only.
- (xxviii) **The bidder will have to obtain a pass from Pass Counter of Patna High Court, Patna before submitting the Quotation.**
- (xxix) **On the top of the envelope, Tender No. 09/2025-2026 be clearly mentioned.**

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


Officer on Special Duty
Patna High Court, Patna

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**

Check List to be submitted with Tender bearing No. 09/2025-26

Sl. No.	Particulars	Yes/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 two Financial Year.	
5.	Earnest Money Deposit of Rs.20,000/- (Rupees Twenty 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.	
8.	The Firm/Supplier/authorized dealers have shop 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**