

HIGH COURT OF JUDICATURE AT PATNA

TENDER NOTICE No. : 03/ 2026/COMPUTER CELL

For

AMC OF 20 KVA UPS (TWO PIECES)

TENDER NO.: 03...../ 2026 /Computer Cell

DATE:-08/04/2026

The Patna High Court invites sealed quotations from Original Equipment Manufacturer (OEM) / Reputed Firms/ Authorized Reseller / Dealers / Suppliers / Service Providers / Vendors having MAF from the OEM within 21 days i.e. till 28/04/2026 from the date of publication of this notice on the official website of the Patna High Court for maintenance and support for 01 year of product as tabulated below **having technical specifications in Annexure – A :**

Sl. No.	Product	Quantity
1.	20KVA ONLINE UPS, UNILINE MAKE technical specification in Annexure – A	Two

Terms and Conditions:-

01. Instructions to the Tenderers:-

Quotations are to be submitted in sealed envelope consisting of Technical bid **[Annexure-I]** in a separate sealed cover and financial bid **[Annexure-IV]** in a separate sealed cover and both bids will be put in the sealed single envelope containing the title "Annual Maintenance Contract of two 20 KVA UPS of the Hon'ble Patna High Court" and addressed to The Registrar (IT)-cum-CPC, Patna High Court, Patna and the tender/bid will be submitted in the Tender box located near the table of Chowkidar at the main entrance of the Office of Registrar (IT)-cum CPC, located at first floor of Prashal Bhawan, Patna High Court, Patna.

The bids shall be submitted within three weeks from the date of publication of the tender notice on the official website of Hon'ble Patna High Court. The Tenders

received after the due date and time and/or without mentioning the title shall be summarily rejected without any notice.

The Tender Box will be opened on the next working day after the expiry of tender submission period i.e. on.....2026; time- 02:30 P.M. and place-1st floor, Prashal Bhawan, Patna High Court, Patna and technical bids shall be opened in the presence of the bidders/authorized person present on the said date and time.

Pre-bid discussion meeting shall be held on2026 at 11:00 A.M, interested bidders may participate at the Office of the Registrar IT-Cum-CPC, Patna High Court. Any related query regarding the tender notice must be in writing and must be sent through email within one week from the date of publication of the tender notice.

Note: All the Tenders and correspondence to be addressed to the following authority.

The Registrar (IT)-cum-CPC,

Patna High Court

Patna - 800028, Bihar

Tel No: - 0612- 7158614/722

Email ID: *cpc-pat@aij.gov.in*



02 (a) Technical Bid (As per Annexures – I, II and III)

(i) A letter on the bidder's letter-head

- 1) Describing the technical competence and experience of the bidder, with supporting documents.
- 2) Certifying that the period of validity of bid is 90 days from the last date of submission of bid, and
- 3) Undertaking that the bidder is quoting for complete package (including Hardware) mentioned in the tender.

4) Undertaking / declaration including that the bidder has not been blacklisted by any State Government/ Central Government Department or Agency or PSU/Hon'ble Court, etc. **in Annexure – III.**

(ii) Audited annual financial results (balance sheet and profit & loss statement) of the bidder for the last three financial years **in Annexure – II.**

(iii) The Earnest Money Deposit (EMD) in the form of a Demand draft / Bank Guarantee issued by a Nationalized / Scheduled Bank, in favour of Registrar General, Patna High Court, Patna for an amount of 5% (five percent) of the total quoted value of the AMC (including taxes).

(iv) Reference list of major clients (using services similar to the present requirement of Patna High Court) and copy of current authorization letter of the OEM for non OEM bidders in original and its non supply will result in rejection / disqualification of the bid.

(v) Permanent Account Number (PAN), GST Registration Certificate with Registration Number.

(vi) Duly filled up **Annexures –I, II and III** with supporting documents.

(b) Bid Security i.e. Earnest Money Deposit (EMD)

- (i) Bid security i.e. EMD should be placed in the envelope which contains the Technical Bid.
- (ii) The Bid security shall be in form of a Demand Draft / Bank Guarantee in favour of 'Registrar General, Patna High Court, Patna, payable at Patna issued by a Nationalized/Scheduled bank in India and shall be valid for at least 90 days from the last date of submission of bid, however no interest shall be payable on Bid Security under any circumstance. The MSME/Startup firms are exempted from submission of EMD as per existing government rules and norms but no exemption will be given to them for submission of performance guarantee, if successful.

- (iii) Unsuccessful Bidder's Bid security shall be returned after selection of successful bidder without any interest thereon.
- (iv) The Bid security will be forfeited on account of one or more of the following reasons:
 - a. When the bidder withdraws or modifies its bid after opening of bids;
 - b. When the bidder does not execute the agreement, if any, after placement of work order within the specified period;
 - c. When the bidder does not deposit the performance guarantee within specified period after the work order is placed; and
 - d. If the bidder breaches any provision of code of integrity prescribed for bidders specified in Rule 130A of Bihar Financial (Amendment) Rules, 2024.

03. Eligibility Criteria:-

- A. The Firm applying should possess Income Tax permanent account number, Service Tax Account Number/GSTIN-number. The Firm applying shall have experience of AMC of the UPSs in Hon'ble Supreme Court of India /Hon'ble High Courts/ Central Government/ State Government Departments/ Semi Government organization including Public Sector Undertakings/ Autonomous Bodies. In case of Firms applying other than OEM, relevant OEM Authorization Certification regarding AMC of Online UPSs shall be mandatory.
- B. The Tenderer must have an average annual turnover of **Rs.10,00,000/- (Rupees Ten Lakhs)** during the last three financial years. Copies of the following documents shall be required to be submitted along with the Bid:-

1. Audited Profit & Loss Account statement of last three financial years.
2. Service Tax Certificate GSTIN NO.
3. Income Tax PAN.
4. Income Tax Return for the last three financial years.
5. Latest Goods and Service Tax Return.
6. Documents regarding Experience in AMC of similar products and services in Hon'ble Supreme Court of India /Hon'ble High Courts/Central Government/State Government /Public Sector Undertakings/Autonomous Bodies.

04. Evaluation of Bids:-

- (i) The technical bid and the financial bid shall be sealed by the bidder in separate covers/envelopes duly super-scribed and both these sealed covers/envelopes are to be put in a bigger cover/envelopes which will also be sealed and duly super-scribed as above. The technical bid will be opened at the first instance on the abovementioned date and time. After evaluation of the technical bids by the competent committee or authority, at the second stage, financial bids of only those bidders shall be opened for further evaluation by the competent committee or authority who are found to be qualified on evaluation of technical bid before awarding the contract. Financial bids of bidders who do not qualify on evaluation of their technical bids will be returned unopened. The participating bidders are required to submit all documentary evidence, including those mentioned in Annexures-I and II, in support of their meeting the above eligibility criteria failing which their technical bids shall be rejected and shall not be evaluated.

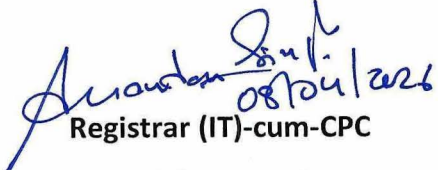
- (ii) Filling up of all the columns in Technical Bid and Financial Bid is compulsory. (Enclosed at Annexures – I, II, III and IV).
- (iii) If the bidder is a Micro or Small Enterprise as per latest definition under MSME rules or Start up firms as per relevant government rules/policy, the bidder may be exempted from the requirement of “Bidder Turnover” criteria and “Experience Criteria” subject to meeting of quality and technical specification. If the bidder is seeking such exemption(s), supporting documents to prove its eligibility for such exemption(s) is mandatory.
05. The bidders shall ensure to mention their name of firm, mobile number, address and email id on the Main Envelope containing both Technical and Financial Bids so as ensure there should be no inconvenience if any communication is to be made.
06. The rate quoted in Annexure–IV shall be inclusive of all taxes and other charges, if any, and the liability to pay taxes and other charges, if any, shall be of the successful bidder.
07. The successful bidder's bid security shall be discharged upon the deposit of performance guarantee in form of a Bank Guarantee from a nationalized / scheduled bank in India amounting to 5% of the total AMC value (including taxes and other charges, if any) and bidder signing the Agreement, which shall be valid for the period of sixty (60) days beyond the date of completion of all contractual obligations of the bidder, including warranty obligations and maintenance and defect liability period.
08. The successful bidder will have to start the work within twelve hours (12 hours) positively from the date of issuing work order/necessary direction. Not starting the work within the said period shall result in automatic cancellation of work order and the Patna High Court shall rescind the agreement with the successful bidder. The performance guarantee shall be

forfeited by the Patna High Court in case of not starting the work within stipulated time or non-performance or failure to provide services.

09. The successful bidder shall be required to maintain the product till the completion of the contract period. During the period of non functioning of or removal for repair of the installed product and/or any part(s) thereof, the successful bidder shall provide another new product/part(s) for use by the Patna High Court as an alternative arrangement without any additional cost/charges. All cost of repairs/replacement such as additional spare parts, patches, labor, and transportation cost required to run the product shall be included in the AMC of the product at no extra cost.
10. The successful bidder shall submit its original invoice (GST Compliant format) in triplicate at the time of AMC. Payment will be made in its bank account in two installment, on or half-yearly basis. The payment of both period will be made on successful completion of the Contract based on the performance.
11. The quotation of the black listed bidder, un-signed and un-stamped bid and bid submitted without proof of authorization shall be out rightly rejected.
12. It shall be mandatory on the firm to conduct routine checks to maintain UPS in perfect working condition and to submit the routine check reports on quarterly basis to the Registrar IT-cum-CPC, Patna High Court. Technical/functional issues must be responded within one hour of initiation on phone/writing/email and must resolved by the successful bidder/firm on immediate basis but not beyond 06 hours to avoid any inconvenience to the Patna High Court failing which penalty shall be imposed starting from a minimum amount of Rs. 1000/- or above.
13. The contract will be initially for a period of one year (12 months) from the date of signing of agreement by the successful bidder which can be extended further for one year only on mutual agreement subject to satisfactory

performance by the successful bidder in the preceding year and will also depend upon the price trend for the services/products in the market on the date of extension.

14. The Patna High Court reserves the right to place the work order to the next lowest responsive bidders, if L1 bidder fails to fulfill any of the terms and conditions of the tender notice or work order or agreement within the stipulated timeline.
15. The decision of the Patna High Court would be final and binding on all the bidders. The Patna High Court shall also have the right to call for any additional information from the bidders.
16. If any information by bidder is found to be wrong or amounts to misrepresentation or suppression, the Patna High Court reserves the right to take appropriate legal action against such bidder.
17. The Patna High Court reserves the right to modify / amend the terms and conditions of the tender and reserves the right to accept or reject any bids including the proposal of the lowest bidder without assigning any reasons. Likewise, the Patna High Court also reserve the right to cancel the bid process at any time prior to signing the contract.
18. All disputes shall be subject to the jurisdiction of the Civil Court, Patna.


Registrar (IT)-cum-CPC
Patna High Court, Patna

Annexure-A
Technical Specification

Tender No. / 2026 / Computer Cell

Dated

Sl. No.	Product	Quantity
1.	20KVA ONLINE UPS 360V (3P-1P) UL-E18-AA-146 to 147, 45 AH 12V BR 42 AH 32 BATT UNILINE MAKE	Two

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20/04/2026

Annexure-I
Technical Bid

Tender No. / 2026 /Computer Cell

Dated

Sl. No	Descriptions	Page No.	Please Tick (v)
1.	Sealed envelope consisting of Technical bid and Financial Bid	a. Technical Bid in separate and sealed envelope.	
		b. Financial Bid in separate and sealed envelope.	
2.	Details of Agency/Firm	a. Name	
		b. Address	
		c. Telephone No.	
3.	Details of the authorized person assigned for this AMC tender	a. Name	
		b. Designation	
		c. Address	
		d. e-Mail id	
		e. Mobile No	
4.	Status of Tenderer (Please specify)	a. Sole Proprietor	
		b. Partnership Firm	
		c. Private/Limited Company	
		d. Service Provider	
		e. Authorized Reseller/Supplier	
		f.OEM	
5.	Details of Directors	a. Name	
		b. Address	
		c. Telephone No.	
		d. Fax No.	
		e. e-mail id	
6.	Copy of PAN Card issued by Income Tax Department and Copy of Income Tax Return of previous 3 Financial Years.	a. PAN Card	
		b. Copy of IT return (FY 2022-23)	
		c. Copy of IT return (FY 2023-24)	
		d. Copy of IT return (FY 2024-25)	
7.	GST registration number. (Please attach)		

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08/04/2026

8.	Latest Service Tax/ GST Return (Please attach)			
9.	Annual Turnover during previous 3 Financial Years: (Please attach proof in the form of Profit & Loss Account)	a. For FY 2022-23		
		b. For FY 2023-24		
		c. For FY 2024-25		
10.	Experience Certificate of providing service in Hon'ble Supreme Court of India/Hon'ble High Courts/Central Govt. / State Govt. / Public Sector Undertakings/ Autonomous Bodies.			
11.	Details of Bid Security/ Earnest Money Deposit:	a) Amount:		
		b) Demand Draft/ Pay order/ Banker Cheque No.:		
		c) Date of issue:		
		d) Name of issuing Bank:		
12.	Is the firm registered with central purchase organization/State purchase organization, National Small Industries Corporation (NSIC) or the concern Department such as MSME/Startup? If yes, submit proper Certificate/document.			
13.	Relevant OEM authorization certification for Service/Supply of UPS in case of service provider being other than OEM			
14.	Financial Information Summary of bidder as per Annexure-II for detailing of Sl. No. 9			
15.	Undertaking / declaration in Annexure – III including that the bidder has not been blacklisted in any State / Central Government Department or Agency or PSU/Hon'ble Court.			

Date:
Place:

Signature of the authorized
signatory of the company/organization
Official Stamp/Seal

Name

Designation

Address

Telephone

Fax

E-mail address

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08/04/2026

Annexure-II
Financial Information Summary

Tender No. / 2026 /Computer Cell

Dated

Sl. No.	Name of the Bidder	Turn Over (Rs. Lakhs)			Total turn over of past 3 financial years	Average turn over of past 3 financial years
		FY 2022-23	FY 2023-24	FY 2024-25		

Note: Please enclose audited balance sheets and Profit & Loss statements of above three financial years.

Date:

Place:

Signature of the authorized
signatory of the company/organization
Official Stamp/Seal

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09/04/2026

Annexure – III
UNDERTAKING

Tender No. / 2026 /Computer Cell

Dated

I/We undertake that neither the firm (name of the firm) nor its Partner/Director/Proprietor {name of all owner(s)} has/have been blacklisted/banned and its Business dealings with the Central/State Government/Public Sector Undertaking/Autonomous Bodies/Hon'ble Courts has/have 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 service is not found to be satisfactory or in conformity with the work order & agreement or in case any other deficiency, the entire service will be terminated and any damage to the either two 20KVA UPS shall be paid by me/us.

I/we further undertake that I/we have confirmed and correctly applied the SAC Code (Service Accounting Code) of the required item and its corresponding applicable GST rate as on date with sole responsibility.

Date:

Place:

Signature of the authorized
signatory of the company/organization
Official Stamp/Seal

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28/04/22

Annexure – IV
Financial Bid

Tender No. / 2026 / Computer Cell

Dated

Name of the Firm.....

Address of the Firm.....

Name of the Person (Authorised to sign the Tender).....

Contact No..... Email Address.....

Description of product / service	Offered Price for AMC (Without Taxes & other charges, if any) in Rupees	Tax Rate (%)	Total Price offered for AMC (Inc. of taxes & other charges, if any) in Rupees	Under taking furnished (Yes/No)	Validity of Rates (90 days or more)	EMD	Remarks, if any
<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>H</u>	<u>I</u>

EMD Details

EMD Instrument by way of DD/Pay order	Bank Name/Branch	EMD Amount (in Rs)	Amount in words
No:			
Date:			

Date:

Place:

Signature of authorized signatory of firm/

Company/Organization

Official Stamp

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28/04/2026