

IN THE HIGH COURT OF JUDICATURE AT PATNA
TENDER NOTICE No. – 03/2026-27 (Purchase Cell)

Sealed quotations are invited for supply, testing & commissioning of 185 units of Digital Voice Recorder in favour of undersigned from bonafide and reputed registered Firms/Suppliers having requisite experience and financial capacity to execute the order for supply of Voice Recorder for use of the Court.

The word/subject “**QUOTATION FOR SUPPLY, TESTING AND COMMISSIONING OF DIGITAL VOICE RECORDER**” along with **Tender Notice Number** should be superscribed on the top of the sealed envelope containing the quotation.

All received bids/tenders documents (Technical) shall be opened in the presence of all the participated bidders/firms and authorized officials of the Patna High Court on **22/06/2026**

IMPORTANT INFORMATION REGARDING TECHNICAL & FINANCIAL BID

Date of Commencement of Tender	16/05/2026
Last Date & Time for Submission of Sealed Tender Quotations/bid	20/06/2026 up to 5:00 PM
Date & Time of Tender (Technical Bid) Opening	22/06/2026 at 03:00 PM
Date of opening of Financial Bid will be intimated via E-mail/Telephone after evaluation of the Technical Bid to all of the qualifying firms.	

Tentative quantity required for Voice Recorders: - 185 pcs	
Sl. No.	Specifications required for the Voice Recorder
1	Battery Type- Built-in Lithium Battery
2	Built-in Memory- 4GB
3	Built-in Microphone
4	Calender Search Feature
5	LCD Backlight
6	PC Connectivity Format through USB/USB A

7	Recording Monitor- Linear PCM/MP3
8	VOR
9	A-B Repeat
10	Digital Pitch Control (Speed Control)
11	Playback Format MP3
12	USB Connection Charging
13	Digital Pitch Control (Speed Control)
14	Search Feature
15	Erase Feature
16	File Copy
17	Folder Name Change Features (without using pc)
18	Graphic Equalizer
19	Move File
20	Noise Cut (Clear Voice)
21	Protect
22	Track Mark

Documents/sample required to be submitted for the Technical Bid. Annexure (A)

1. Check-List meeting all the specifications as prescribed above for the Digital Voice Recorder.
2. Technical Brochure of the Voice Recorder containing functional descriptions in Hindi or English.

3. Recommended maintenance schedule, procedures and tentative cost repairing/replacement for battery, Display or physical (Body) damage of the Voice Recorder mentioned on the letter head of the firm.
4. The time duration required for availability of spare parts and service support shall be mentioned on the letter head of the firm.
5. **A sample of the Digital Voice Recorder must be submitted at the time of the technical bid opening. This sample may be retained for evaluation and will be returned to the bidder in due course.**

Documents required to be submitted for the Financial Bid. Annexure - (B)

1. Proof of GST Registration Certificate.
2. Copy of PAN Card.
3. Copy of Income Tax Return for the last two years.
4. Copy of turnover certified by a Chartered Accountant/Auditor for the last two financial years) with minimum average transaction of Rs.20 Lakh.
5. Copy of the Certificate of Authorized Dealership/OEM's Authorization Certificate/Authorized Service Center Certificate /Certificate of OEM's Joint Venture with Indian Partner.
6. **An Earnest Money Deposit of an amount of Rs.55,000/- 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. 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. However, this will be not applicable on those who are registered with Central Purchase Organization/ State Purchase Organization/ National Small Industries Corporation (NSIC).**
7. The firm shall submit 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.
8. Statement/ Supply Order regarding any previous supplies of Electronic Items made to Central Government/ State Government Departments/ Semi Government organization including Public Sector Undertakings/ Autonomous Bodies, in last three (3) years may be attached.

Evaluation of Bids:-

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 sample article is required to be produced before the officials at the

time of the technical bid opening. The technical bid will be opened at the first instance on the above-mentioned 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.

Terms & Conditions: -

- (i) Quotations are to be submitted in sealed envelope consisting the title "Supply of Voice Recorder" and addressed to the Learned Registrar General, Patna High Court, Patna.
- (ii) All 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.
- (iii) The Registered firms/ suppliers/ authorized dealer must have office/ Branch and after sales/service located in Patna.
- (iv) The rate quoted in the tender should be inclusive of all taxes and all other cost associated like transportation, demonstration and training for use of the devices.
- (v) Bid must be valid for 180 days from the last date of submission of bid.
- (vi) The bidder shall assume complete responsibility for performance of the supplied goods satisfying all functional requirements.
- (vii) No advance payment shall be made for the supply of items.
- (viii) The supplied items/material should be in good condition as per tender specification having the original packing intact. The firms shall submit their bill in triplicate at the time of/after the supply of materials.
- (ix) The Court reserves the right to accept/reject any or all bids submitted against the tender.
- (x) Payment will be made through Bank Account, not in Cash, after supply of the item.
- (xi) In case any defect is found in any of the materials, the concerned firm shall replace it immediately free of cost.
- (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) Refund of EMD: Successful bidder will be returned/refunded the EMD amount after receipt of 5% of total amount in purchase order as a Performance Security in form of Bank Guarantee or Demand Draft issued in favour of the Registrar General, Patna High Court. Whereas EMD of unsuccessful bidders be returned in due time.
- (xiv) The tenders without Earnest Money Deposit/ Bid Security and Valid Authorization/Registration Certificate will be summarily rejected.
- (xv) **No quotation received after due date and time shall be entertained and they will be summarily rejected.**
- (xvi) The successful firm/firms will be responsible for the required repairing/replacement/servicing of the supplied articles within the warranty period.
- (xvii) In case of repairing of the Voice Recorder, the firm shall be liable to register complaint on toll-free number or in service center on behalf of the Court, further assign one employee to handle the matter, information regarding the same will be provided by the Court.
- (xviii) The Patna High Court reserves the right to cancel the order by prior notice of one month with or without specifying any reasons thereof.
- (xix) **The bidder will have to obtain a pass from Pass Counter, Patna High Court, Patna for the purpose of submitting the bids/quotation.**
- (xx) Quantity mentioned in tender document is tentative and it may increase or decrease as per requirement of the Court.
- (xxi) **The interested firms/bidders may submit their quotations in the name of the Registrar General, Patna High Court 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 03:00 P.M. on 22/06/2026 in the presence of all the participated bidders/firms and authorized officials of the Patna High Court, Patna.**
- (xxii) 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.
- (xxiii) Any dispute whatsoever shall be subject to the jurisdiction of Courts at Patna, Bihar only.
- (xxiv) Potential bidders seeking clarification on tender details may visit the Stationery Department/Purchase Cell of this Court during working hours.


16-05-26,
Officer on Special Duty

Annexure - A

Check List to be submitted with Technical Bid:-

<u>Sl.No</u>	<u>Particulars</u>	<u>Whether included Yes/No</u>	<u>Page No.</u>
1	Check list of all the required specifications for the Digital Voice Recorder.		
2	Technical Brochure of the Voice Recorder		
3	Recommended maintenance schedule and cost of general service/maintenance (replacement of battery, display replacement or any physical damage) during and after warranty period of the Voice Recorder mentioned on the letter head of the firm.		
4	The time duration required for availability of spare parts and service support mentioned on the letter head of the firm.		
5	Sample Digital Voice Recorder		

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

Annexure - B

Check List to be submitted with Financial Bid :-

Sl.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 two financial years with minimum average transaction of Rs.20 Lakh</u> .		
6	Earnest Money Deposit of total amount of Rs.55,000/- in the form of Demand Draft issued from Nationalized/ Scheduled Bank in favour of Registrar General, Patna High Court, Patna, Payable at Patna. Or, Certificate of the firm being registered with Central Purchase Organization/ State Purchase Organization/ 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	Experience of supply of Electronic Item(s) in Government Office, relevant paper(supply order/work completion certificate).		
9	The office of firm/ supplier/ authorized dealers/ authorized shop/service center/ repairing center/ 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 on the letter head.		
10.	Undertaking duly Signed and Stamped.		

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

Undertaking

(To be printed on the letter head of Tenderer)

Tender No. 03/2026-27/ Purchase Cell

1. I/We undertake that I/We have carefully studied all the terms and Conditions and understood the parameters/specifications of the proposed 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 Items to be supplied will be in accordance with specification mentioned in Tender notice and also abide by warranty terms and conditions. The responsibility of getting the item/items repaired/replaced when needed, will be of the my/our firm during the warranty period. 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. Further, 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 borne with the interest of 12% per annum.

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

**Place
Date**