

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

**TENDER NOTICE NO - 04/2026-27(Purchase Cell)**

Sealed quotations along with sample of article is 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 A-4 size and FS/Legal size Computer paper (ream of 500 sheets) for use of the Court for the financial year 2026-27 within three weeks from the date of publication of the notice on official website of Patna High Court. Patna i.e. <https://patnahighcourt.gov.in/>.

The word/subject "QUOTATION FOR SUPPLY OF A-4 size and FS/Legal size Computer paper" alongwith Tender Notice No. should be superscribed on the top of the sealed envelope containing the quotation.

<b>ESSENTIAL DATE SHEET</b>	
<b>Stage</b>	<b>Date/Time</b>
<b>Date of Commencement of BID</b>	<b>30.05.2026</b>
<b>Last Date &amp; Time for Submission of Sealed Tender Quotations/bid</b>	<b>20.06.2026 till 5:00PM</b>
<b>Bid/Tender Opening Date &amp; Time</b>	<b>22.06.2026 at 3:00PM</b>

<b>SL. No.</b>	<b>Name of the Items</b>	<b>Unit</b>	<b>Tentative Quantity required</b>
1.	A-4 size Computer paper 75/80 GSM (Premium Quality)	500 sheet/ Pkt.	15000
2.	FS/Legal size Computer paper 75 GSM (Premium Quality)	500 sheet/ Pkt.	500

**Terms & Conditions: -**

- (i) Tender/Quotation will not be accepted without samples. Sample is required to be submitted in the Purchase Cell.
- (ii) Sample should be submitted alongwith mentioning firms name and tender notice number.
- (iii) The bidder should have an average annual turnover of the last financial year of Rs. 20 lakhs or above and proof of the same should be enclosed.
- (iv) Attested copies of latest Income Tax return for last three financial years, GST Registration Certificate, GST Number and PAN be furnished along with the tender.
- (v) 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.
- (vi) The rate quoted in the tender should be inclusive of all taxes.

- (vii) EMD of Rs.1,00,000/- (Rupees One Lakh) 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.
- (viii) 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. The MSME/Startup firms are also 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.
- (ix) The tenders without Earnest Money Deposit/Bid Security/Valid Registration Certificate will be summarily rejected.
- (x) The Court reserves the right to accept/reject any or all items mentioned in the Tender notice including EMD/Bid security and samples.
- (xi) 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.
- (xii) The supplied items/material should be in good condition having the original packing intact.
- (xiii) No advance payment shall be made for the supply of items.
- (xiv) The firms shall submit their bill in triplicate at the time of/after the supply of materials.
- (xv) Payment will be made through Bank Account, not in Cash, after supply of the item. In case any defect is found in any of the materials, the concerned firm shall replace it immediately free of cost.
- (xvi) If a bidder wants to withdraw or modify their bids then the EMD/Bid Security submitted by them, shall be forfeited.
- (xvii) **No quotation received after due date and time shall be entertained and they will be summarily rejected.**
- (xviii) The successful bidder must 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.
- (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. 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 or as per need.

- (xx) **Tenders/bids with condition shall not be entertained.**
- (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 by prior notice of one month with or without specifying any reasons thereof.
- (xxiii) The bidder will have to obtain a pass from Pass Counter, Patna High Court, Patna for the purpose of submitting the bids/quotation.
- (xxiv) Quantities mentioned in tender document is tentative and it may increase or decrease as per requirement of the Court.
- (xxv) A rate agreement shall be executed between the successful bidder and Patna High Court, Patna after the finalization of rate.
- (xxvi) **The interested firms/bidders may submit their quotations 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 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.**
- (xxvii) In the event of any dispute arising from this tender, the decision of Patna High Court shall be final and binding on all parties.
- (xxviii) Any dispute whatsoever shall be subject to the jurisdiction of Courts at Patna, Bihar only.

  
30/5/2026

**Officer on Special Duty I/c.  
Patna High Court, Patna**

**Check List to be submitted with Tender bearing No. 04/2026-27**

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 financial years.		
5.	Copy of the annual turnover of the last financial year.		
6.	Earnest Money Deposit of Rs.1,00,000/- (Rupees One Lakh) 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). The MSME/Startup firms are also 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.		
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 articles will be as per quality, quantity and time frame mentioned in terms of Tender.		
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:**