

HIGH COURT OF JUDICATURE AT PATNA

TENDER NOTICE

For

PURCHASE OF CISCO WEBEX LICENSES

TENDER NO. : 06 / 2025 /Computer Cell

DATE:-09/12/2025

Sealed quotations are invited from Reputed Firms/Original Equipment Manufacturer (OEM)/ Authorized Reseller /Dealers/Suppliers/Service Providers/Vendors within **21 working days i.e. till 13.01.2026** from the date of publication of this notice on the official website of this Court for the supply of product as tabulated below for the purpose of Video Conferencing/Virtual Court Hearings in Hon'ble Patna High Court:

S.No.	Product	Quantity
1.	Cisco WebEx Meeting License: Collaboration Flex Plan 3.0 with WebEx Suite or any advanced version for the purpose of Video Conferencing/Virtual Hearing of the Court Proceeding (Specifications at Annexure-III).	34*

Terms and Conditions:-

1. Instructions to the Tenderers:-

Quotations are to be submitted in sealed envelope consisting of Technical bid in a separate sealed cover & financial bid in a separate sealed cover and both bids will be put in the sealed single envelope containing the title "**Supply of Cisco Webex License for the purpose of Video Conferencing/Virtual Hearing for use in 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 bid 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 /time will not be considered.

* The quantity can be modified/amended as per the requirement of the Hon'ble Patna High Court and the bidder shall supply the additional product/service on approved rate.

**** The Tender Box will be opened on the next working day after the expiry of tender submission period i.e. on 15.01.2026, time- 02:30 P.M. and place- 1st floor, Prashal Bhawan, Patna High Court, Patna and bids shall be opened in the presence of all the bidders/authorized person only thereafter if it qualify all the conditions mentioned in 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
Mobile No. 9431025042
Email ID : cpc-pat@aij.gov.in

2. The Tenderer shall clearly specify what services will be provided along with supply of the product/Cisco Webex Licenses.

a) Technical Bid (as per Annexure- I)

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

- 1) Describing the technical competence and experience of the bidder,
- 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 services) mentioned in the tender.
- 4) Undertaking/declaration that the bidder has not been blacklisted in any State / Central government Department or Agency or PSU.

- (ii) Audited annual financial results (balance sheet and profit & loss statement) of the bidder for the **last three financial years**.
- (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 estimated value of the goods**.
- (iv) Reference list of major clients (using services similar to the present requirement of Patna High Court, Patna).
- (v) Permanent Account Number (PAN), GST Registration Certificate with Registration Number.
- (vi) A duly filled Annexure-III (Specifications) and a certificate to this effect that it complies with the specifications as provided in Annexure-III.

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

- (i) EMD should be placed in the envelope which contains the Technical Bid.
- (ii) The Bid security shall be 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 3 (three) months from the date of bid submission date, however no interest shall be payable on Bid Security under any circumstance.
- (iii) Unsuccessful Bidder's Bid security (EMD) shall be returned after selection of successful bidder.
- (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 supply/work order within the specified period;
 - c. When the bidder does not deposit the performance security within specified period after the supply/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) Rule.

3. Eligibility Criteria:-

A. The Firm applying should possess Income Tax PAN No., Service Tax Account Number and GSTIN No. The Agency should be having a minimum experience of 02 years in providing the desired service i.e supply of Cisco Webex Licenses 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. **Relevant OEM Authorization Certification regarding supply of Cisco Webex License shall be mandatory.**

B. The Tenderer must have an average annual turnover of Rs. 25,00,000/- (Rupees Twenty Five Lakh) during the last three years in the same field . Copies of the following documents shall be required to be submitted along with the Bid:-

1. Audited Profit & Loss Account of last three years.
2. Service Tax Certificate GSTIN NO.
3. Income Tax PAN.
4. Income Tax Return for the last three assessment Years.
5. Latest Service Tax Return.
6. Documents regarding Experience of 2 years in providing similar services in Hon'ble Supreme Court of India /Hon'ble High Courts/Central Government/State Government /Public Sector Undertakings/Autonomous Bodies(if available)

4. 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. The technical bid will be opened at the first instance and evaluated by a competent committee or authority. At the second stage, financial bids of only the technically acceptable bids shall be opened for further evaluation before awarding the contract.

- (ii) Filling up of all the columns in Technical Bid and Financial Bid is compulsory. (Enclosed at Annexure I and II).

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.

06. The License/Service must be new, ready for use, genuine and not pirated.

07. The rate quoted be inclusive of all taxes and other charges, if any.

08. The firms shall submit their bill in triplicate at the time of supply of articles/products.

09. The successful Bidder's Bid security shall be discharged upon the deposit of Bank Guarantee, amounting to 5% of Bid value and Bidder signing the Agreement, which shall be valid for the period of sixty (60) days (or as specified in the bidding document) beyond the date of completion of all contractual obligations of the bidder, including warranty obligations and maintenance and defect liability period.

10. Payment will be made in account of the firm after due verification, supply and installation of items/service supplied. No Request for advance payment will be entertained.

11. The successful bidder will have to supply the item within one week positively from the date of issuing purchase order/necessary direction.

12. There shall be a penalty for the defective/pirated/late supply of the items amounting to 100 % such quantity.

13. The quotation of the black listed bidders shall be out rightly rejected.

14. The firm shall have excellent and complete support service after the supply and installation throughout the contract and the performance shall be continuously monitored. Technical/functional issues must be resolved on immediate basis to avoid any inconvenience to the Court Proceeding/Administrative meetings of Hon'ble Court.

15. This Court reserves the right to increase/decrease the quantity of desired item at any point of time during the period mentioned in Para 16 of the tender notice.

16. The Supplier Firm i.e L1 Bidder will have to provide the Services/Product initially for period of at least one year from the date of agreement at the finalised Price which can be extended further for maximum of two year on mutual agreement subject to satisfactory performance in the preceding year and will also depend upon the price trend for the services / products in the market on the date of extension.

17. Financial bids of those bidders who qualify the technical evaluation will only be opened. All other financial bids will be returned un-opened. The participating Bidders are required to submit documentary evidence in support of their meeting the said eligibility criteria.

18. The decision of Patna High Court, Patna would be final and binding on all the Bidders to this document. Patna High Court, Patna does not bind itself to assign the contract to any party and reserves the right to accept/reject the whole or any part of the contract. All disputes should be within the jurisdiction of the Civil Court, Patna.

19. If any information by bidders is found to be wrong or amounts to misrepresentation, Patna High Court reserves the right to take appropriate legal action.


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

Annexure-I
Technical Bid

Tender for Cisco Webex Meeting License: Collaboration Flex Plan 3.0 with WebEx Suite or any advanced version for the purpose of Video Conferencing/Virtual Hearing of the Court Proceeding at Hon'ble Patna High Court, Patna.

Sl.No	Descriptions	Page No.	Please Tick (√)
1.	Separate sealed envelope consisting of Techno commercial bid and Financial Bid	a. Techno commercial 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 project	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	
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 (2022-23)	
		c. Copy of IT return	

		(2023-24)		
		d. Copy of IT return (2024-25)		
7.	GST registration number. (Please attach)			
8.	Latest Service Tax/ GST Return (Please attach)			
9.	Annual Turnover during last 3 years: (Please attach proof in the form of Profit & Loss Account)	a. For 2022-23		
		b. For 2023-24		
		c. For 2024-25		
10.	Experience Certificate of 2 Years in 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.	Relevant OEM/Cisco Authorization Certification for Supply of Cisco Webex Licenses.			

Bidder's Signature

Annexure- II
Financial Bid

Product/Service/License Variant for the purpose of Video Conferencing/Virtual Hearing.

Cisco Webex Meeting License: Collaboration Flex Plan 3.0 with WebEx Suite or any advanced version.

S.No.	Item	Requirement	Unit Price	Taxes	Total
1.	Cisco Webex License	34* units			
Total Cost					

Bidder's Signature

Annexure III
Minimum Specifications

S.No.	Features/Specifications	Whether feature available or not(Yes/No)
1	End-to-End Encrypted Video Conferencing Software for secure communication.	
2	Firewall and VPN Protection to prevent unauthorized access.	
3	Multi-Factor Authentication (MFA) for Users to ensure identity verification.	
4	Secure Login Credentials for each session to limit access to authorized personnel.	
5	24/7 Remote IT Support for assistance in troubleshooting.	
6	An online, real-time collaboration software with features like video, voice, screen sharing, document sharing, presentation, recording etc.	
7	The solution should have a whiteboard for flashing messages and recording meetings or sessions	
8	The complete access log of the different users with extended reports, including IP/ Device details/Application details, should be provided with each meeting room.	
9	The platform should be hosted on an India-based data centre with a 100% Disaster recovery site.	
10	The platform must offer cross-platform functionality, ensuring seamless operation across various operating systems, including Windows, Linux, MacOS, IOS etc., to accommodate diverse technology ecosystems of all participants and guarantee a consistent user experience regardless of the operating system used.	

11	The platform must be scalable to multi point connectivity with 1000 user logins at a time.	
12	The platform must provide private and confidential Breakout rooms; between multiple users.	
13	The platform must provide master control facility at Court's end, recording and archiving facility at court point, server or cloud.	
14	The platform must provide audit trail facility of the proceedings.	
15	The solution should support 24 hrs. per meeting session.	
16	The solution should support at least one active meeting at a time per host.	
17	01(one) GB cloud space, per host till the license period.	
18	The solution should support webinar with at least 1000 attendees each session upto 24hrs per host.	
19	Support dial-in meeting & also provide SIP & H.323 link for each host or meeting.	
20	Centralized administration of licenses.	
21	Facility to check user logs who have joined the meetings after the meeting is over.	
22	Features of HD Video/ Audio, Recordings, Integrations, Security, Breakout rooms etc.	