

**IN THE HIGH COURT OF JUDICATURE AT PATNA
TENDER NOTICE No. 12 / 2025-2026 (Purchase Cell)**

Sealed Quotations are invited from the reputed firms/suppliers/shops for supply of **Bundle Board and bundle Board Tape** for use of the Court:-

Sl. No.	Particulars	Size	Quantity
01.	Wooden (Sheesham) Bundle Board	15"x10"x1/2"	4,500 pcs
02.	Bundle Board Tape	3 cm x 125 cm	9,000 pcs

Important Information

Date of commencement of Bid	15.12.2025
Last date for submission of sealed quotation	13.01.2026 at 05:00 P.M.
Date & Time of opening of Bid	15.01.2026 at 03:00 P.M.

The Tender must reach this Court upto 05:00 pm on 13.01.2026 from the date of display of this notice on the website of Patna High Court. Quotation received after the stipulated time/date shall not be entertained. This tender notice can be downloaded from the website of Patna High Court: "<http://patnahighcourt.gov.in>".

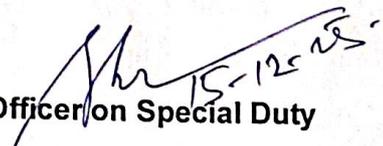
A. Documents required to be submitted along with bid :-

- (i) Proof of GST Registration Certificate.
- (ii) Copy of PAN Card.
- (iii) Copy of Income Tax Return for the last two financial years.
- (iv) An Earnest Money Deposit of Rs. 01 Lakh/- 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. However, this will not be applicable on those who are registered with Central Purchase Organisation/ State Purchase Organisation/ 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 unable to supply goods as per stipulated terms.
- (v) 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.

B. Other Terms and Conditions:-

1. All the Tender proposals will have to be submitted in hard copy with all pages numbered and signed as mentioned in Check list enclosed with this tender. Further, an undertaking will also required from tenderer in the format mentioned below. Incomplete proposal will summarily be rejected.
2. Sample of quoted articles i.e. Bundle Board and Bundle Board Tape must be submitted along with bid before the competent authority of the Court. Sample of successful firm will be preserved, for verification.
3. The rate quoted in tender should be inclusive of all taxes and other charges, if any. Cost of transportation, installation will be borne by bidder. Further, rates quoted should be unconditional and if rates are submitted with any condition, the tender shall be rejected.
4. The article to be supplied should be in good condition. Damaged article will not be accepted.
5. The article to be supplied must have at least 1 year gurantee from the date of verification & accpetence by the Court. If any defect like deformation in shape occurs the firm will liable to replace the defective piece within 15 days from the date of intimation from the Court.
6. The defective article shall be replaced without any additional charge at the time of supply of the same.
7. The article should be delivered in Court's Premises within a period of 30 days after receiving of Supply Order.
8. The bidder will have to submit an affidavit regarding supply of aforesaid article as per quality, quantity and time frame mentioned in terms of tender. 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 have to borne by the successful supplier/firm/authorized dealer with the interest of 12% per annum.
9. The firm/ supplier/ shop must have their shop/ workshop within area under Patna Municipal Corporation/ nearest to Patna. Complete address of the same with Contact no. must be mentioned in quotation.
10. No advance payment shall be made. Payment will be made in account of the firm after due verification of items supplied.
11. The successful bidder is required to submit 5% of value of supply order as **performance security** which shall be deposited by successful bidder(s) by way of Demand Draft/ Bank Guarantee from Nationalized/Scheduled bank drawn in favour of **"The Registrar General, Patna High Court"** payable at Patna which will be refunded after satisfactory service during gurantee period. No interest will be paid on performance security.

12. The Court reserves the right to accept or reject any or all quotations without assigning any reason. Further, No correspondence in this regard will be entertained. The Court also reserves the right to cancel the tender at any stage, without assigning any reason.
 13. The firm shall submit bill for payment. The payment will be made after satisfactory report from concerned department. TDS as per rule shall be deducted from the bill of the successful bidder.
 14. The number of required article may be increased or decreased as per requirement of the court.
 15. Quotation shall remain valid for a period not less than 90 days after the last date for submission of quotation.
 16. The Successful Bidder will have to marking with numerical digit on each article.
 17. **The Bidder will have to obtain a Pass from Pass Counter before submitting the Quotation.**
 18. 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.
 19. **The Bid will be open on 15.01.2026 at 03:00 PM in presenece of all the bidders and officials of Patna High Court.**
 20. **On the top of the Envelope, the Tender no. 12/2025-26 be clearly mentioned.**
 21. The sample of required article may be viewed during office hours of the Court in Purchase Cell.
- 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

Check List to be submitted with tender Document:-

Sl. No.	Particlulars	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 financial years.		
5	Earnest Money Deposit of Rs. 1 lakh/- in the form of Demand Draft issued from Nationalized/ Scheduled Bank in favour of Registrar General, Patna High Court, Patna, Payable at Patna. However, this will not be applicable on those who are registered with Central Purchase Organisation/ State Purchsae Organisation/ 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 article will be as per quality, quantity and time frame mentioned in terms of tender.		
7	The firm/ supplier/ shops must have their shop/ workshop within area under Patna Municipal Corporation/ nearest to Patna. Complete address of the same with the Contact no. must be mentioned in quotation.		
8	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. 12/2025-26/ Purchase Cell dated 15.12.2025

1.I/We undertatke that I/We have carefully studied all the terms and Conditions and understood the parameters of the proposed furniture 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 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 warranty 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 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 have to borne by the successful supplier/firm/shop with the interest of 12% per annum.

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

Place

Date