

# **HIGH COURT OF JUDICATURE AT PATNA**

## **TENDER NOTICE No.- 18/ 2025 A. D. (Establishment)**

Sealed quotations are invited from the bona-fide and reputed registered firms/ OEM authorized dealers (having office and after sales/ service located at Patna) for supply of One (01) Heavy duty Photocopier Machine for this Hon'ble Court.

### **A). Required specifications of heavy-duty Photocopier Machines**

1. Copying speed should be 45 ppm.
2. Features required:- SPDF, Duplex, Scanner, USB printing, Internet/LAN/ Wi-Fi/ mobile connectivity etc.
3. Photocopier machine equipped with latest/updated/advanced technology would be preferred.
4. Toner yield:- more than 35,000 prints.
5. Drum yield:- more than 2 lakhs prints.
6. Warranty: Two (02) years onsite.

### **C). Documents required to be submitted along with bid**

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 OEM Authorisation Certificate
5. 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.
6. Statement/ Supply Order regarding any previous supplies made to Central Government/ State Government Departments/ Semi Government organization including Public Sector Undertakings/ Autonomous Bodies, in last three (3) years must be provided

### **D). Other terms and conditions-**

1. Quotations are to be submitted in sealed envelope consisting of Techno-commercial 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 Photocopier Machine" and addressed to the Learned Registrar (Establishment), Patna High Court, Patna.

2. All the tender proposals will have to be submitted in hard copy with all the pages duly numbered, signed and stamped. The bid must be complete in all respect.
3. The Registered firms/ suppliers/ authorized dealer must have office/ Branch and after sales/service located in Patna.
4. The Bidders may cost the Buyback of existing old photocopier machine (Model No iR 3530, Sl. No. MTP-01200) (D.O.P.- 26.09.2008).
5. EMD of **Rs. 10,000/- (Rupees Ten Thousand) 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. However, this will not be applicable on those who are registered with Central Purchase Organisation/ State Purchsae Organisation/ National small Industries Corporation (NSIC). 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.
6. The article should be in original and good condition.
7. GST number and PAN should be furnished in the quotation.
8. The rate quoted in the tender should be inclusive of GST and service/ Installation charges.
9. The Court reserves the right to accept or reject any or all quotations without assigning any reason whatsoever. 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.
10. Defective article should be replaced immediately by the firm concerned free of cost, within the warranty period.
11. No advance payment shall be made and the firm shall submit its bill, in duplicate, for payment after supply and installation of the machines.
12. Payment will be made in account of the firm through CFMS instead of cash.
13. 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.
14. On the top of the Envelope, the "Tender number" and "Supply of Photocopier Machine" shall be clearly mentioned.
15. **The Bidder will have to obtain a Pass from Pass Counter before submitting the Quotation.**

The interested firms/ bidder may submit their quotations in name of undersigned on the above terms and condition on or before **16.01.2026 (Friday) up to 05:00 P.M.** in the box kept

outside the chambers of the Ld. Registrar (Establishment), Patna High Court, Patna, which is scheduled to be opened near the chambers of the undersigned on **17.01.2026 (Saturday) at 12:30 PM.** in the presence of all the bidders and authorized officials of the Patna High Court, Patna.

**Address for submission of the Tender:- In the Box kept near the Chamber of Ld. Registrar (Establishment), Patna High Court, Patna-800028.**

Dated: 23/12/2025

  
Registrar (Establishment)  
Patna High Court, Patna

**Annexure-I**

**Techno-commercial Bid**

**Tender for supply of One (01) Heavy duty Photocopier Machine to this Hon'ble Court.**

Sl. No.	Information Sought	Page No.	Please tick (✓)
a.	Separate sealed envelope consisting of Techno-commercial bid and Financial Bid	a) Techno -commercial bid	
		b) Financial Bid	
b.	Details of bidding Firm Name, address, contact number	a) Name	
		b) Address	
		c) Contact No.-	
		d) email	
c.	Local address of the bidding Company/ Firm	Address	
d.	Type of Firm (Proprietary/Partnership etc.)	a) Sole proprietor	
		b) Partnership firm	
		c) Private/Limited Company	
e.	Copy of GST Certificate	a) GSTN-	
f.	Copy of PAN Card	a) PAN	
		b) Copy of IT return Financial Years. (2023-24)	
		c) Copy of IT return Financial Years. (2024-25)	
g.	Details Earnest Money Deposit However, this will be not applicable on those	a) Amount	
		b) Demand Draft	

	who are registered with Central Purchase Organization/State Purchase Organization/ National Small Industries Corporation (NSIC).	c) Date of issue		
		d) Name of issuing Bank		
h.	Required Specifications in the photocopier machine	a) Copying speed		
		b) <u>Features required:</u>		
		• SPDF		
		• Duplex		
		• Scanner		
		• USB printing		
		• Internet/LAN/Wi-Fi/mobile connectivity etc.		
		c) Toner yield (Required- more than 35,000 prints)		
		d) Drum yield. (Required- more than 2 lakh prints)		
		e) Minimum two (02) year onsite warranty		
i.	OEM Authorization Certificate for supply of Photocopier Machine			
j.	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.			
k.	Proof of previous supplies of photocopier machines made to Central Government/ State Government Departments/ Semi Government organization including Public Sector Undertakings/ Autonomous Bodies, in last three (3) years			

Bidder's Signature

**ANNEXURE- II**

**Financial Bid**

Name of the Firm- \_\_\_\_\_

Full Postal Address- \_\_\_\_\_

Telephone/ mobile number- \_\_\_\_\_

E-mail ID- \_\_\_\_\_

Contact Person Name- \_\_\_\_\_

<b>For Heavy- Duty Photocopier Machine</b>				
<b>Sl. No.</b>	<b>Photocopier Machine details</b>	<b>Quantity</b>	<b>Per unit Price (including GST)</b>	<b>Total Price (including GST)</b>
1.	Machine make and Model number:-			
			<b>Total (A)=</b>	

<b>Buyback Price of Old Photocopier Machine (if any) offered by the firm</b>		
<b>Sl. No.</b>	<b>Photocopier machine model and make (Date of Purchase)</b>	<b>Buyback Price offered (in Rs.)</b>
1.	Canon iR3530 Sl. No. MTP-01200 D.O.P.- 26.09.2008	
		<b>Total (B)</b>

<b>Grand Total (A - B)</b> <b>(in Rs.)</b>	
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Bidder's Signature