

IN THE HIGH COURT OF JUDICATURE AT PATNA
TENDER NOTICE NO - 01/2026-27 (Purchase Cell)

Sealed Tenders/quotations along with sample of articles (tabulated below) are 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 Stationery, Miscellaneous, Crockery & Utensils, Electrical articles & Printed items (forms) for use of the Court for the financial year 2026-27 within three weeks from the date of Publication in the Newspaper. This advertisement can also be downloaded from the Website of Patna High Court: <https://patnahighcourt.gov.in/>.

The word/subject "QUOTATION FOR SUPPLY OF STATIONERY, MISCELLANEOUS, ELECTRICAL & PRINTED ITEMS" alongwith Tender Notice No. should be superscribed on the top of the sealed envelope containing the quotation.

All received bids/tenders documents alongwith sample shall be opened in the presence of all the participated bidders/firms and authorized officials of the Patna High Court on **18/03/2026** at **12:00 P.M.**

IMPORTANT INFORMATION

Date of Commencement of BID	24 ./02/2026
Last Date for Submission of Sealed Tender Quotations/bid	17 ./03/2026
Date & Time of opening of Bid	18 ./03/2026 at 12:00 P.M.

Stationery Items

Sl. No.	Stationery Items	Unit	Tentative Quantity required to be purchased
1.	Add Gel Pen (Achiever)/pc	per piece	1000
2.	(Hitech) Pilot V5/V7 Luxor Pen/pc	per piece	200
3.	Uni-ball eye UB-157 (0.7mm Roller Pen)	per piece	300
4.	Jotter Holder Pen- Good Quality	per piece	200
5.	Rorito Agro soft Gold Pen/pc or Good quality	per piece	4500
6.	Add Gel Refill (NB/G-R 20)/pc	per piece	300
7.	Jetter refill Reynolds(Red & Blue) /pc	per piece	3000
8.	Jotter Refill (Blue & Red) Luxor	per piece	100

	softouch/pc		
9.	H.B. Pencil (Apsara platinum/Doms) /pc	per piece	2000
10.	Short Hand Pencil (Apsara)/pc	per piece	2000
11.	Pencil eraser (Apsara Non Dust)/pc	per piece	500
12.	Pencil cutter 'Single Hole' Good quality/pc	per piece	500
13.	Red & Blue Pencil, (Nataraj or good quality)/pc	per piece	200
14.	Red Pencil, (Nataraj or good quality)/pc	per piece	200
15.	Blue Pencil, (Nataraj or good quality)/pc	per piece	200
16.	HB pencil 0.5mm with refill (Camelin or good quality)/pc	per piece	400
17.	Sketch Pen (Black) Luxor/pc	per piece	5000
18.	Marker pen (Highlighter) Faber castell/pc	per piece	200
19.	Marker Pen (Faber castell)/pc	per piece	100
20.	Bodkin- (good quality)/pc	per piece	300
21.	Binding Thread (Superior quality)/roll	each Gola	50
22.	Correction Pen Faber Castell 7 ml/pc	per piece	200
23.	Cello Tape-(2" size) /pc Good quality	per piece	200
24.	Cello Tape- (0.5" size)/pc Good quality	per piece	400
25.	Green Lace (22"Long) 320 no/pc	per piece	As per requirement
26.	Green Lace (22"Long) 324 no/pc	per piece	200000
27.	Green Lace (22"Long) 924 no/pc	per piece	200000
28.	White Tag (Machine Made) Per Thousand Superior Quality	Per thousand	100000
29.	Gum Tube Small (Fevi gum) 50 ml/pc	each tube	2000
30.	Gum Bottle 700 ml. (Camel/Kores)/pc	each bottle	200
31.	Heavy Duty Punching Machine (Two Holes), Kangaroo/wonders/Good Quality/pc	per piece	25
32.	One Hole Punching Machine (kangaroo	per piece	As per

	FP-20)		requirement
33.	Two Hole Punching Machine (kangaroo DP- 52)	per piece	As per requirement
34.	Pin Cushion Oddy MCD-01 (Magnetic)/pc	per piece	200
35.	Paper weight (Floral, Round-Glass)/pc	per piece	300
36.	Plastic pen stand two poke (Jemson/Good Quality) 1412 size 11.5 x 5 /set	per piece	100
37.	Paper pin, (Oddy Pin – 100 gm.)/pkt	per piece	100
38.	Rubber stamp pad large,110mm x 69 mm /Faber Castell/pc	per piece	100
39.	Stamp Pad Ink (Violet-60 ml)	per piece	50
40.	Rubber Stamp Computerized Make Per Line	per piece	As per requirement
41.	Rubber Stamp Round	per piece	As per requirement
42.	Facsimile Signature Stamp	per piece	As per requirement
43.	Office lac (sealing wax) Tender,/pkt	per pkt.	50
44.	Steel Knife Emerald Eco (Plastic handle Good Quality)/pc	per piece	200
45.	Scissors Oddy 7" Inch/pc	per piece	100
46.	Stapler Machine HP-45 Kangaroo/pc	per piece	100
47.	Stapler HD 10 D Kangaroo/pc	per piece	300
48.	Staple Wire 24/6 ,Kangaroo/pkt	per Pkt.	500
49.	Staple Wire 10 no., Kangaroo/pkt	per Pkt.	4000
50.	Sponge with cap Oddy DM-02/pc	per Pkt.	200
51.	Azurlaid Paper (17" /27") (10.4kg)- Belarpur, Sirpur & J.K/ream	per Ream	400
52.	Azurlaid Paper (17" /27") (13.4kg)- Belarpur, Sirpur & J.K/ream	per Ream	500
53.	Brown Paper (36"/46") (28 kg.) Yash Brand/ream	per Ream	12
54.	D.F.C. Paper (17"/27") white 10.4 kg- Belarpur, Orient/ream	Per Ream	400

55.	Computer paper 75 GSM /Xerox/X 75-A/4 size/pkt	500 sheet/ Pkt.	15000
56.	Computer paper 75 GSM Xerox/Trust/Legal size/pkt	500 sheet/ Pkt.	500
57.	Royal executive/J.K Bond Paper 100 GSM 500 sheet/pkt	per pkt	60
58.	Legal size computer paper J.K Max 67/70 GSM/pkt	500 sheet / Pkt	1500
59.	Rule Paper 8.6 Kg (17"/27") Belarpur/Orient/ream	Ream	20
60.	Pulp Board White/pc (22"X28", 10.4kg) Belarpur/Andhra/pc	per piece	2000
61.	Straw Board (24 OZ)-White/pc	per piece	1500
62.	Type Carbon 503 (Black) - Kores /pkt	per piece	10
63.	Flat File Board (24 OZ)/pc (14"/9.5")	per piece	80000
64.	Yellow File Cover (14"/10.5") with printing & inner lamination on thick board/pc	per piece	50000
65.	Red File Cover (14"/10.5") with printing & inner lamination on thick board/pc	per piece	100000
66.	White File Cover (14"/10.5") with printing & inner lamination on thick board/pc (Administrative File-Phc. Sch. X-21)	per piece	15000
67.	Brown envelope (size- 16" X 12") (39 kg.)/pc	per piece	20,000
68.	Brown envelope (10" X 4½") (39 kg.) /pc	per piece	40,000
69.	Plastic coated Yellow Envelope (11"x5") Pride 100 gsm/pc	per piece	1000
70.	Plastic coated Yellow Envelope (A4 Size) Pride 100 gsm/pc	per piece	1000
71.	Plastic coated Yellow Envelope (legal size)Pride 100 gsm/pc	per piece	1000

72.	White Envelope (11"x5") Pride diamond 100 gsm/pc	per piece	1000
73.	White Envelope (9"x4") Pride diamond 100 gsm/pc	per piece	1000
74.	Binding Cloth (Good quality /meter)	per meter	300
75.	Adhesive sticker on hard glossy paper (19 cm x 6.5 c.m)/pc	per piece	200000
76.	Perforated Slip Book (size: 6.5"x4") with printing & binding (80 pages/pc)	per piece	1000
77.	Short Hand Note Book -Milan (Lotus) 200 page/pc	per piece	5000
78.	Appointment Stand/Table calendar stand (Kebica/Gemson)/pc	per piece	100
79.	Engagement pad 2027, Ajanta/pc	per piece	200
80.	Plain/ Rulled note pad medium(33 No) Neel gagan/pc	per piece	100
81.	Plain note pad small (22 size) Neel Gagan 80 pages /pc	per piece	50
82.	Plain/ Rulled note pad medium(40 No) Neel gagan/pc	per piece	50
83.	Restick flag (ODDY 25x75 mm, 4 colour) /pc	per pkt	5000
84.	Spring index file yellow (Hard Board) /pc	per piece	200
85.	L folder file plain (Solo, A/4 Size)/pc	per piece	4000
86.	L folder file (Balhar, No.-102 S) With printing of monogram of P. H. C./pc	per piece	3000
87.	James Paper Clip Oddy 30 mm 100 pcs/pkt	per piece	As per requirement
88.	Post It 3M flag	per pkt	As per requirement
89.	Ring Guard file (monaf)/pc	per piece	100
90.	Rubber date stamp/pc	per piece	20
91.	Color Pencil (set of 12 pcs)- Good quality	per piece	50

92.	Table Top Clear Elevator Acrylic Writing Desk (Size: 24"x18")/pc	per piece	As per requirement
93.	Glass table (2 X 1.5 ft.- 5mm) /pc	per piece	150

Miscellaneous Items

Sl. No.	Miscellaneous items	Unit	Tentative Quantity required to be purchased
1.	Good Night Advance machine with refill/pc	per piece	1000
2.	Good Night Advance refill/pc	per piece	1000
3.	AAA Battery/Eveready, Heavy Duty/pc	per piece	200
4.	AA Battery /Eveready, Heavy/pc	per piece	500
5.	Duracell Ultra Alkaline Battery AA	per piece	1000
6.	Duracell Ultra Alkaline Battery AAA	per piece	1000
7.	Brasso liquid 90 ml. "RECKITT BEMCKISER"/pc	per piece	50
8.	*Bleaching powder 1/2 kg, (White Hansa Brand)	per Pkt.	400
9.	Broom stick (Long size yellow, Superior Quality)/kg	Kg	300
10.	Cotton rope/bundle	each bundle	As per requirement
11.	Sutli thin/kg	Per kg.	500
12.	Candle 100 gm (Thick)/pc	per piece	200
13.	Collin (500 ml)/pc	per piece	500
14.	Distilled Water 5 ltr/pc	Litre	As per requirement
15.	Fevi stick (15 gm)/pc	per piece	As per requirement
16.	Harpic (500 ml.) /pc	per piece	1000
17.	Hit Spray (200 ml.) /pc	per piece	1500
18.	Hand sanitizer (Dettol, 50 ml.)/pc	per piece	50
19.	Link lock 41/pc	per piece	100
20.	Link lock 21/pc	per piece	50
21.	Link lock 50/pc	per piece	50
22.	Lemon scented phenyl white, Eagle (500 ml.)/pc	per piece	500

23.	Laxman Rekha/pc	per piece	400
24.	Lizol 500 ml/pc	per piece	1000
25.	Mysore Sandal Soap (75 gm)/pc	per piece	100
26.	Match box (HOME Light) /pc	per piece	400
27.	Naphthalene ball 100gm (Good quality)/pkt	per piece	500
28.	Odonil (50 gm.)/pc	per piece	1500
29.	Plastic mug SPL 1½ Litre/pc	per piece	25
30.	Plastic bucket 18 ltr 'SPL'/pc	per piece	25
31.	Plastic Jug 'SPL' 2.5 liter/pc	per piece	500
32.	Waste paper basket (Small) SPL/pc	per piece	100
33.	Waste paper basket (Big) SPL/pc	per piece	100
34.	Dustbin with lid and wheel (120 Ltr, Supreme Brand)	per piece	As per requirement
35.	Dustbin with lid and wheel (240 Ltr, Supreme Brand)	per piece	As per requirement
36.	Pedal Dustbin (Medium size) SPL/pc	per piece	As per requirement
37.	Soap case (Good quality)/pc	per piece	20
38.	Glass tumbler YERA/pc	per piece	2500
39.	Red Phenyl eagle 1 Litre/pc	per piece	300
40.	Domex Disinfectant Floor Cleaner (1 ltr)	per piece	As per requirement
41.	Red markin/meter	per piece	400
42.	Markin Thick (Good Quality) /meter	per piece	200
43.	Table cloth (1.5x1.5 Metre) Rexine Thick (good quality) /pc	per piece	100
44.	Kitchen Napkin Cloth Mandhania/other good quality/pkt containing 12 pcs	per piece	500
45.	Cotton Duster (Size: 40x40 cm)/pc	per piece	1000
46.	Microfiber Duster of Good quality (350 GSM, size: 22"x16")	per piece	300
47.	Red Harpic (500 ml)/pc	per piece	100
48.	Rat killer Cake (50 gm, Mortien)	per piece	50
49.	Steel coat hanger (thick-good quality)/pc	per piece	100
50.	*Vim bar (310 gm approx) Large size /pc	per piece	500
51.	Wheel active 1 kg	per piece	As per requirement

52.	Surf Excel powder quick wash 500g	per pkt	500
53.	Tide Plus surf 500g	per pkt	500
54.	Ezee wash 200 g	per piece	As per requirement
55.	Vanish detergent (1 kg)/pc	per piece	400
56.	Vanish detergent (400 gm)/pc	per piece	400
57.	Vanish detergent (200 gm)/pc	per piece	400
58.	Vim Liquid 250 ml	per piece	800
59.	Dettol Original liquid Hand Wash 900 ml/pc or Good Quality	per piece	700
60.	Medimix Soap (30 gm)	per piece	100
61.	Pears Soap (100 gm)/pc	per piece	As per requirement
62.	Toiletries Set including branded Shaving & Dental kit with zip pouch of size: 9"x 6"	Per set	As per requirement
63.	Towel (75x150 C.M.) SUPER ULTRX Bombay Dyeing /pc	per piece	150
64.	Towel (75x150 C.M.)/pc SANTINO Bombay Dyeing/pc	per piece	25
65.	Towel (75x150 C.M.) TULIP Bombay Dyeing /pc	per piece	As per requirement
66.	Ultrx Hand Towel (40x60 cm) Bombay Dyeing /pc	per piece	100
67.	Rubber band (50 pcs/pkt) Good Quality	per piece	500
68.	Sticky pad Mousetrap	per piece	500
69.	Wet wipes 25 wipes (good quality)/pc	per piece	500
70.	Dry wipes 100 pulls (10 Lite 2 ply)	per piece	500
71.	10on Lite, 2ply Toilet Paper Tissue Roll (Pack of 6- 180 pulls per roll)	per piece	50
72.	Paper napkin "10on Lite (2 ply)" or any other good quality /pc	per pkt.	800
73.	Lipton Darjeeling Tea 250 g	per piece	300
74.	Lopchu Tea 250 g	per piece	300
75.	Tata Tea Gold (500 gm)/pkt	per piece	100
76.	Red Label Tea (500 gm)/pkt	per piece	100
77.	Taj Mahal Tea (500 gm)/pkt	per piece	100
78.	Nescafe Gold Coffee (100 gm)/pkt	per piece	100
79.	Davidoff Coffee (100 gm)/pkt	per piece	100

80.	Scotch Brite Steel Ball/pc	per piece	500
81.	Scotch Brite Scrub Pad/pc	per piece	500
82.	Scotch Brite sponge pack of 3 pcs	per piece	500
83.	Jumbo size Carry Bag (Polyester or Good quality)/pc	per piece	200
84.	Small size Carry Bag (Polyester or Good quality)/pc	per piece	1000
85.	Godrej aer Power Pocket Bathroom Freshener – Lavender Bloom (10g)	per piece	500
86.	Godrej automatic air freshener machine with refill/pc	per piece	50
87.	Godrej automatic air freshener refill/pc	per piece	400
88.	Room Freshener (200 ml Godrej) /pc	per piece	As per requirement
89.	Room Freshener (200 ml Riya) /pc	per piece	1000
90.	Dettol Antiseptic liquid (550 ml)/pc	per piece	400
91.	Straight/two folded Umbrella (K.C. Paul, size:25"x8k)/pc	per piece	50
92.	Fuel Gel Blue Flame (Good quality)	per piece	500
93.	Wall Clock (Medium or Big, Ajanta/Orpat)	per piece	As per requirement
94.	Pen Drive (Sandisk/ HP/ Kingston/ Samsung, 32 GB)/pc	per piece	500
95.	DVD with Cover (Good quality)	per piece	As per requirement

Crockery & Utensils

Sl. No.	Crockery & Utensils	Unit	Tentative Quantity required to be purchased
1.	Full Plate (Bone China, 6 pcs set, 10 inch, Gold Line)/pc	per piece	As per requirement
2.	Half Plate (Bone China, 6 pcs set, Gold Line)/pc	per piece	As per requirement
3.	Thermos Flask (1 ltr, Milton/Cello)	per piece	As per requirement
4.	Tea Spoon (Stainless Steel)/pc, Size: 14.5 cm	per piece	As per requirement
5.	Dinner Spoon (Stainless Steel)/pc, Size: 16 cm	per piece	As per requirement

6.	BOROSIL large glass (Set of 6 Glass)/pc	per set	As per requirement
7.	*Coaster with stand /set	per piece	20
8.	Tea set 15 pieces Sets (Bone China, Gold Line)/set	per set	As per requirement
9.	Steel Fork/pc	per piece	25
10.	Cup and saucer (Bone China) Gold line/set	per set	As per requirement

Electrical Items

Sl. No.	Electrical items	Unit	Tentative Quantity required to be purchased
1	Electric Remote Call Bell Single Sound (A.C.) –CONA /pc	per piece	10
2	Electric Remote Call Bell Single Sound (A.C.) –Havells/pc	per piece	10
3	Electric Remote Call Bell (Multiple Sound (D.C.) – CONA/pc	per piece	As per requirement
4	Table Lamp (Superior quality)	per piece	10
5	Electric P.V.C. Tape/pc	per piece	25
6	Tube Light (36/40 Watts) (White) (Four feet), Philips/pc	per piece	300
7	Electric kettle Bajaj /Orient/pc	per piece	10
8	LED 9 watt Havells	per piece	50
9	LED Batten, Superior quality (40 watt, 4ft.)	per piece	As per requirement
10.	Extension Board socket with 5 meter long wire (Oreva)	per piece	100

Printed Forms

Sl. No.	Forms	Unit	Tentative Quantity required to be purchased
1.	Title page part I with laminated (Civil side) in white colour (P.H.C Sch. III-2)	per piece	As per requirement
2.	Title page part II (Civil side) in blue colour (P.H.C Sch. III-2A)	per piece	As per requirement
3.	Title page part III (civil side) in green colour (P.H.C Sch. III-2B)	per piece	As per requirement
4.	Table of contents (civil side) for part I (P.H.C Sch. III-3)	per piece	As per requirement
5.	Table of contents (civil side) for part II (P.H.C Sch. III-3A)	per piece	As per requirement
6.	Table of contents (civil side) for part III (P.H.C Sch. III-3B)	per piece	As per requirement
7.	Title page part I with laminated (criminal side) in white colour (P.H.C Sch. IV-3)	per piece	As per requirement
8.	Title page part II(criminal side) in blue colour (P.H.C Sch. IV-3A)	per piece	As per requirement
9.	Title page part III (criminal side) in green colour(P.H.C Sch. IV-3B)	per piece	As per requirement
10.	Table of contents (criminal side) for part I (P.H.C Sch. IV-15)	per piece	As per requirement
11.	Table of contents (Criminal side) for part II (P.H.C Sch. IV-15A)	per piece	As per requirement
12.	Table of contents (Criminal side) for part III (P.H.C Sch. IV-15B)	each	As per requirement
13.	Printing of Judgement paper (Logo of Patna High Court) with punched/per thousand	per thousand	800000

I. For printing of Adhesive Envelopes in three sizes (Big, Medium & Small as well as printing, screen printing, embossed printing & steal dye printing of D.O. Letters and Envelopes)


SL. No.	Description of Size	Unit	Tentative Quantity required to be purchased
1	Adhesive Envelopes with Printing (both sides) (Big Size: 9.5" X 4.5")	per piece	1000
2	Adhesive Envelopes with Printing (both sides) (Medium Size: 8" X 5")	per piece	1000
3	Adhesive Envelopes with Printing (both sides) (Small Size: 7" X 4")	per piece	1000

Terms & Conditions: -

- (i) Tender/Quotation will not be accepted without samples. Samples are required to be submitted in the Purchase Cell.
- (ii) Samples should be submitted in packed box mentioning their firms name and tender notice number and its serial no. in this notice.
- (iii) The supplied items/material should be in good condition as per tender specification having the original packing intact.
- (iv) 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.
- (v) The rate quoted in the tender should be inclusive of all taxes.
- (vi) No advance payment shall be made for the supply of items.
- (vii) The firms shall submit their bill in triplicate at the time of/after the supply of materials.
- (viii) The Court reserves the right to accept/reject any or all items mentioned in the Tender notice including EMD/Bid security and samples.
- (ix) Attested copies of latest Income Tax return for last three years and Copy of turnover certified by a Chartered Account/Auditor for the last three Financial Years, GST Registration Certificate, GST Number and PAN be furnished along with the tender.
- (x) 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.
- (xi) EMD of Rs.1,50,000/- (Rupees One Lakh Fifty 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. 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.
- (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) The tenders without Earnest Money Deposit/Bid Security/Valid Registration Certificate will be summarily rejected.

- (xiv) If a bidder wants to withdraw or modify their bids then the EMD/Bid Security submitted by them, shall be forfeited.
- (xv) 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.
- (xvi) **No quotation received after due date and time shall be entertained and they will be summarily rejected.**
- (xvii) 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.
- (xviii) Colour & Essence of the items (wherever applicable) may be exchanged as per requirement of the Court.
- (xix) Forms (Total 12 types), Sl. no-1 to 12 mentioned above in “Printed Items” should be in prescribed colours. The TITLE PAGE – Part I (both civil side & criminal side) in white colour be laminated and printed on (Pulp board of 165 GSM) thick full scape paper, but Part II and Part-III be printed without lamination on same full scape paper (165 GSM) in blue colour and green colour respectively and rest of the forms will be printed on 60 GSM white full scape paper. The Firm will supply the said Printed forms on appropriate paper mentioned above.
- (xx) As Sl. No. 13 of Printed Forms category is concerned, the rate is invited for Punching (two holes in left side) with printing - “PATNA HIGH COURT & LOGO OF NATIONAL EMBLEM” on Judgement paper only. The Office will supply the required paper to the Firms/Press for printing of Judgement paper.
- (xxi) 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.
- (xxii) **Tenders/bids with condition shall not be entertained.**
- (xxiii) The quality and size of the tentative samples can be seen during office hours in the Purchase Cell of the Patna High Court.
- (xxiv) The bid will be decided on the basis of quality/price or both of the articles/items.

- (xxv) The Patna High Court reserves the right to cancel the agreement by prior notice of one month with or without specifying any reasons thereof.
- (xxvi) The bidder will have to obtain a pass from Pass Counter, Patna High Court, Patna for the purpose of submitting the bids/quotation.
- (xxvii) Quantities mentioned in tender document is tentative and it may increase or decrease as per requirement of the Court.
- (xxviii) A rate agreement shall be executed between the successful bidder and Patna High Court, Patna after the finalization of rate.
- (xxix) **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 12:00 P.M. on 18/03/2026 in the presence of all the participated bidders/firms and authorized officials of the Patna High Court, Patna.**
- (xxx) In the event of any dispute arising from this tender, the decision of Patna High Court shall be final and binding on all parties.
- (xxxi) Any dispute whatsoever shall be subject to the jurisdiction of Courts at Patna, Bihar only.


28-02-26
Officer on Special Duty
Patna High Court, Patna

पटना उच्च न्यायालय के क्षेत्राधिकार में

निविदा सूचना संख्या-01/2026-27 (खरीद प्रकोष्ठ)

समाचार पत्र में प्रकाशन की तारीख से तीन सप्ताह के भीतर वित्तीय वर्ष 2026-27 के लिए न्यायालय के उपयोग के लिए लेखन सामग्री, विविध, बर्तन और अन्य उपकरण, विद्युत वस्तुओं और मुद्रित वस्तुओं (प्रपत्रों) की आपूर्ति के आदेश को निष्पादित करने के लिए आवश्यक अनुभव और वित्तीय क्षमता रखने वाली प्रामाणिक और प्रतिष्ठित पंजीकृत फर्मों/आपूर्तिकर्ताओं से लेखों के नमूने (नीचे सारणीबद्ध) के साथ मुहरबंद निविदाएं/उद्घरण आमंत्रित किए जाते हैं। इस विज्ञापन को पटना उच्च न्यायालय की वेबसाइट से भी डाउनलोड किया जा सकता है:

<https://patnahighcourt.gov.in>.

उद्घरण वाले सीलबंद लिफाफे के शीर्ष पर निविदा सूचना संख्या के साथ " लेखन सामग्री, विविध, बर्तन और अन्य उपकरण, विद्युत वस्तुओं और मुद्रित वस्तुओं" की आपूर्ति के लिए उद्घरण"शब्द/विषय लिखा होना चाहिए।

सभी प्राप्त बोलियों/निविदाओं के दस्तावेजों को नमूने के साथ ओ. एस. डी. द्वारा पटना उच्च न्यायालय के अधिकारियों के साथ सभी भाग लेने वाली फर्मों की उपस्थिति में 18/03/2026 को 12:00 PM में खोला जाएगा।

महत्वपूर्ण जानकारी

बोली शुरू होने की तिथि	24/02/2026
मुहरबंद निविदा उद्घरण जमा करने की अंतिम तिथि	17/03/2026
निविदा खोलने की तारीख और समय	18/03/2026

Stationery Items

Sl. No.	Stationery Items	Unit	Tentative Quantity required to be purchased
1.	Add Gel Pen (Achiever)/pc	per piece	1000
2.	(Hitech) Pilot V5/V7 Luxor Pen/pc	per piece	200
3.	Uni-ball eye UB-157 (0.7mm Roller Pen)	per piece	300
4.	Jotter Holder Pen- Good Quality	per piece	200
5.	Rorito Agro soft Gold Pen/pc or Good quality	per piece	4500
6.	Add Gel Refill (NB/G-R 20)/pc	per piece	300
7.	Jetter refill Reynolds(Red & Blue) /pc	per piece	3000

8.	Jotter Refill (Blue & Red) Luxor softouch/pc	per piece	100
9.	H.B. Pencil (Apsara platinum/Doms) /pc	per piece	2000
10.	Short Hand Pencil (Apsara)/pc	per piece	2000
11.	Pencil eraser (Apsara Non Dust)/pc	per piece	500
12.	Pencil cutter 'Single Hole' Good quality/pc	per piece	500
13.	Red & Blue Pencil, (Nataraj or good quality)/pc	per piece	200
14.	Red Pencil, (Nataraj or good quality) /pc	per piece	200
15.	Blue Pencil, (Nataraj or good quality)/pc	per piece	200
16.	HB pencil 0.5mm with refill (Camelin or good quality)/pc	per piece	400
17.	Sketch Pen (Black) Luxor/pc	per piece	5000
18.	Marker pen (Highlighter) Faber castel/pc	per piece	200
19.	Marker Pen (Faber castel)/pc	per piece	100
20.	Bodkin- (good quality)/pc	per piece	300
21.	Binding Thread (Superior quality)/roll	each Gola	50
22.	Correction Pen Faber Castell 7 ml/pc	per piece	200
23.	Cello Tape-(2" size) /pc Good quality	per piece	200
24.	Cello Tape- (0.5" size)/pc Good quality	per piece	400
25.	Green Lace (22"Long) 320 no/pc	per piece	As per requirement
26.	Green Lace (22"Long) 324 no/pc	per piece	200000
27.	Green Lace (22"Long) 924 no/pc	per piece	200000
28.	White Tag (Machine Made) Per Thousand Superior Quality	Per thousand	100000
29.	Gum Tube Small (Fevi gum) 50 ml/pc	each tube	2000
30.	Gum Bottle 700 ml. (Camel/Kores)/pc	each bottle	200

31.	Heavy Duty Punching Machine (Two Holes), Kangaroo/wonders/Good Quality/pc	per piece	25
32.	One Hole Punching Machine (kangaroo FP-20)	per piece	As per requirement
33.	Two Hole Punching Machine (kangaroo DP- 52)	per piece	As per requirement
34.	Pin Cushion Oddy MCD-01 (Magnetic)/pc	per piece	200
35.	Paper weight (Floral, Round-Glass)/pc	per piece	300
36.	Plastic pen stand two poke (Jemson/Good Quality) 1412 size 11.5 x 5 /set	per piece	100
37.	Paper pin, (Oddy Pin - 100 gm.)/pkt	per piece	100
38.	Rubber stamp pad large,110mm x 69 mm /Faber Castell/pc	per piece	100
39.	Stamp Pad Ink (Violet-60 ml)	per piece	50
40.	Rubber Stamp Computerized Make Per Line	per piece	As per requirement
41.	Rubber Stamp Round	per piece	As per requirement
42.	Facsimile Signature Stamp	per piece	As per requirement
43.	Office lac (sealing wax) Tender,/pkt	per pkt.	50
44.	Steel Knife Emerald Eco (Plastic handle Good Quality)/pc	per piece	200
45.	Scissors Oddy 7" Inch/pc	per piece	100
46.	Stapler Machine HP-45 Kangaroo/pc	per piece	100
47.	Stapler HD 10 D Kangaroo/pc	per piece	300
48.	Staple Wire 24/6 ,Kangaroo/pkt	per Pkt.	500
49.	Staple Wire 10 no., Kangaroo/pkt	per Pkt.	4000
50.	Sponge with cap Oddy DM-02/pc	per Pkt.	200
51.	Azurlaid Paper (17" /27") (10.4kg)- Belarpur, Sirpur & J.K/ream	per Ream	400
52.	Azurlaid Paper (17" /27") (13.4kg)- Belarpur, Sirpur & J.K/ream	per Ream	500

53.	Brown Paper (36"/46") (28 kg.) Yash Brand/ream	per Ream	12
54.	D.F.C. Paper (17"/27") white 10.4 kg-Belarpur, Orient/ream	Per Ream	400
55.	Computer paper 75 GSM /Xerox/X 75-A/4 size/pkt	500 sheet/ Pkt.	15000
56.	Computer paper 75 GSM Xerox/Trust/Legal size/pkt	500 sheet/ Pkt.	500
57.	Royal executive/J.K Bond Paper 100 GSM 500 sheet/pkt	per pkt	60
58.	Legal size computer paper J.K Max 67/70 GSM/pkt	500 sheet / Pkt	1500
59.	Rule Paper 8.6 Kg (17"/27") Belarpur/Orient/ream	Ream	20
60.	Pulp Board White/pc (22"X28", 10.4kg) Belarpur/Andhra/pc	per piece	2000
61.	Straw Board (24 OZ)-White/pc	per piece	1500
62.	Type Carbon 503 (Black) - Kores /pkt	per piece	10
63.	Flat File Board (24 OZ)/pc (14"/9.5")	per piece	80000
64.	Yellow File Cover (14"/10.5") with printing & inner lamination on thick board/pc	per piece	50000
65.	Red File Cover (14"/10.5") with printing & inner lamination on thick board/pc	per piece	100000
66.	White File Cover (14"/10.5") with printing & inner lamination on thick board/pc (Administrative File-Phc. Sch. X-21)	per piece	15000
67.	Brown envelope (size- 16" X 12") (39 kg.)/pc	per piece	20,000
68.	Brown envelope (10" X 4½") (39 kg.) /pc	per piece	40,000
69.	Plastic coated Yellow Envelope	per piece	1000

	(11"x5") Pride 100 gsm/pc		
70.	Plastic coated Yellow Envelope (A4 Size) Pride 100 gsm/pc	per piece	1000
71.	Plastic coated Yellow Envelope (legal size)Pride 100 gsm/pc	per piece	1000
72.	White Envelope (11"x5") Pride diamond 100 gsm/pc	per piece	1000
73.	White Envelope (9"x4") Pride diamond 100 gsm/pc	per piece	1000
74.	Binding Cloth (Good quality /meter)	per meter	300
75.	Adhesive sticker on hard glossy paper (19 cm x 6.5 c.m)/pc	per piece	200000
76.	Perforated Slip Book (size: 6.5"x4") with printing & binding (80 pages/pc)	per piece	1000
77.	Short Hand Note Book -Milan (Lotus) 200 page/pc	per piece	5000
78.	Appointment Stand/Table calendar stand (Kebica/Gemson)/pc	per piece	100
79.	Engagement pad 2027, Ajanta/pc	per piece	200
80.	Plain/ Rulled note pad medium(33 No) Neel gagan/pc	per piece	100
81.	Plain note pad small (22 size) Neel Gagan 80 pages /pc	per piece	50
82.	Plain/ Rulled note pad medium(40 No) Neel gagan/pc	per piece	50
83.	Restick flag (ODDY 25x75 mm, 4 colour) /pc	per pkt	5000
84.	Spring index file yellow (Hard Board) /pc	per piece	200
85.	L folder file plain (Solo, A/4 Size)/pc	per piece	4000
86.	L folder file (Balhar, No.-102 S) With printing of monogram of P. H. C./pc	per piece	3000
87.	James Paper Clip Oddy 30 mm 100 pcs/pkt	per piece	As per requirement

88.	Post It 3M flag	per pkt	As per requirement
89.	Ring Guard file (monaf)/pc	per piece	100
90.	Rubber date stamp/pc	per piece	20
91.	Color Pencil (set of 12 pcs)- Good quality	per piece	50
92.	Table Top Clear Elevator Acrylic Writing Desk (Size: 24"x18")/pc	per piece	As per requirement
93.	Glass table (2 X 1.5 ft.- 5mm) /pc	per piece	150

Miscellaneous Items

Sl. No.	Miscellaneous items	Unit	Tentative Quantity required to be purchased
1.	Good Night Advance machine with refill/pc	per piece	1000
2.	Good Night Advance refill/pc	per piece	1000
3.	AAA Battery/Eveready, Heavy Duty/pc	per piece	200
4.	AA Battery /Eveready, Heavy/pc	per piece	500
5.	Duracell Ultra Alkaline Battery AA	per piece	1000
6.	Duracell Ultra Alkaline Battery AAA	per piece	1000
7.	Brasso liquid 90 ml. "RECKITT BEMCKISER"/pc	per piece	50
8.	*Bleaching powder 1/2 kg, (White Hansa Brand)	per Pkt.	400
9.	Broom stick (Long size yellow, Superior Quality)/kg	Kg	300
10.	Cotton rope/bundle	each bundle	As per requirement
11.	Sutli thin/kg	Per kg.	500
12.	Candle 100 gm (Thick)/pc	per piece	200
13.	Collin (500 ml)/pc	per piece	500
14.	Distilled Water 5 ltr/pc	Litre	As per requirement
15.	Fevi stick (15 gm)/pc	per piece	As per requirement
16.	Harpic (500 ml.) /pc	per piece	1000

17.	Hit Spray (200 ml.) /pc	per piece	1500
18.	Hand sanitizer (Dettol, 50 ml.)/pc	per piece	50
19.	Link lock 41/pc	per piece	100
20.	Link lock 21/pc	per piece	50
21.	Link lock 50/pc	per piece	50
22.	Lemon scented phenyl white, Eagle (500 ml.)/pc	per piece	500
23.	Laxman Rekha/pc	per piece	400
24.	Lizol 500 ml/pc	per piece	1000
25.	Mysore Sandal Soap (75 gm)/pc	per piece	100
26.	Match box (HOME Light) /pc	per piece	400
27.	Naphthalene ball 100gm (Good quality)/pkt	per piece	500
28.	Odonil (50 gm.)/pc	per piece	1500
29.	Plastic mug SPL 1½ Litre/pc	per piece	25
30.	Plastic bucket 18 ltr 'SPL'/pc	per piece	25
31.	Plastic Jug 'SPL' 2.5 liter/pc	per piece	500
32.	Waste paper basket (Small) SPL/pc	per piece	100
33.	Waste paper basket (Big) SPL/pc	per piece	100
34.	Dustbin with lid and wheel (120 Ltr, Supreme Brand)	per piece	As per requirement
35.	Dustbin with lid and wheel (240 Ltr, Supreme Brand)	per piece	As per requirement
36.	Pedal Dustbin (Medium size) SPL/pc	per piece	As per requirement
37.	Soap case (Good quality)/pc	per piece	20
38.	Glass tumbler YERA/pc	per piece	2500
39.	Red Phenyl eagle 1 Litre/pc	per piece	300
40.	Domex Disinfectant Floor Cleaner (1 ltr)	per piece	As per requirement
41.	Red markin/meter	per piece	400
42.	Markin Thick (Good Quality) /meter	per piece	200
43.	Table cloth (1.5x1.5 Metre) Rexine Thick (good quality) /pc	per piece	100
44.	Kitchen Napkin Cloth Mandhania/other good quality/pkt containing 12 pcs	per piece	500

45.	Cotton Duster (Size: 40x40 cm)/pc	per piece	1000
46.	Microfiber Duster of Good quality (350 GSM, size: 22"x16")	per piece	300
47.	Red Harpic (500 ml)/pc	per piece	100
48.	Rat killer Cake (50 gm, Mortien)	per piece	50
49.	Steel coat hanger (thick-good quality)/pc	per piece	100
50.	*Vim bar (310 gm approx) Large size /pc	per piece	500
51.	Wheel active 1 kg	per piece	As per requirement
52.	Surf Excel powder quick wash 500g	per pkt	500
53.	Tide Plus surf 500g	per pkt	500
54.	Ezee wash 200 g	per piece	As per requirement
55.	Vanish detergent (1 kg)/pc	per piece	400
56.	Vanish detergent (400 gm)/pc	per piece	400
57.	Vanish detergent (200 gm)/pc	per piece	400
58.	Vim Liquid 250 ml	per piece	800
59.	Dettol Original liquid Hand Wash 900 ml/pc or Good Quality	per piece	700
60.	Medimix Soap (30 gm)	per piece	100
61.	Pears Soap (100 gm)/pc	per piece	As per requirement
62.	Toiletries Set including branded Shaving & Dental kit with zip pouch of size: 9"x 6"	Per set	As per requirement
63.	Towel (75x150 C.M.) SUPER ULTRX Bombay Dyeing /pc	per piece	150
64.	Towel (75x150 C.M.)/pc SANTINO Bombay Dyeing/pc	per piece	25
65.	Towel (75x150 C.M.) TULIP Bombay Dyeing /pc	per piece	As per requirement
66.	Ultrx Hand Towel (40x60 cm) Bombay Dyeing /pc	per piece	100
67.	Rubber band (50 pcs/pkt) Good Quality	per piece	500
68.	Sticky pad Mousetrap	per piece	500
69.	Wet wipes 25 wipes (good quality)/pc	per piece	500
70.	Dry wipes 100 pulls (10 Lite 2 ply)	per piece	500

71.	10on Lite, 2ply Toilet Paper Tissue Roll (Pack of 6- 180 pulls per roll)	per piece	50
72.	Paper napkin "10on Lite (2 ply)" or any other good quality /pc	per pkt.	800
73.	Lipton Darjeeling Tea 250 g	per piece	300
74.	Lopchu Tea 250 g	per piece	300
75.	Tata Tea Gold (500 gm)/pkt	per piece	100
76.	Red Label Tea (500 gm)/pkt	per piece	100
77.	Taj Mahal Tea (500 gm)/pkt	per piece	100
78.	Nescafe Gold Coffee (100 gm)/pkt	per piece	100
79.	Davidoff Coffee (100 gm)/pkt	per piece	100
80.	Scotch Brite Steel Ball/pc	per piece	500
81.	Scotch Brite Scrub Pad/pc	per piece	500
82.	Scotch Brite sponge pack of 3 pcs	per piece	500
83.	Jumbo size Carry Bag (Polyester or Good quality)/pc	per piece	200
84.	Small size Carry Bag (Polyester or Good quality)/pc	per piece	1000
85.	Godrej aer Power Pocket Bathroom Freshener – Lavender Bloom (10g)	per piece	500
86.	Godrej automatic air freshener machine with refill/pc	per piece	50
87.	Godrej automatic air freshener refill/pc	per piece	400
88.	Room Freshener (200 ml Godrej) /pc	per piece	As per requirement
89.	Room Freshener (200 ml Riya) /pc	per piece	1000
90.	Dettol Antiseptic liquid (550 ml)/pc	per piece	400
91.	Straight/two folded Umbrella (K.C. Paul, size:25"x8k)/pc	per piece	50
92.	Fuel Gel Blue Flame (Good quality)	per piece	500
93.	Wall Clock (Medium or Big, Ajanta/Orpat)	per piece	As per requirement
94.	Pen Drive (Sandisk/ HP/ Kingston/ Samsung, 32 GB)/pc	per piece	500
95.	DVD with Cover (Good quality)	per piece	As per requirement

Crockery & Utensils

Sl. No.	Crockery & Utensils	Unit	Tentative Quantity required to be purchased
1.	Full Plate (Bone China, 6 pcs set, 10 inch, Gold Line)/pc	per piece	As per requirement
2.	Half Plate (Bone China, 6 pcs set, Gold Line)/pc	per piece	As per requirement
3.	Thermos Flask (1 ltr, Milton/Cello)	per piece	As per requirement
4.	Tea Spoon (Stainless Steel)/pc, Size: 14.5 cm	per piece	As per requirement
5.	Dinner Spoon (Stainless Steel)/pc, Size: 16 cm	per piece	As per requirement
6.	BOROSIL large glass (Set of 6 Glass)/pc	per set	As per requirement
7.	*Coaster with stand /set	per piece	20
8.	Tea set 15 pieces Sets (Bone China, Gold Line)/set	per set	As per requirement
9.	Steel Fork/pc	per piece	25
10.	Cup and saucer (Bone China) Gold line/set	per set	As per requirement

Electrical Items

Sl. No.	Electrical items	Unit	Tentative Quantity required to be purchased
1	Electric Remote Call Bell Single Sound (A.C.) -CONA /pc	per piece	10
2	Electric Remote Call Bell Single Sound (A.C.) -Havells/pc	per piece	10
3	Electric Remote Call Bell (Multiple Sound (D.C.) - CONA/pc	per piece	As per requirement
4	Table Lamp (Superior quality)	per piece	10
5	Electric P.V.C. Tape/pc	per piece	25

6	Tube Light (36/40 Watts) (White) (Four feet), Philips/pc	per piece	300
7	Electric kettle Bajaj /Orient/pc	per piece	10
8	LED 9 watt Havells	per piece	50
9	LED Batten, Superior quality (40 watt, 4ft.)	per piece	As per requirement
10.	Extension Board socket with 5 meter long wire (Oreva)	per piece	100

Printed Forms

Sl. No.	Forms	Unit	Tentative Quantity required to be purchased
1.	Title page part I with laminated (Civil side) in white colour (P.H.C Sch. III-2)	per piece	As per requirement
2.	Title page part II (Civil side) in blue colour (P.H.C Sch. III-2A)	per piece	As per requirement
3.	Title page part III (civil side) in green colour (P.H.C Sch. III-2B)	per piece	As per requirement
4.	Table of contents (civil side) for part I (P.H.C Sch. III-3)	per piece	As per requirement
5.	Table of contents (civil side) for part II (P.H.C Sch. III-3A)	per piece	As per requirement
6.	Table of contents (civil side) for part III (P.H.C Sch. III-3B)	per piece	As per requirement
7.	Title page part I with laminated (criminal side) in white colour (P.H.C Sch. IV-3)	per piece	As per requirement
8.	Title page part II (criminal side) in blue colour (P.H.C Sch. IV-3A)	per piece	As per requirement
9.	Title page part III (criminal side) in green colour (P.H.C Sch. IV-3B)	per piece	As per requirement
10.	Table of contents (criminal side) for part I (P.H.C Sch. IV-15)	per piece	As per requirement
11.	Table of contents (Criminal side) for part II (P.H.C Sch. IV-15A)	per piece	As per requirement
12.	Table of contents (Criminal side) for part III (P.H.C Sch. IV-15B)	each	As per requirement
13.	Printing of Judgement paper (Logo of Patna High Court) with punched/per thousand	per thousand	800000

I. For printing of Adhesive Envelopes in three sizes (Big, Medium & Small as well as printing, screen printing, embossed printing & steal dye

printing of D.O. Letters and Envelopes)			
SL. No.	Description of Size	Unit	Tentative Quantity required to be purchased
1	Adhesive Envelopes with Printing (both sides) (Big Size: 9.5" X 4.5")	per piece	1000
2	Adhesive Envelopes with Printing (both sides) (Medium Size: 8" X 5")	per piece	1000
3	Adhesive Envelopes with Printing (both sides) (Small Size: 7" X 4")	per piece	1000

नियम और शर्तें:

- (i) बिना नमूनों के निविदा/उद्घरण स्वीकार नहीं किया जाएगा। नमूने क्रय प्रकोष्ठ में जमा करने होंगे।
- (ii) नमूनों को उनकी फर्म के नाम और निविदा संख्या का उल्लेख करते हुए पैक किए गए डिब्बे में जमा किया जाना चाहिए। संबंधित नमूने का नाम और क्रम संख्या भी नमूने पर लिखी जानी चाहिए जैसा कि निविदा दस्तावेज में उल्लेख किया गया है।
- (iii) निविदा विनिर्देशन के अनुसार वस्तु/सामग्री अच्छी स्थिति में होनी चाहिए जिसमें मूल पैकिंग बरकरार हो।
- (iv) सभी निविदा प्रस्ताव को इस निविदा के साथ संलग्न चेक-लिस्ट में उल्लिखित सभी पृष्ठों की संख्या और हस्ताक्षर के साथ हार्ड कॉपी में प्रस्तुत करना होगा। अपूर्ण प्रस्ताव को तुरंत अस्वीकार कर दिया जाएगा।
- (v) निविदा में उद्धृत दर में सभी कर शामिल होने चाहिए।
- (vi) कोई अग्रिम भुगतान नहीं किया जाएगा।
- (vii) फर्मों को सामग्री की आपूर्ति के समय/बाद में अपने बिल को तीन प्रतियों में जमा करना होगा।
- (viii) न्यायालय के पास ई. एम. डी./बोली प्रतिभूति और नमूनों सहित किसी भी या सभी निविदाओं को स्वीकार/अस्वीकार करने का अधिकार सुरक्षित है।
- (ix) पिछले तीन वर्षों के नवीनतम आयकर विवरणी की सत्यापित प्रतियां और पिछले तीन वित्तीय वर्षों के लिए एक चार्टर्ड अकाउन्टेन्ट/लेखा परीक्षक द्वारा प्रमाणित कारोबार की

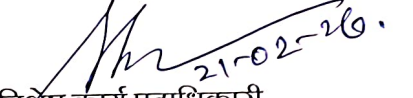
प्रति, जीएसटी पंजीकरण प्रमाण पत्र, जीएसटी संख्या और पैन निविदा के साथ प्रस्तुत की जानी चाहिए।

- (x) भुगतान डिलीवरी के बाद नकद में नहीं, बल्कि बैंक खाते के माध्यम से किया जाएगा। यदि किसी भी सामग्री में कोई दोष पाया जाता है, तो संबंधित फर्म इसे तुरंत मुफ्त में बदल देगी।
- (xi) केवल Rs. 1,50,000/- (एक लाख पचास हजार रुपये) की ई. एम. डी. को पटना में देय "महानिबंधक, पटना उच्च न्यायालय" के पक्ष में राष्ट्रीयकृत/अनुसूचित बैंक से डिमांड ड्राफ्ट के रूप में जमा किया जाना चाहिए। बोलीदाताओं से अनुरोध है कि वे प्रस्तुत किए गए डिमांड ड्राफ्ट के पीछे अपना नाम और पूरा पता लिखें। ई. एम. डी. पर कोई ब्याज नहीं दिया जाएगा।
- (xii) ई. एम. डी. की छूट: एन. एस. आई. सी. या संबंधित विभाग, केंद्रीय खरीद संगठन/राज्य खरीद संगठन में पंजीकृत फर्मों को अर्नेस्ट मनी डिपॉजिट जमा करने से छूट दी गई है। वैध एन. एस. आई. सी. पंजीकृत फर्मों को दस्तावेजी साक्ष्य अर्थात् एन. एस. आई. सी. पंजीकरण प्रमाणपत्र प्रस्तुत करना चाहिए।
- (xiii) अर्नेस्ट मनी डिपॉजिट/बोली प्रतिभूति/वैध पंजीकरण प्रमाणपत्र के बिना निविदाओं को तुरंत अस्वीकार कर दिया जाएगा।
- (xiv) यदि कोई बोलीदाता अपनी बोलियों को वापस लेना या संशोधित करना चाहता है तो उनके द्वारा प्रस्तुत ई. एम. डी./बोली प्रतिभूति जल्द कर ली जाएगी।
- (xv) सफल बोलीदाता को प्रथम आपूर्ति आदेश के मूल्य का न्यूनतम 5 प्रतिशत प्रदर्शन प्रतिभूति के रूप में जमा करना आवश्यक है, जिसे सफल बोलीदाता द्वारा राष्ट्रीयकृत/अनुसूचित बैंक से पटना में देय "महानिबंधक, पटना उच्च न्यायालय" के पक्ष में डिमांड ड्राफ्ट के माध्यम से जमा किया जाएगा, जिसे अनुबंध अवधि पूरी होने पर या अंतिम बिल के भुगतान के दो महीने बाद वापस कर दिया जाएगा। प्रदर्शन सुरक्षा पर कोई ब्याज नहीं दिया जाएगा।
- (xvi) नियत तिथि और समय के बाद प्राप्त किसी भी उद्घरण पर विचार नहीं किया जाएगा और उन्हें तुरंत अस्वीकार कर दिया जाएगा।
- (xvii) सफल बोलीदाता समझौते पर हस्ताक्षर करने की तारीख से स्वीकृत दर पर न्यूनतम एक वर्ष की अवधि के लिए वस्तुओं/वस्तुओं की आपूर्ति करेगा, जिसे एक वर्ष की और अवधि के लिए बढ़ाया जा सकता है, यदि दोनों पक्षों के बीच सहमति हो।
- (xviii) अदालत की आवश्यकता के अनुसार वस्तुओं के रंग और सार (जहां भी लागू हो) का आदान-प्रदान किया जा सकता है।

- (xix) "मुद्रित वस्तुओं"में ऊपर उल्लिखित प्रपत्र (कुल 12 प्रकार), क्रम संख्या-1 से 12 निर्धारित रंगों में होने चाहिए शीर्षक पृष्ठ-भाग I (सिविल पक्ष और आपराधिक पक्ष दोनों) को सफेद रंग में लेमिनेटेड किया जाना चाहिए और (165 जी. एस. एम. के पल्प बोर्ड) मोटे पूर्ण स्केप पेपर पर मुद्रित किया जाना चाहिए, लेकिन भाग II और भाग III को लेमिनेशन के बिना उसी पूर्ण स्केप पेपर (165 जी. एस. एम.) पर क्रमशः नीले रंग और हरे रंग में मुद्रित किया जाना चाहिए और बाकी फॉर्म 60 जी. एस. एम. सफेद पूर्ण स्केप पेपर पर मुद्रित किए जाएंगे। फर्म उपरोक्त वर्णित उपयुक्त कागज पर उक्त मुद्रित प्रपत्रों की आपूर्ति करेगी।
- (xx) जहाँ तक मुद्रित प्रपत्रों की क्रम संख्या 13 का संबंध है, केवल निर्णय पत्र पर "पटना उच्च न्यायालय और राष्ट्रीय प्रतीक का लोगो"छापने के साथ पंचिंग (बाई ओर दो छेद) के लिए दर आमंत्रित की जाती है।कार्यालय निर्णय पत्र की छपाई के लिए फर्मों/प्रेस को आवश्यक कागज की आपूर्ति करेगा।
- (xxi) फर्मों/बोलीदाताओं को इस आशय का एक हलफनामा प्रस्तुत करना होगा कि फर्म को उनके व्यवसाय की अवधि के दौरान केंद्र/राज्य सरकार/सोसायटी द्वारा काली सूची में नहीं डाला गया है/अपंजीकृत नहीं किया गया है/प्रतिबंधित नहीं किया गया है। इसके अलावा, बोलीदाता यह भी उल्लेख करेगा कि उपरोक्त वस्तुओं की उनकी आपूर्ति निविदा के संदर्भ में उल्लिखित गुणवत्ता, मात्रा और समय सीमा के अनुसार होगी।
- (xxii) सशर्त निविदाओं/बोलियों पर विचार नहीं किया जाएगा।
- (xxiii) अस्थायी नमूनों की गुणवत्ता और आकार पटना उच्च न्यायालय के पर्चेज सेल में कार्यावधि के घंटों के दौरान देखा जा सकता है।
- (xxiv) निविदा गुणवत्ता/मूल्य या दोनों वस्तुओं/वस्तुओं के आधार पर तय की जाएगी।
- (xxv) पटना उच्च न्यायालय के पास किसी भी कारण को निर्दिष्ट करते हुए या उसके बिना एक महीने की पूर्व सूचना के साथ समझौते को रद्द करने का अधिकार सुरक्षित है।
- (xxvi) बोलीदाता को बोली/उद्घरण जमा करने के उद्देश्य से पास काउंटर, पटना उच्च न्यायालय, पटना से पास प्राप्त करना होगा।
- (xxvii) निविदा दस्तावेज में उल्लिखित मात्राएं अस्थायी हैं और यह न्यायालय की आवश्यकता के अनुसार बढ़ या घट सकती हैं।
- (xxviii) दर को अंतिम रूप देने के बाद सफल बोलीदाता और पटना उच्च न्यायालय, पटना के बीच एक दर समझौता निष्पादित किया जाएगा।
- (xxix) इच्छुक फर्म/बोलीदाता उपरोक्त नियमों और शर्तों के अनुसार अधोहस्ताक्षरित व्यक्ति के नाम के नमूनों के साथ ऊपर उल्लिखित तिथि को या उससे पहले 5:00 pm ओ. एस. डी.,

पर्चेज सेल, पटना उच्च न्यायालय, पटना के कक्ष के बाहर रखे गए डिब्बे में जो 12 बजे
18/03/2026 को खोला जाना है: पटना उच्च न्यायालय, पटना के सभी भाग लेने वाले
बोलीदाताओं/फर्मों और अधिकृत अधिकारियों की उपस्थिति में।

- (xxx) इस निविदा से उत्पन्न होने वाले किसी भी विवाद की स्थिति में, पटना उच्च न्यायालय
का निर्णय अंतिम और सभी पक्षों के लिए बाध्यकारी होगा।
- (xxxi) कोई भी विवाद केवल पटना, बिहार के न्यायालयों के अधिकार क्षेत्र के अधीन होगा।


विशेष कार्य पदाधिकारी
पटना उच्च न्यायालय, पटना