

IN THE HIGH COURT OF JUDICATURE AT PATNA

Notice Inviting Tender

Tender Notice No. : 03 / 2026 (C.O.'s Office)

Date : 05 / 09 / 2026

**Tender Document
for
Providing Services of
Dedicated and Static Sweeping and Cleaning Team
(Equipped with modern cleaning methods and machinery)
ON
OUTSOURCING BASIS
in the
Patna High Court, Patna.**

Website : <http://patnahighcourt.gov.in>

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Notice

Sealed quotations are invited under **TWO BID SYSTEM**, i.e., (i) Technical Bid and (ii) Financial Bid from bonafide, reputed and experienced agencies / firms for **Providing Services of Dedicated and Static Sweeping and Cleaning Team (equipped with modern cleaning methods and machinery) on OUTSOURCING BASIS in the Patna High Court, Patna.**

Information and Instructions for the tenderers / bidders :-

1. The tender shall be submitted in a single envelope containing two parts, i.e., (i) Technical Bid and (ii) Financial Bid (**both in separate sealed covers**). All the documents will have to be submitted by the bidder **in hard copy** with all pages containing page number, authorized signature and seal of the agency / firm (**In case the promoter or owner of the agency / firm does not sign the tender by himself / herself, a letter of authorization issued to the authorized person to sign the tender is required**). Non availability of any of the demanded document(s) may result in rejection of tender.
2. The period of contract would be of **one year (from the date of start of service)**, extendable upto suitable period on terms and conditions or with amendments as may be mutually agreed to, subject to satisfactory performance of the agency / firm and approval of Patna High Court, Patna.
3. The manpower will have to be provided by the agency / firm **within 15 (Fifteen) days** of award of contract or directed otherwise.
4. The agency / firm should be well – established and registered with the concerned Government Authorities and having an experience of at least **three years** in providing such manpower on outsourcing basis.
5. The agency / firm should have office in the State of Bihar and also **preferably** providing the said Services (sweeping, cleaning and other allied works) in the State of Bihar.
6. The agency / firm should be registered with appropriate authorities under Employees Provident Fund Organization and Employees State Insurance Corporation.
7. The agency / firm should have valid PAN Number, TAN Number & GST Registration Certificate.
8. The agency / firm shall submit a notarized affidavit on a stamp paper of appropriate value to the effect that the agency / firm has not been black listed / deregistered / barred by the Central Government / State Government / Public Sector Undertaking / Autonomous Bodies during period of business and no any criminal case has been registered against the agency / firm or its owner / partner anywhere in India.
9. Agencies / firms shall quote their rates / charges clearly avoiding any cutting / overwriting. The rate(s) quoted should be inclusive of all statutory deductions including EPF, ESI Contributions, Bonus etc. and would be in conformity with the Minimum Wages Act etc. and other statutory requirements.
10. **An Earnest Money Deposit (EMD) of Rs. 3,00,000.00 (Rs. Three Lakhs) must be enclosed alongwith the tender in the form of Demand Draft / Bankers Cheque issued from Nationalized / Scheduled Bank in favour of Registrar General, Patna High Court, Patna, payable at Patna.**

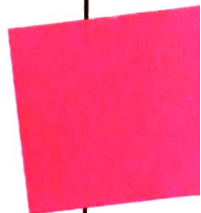
No interest shall be paid on the EMD. The EMD shall be forfeited in case the selected / successful bidder does not accept the work order or unable to provide the required number of manpower, as per stipulated terms. Bids not accompanied with Earnest Money Deposit shall be rejected. The EMD shall be refunded to the unsuccessful bidders once the order is released to the successful bidder.

11. The number of manpower may be increased or decreased by the Patna High Court, Patna either during the tender process or during the period of contract, as per requirement.
12. The Patna High Court, Patna reserves the right to accept or reject any or all quotations or cancel the whole tender without assigning any reason whatsoever.
13. The received tenders will be opened in presence of all the shortlisted tenderers / bidders and authorized officials of the Patna High Court, Patna on the date and time as mentioned in the "Schedule of Events".
14. Quotations received after stipulated date / time or through online / any other mode shall NOT be entertained.
15. All such tenderers / bidders or their authorized representatives are hereby requested to remain present on the date and time of opening of bids and no separate information regarding the same will be issued any further.

Date : 05/09/2026



Registrar General
Patna High Court, Patna



Schedule of Events

Sl. No.	Event	Particular(s)
1.	Date of publication of Tender	05.09.2026 (Saturday)
2.	Date and time for Pre – Bid Meeting	11.09.2026 at 03:00 P.M.
3.	Venue for Pre – Bid Meeting	Court Room No. 101
4.	Last date for submission of Tender	19.09.2026 till 05:00 P.M.
5.	Place for submission of Tender	In the box kept outside the chambers of the O.S.D., I/C Purchase Cell, Patna High Court, Patna
6.	Date and time for opening of Technical Bid	21.09.2026 at 03:00 P.M.
7.	Venue for opening of Technical Bid	Near the chambers of the O.S.D., I/C Purchase Cell, Patna High Court, Patna
8.	Opening of Financial Bid	Shall be intimated later on

SCOPE OF WORK

Area of work	Within the campus of Patna High Court, Patna – 800028																																																																			
Sanitary Units for sweeping and cleaning	62 Toilets / Washrooms consisting of :- 449 (Four hundred forty nine) Sanitary Units (131 Commodes / Pans + 149 Urinals + 169 Wash Basins) as well as surface areas and other associated sanitary facilities																																																																			
STATIC DEPLOYMENT of Sweepers for	Sweeping and thorough cleaning of all 62 (Sixty two) Toilets / Washrooms in all respects, with particular emphasis on the following : Floor Cleaning Water Closet Cleaning Urinal Cleaning Wash Basin Cleaning Mirrors and Glass Cleaning Doors and Partitions Cleaning Walls and Tiles Cleaning Floor Drains Cleaning Dustbins Cleaning Odour Control Waste Management • Apart from above, the Patna High Court, Patna may assign any work related to sweeping and cleaning within the premises of Patna High Court, Patna, as per requirement.																																																																			
Shift and Timing	<table><tr><th rowspan="2">SL No.</th><th rowspan="2">Shift and timing</th><th colspan="2">Manpower in no.</th><th rowspan="2">Total manpower in no.</th></tr><tr><th>Sweeper</th><th>Super--visor</th></tr><tr><td>1</td><td>1st Shift (07:00 A.M. to 01:00 P.M.)</td><td>30</td><td>2</td><td rowspan="2">64 (Sixty four)</td></tr><tr><td>2</td><td>2nd Shift (01:00 P.M. to 07:00 P.M.)</td><td>30</td><td>2</td></tr></table>				SL No.	Shift and timing	Manpower in no.		Total manpower in no.	Sweeper	Super--visor	1	1 st Shift (07:00 A.M. to 01:00 P.M.)	30	2	64 (Sixty four)	2	2 nd Shift (01:00 P.M. to 07:00 P.M.)	30	2																																																
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33.	Single Disc Polishing Machine	34.	Single Disc Floor Scrubber
35.	Rotary Hand Scrubber	36.	Compact Scrubber
37.	Long Handle Toilet Brush	38.	Professional WC Brush
39.	Grout Brush	40.	Urinal Cleaning Brush
41.	Non Abrasive Pad	42.	Rotary Scrubber
43.	Professional Squeegee	44.	Hand Scrubber
45.	Floor Squeegee	46.	Window Cleaning Kit
47.	Microfiber Stainless Steel Cleaning System	48.	Wet Vacuum
49.	Professional Spray	50.	Colour Coded Microfiber System (for different types of surfaces)
51.	Controlled Dose Microfiber Mop System	52.	Foam Application System
53.	High Pressure Washer	54.	Flexible Drain Cleaning Tool
55.	Double Bucket Wringer Trolley	56.	Housekeeping / JANITOR Trolley / Wheeled Waste / Housekeeping Trolley
57.	Chemical Dosing / Dilution System	58.	Triple Bucket Wringer Trolley
59.	Professional Odour Control / Deodorising System	60.	Machine Compatible Professional Floor Care Chemical

- **The Sweeping & Cleaning Team must be provided with Personal Protective Equipment (PPE) like Rubber Gloves, Face Masks, Gumboots, Aprons etc. to wear during working hours.**
- **The Agency may, based on its professional expertise and assessment of the requirements, propose suitable additions / modifications / substitutions or improvements to the Equipment, Tools, Materials and Consumable Items specified in the aforesaid list, wherever considered necessary or beneficial for the efficient and effective execution of the work.**

- The Supervisor shall be responsible for the overall supervision and monitoring of cleaning activities, including inspection of the cleanliness and hygiene of Toilets / Washrooms, ensuring the availability and proper use of required cleaning materials and consumables, recording complaints and ensuring timely corrective action, coordinating with the Principal Employer's Representative, maintaining prescribed checklists and complaint boxes placed outside the Toilets / Washrooms and ensuring strict adherence to the approved cleaning schedules and standards.

The Supervisor shall also undertake any additional duties or improvements as may be reasonably required for maintaining the desired standards of cleanliness, hygiene and service quality.

- Additional manpower will have to be provided on Special Occasions by the Agency / Firm, as and when required **on Pro Rata basis**.

Terms and Conditions

1. The agency / firm shall provide the services by engaging its own workforce independently.
2. All the persons engaged or employed by the agency / firm for providing the services would, therefore, work under the exclusive administrative, organizational, supervisory and disciplinary control of the agency / firm and the agency / firm alone shall be responsible for their activities under overall control of Patna High Court, Patna.
3. The agency / firm being the employer of the persons engaged and developed for providing the services shall alone be responsible for payment of salaries, bonus, overtime etc., as per the applicable Laws and Rules in this regard, subject to prior approval of Patna High Court, Patna.
4. The Annual Turnover of the agency / firm, for each year during last 3 Financial Years shall be at least Rs. 3.0 Crores.
5. The agency / firm shall also provide **Uniform (two sets in a year), Identity Cards and Appropriate Safety Gears** to its employees carrying the logo of agency to the satisfaction of Patna High Court, Patna.
6. The agency / firm shall strictly adhere to the provisions of Employees Provident Fund and Miscellaneous Provision Act, 1952; Employees State Insurance Act; Contract Labour (Regulation & Abolition) Act, 1970; Payment of Wages Act; Minimum Wages Act; Workmen Compensation Act and other Labour Laws & Acts meant for protection and welfare of the workers etc. in respect of all their employees deployed in the services of the Patna High Court, Patna. In case of any notice to the Patna High Court, Patna from any Authority or Court, or any loss suffered by the Patna High Court, Patna due to non-compliance of the provisions of the Acts referred above, the agency / firm shall indemnify the Patna High Court for any such loss or damage suffered. In the event of violation / contravention of any of the above mentioned Laws / Acts / Rules / Regulations, the agency / firm shall alone be liable / responsible.
7. **No advance payment shall be made.** The agency / firm would submit its bill for the previous month by 15th of every forthcoming month, together with proof of payments for the previous month, made to the outsourced employees and deposit of statutory liabilities such as EPF, ESI etc. as may be applicable, so that the same shall be processed for payment by the Patna High Court, Patna, in time. No interest on the amount of service fee will be payable on account of delayed payment by the Patna High Court, Patna.
8. The agency / firm shall provide a personal accidental insurance cover of Rs. 20 Lakhs (Rs. Twenty Lakhs) to the Outsourced Manpower at the cost of the agency / firm (premium shall be paid by the agency / firm).
9. The Patna High Court, Patna shall not be responsible financially or otherwise for any injury / loss to the Outsourced Manpower in the course of performing the duties so assigned to them.
10. The Patna High Court, Patna shall not pay any other allowance separately to the Outsourced Manpower provided by the agency / firm in any case.
11. The agency shall ensure that the manpower deployed by it for providing the services

to the Patna High Court, Patna shall always be neatly and cleanly dressed up, well groomed, disciplined and will follow good hygiene.

12. The agency / firm must verify the overall conduct of the employees prior to their deployment in the Patna High Court, Patna and also ensure that there shall be no criminal cases filed against or pending against any of their employees, so provided, in any Court **(Undertaking to this effect shall be submitted before the Patna High Court, Patna by the Agency as well as the Outsourced Manpower prior to deployment).**
13. If the employees, so deployed by the agency / firm in the Patna High Court, Patna will be found involved in any illegal activity (either self or involvement in any manner), proper legal action will be taken by the agency / firm against the employees and information to this effect will be provided to the Patna High Court, Patna and proper substitution within reasonable time be provided by the agency / firm accordingly.
14. The agency / firm must have mechanism so that their employees may not proceeded on leave without any intimation or proper leave application and in case of their employees proceed on leave, their substitution must be made by the agency / firm so that no inconvenience may cause to the Patna High Court, Patna. If no substitution will be made by the agency, payment for such number of days will be deducted accordingly.
15. There shall be no relationship of employer – employee between the Patna High Court, Patna and the persons engaged or employed by the agency / firm for providing the services to the Patna High Court, Patna. The employees of the agency / firm shall never be deemed to be the employees of the Patna High Court, Patna under any circumstances whatsoever.
16. The persons employed or engaged by the agency / firm shall have no right whatsoever to raise or put up any claim to the Patna High Court, Patna.
17. The agency / firm will ensure that its employees shall not, at any point of time during the term of the contract or beyond, divulge to any person or organization any information or document concerning the Patna High Court, Patna, which the agency's / firm's employees happen to acquire or become aware of in the course of their duties, except with written permission of the Patna High Court, Patna. Any observed non-compliance with this clause may result in termination of contract.
18. The agency will agree and undertake to pay the persons engaged by it for fulfillment of its obligations, wages not less than the minimum wages as prescribed by the Government of Bihar and as revised from time to time.
19. The agency / firm will keep the Patna High Court, Patna fully indemnified against any consequences arising out of non-fulfillment of any statutory obligations / requirement by the agency / firm, or in respect of any dispute of employer – employee relationship or otherwise that might be raised by the agency's / firm's employees against the Patna High Court, Patna and / or against any damage to, or loss or theft of materials or property of premises owned by the Patna High Court, Patna arising out of any accident involving any omission or any employee/s of the agency / firm or in respect of any accident involving any employee of the agency / firm for the purposes of the Workmen's Compensation Act. The agency / firm shall compensate the Patna High Court, Patna for any loss or damage caused to the Patna High Court, Patna because of the absence or negligence or connivance etc. of, or for any other reason

attributable to, any employee of the agency / firm.

20. The agency / firm will maintain all statutory records and submit periodical returns or reports in time, as required under the Law. If the agency / firm commits breach of any Law applicable to it, shall alone be responsible for the penal consequences and liable to meet the financial liabilities arising out of such breach or contravention. The agency / firm will agree that the Patna High Court, Patna shall not be responsible in any manner whatsoever for any offense committed by the agency / firm and as such any prosecution or legal proceedings for such offence shall be against the agency / firm alone.
21. The Officers of the Patna High Court, Patna shall be entitled to inspect the records maintained by the agency / firm in respect of the agency's / firm's employees deployed by it for providing the services to the Patna High Court, Patna. The agency / firm shall submit a certificate in the first week of every month to the Patna High Court, Patna, certifying that the agency / firm has complied with the provisions of all Laws as applicable to it and / or its employees deployed for providing the services to the Patna High Court, Patna. The Officers of the Patna High Court, Patna shall be entitled to take the requisite documentary proof in this regard from the agency / firm, including attested photocopies of relevant registers, returns etc., as maintained by the agency / firm.
22. Equipment, tools, materials, consumable items and Personal Protective Equipment (PPE) (**Of Standard Quality**), required for providing the services shall be provided by the agency / firm to its employees at its own cost and expense. The Patna High Court, Patna shall not be responsible or liable to provide equipment, tools, materials, consumable items and Personal Protective Equipment (PPE) for the purpose.
23. Agency / firm or its employees shall not use premises of Patna High Court, Patna for any purpose other than the purpose for which the contract will be made.
24. The agency / firm shall ensure that any dispute between it and its employees is settled outside the premises of Patna High Court, Patna.
25. Either party may terminate the contract upon giving **thirty days** advance notice of termination to the other party or without notice upon paying to the other party the equivalent of one month's consideration under the contract.
26. The agency / firm shall be liable to remove its personnel from the premises of the Patna High Court, Patna peacefully on termination / expiry of the contract in a manner befitting the spirit of the contract.
27. In the event of non-compliance of the above clauses, the Patna High Court, Patna will reserve its right to terminate the contract with immediate effect.
28. **JURISDICTION OF COURT**

In case of any dispute and difference arising in respect of this contract, the Civil Court, Patna shall alone have exclusive Jurisdiction to decide any difference / dispute / claim arising out of it in respect to the said contract.

Technical Bid

Subject : Quotation for outsourcing of services of Dedicated and Static Sweeping and Cleaning Team (equipped with modern cleaning methods and machinery) in the Patna High Court, Patna

Sl. No.	Particulars	Details to be filled by the bidders alongwith page number (copy of the documents to be attached)
1.	Name of the agency / firm, its profile, complete office address, Telephone No., E – Mail ID alongwith name of the authorized contact person with his / her self and alternate mobile no.	
2.	Details of Earnest Money Deposit (EMD) (i) Amount (ii) Draft No. (iii) Date (iv) Issuing Bank	
3.	Registration details with the concerned Government Authorities AND with appropriate authorities under Employees Provident Fund Organization and Employees State Insurance Corporation	
4.	PAN, TAN and GST Registration details	
5.	Proof of IT Returns of last three Financial Years, i.e., 2023 – 2024, 2024 – 2025 and 2025 – 2026 AND latest GST Returns	
6.	Annual turnover during last three Financial Years, i.e., 2023 – 2024, 2024 – 2025 and 2025 – 2026	
7.	Proof of last 3 years of experience in respect of providing the services of such manpower on outsourcing basis	
8.	Notarized affidavit on a stamp paper of appropriate value to the effect that the agency / firm has never been black listed / deregistered / barred by the Central Government / State Government / Public Sector Undertaking / Autonomous Bodies during their period of business AND no criminal case has been registered against the agency / firm or its owner / partner anywhere in India	

Place :-

Date :-

Signature of the bidder / authorized signatory with seal of the firm

Phone No. :

E – Mail ID :

Financial Bid

Subject : Quotation for outsourcing of services of Dedicated and Static Sweeping and Cleaning Team (equipped with modern cleaning methods and machinery) in the Patna High Court, Patna

Sl. No.	Payment in Head	Amount
1.	Total wages to be paid to all the 60 (Sixty) Sweepers and 04 (Four) Supervisors per month (26 Days) (Category wise details about wages to be paid to the workers per day AND per month (26 Days) , to be submitted as enclosures)	
2.	Cost of consumable materials, modern machinery, uniform of the workers (two sets for one year) , Identity Card and Personal Protective Equipment (PPE) for the Outsourced Manpower	
3.	Employees Provident Fund @ 13%	
4.	Employees State Insurance @ 3.25%	
5.	Bonus @%	
6.	Any other charges (please indicate)	
7.	Service Charge @%	
8.	GST @ 18%	
	Total (Adding the amount figured for Sl. No. 1 to 8)=	

Place :-

Date :-

Signature of the bidder / authorized
signatory with seal of the firm

Phone No. :

E - Mail ID :

Declaration by the Bidder

1. I / We hereby certify that the information furnished in this Tender Document is complete and correct to the best of my knowledge.
2. I / We understand that furnishing of false information could result in rejection of tender / disqualifying for the award of the contract.
3. I / We also authorize the Patna High Court, Patna or its authorized officials to approach individuals, employers, firms and corporation to visit the works completed by us in the past or are in progress at present, to verify the competence and general reputation.
4. I / We do hereby offer to perform and execute the contract for Patna High Court, Patna in conformity with terms and conditions of the contract.
5. I / We agree that the acceptance of any tender shall be at the sole and absolute discretion of the Patna High Court, Patna and they do not bind themselves to accept the lowest tender or any tender and may reject any or all tenders received.
6. In the event of my / our selection by the Patna High Court, I / We agree to execute the deed of agreement with the terms and conditions of the Tender Document.

Place:

**Signature of the bidder with
Name and Seal**

Check List

Sl. No.	Tender Submission Scheck Points	Yes / No / NA
1.	Earnest Money Deposit (EMD)	
2.	List of equipment, tools, materials and consumable items, to be provided by the agency / firm	
3.	List of Personal Protective Equipment (PPE) to be provided by the agency / firm	
4.	Declaration by the Bidder	
5.	Attested Copy of PAN Card	
6.	Attested Copy of TAN Card	
7.	Attested Copy of GST Registration	
8.	Attested Copy of EPFO Registration	
9.	Attested Copy of ESIC Registration	
10.	Proof of IT Returns of last three Financial Years	
11.	Proof of latest GST Returns	
12.	Proof of Annual Turnover during last three Financial Years	
13.	Proof of last 3 years of experience in respect of providing the services of such manpower on outsourcing basis (List of clients with their details to be enclosed)	
14.	Notarized affidavit on a stamp paper that the agency / firm has never been black listed / deregistered / barred by the Central Government / State Government / Public Sector Undertaking / Autonomous Bodies during their period of business AND no criminal case has been registered against the agency / firm or its owner / partner anywhere in India	
15.	Technical Bid	
16.	Financial Bid	

I hereby certify that I am fully aware that in the event of non-submission or absence of any of the documents, as specified above, the tender shall be liable to be rejected by the Patna High Court, Patna, at its sole discretion.

**Signature of the bidder with
Name and Seal**

Place: