PATNA HIGH COURT

QUOTATION FOR PRINTING OF COURT'S DIARY-2027

Tender Notice No. 03/2026/Monitoring Cell-I Date: 07.09.2026

Sealed quotations are invited from the bona-fide and reputed registered Printing Press/Firms/Agencies having experience and capacity for printing and supply of **2582 Court's Diaries** [**Cover**: Dimension- 8.50" X 5.50"; **Page**: Dimension- 8.20" x 5.10"] as per the last year's pattern, for the year 2027. Court's name and monogram are to be printed in golden colour on the cover of the Diaries as well as information related to this Court are to be incorporated at the beginning of the Diaries, about 90 pages, as usual. Further, running Hindi Panchang and Hijri Calendar is also to be provided and printed on top of each page as well as High Court's monogram and multi-colored photograph is to be watermarked on each page (on 365 pages meant for the entire year).

The sample of Diary may be seen in the Monitoring Cell-I (Statistical Section) of the Court during working hours.

The number of required Court's Diaries may be increased as per the requirement of the Court.

The Subject; "**QUOTATION FOR PRINTING AND SUPPLY OF COURT'S DIARY-2027"** alongwith **Tender Notice No.** should be super-scribed on the top of the sealed envelope containing the quotation.

IMPORTANT INFORMATION

1	**Date of Commencement of Bid**	07/09/2026
2	**Last Date and Time for Submission of Sealed Quotations**	28/9/2026 till 11:00 AM
3	**Address for Submission of Sealed Quotations**	**In the Box kept outside the chambers of Registrar (Admn.)/O.S.D., (Purchase Cell), North Block, Patna High Court, Patna - 800028.**
4	**Tentative Date and Time of Opening of Sealed Quotations**	28./9./2026 at 03:00 PM
5	**Place of Opening of Sealed Quotations**	**Outside the chambers of Registrar (Admn.)/O.S.D. (Purchase Cell), North Block, Patna High Court, Patna - 800028.**

A). Documents required to be submitted along with the Quotation:

a) Proof of GST Registration Certificate.

b) Copy of PAN Card.

c) Copy of Income Tax Return for the last three years.

d) An Earnest Money Deposit of Rs.8000/- 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, Payable at Patna. However, this will not be applicable to those firms which 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.

e) Statement regarding any previous printing and supplies made to government institutions may be provided.

f) The Firm/Press shall submit an affidavit to the effect that the Firm/Press has not been black listed/de-registered/barred by the Central/State Government/Society during their period of business.

g) Non-submission of any document as prescribed in the Checklist enclosed with the Quotations will lead to the cancellation/rejection of the bid, on technical grounds.

B). Other terms and conditions:

1. All the Tender proposals/Quotations 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. Incomplete proposal will summarily be rejected. Further, Checklist and Undertaking must be enclosed with the bid.

2. The Registered Printing Firms/ Agencies/Press submitting Quotation must have Office/ Press located at Patna for post service requirements.

3. The selected Firm/ Supplier/ Authorized Press must ensure that the quality and size of papers should be same as per last year's Diary.

4. The selected Firm/ Supplier/ Authorized Press must ensure that requisite Diaries are to be delivered within 10 days after supply of a defect free proof to this Court.

5. The article should be in good condition. Damaged article will not be accepted. The defective article shall be replaced without any additional charge within a week of supply of the same.

6. The rate quoted in Tender should be inclusive of all taxes and other charges, if any. Cost of transportation will be borne by bidder. Further,

rates quoted should be unconditional and if rates are submitted with any condition, the Tender shall be rejected.

7. 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.

8. No advance payment shall be made and the firm/Press shall submit its bill, in triplicate, for payment after supply of Diary.

9. The Bill (Tax Invoice/Bill of supply....) shall be submitted in proper format as prescribed under GST law, clearly mentioning the Name, complete address, PAN and GSTIN of the vendor (wherever applicable), Invoice number with date along-with bank details such as Payee Name, Account number and IFSC.

10. Payment will be made in the account of the Firm/Press through CFMS instead of cash.

11. 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.

12. Complete address of the Firm/Press with Contact number must be mentioned in quotation.

13. The Bidders will have to obtain a Pass from Pass Counter before submitting the Quotation.

The interested Firms/ Bidder may submit their quotations in the name of undersigned, in accordance with the above terms and conditions, on or before the last date of submission as mentioned in the Tender Notice on official website of Patna High Court, Patna i.e. https://patnahighcourt.gov.in/notices/tenders i.e. on or before 28./.9./2026 (.MONDAY..) up to 11:00 AM in the box kept outside the chambers of the Registrar (Admn.)/O.S.D. (Purchase Cell), Patna High Court, Patna, which is scheduled to be opened near the chambers of the Registrar (Admn.)/O.S.D. (Purchase Cell), Patna High Court, Patna, on 28./.9./2026 (MONDAY...) at 03:00 PM in the presence of all the bidders and Registrar (Admn.)/O.S.D., (Purchase Cell) as well as other authorized officials of the Patna High Court, Patna.

05.09.2026

Registrar General
Patna High Court, Patna

Check List to be submitted with Tender Document:-

Sl. No.	Particulars	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.		
3.	Copy of PAN Card.		
4.	Copy of Income Tax Return for the last three financial years		
5.	Earnest Money Deposit of Rs.8,000/- in the form of Demand Draft issued from Nationalized/Scheduled Bank in favour of Registrar General, Patna High Court, Payable at Patna. However, this will not be applicable to those firms which are registered with Central Purchase Organisation/State Purchase 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.		
7.	The Firm/ Supplier must have authorized Office/Press in area under Patna Municipal Corporation/nearest to Patna for post service requirements. Complete address of the same with the Contact number must be mentioned in quotation.		
8.	Undertaking duly Signed and Stamped.		

Place:
Date:

Signature & Name/
authorized signatory of Bidder
with Stamp

Undertaking

(To be printed on the letter head of Tenderer)
Tender No. ...../2026/Monitoring Cell-I dated .....

1. I/We undertake that I/We have carefully read all the terms and Conditions and understood the parameters of printing and supply of the proposed Court's Diary 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 terms and conditions. I/We shall be responsible for rejection/cancellation of contract if the articles are not found up to the mark or for Civil/Criminal proceedings if the articles supplied found sub-standard/not abiding by terms and conditions of Tender.
5. I/We also undertake that supply of the 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 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 Press with the interest of 12% per annum.

Signature & Name/
authorized signatory of Bidder
with Stamp

Place:
Date: