

IN THE HIGH COURT OF JUDICATURE AT PATNA
TENDER NOTICE- 10/2025-26 (Purchase Cell)

Sealed Tenders are invited in favour of Undersigned from bonafide and reputed registered firms/suppliers having requisite experience to execute the order for supply of New Year Greeting Cards alongwith envelope (size: 7.5" x 5.5") for use of the Court within ten days from the date of uploading the same on the website of Patna High Court i.e. "<https://www.patnahighcourt.gov.in>".

The word/subject "**QUOTATION FOR SUPPLY OF NEW YEAR GREETING CARD**" alongwith **Tender Notice No. 10/2025-26** should be superscribed at the top of the sealed envelope containing the quotation.

All received bids/tenders documents alongwith sample shall be opened by the O.S.D. alongwith the Officers of the Patna High Court in the presence of all the participated firms on **13/11/2025 at 05:15 P.M.**

IMPORTANT INFORMATION

Date of Commencement of BID	04/11/2025
Last Date for Submission of Sealed Tender Quotations	13/11/2025, upto 05:00 P.M.
Date & Time of opening of Bid	13/11/2025, 05:15 P.M.
Place of opening of Tender	Near O.S.D. Chambers

Terms & Condition:-

- (i) The firms should have G.S.T. and PAN number.
- (ii) The firm shall 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.
- (iii) The Card should be in fine glossy thick paper (300 gsm) with both side multicolor printing.

- (iv) The tentative requirement of the aforesaid Card is approx 3500 pcs, however, this may be increased or decreased as per the requirement of the Court.
- (v) The paper of envelopes for Greeting Cards should be in 100 GSM.
- (vi) The matter to be printed inside the Card or on envelope may be different as per requirement.
- (vii) The rate quoted in the tender should be inclusive of all taxes (GST).
- (viii) No advance payment shall be made.
- (ix) The firms shall submit their bill in triplicate at the time of supply of materials. Further, if the quality of the card does not conform to the tender specifications, the payment may be withheld.
- (x) The Court reserves the right to accept or reject any or all tenders.
- (xi) The quality and size of the tentative sample/Card can be seen during office hours in the Purchase Cell of the Patna High Court.
- (xii) Quotation received after due date and time shall not be entertained and they will be summarily rejected.
- (xiii) The bidder will have to obtain a pass from Pass Counter of Patna High Court, Patna before submitting the Quotation.
- (xiv) The interested firms/bidders may submit their quotations alongwith samples 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 05:15 P.M. on 13/11/2025 in the presence of all the participated bidders/firms and authorized officials of the Patna High Court, Patna.**
- (xv) Any dispute whatsoever shall be subject to the jurisdiction of Courts at Patna, Bihar only.


03-11-25
Officer on Special Duty
Patna High Court, Patna