THE OFFICE OF
PRINCIPAL DISTRICT & SESSIONS JUDGE
VAISHALI AT HAJIPUR

Short Tender Notice No. 01/2026/ Purchase Committee
Dated - 02.02.2026

Sealed Quotations are invited from the original equipment manufacturer/reputed firms/suppliers/authorized dealers to supply the following articles of furniture for office use at the Civil Court, Vaishali at Hajipur.

S.No.	ARTICLE	QUANTITY	SIZE	SPECIFICATIONS
1	**Office Table**	35	**4' X 2'**	**Board on Steel/Iron frame with/without drawer(s)**
2	**Office Chairs**	177	**Height - 400-500 mm Seat width > 450 mm**	**Type-Steel/Iron-frame/ Armed/ Padded Seat & Back**
3	**Racks**	155	**72" X 36" X 18"**	**No. of Shelves - 5 Gauge of Angle- 12 Gauge of Sheet - 16 Paint - Standard**

This tender notice can be downloaded from the official website of District Court Vaishali.

A. All the Tender Proposals shall be submitted in hard copy in **two separate envelopes** containing **Technical Bid** and **Financial Bid**. On the top of the Envelope, the Tender number has to be clearly mentioned and the same shall be addressed and submitted to **Nazir, Civil Court, Vaishali, Hajipur -844101, on or before 05:00 PM on 19.02.2026.**

B. The following <u>self-attested</u> documents relating to eligibility are required to be submitted in a <u>sealed envelope</u> titled as - "<u>TECHNICAL BID</u>" :
(i) Copy of **GST Registration Certificate**.
(ii) Copy of **PAN Card**.
(iii) Copy of **Income Tax Return** for the last two financial years.
(iv) Copy of **Turnover Statement** certified by a Chartered Accountant/Auditor for the last two financial years with minimum average turnover of twenty-five lakh rupees.
(v) An **Earnest Money Deposit (EMD)** of Rs.50,000/- in the form of **Demand Draft** issued from Nationalized/Scheduled Bank in favour of **Principal District & Sessions Judge, Vaishali at Hajipur**, payable at Hajipur. (However, this will not be applicable

(vi) 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.
(vii) The OEM/firm/supplier/authorized dealer must have **Authorization Certificate** from the respective company, if the quoted article is of a company. (Without an authorization certificate, the tender will not be evaluated.)
(viii) An **Undertaking** to be printed on the letter head of the bidder, in the format as attached.
(ix) A **Checklist**.

C. The price quotation alongwith description of articles offered shall be enclosed in a separate sealed envelope and titled as - "FINANCIAL BID". The financial bids shall be opened and taken into consideration only for those bidders who are found to be eligible in their technical bids.

D. Other Terms and Conditions:
1. All documents shall have pages numbered and signed as mentioned in the Check list enclosed with this tender. Incomplete proposals will summarily be rejected.
2. Sample of quoted articles i.e. Office Table, Office Chair and Rack must be displayed before the Purchase Committee as and when informed by the Nazir, Civil Court. Samples of successful firm(s) shall be preserved for reference and verification.
3. The rates quoted in the tender should be inclusive of all taxes and other charges, if any. The cost of transportation, installation shall be borne by the bidder. Further, rates quoted should be unconditional and if rates are submitted with any condition, the tender shall be rejected.
4. The bidders shall mention the **specification and warranty** in the terms of tender.
5. The articles to be supplied shall be new and in good condition. Damaged articles will not be accepted. Any article found to be defective shall be replaced without any additional charge at the time of supply of the same.
6. The articles to be supplied must have at least **one year warranty** from the date of verification and acceptance by the Court.
7. All repairs shall have to be carried out within **seven days** of the intimation being received from the Court in warranty period. In this regard, the successful bidder shall submit an **affidavit** regarding proper after sale service with availability of spare parts on its own within warrranty period.
8.The articles shall be delivered, installed and commissioned in the Court premises within a period of **ten days** after receiving the Supply Order.
9.The successful bidder shall submit an **affidavit** regarding supply of aforesaid article as per quality, quantity and time frame mentioned in terms of tender. In case of failure to supply the article due to any reason, the Civil Court shall have liberty to purchase the article from any agency and the increased price of that article will have to be borne by the successful supplier/OEM/firm/authorized dealer with the interest of 12% per annum.
10.The payment will be made through the bank account of the Successful Bidder after due verification of items supplied. No advance payment shall be made under any condition.

11 .**The OEM/ firm/ supplier/ authorized dealer must have an authorized shop/service centre/ repairing centre/ service partner preferably in or around Hajipur Municipal Area for after sales service. Complete address of the same with Contact number shall be mentioned in quotations.**

12.The Successful Bidder is required to submit 2.5 % of value of supply Order as **Performance Guarantee** which shall be deposited by way of Demand Draft/ Bank Guarantee from Nationalized/Scheduled bank drawn in favour of "**Principal District & Sessions Judge, Vaishali at Hajipur**" payable at Hajipur and which will be refunded after satisfactory service during warranty period. No interest will be paid on Performance Guarantee.

13. The Principal District & Sessions Judge, Vaishali at Hajipur reserves the right to accept or reject any or all quotations or to cancel the tender process at any stage, without assigning any reason. No correspondence shall be entertained in this regard.

14.The Successful Bidder shall submit its bill after delivery, installation and commission of the articles in accordance with the Supply Order, and the same shall be processed for payment only after a satisfaction/acceptance report is filed by the Judge-in-Charge, Civil Court Vaishali at Hajipur. The payment shall be subject to deductions of TDS as per rules.

15. The number of required articles may be increased or decreased as per requirement of the Court before the finalisation of the tender process.

16. Quotations shall remain valid for a period not less than 90 days after the last date for their submission.

17. In the event of any dispute arising from this tender shall be subject to the jurisdiction of Courts in Vaishali at Hajipur, only.

18. 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.

19. **The tenders shall be opened on 21.02.2025 at 5:00 PM in presence of all the bidders in the Chamber of District & Sessions Judge -I cum Chairman, Purchase Committee.**

I/C Judge-in-Charge
Civil Court, Vaishali at Hajipur
05 -02-2026

UNDERTAKING

(To be printed on the letter head of Tenderer)

Short Tender Notice No. 01/2026/ Purchase Committee

1. 1/We undertake that 1 /We have carefully studied all the terms and conditions and understood the parameters of the proposed furniture items.
2. 1/we undertake that 1/We shall abide by the parameters and specifications, terms and conditions, including those relating to quality, quantity and time frame, as mentioned in this tender notice, in supplying the furniture items.
3. 1/We undertake that the information furnished in our tender proposals are true and correct in all respects and 1/we hold responsibility for the same.
4. 1/We undertake to abide by warranty terms and conditions. 1/We shall be alone responsible for rejection/cancellation of contract and also for legal proceedings if the material supplied found sub-standard/not abiding by terms and conditions of tenders and unfit for acceptance.
5. 1/We undertake that in case of failure to supply the article due to any reason, the Court shall be at liberty to purchase the articles from any agency and 1/We also undertake to bear the loss caused to Civil Court due to the increased price of procurement of such article(s) along with interest of 12% per annum.

Date -

Place -

Signature of Authorised Person & Stamp

CHECK-LIST

(To be submitted with Tender Documents)

S.No.	PARTICULARS	YES/NO	PAGE NO.
1	The rate quoted in tender should be inclusive of all taxes and other charges, if any.		
2	Authorization Certificate, if article is of a company.		
3	Proof of GST Registration Certificate.		
4	Copy of PAN Card.		
5	Copy of Income Tax Return for the last two financial years		
6	Copy of turnover certified by a Charted Accountant/Auditor for the last two financial years with minimum average turnover of Rs. 25 lakh.		
7	Earnest Money Deposit of Rs. 50,000/- in the form of Demand Draft issued from Nationalized/Scheduled Bank in favour of Principal District & Sessions Judge, Vaishali at Hajipur payable at Hajipur.		
8	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. Further, the bidder will also mention that the supply of articles will be as per quality, quantity and time frame mentioned in terms of tender.		
9	The firm/ supplier/ authorized dealer must have an authorized shop/service centre/ repairing centre/ service partner preferably in or around Hajipur Municipal Area for after sales service. for after sales service. Complete address of the same with the Contact no. must be mentioned in quotation.		
10	Undertaking duly Signed and Stamped.		

Signature of Authorised Person & Stamp