

DISTRICT COURT, PATNA**TENDER NOTICE****INVITING QUOTATIONS****Dated:- 27.05.2025**


Quotations are invited from the local reputed/ registered firms for supply and installation of Articles as follows:

Sl. No.	Name of Item	Specification
1	One Laptop	Intel Evo Core i9-13900H CPU or Higher processor, Minimum 16GB LPDDR5 RAM, 1TB SSD Storage, Graphics (inbuilt, Windows 11 Home, 2-3 USB port, LAN port, HDMI port e.t.c. (Preferably of ASUS/HP)
2	One Color Laser Printer	Print, Scan, Copy, Duplex Printing with Automatic Document Feeder (ADF), - Prints up to 45 ppm (LTR/A4) or above, Connectivity – via USB, LAN, Wi-fi Support (Preferably of CANON/HP)
3	One Monochrome Laser Printer	Print, Scan, Copy, Duplex Printing with Automatic Document Feeder (ADF), - Prints up to 45 ppm (LTR/A4) or above, Connectivity – via USB, LAN, Wi-fi Support (Preferably of CANON/HP)
4	One Photocopier Machine	Print, Scan, Copy, Duplex Printing with Automatic Document Feeder (ADF), - Prints up to 60 ppm (LTR/A4) or above, Connectivity – via USB, LAN, Wi-fi Support, Mobile Connectivity, External device printing support (USB) (Preferably of CANON/HP)
5	One Scanner	ADF; CIS scanning technology; Flatbed, Up to 600 dpi (color and mono, ADF); Up to 1200 dpi (color and mono, flatbed), Up to 40 pmm/80 ipm (B&W), grey and color, 300 dpi) or above, Connectivity; Ethernet 10/100/1000 Base-T, USB 3.0, Wi-fi 802.11 b/g/n, Wi-fe Direct (Preferably of EPSON)
6	One projector	Brightness upto 3000 lumens, Screensize upto 30 ft, good contrast ration, Portable, Connectivity-USB & Wi-fi (if any) (Preferaby of EPSON)
7	2 (two) Small Size Paper Shredder	Auto shredding upto 100 pages, Manual shred upto 10-15 pages, Minicross cut, Noise level < 60 db
8	10 Pen drive	USB 3.2, 256 GB, data speed upto 500mbps (Preferably Sandisk/HP)
9	10 (ten) Almirah	Steel Almirah, 4 shelved, (for office use)

Sl. No.	Name of Item	Specification
		Preferably of Godrej Brand)
10	2 (two) Drawer Chest (4 Shelf)	Fire resistant filing cabinets (4 drawer) (Preferably of Godrej Brand)
11	10 (ten) Iron Shelf	Iron shelf of Good quality (preferably of Godrej)
12	A4 Size (100GSM), CD/DVD, Pen, Pencil, Fly Leaf, File Board, Stepler, Stepler Pin, Transparent L File, Paper Clip, Flag Sticker, Adhesive A4 size paper	Ad per requirement

The quotation is to be submitted in sealed cover on or before **05.06.2025** at 12.30 p.m. with the following **Terms & Conditions:**

- I The Quotations should be accompanied by Earnest Money Deposit (EMD) of 2% of the approx total quoted price in the form of Demand Draft/ Fixed Deposit Receipt/ Bankers cheque or unconditional Bank Guarantee from any of the Commercial/ nationalized/ scheduled banks in an acceptable form drawn in favour of the Registrar, Civil Courts, Patna, without which the quotations will not be considered. The earnest money will be returned to all the unsuccessful Tenderer after finalization of the Contract without interest.
- II Tenderer should provide Income Tax Return for the last three financial years along with copy of Pan Card, GSTIN, any document for address proof and Account Details such as Account Type, Account Holder Name, Bank A/c No. with IFSC Code.
- III Tenderer should also file the details regarding the experience of providing services in the field for the last three years.
- IV The Tenderer shall quote the rate inclusive all taxes. The amount should be written both in numbers as well as in words.
- V No extra charges will be acceptable.
- VI No advance payment shall be made in any condition.
- VII There is no obligation on the part of the District Court, Patna to inform the unsuccessful Tenderer of the outcome of the tender process and reasons for rejection of Tender.
- VIII The rates finally approved/accepted by the District Court, Patna shall be valid and no upward revision will be allowed under any circumstances whatsoever.
- IX The District Judge, Patna, reserves the right to amend or alter any of the terms and conditions of the Tender Document at any time.
- X Any dispute shall be subject to Patna Jurisdiction.
- XI District Court, Patna may cancel the tender without assigning any reason at any time.

By Order

 Registrar I/c
 Civil Courts, Patna