DISTRICT COURT, PATNA

TENDER NOTICE

Dated-20.11.2025

Sealed quotations along with a demand draft of Rs.20,000/-(Rupees Twenty Thousand) in the form of Account Payee Demand Draft/Fixed Deposit Receipt/Bankers cheque or unconditional Bank Guarantee from any of the Commercial/ nationalized/ scheduled banks in favour of the Registrar, Civil Courts, Patna are invited from authorized/ registered service firms for AMC of AC with Stabilizers Installed At Different Courts And Offices Of G+7 New Courts Building And Other Places Of Civil Courts, Patna Sadar as well as Sub-divisional Courts of Patna Judgeship. The bid is to be submitted on or before **25.12.2025 at 03.30 p.m.**

Terms & Conditions are enclosed herewith.

Date :-20.11.2025.

I/c Registrar
Civil Courts, Patna

TERMS AND CONDITIONS

Instructions to the Tenderers:
Quotations are to be submitted in sealed envelope consisting of techno-commercial bid in a separate sealed cover & price bid in a separate sealed cover and both bids will be put in the sealed single envelope containing the title "**Quotations For Annual Maintenance Contract Of Ac Installed At Different Courts And Offices Of G+7 New Courts Building And Other Places Of Civil Courts, Patna Sadar As Well As Sub-Divisional Courts Of Patna Judgeship** " addressed to the Registrar, Civil Courts, Patna and submit to the office of Registrar, Civil Courts, Patna. The bid is to be submitted on or before of **25.12.2025 at 3.30 pm.**
The Tenderer shall quote the rate inclusive all taxes.
The rate should be written both in numbers as well as in words.
The Tenderer shall clearly specify what items (Hardware)/Services will not be covered under the AMC.

Period of Contract:
The contract will be initially for a period of one year which may be extended on satisfactory completion of AMC period.

Scope of Work:
1. The place of performance will be Civil Courts, Patna Sadar with Sub-divisional Courts of Patna Judgeship.
2. It will be duty of the Contractor to have the credentials of the Service Engineers verified and certified.
3. It must be noted that number of AC may increase or decrease at the sole discretion of the Civil Courts of Patna Judgeship. In that case, payment will increase/decrease proportionately.
4. Any other work of similar nature assigned by the District Court, Patna.
5. Nos. of AC proposed to be covered under this AMC is as follows:

Sl. No.	Description	No. of AC
1	Civil Courts, Patna Sadar:	303
2	Civil Courts, Patna City:	24
3	Civil Courts, Danapur:	39
4	Civil Courts, Barh:	21
5	Civil Courts, Masaurhi:	9
6	Civil Courts, Paliganj:	6
Total:		**402**

Duties and responsibilities: -

i. They should attend all the complaints, irrespective of its nature.
ii. Protection of equipment & maintaining the machinery in perfect working condition.
iii. To attend the complaints without fail within the shortest possible time and in no case shall exceed 1 day down time.
iv. To depute service engineers to check the AC and rectify the problem immediately to make it functional.
v. To replace all such parts which are damaged and which cannot be repaired to keep the AC in good working condition.
vi. To use only genuine original spare parts of its provider companies of the AC.
vii. To maintain order of integrity, moral and social responsibility and decorum of the Courts.

Eligibility Criteria:-

The Tenderer must have an average annual turnover of **Rs.20,00,000/- (Rupees Twenty Lacs)** during the last three years in the same field. Copies of the following documents should be submitted along with the Bid:-

a. Audited Profit & Loss Account of last three years.
b. PAN No.
c. Income Tax Return for the last three years.
d. GSTIN No.
e. Documents regarding Experience of 3 years in providing similar services in Central Government / State Government /Public Sector Undertakings /Autonomous Bodies.

Earnest Money Deposit:

The Quotations should be accompanied by Earnest Money Deposit (EMD) of **Rs.20,000**/-(Rupees Twenty Thousand) in the form of Account Payee 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.

Performance Guarantee (Security Deposit):

The successful Bidder shall give performance security in the form of Account Payee Demand Draft/ Fix Deposit Receipt from a Commercial Bank or unconditional Bank Guarantee from a Commercial Bank amounting to 5% of the total contractual value in favour of Registrar, Civil Courts, Patna within 10 (ten) days from the date of acceptance of tender. Performance Security will remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the contractor firm including warranty obligations. The Security Deposit will be refunded only after the expiry of the contract without interest. This deposit is liable to be forfeited, if during the period of contract, the service of the contract is found unsatisfactory in any respect, and/ or if any of the conditions of the contract is contravened/ breached/ or towards any damage caused due to negligence of the contractor or his employees. This forfeiture will be in addition to any action by the District Court, Patna that the contractor firm may invite upon themselves due to any of the reasons specified above. The bid security will be refunded to the successful bidder on receipt of performance security.

Other terms and conditions:

i. The District Judge, Patna has the right of accepting or rejecting any or all tenders without specifying any reason(s) thereof. The Principal District Judge, Patna is under no obligation to accept the lowest tender.
ii. There is no obligation on the part of the Principal District Judge, Patna to inform the unsuccessful tenderer of the outcome of the tender process and reasons for rejection of tender.
iii. The payment shall be made on quarterly basis on satisfactory completion of work subject to availability of fund from the date of entering the Contract. No advance payment will be made.
iv. It shall be mandatory on firm to conduct routine checks to maintain the AC in perfect working condition including periodical servicing of all the AC on quarterly basis (2 Dry & 2 Wet) and to submit the routine check reports to the Judge-in-Charge, Nazarat of Patna Judgeship.
v. The rates finally approved/ accepted by the District Court, Patna shall be valid for the contract period and no upward revision will be allowed under any circumstances whatsoever.
vi. Under no circumstances, the successful firm shall appoint any subcontractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the contract will be terminated forthwith without any notice, by the authority which has approved the award of the contract.
vii. The contract can be terminated by the District Judge, Patna at any time without assigning any reason if the work of the contractor is found unsatisfactory. In this respect, the decision of the District Judge, Patna, will be final and binding on the contractor. The Principal District Judge, Patna, reserves the right to accept or reject any bid in whole or in part without assigning any reasons thereof.
viii. The job carried out shall be to the satisfaction of the District Judge, Patna, after getting certification from the Judge-in-Charge, Nazarat failing which deductions @ 10% of the total bill shall be made. Depending upon the severity of negligence, the District Judge, Patna, reserves the right to blacklist the agency for a suitable period or from further participation in

any of the jobs to be done for the District Court, Patna. The decision of the District Judge, Patna shall be final and binding on the firm/agency.

ix. Premature withdrawal of the tender by the tenderer shall make him liable for forfeiture of the earnest money.

x. All the pages of the tender document should be serially numbered and duly stamped and signed by bidder.

xi. The District Judge, Patna, reserves the right to amend or alter any of the terms and conditions of the Tender Document at any time.

xii. Any dispute shall be subject to Patna Jurisdiction.

xiii. District Court, Patna may cancel the tender without assigning any reason at any time.

I/c Registrar
Civil Courts, Patna

Date :-20.11.2025