DISTRICT COURT, PATNA
NOTICE INVITING Tenders
No. 01 Dated:- 13.01.2026

Quotations (with sample) are invited from the reputed/ registered firms for supply of the following stationery articles at Civil Courts, Patna Sadar:

Sl. No.	Name of Articles	Requirement in F.Y. 2025-26
1.	Judgment Paper (Green Paper) (A/4 size)	300 Pkt
2.	Computer paper A/4 size	5500 pkts
3.	Computer Paper F/s size	150 pkts
4.	Steno Note Book (8"X5")	650 pcs
5.	Carbon (Blue)	15 pkt
6.	Stamp Pad (Small size)	100 Pcs
7.	Stamp Pad (Big Size)	300 Pcs
8.	Pad Ink	500 Pcs
9.	Paper Pin	200 pcs
10.	Gum Small (150 ml)	350 pcs
11.	Fly Leaf (Civil Court, Patna-Printed)	6000 pcs
12.	File Board	7000 pcs
13.	Stapler Machine No. 10	400 pcs
14.	Stapler Machine No. 24	150 pcs
15.	Stapler Pin 10 No.	100 pkt
16.	Stapler Pin No. 24	250 pkt
17.	Tekua (Poker)	400 pcs
18.	Thread Ball	1000 pcs
19.	Paper Weight	300 pcs
20.	Pencil	200 pcs
21.	Pack Thread (Sutli)	10 kg
22.	Cello Tape (Big)-2"	200 pcs
23.	Cello Tape -1"	500 pcs
24.	Guard file	200 pcs
25.	Packing (Brown) Paper	3 Ream
26.	Envelope Big [(14"X10") (Civil Courts, Patna-Printed)]	8000 pcs
27.	Envelope Small [(10"X4$^{1/2}$ ")(Civil Courts, Patna-Printed)]	25000 pcs
28.	Ball Pen (Black- one time use)	2000 pcs
29.	Ball Pen (Red- one time use)	1000 pcs
30.	Highlighter	150 pcs
31.	Sticky Notes	100 pcs
32.	Judgment Paper (F/S)	100 pkt
33.	Paper Tag	100 Pkt

The quotation is to be submitted in sealed cover on or before **12.02.2026** at 03.30 p.m. with the following **Terms & Conditions**:

I Tender should be in two part Technical & Financial Bid separately.

II The Quotations should be accompanied by Earnest Money Deposit (EMD) of 5% of total estimated value of articles 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 Judge-in-Charge, Civil Courts, Patna, without which the quotations will not be considered. The earnest money will be returned to all the unsuccessful Tenderers after finalization of the Contract without interest.

III The Tenderer must have an average annual turnover of **Rs.10,00,000/- (Rupees ten lacs)** during the last three years in the same field.

IV Tenderer should provide Income Tax Return for the last three financial years along with copy of Pan Card, GSTIN, any document for adress proof, Registration No. & date, and Account Details such as Account Type, Account Holder Name, A/c No., Bank IFSC Code.

V The Tenderer may provide the details of any previous supply (along with quantity and value of contract) made to any Government Organisations in the last 3 financial years.

VI The Tenderer shall quote the rate inclusive all taxes, written both in numbers as well as in words.

VII No extra charges (including freight) will be acceptable.

VIII The period for completion of work will be **15 days** from placing of work order.

IX Payment will be made after the satisfactory completion of the work on the availability of FUND and no advance payment shall be made in any condition.

X 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.

XI The rates finally approved/accepted by the District Court, Patna shall be valid and no upward revision will be allowed under any circumstances whatsoever.

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

XIII Nos. of articles may be change as per requirement.

XIV Any dispute shall be subject to Patna Jurisdiction.

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

By Order

Registrar I/c
Civil Courts, Patna
13/01/2026