DISTRICT COURT, PATNA

TENDER NOTICE

NO-2 DATED- 13.01.2026

Quotations are invited from the reputed/ registered firms for printing of different kinds of forms used in the Courts (Civil & Criminal) of Civil Courts, Patna Sadar along with Sub-Divisional Courts of Barh, Patna City, Danapur, Masaurhi and Paliganj (Sample of Forms may be perused which is available in Forms Room at Civil Courts, Patna) with the following **Terms & Conditions**:

I. The Quotations should be accompanied by Earnest Money Deposit (**EMD**) of **Rs.10,000/- (Ten Thousand)** only 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, Registration No. & date, and Account Details such as Account Type, Account Holder Name, A/c No., Bank IFSC Code.

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

IV. Sample of Forms may be perused in the office.

V. The Tenderer shall quote the rate inclusive all taxes. The rate should be written both in numbers as well as in words.

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

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

VIII. Payment will be made after the satisfactory completion of the work and no advance payment shall be made in any condition.

IX. 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.

X. The rates finally approved/accepted by the District Court, Patna shall be valid for 1 year from the date of acceptance of offer and no upward revision will be allowed under any circumstances whatsoever in the said period.

XI. Supply of articles shall be made in installments as per requirement on quarterly basis.

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. Any dispute shall be subject to Patna Jurisdiction.

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

The quotation is to be submitted in sealed cover by **12.02.2026** at 03.30 p.m. in the office of the undersigned.

By Order

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