

# **HIGH COURT OF ORISSA: CUTTACK**

Tender Notice No. **OHC-COMP-MS-C-0004-2022-9837**

/Dated:**08.07.2022**

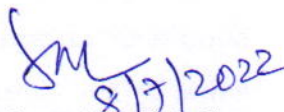
## **Invitation for Submission of Expression of Interest for Designing and Printing Artwork by Judicial Officers**

High Court of Orissa invites expression of interest from experienced and professional agencies for designing and printing of the Artwork by Judicial Officers as per prescribed specification at Annexure 4 under the following terms and conditions:-

1. The bid document can be downloaded from the website of the High Court of Orissa "<http://www.orissahighcourt.nic.in/tender-notice/>" within stipulated time. The EoI must be submitted through offline mode (by hand or through registered post).
2. **Tender Fee:** Bids have to be submitted along with fee of Rs. 500/- (non-refundable) in the shape of DD drawn on any Bank as stipulated in Finance Department Circular No. 22857/F, Dt: 19.08.2021 in favour of The Registrar (Judicial), Orissa High Court, Cuttack.
3. Applicants are required to submit the following documents in hard copy either in hand or by registered post addressed to the Registrar (Judicial), High Court of Orissa, Cuttack:-
  - a. Expression of Interest as per prescribed specification at Annexure 4 with signature and seal of authorized person
  - b. Documents showing similar work, if any, done in the past
  - c. Undertaking to abide by the terms and conditions of the tender notice as per Annexure 1 and the work order
  - d. Declaration with signature and seal of authorized person regarding blacklisting/non blacklisting by any organization with regard to any work in the past as per Annexure 2
  - e. Details as per Annexure 3
4. The last date for applying is 15.07.2022 (during working hours). No applications or EoI received after 15.07.2022 shall be entertained.
5. No price quotations should be submitted at this stage.
6. No request for extension of time shall be allowed for completing the work.

7. The Artwork by Judicial Officers of the Court shall be designed and created in the digital format in addition to the physical format.
8. The applicants should have sufficient expertise and resources to design and create the Artwork by Judicial Officers in digital format besides designing and printing the same in physical format within the stipulated time.
9. The raw editable design with necessary facilities to edit the same should be handed over to the Court by the successful bidder after creation of the digital copy of the Artwork by Judicial Officers.
10. The successful bidder should also be in readiness to carry out any last minute changes in the hard copy as well as digital copy of the Artwork by Judicial Officers as would be desired by the Court.
11. The lowest bidder shall be awarded with the work of designing and printing the Artwork by Judicial Officers on such terms and condition as may be fixed in this regard by the Court.
12. The applicants should remain in readiness to showcase and submit design for the Artwork by Judicial Officers upon short notice and upon finalization of the design, print the required number of copies of the Artwork by Judicial Officers within stipulated time.
13. High Court of Orissa reserves the rights to award the work order of designing and printing the Artwork by Judicial Officers to such other applicants as it deems proper in case the 1<sup>st</sup> lowest (L1) bidder fails to complete the work in accordance with the work order.
14. High Court of Orissa may call for any document from any of the applicants at any stage and hold meeting(s) with all or any of the applicants for the sake of proper decision making.
15. Court shall shortlist applicants found suitable for carrying out the work.
16. Price bid shall be invited only from shortlisted candidate(s). No price bid should be submitted by any applicant without being specifically asked for the same by the Court.
17. Due to paucity of time, Court may call for price quotation of sole eligible applicant if no other applicant is found suitable for the work.

18. Those applicants who are found eligible shall be intimated to submit in person their price bid in sealed cover on the date and time to be fixed in this regard.
19. High Court of Orissa reserves the right to make any enquiry to examine the correctness of the statement made by the applicants.
20. All communication should be addressed to the Registrar (Judicial), High Court of Orissa, Cuttack, 753002.
21. Queries may be sent to the Registrar (Judicial), High Court of Orissa, Cuttack at e-mail ID- (rj.ohc-od@gov.in).
22. All intimations, corrigendum and notifications with regard to this tender shall be published in the Court's Website. Hence, bidders should regularly visit the website to check latest intimations, corrigendum and notifications regarding this tender.
23. All disputes arising out of this matter shall be subject to jurisdiction of Courts at Cuttack.
24. Any suppression or misrepresentation of facts by any applicants shall make the bidder liable for disqualification and action according to law.
25. High Court of Orissa reserves the right to increase the number of copies to be designed and printed under this tender by way of corrigendum or at the time of placing purchase order. Bidders are accordingly advised to regularly check the website of High Court of Orissa for any corrigendum to this tender. The additional order (if required), shall be provided by the successful Bidder at the same price under the same terms and conditions as in this tender.
26. High Court of Orissa reserves the right to amend or withdraw any of the terms and conditions mentioned as above or to reject any or all tenders without giving any notice or assigning any reason thereof.

  
8/7/2022  
**Registrar (Judicial)**

**ANNEXURE-1**

**Acceptance of Terms & Conditions Contained in the Tender Documents**

*(To be submitted on the Letter head of the responding organization)*

Date:-

To

The Registrar (Judicial),  
High Court of Orissa,  
Cuttack

Sir,

I have carefully gone through the Terms & Conditions contained in the Notice No- \_\_\_\_\_ dtd. \_\_\_\_\_ regarding inviting Expression of Interest for Designing and Printing Artwork by Judicial Officers.

I declare that all the provisions of this Tender Document are acceptable to us. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

Signature and Seal of the Bidder

Date:-

Place:

**ANNEXURE-2**

**Self Declaration**

*(To be submitted on the Letterhead of the responding organization)*

Date : \_\_\_\_\_

Ref/Tender : \_\_\_\_\_

To

The Registrar (Judicial),  
High Court of Orissa,  
Cuttack

Sir,

In response to the Tender Notice No. \_\_\_\_\_, Ms.  
/Mr. \_\_\_\_\_, as a \_\_\_\_\_, I/We  
hereby declare that our organization is having blemished past record and was not  
declared ineligible for corrupt & fraudulent practices either indefinitely or for a  
particular period of time.

Signature and Seal of the Bidder

Date:-

Place:-

**ANNEXURE-3**  
**Applicant Details**

Registered Name of the Firm / Company:		
Address of the Registered Office of the Firm / Company:		
Telephone	Phone:            Fax:	E-Mail:
Address of the Service Centres:		
Telephone	Phone:            Fax:	E-Mail:
1	Contact Details of the Person authorized to make communication with Orissa High Court	
2		
(a)	Name	
(b)	Designation	
(c)	Phone/Mobile No.	
(d)	Fax No.	
(e)	E-Mail ID	
Please fill up each field mentioned below with required information alongwith the page nos. of the respective supporting documents.		
3	Company / Firm Details	
(a)	Type of Company (PSU / Pub. Ltd./Pvt. Ltd./OEM/ Authorized Business Partner)	
(b)	Company / Firm Registration No. & Date of Registration	
(c)	Year of establishment as in Registration Certificate	
(d)	GST registration	
(e)	Copy of GST Registration (Enclose Copy)	Page no.
4	Declarations of the bidder as per Annexure-1 & 2, (Enclose Copies)	Page nos.

## **ANNEXURE-4**

### **Specification**

Printing of Special Publication Book on “Artwork by Judicial Officers”

Quantity	:	200/250 nos. (additional 4 pages cost per quantity)
Size	:	20.8(H) x 26.7 cm(W)
Pages	:	72 inner pages + Cover
Paper	:	Cover 300 gsm & Inner 170 gsm Art
Printing	:	Althrough 4 col
Finishing	:	Raised Spot UV on front cover only
Binding	:	Perfect Binding

Note: Photography of the artworks to be done in High Quality HD using DSLR camera in RAW format