

**THE HIGH COURT OF ORISSA : CUTTACK**

**QUOTATION CALL NOTICE**

File No.- III-A-02/2015 Tender Notice No. 15093 Dated 25.09.2023

Sealed quotations in Plain Paper are invited from the intending Registered Firms/ Suppliers located at Cuttack having valid GSTIN under OGST Act 2017 and PAN for supply of at least 1000 pcs. of three different qualities of Turkish Towels (both superior and standard quality) having standard size preferably as at Annexure-'A' for employees of the High Court of Orissa, Cuttack. The Tender document will be received in the address, the Registrar (Judicial), the High Court of Orissa either through Speed Post/ Registered Post or in hand during Office hours. The last date and time for receipt of Tender documents is dtd. **16.10.2023 by 5 PM.** The Office shall not be responsible for any kind of Postal transit delay. The quotations shall be opened on the scheduled date in presence of quotationers or their authorized representatives.

**Note: Towels may increase or decrease in numbers.**

The quotationer must submit two bids separately i.e. "Technical Bid" and "Financial Bid" in two separate envelopes. **The Technical Bid and the Financial Bid should be sealed by the bidder in separate covers duly super scribed as "Technical Bid" and "Financial Bid" respectively.** Both these sealed covers are to be put in a bigger envelope which should also be sealed and duly super scribed "**Quotations for Towels**".

**A. Technical Bid** should contain following documents:

1. Registration Certificate of the firm/ Supplier
2. GST Registration Certificate
3. Copy of PAN
4. Copy of Up to date GST Return
5. IT Return (2022-23 AY)
6. A **non-refundable Tender Cost of Rs. 500/-** (Rupees Five Hundred) in shape of Demand Draft in favour of the Registrar (Judicial), the High Court of Orissa, Cuttack.
7. A **refundable Earnest Money Deposit of Rs. 5,000/-** (Rupees Five Thousand) in shape of Demand Draft in favour of the Registrar (Judicial), the High Court of Orissa, Cuttack.
8. Address and contact details of firm. (Local address of business place at Cuttack with contact details)

**B. Financial Bid** should contain the price per unit Towel. **All prices should be inclusive of taxes.**

**FORMAT FOR OFFER (FINANCIAL BID)**

**Name of the Firm:**  
**(With full particulars)**

Sl. No.	Item	Make/ Model	Specification if any	Unit price (in Rs.)	Remarks


The **Technical Bid** will be opened on **17.10.2023** at **11 AM**. On qualifying in the Technical Bids, the **Financial Bid** will be opened on **18.10.2023** at **11 AM**. Those who do not qualify in the technical bid their financial bid will not be opened.

The authority reserves the right to reject any or all quotations without assigning any reasons thereof.

Memo No. 15094(2) Dated 25.09.2023

Copy forwarded to:

1. The Superintendent, Computer Section for uploading in the High Court of Orissa website,
2. Notice Board for general information.

  
25/9/23

Assistant Registrar (Admn.)  
The High Court of Orissa, Cuttack

**ANNEXURE-‘A’**

<b>Sl. No.</b>	<b>Items</b>
1	Towels (Size 30" X 60") Priyanka
2	Towels (Size 30" X 60") Wellspun
3	Towels (Size 30" X 60") Jeevan
4	Towels (Size 30" X 60") Splendour
5	Towels (Size 30" X 60") HD Decor