

THE HIGH COURT OF ORISSA: CUTTACK

NOTICE INVITING TENDER FOR SELECTION OF AGENCY FOR DESIGNING AND PRINTING OF LEGAL DICTIONARY

NOTICE NO:- III-A-03/2026/ 14643

Date: 22.09.2026

TENDER CALL NOTICE

Sealed quotations in the prescribed format at ANNEXURE-I are invited from the intending Bidders having valid GSTIN under OGST Act 2017 and PAN for designing and printing of legal dictionary. Interested Bidders may quote price as per the specifications details in the tender document.

Bidders are required to submit the Technical and Financial Bids separately. The bids in sealed Cover-I containing "Technical Bid" and sealed Cover-II containing "Financial Bid" should be placed in a third sealed cover super-scribed as "**Quotations for Designing and Printing of Legal Dictionary**" must reach the address of "Registrar (Judicial), High Court of Orissa, Cuttack" on or before 4 P.M. of 05.10.2026 by speed post/registered post / courier & can also be directly submitted at the Admin Diary Section of the High Court of Orissa, Cuttack. The bid documents containing eligibility criteria, scope of work, term and conditions of the tender can be downloaded from the official website of the High Court of Orissa, Cuttack <https://www.orissahighcourt.nic.in/tender-notice/>

The Office shall not be responsible for any kind of Postal transit delay. The quotations shall be opened on the scheduled date in the presence of quotationers or their authorized representatives as tabled below.

▪ **Tender Schedule:-**

Sl. No.	Bidding Schedule	Deadline	
		Date	Time
1	Date of issue of Tender Documents	22.09.2026	04.00 PM
2	Bid due date and time	05.10.2026	04:00 PM
3	Opening of Technical bids	06.10.2026	11:30 AM
4	Opening of Financial bids	06.10.2026	04:00 PM

The authority reserves the right to accept or reject any part of or all tenders without assigning any reason thereof.


 Registrar (Judicial)

A. TECHNICAL BID

1. Duly filled Tender Form as per ANNEXURE-I
2. Self-attested GST Registration Certificate
3. Self-attested copy of PAN
4. Self-attested copy of Certificate(s) showing Annual Turnover of the bidder for the Financial Years of 2025-26, 2024-25 and 2023-24 to ascertain the financial position.
5. Bidders must submit self-attested documents showing successful completion of designing and printing works during any three (03) years' of the last five (05) years.
6. Bidders who want to obtain the tender documents from the office must pay a **non-refundable Tender Cost of ₹ 500/-** (Rupees Five Hundred only) in shape of Demand Draft in favour of the Registrar (Judicial), the High Court of Orissa payable at Cuttack. However, if the tender documents are downloaded from the official website of the High Court of Orissa, no tender fee will be required.
7. A **refundable Earnest Money Deposit of ₹ 6,000/-** (Rupees Six Thousand only) in shape of Demand Draft in favour of the Registrar (Judicial), the High Court of Orissa, payable at Cuttack must be submitted along with the tender, if not exempted.
8. Address and contact details of firm.

B. PERFORMANCE SECURITY

The successful bidder(s) will be required to pay a Security Deposit of **5% of the total financial involvement (Excluding GST)** in the shape of Bank Guarantee/Fix Deposit Receipt (FDR) before supply of the required goods. The appropriate authority shall retain the right to encash the Bank Guarantee/FDR in case of any deficiency in service by the successful Bidder during the contract period. The Performance Security shall be refunded after successful completion of the event as per the Rules.

C. SCOPE OF WORK:

The High Court of Orissa invites bids for **Designing and Printing of Legal Dictionary** as per the specifications prescribed by the High Court of Orissa.

The scope of work shall include, but shall not be limited to, the following:

1. Designing:

The selected agency shall undertake necessary designing and formatting of the Legal Dictionary in accordance with the matter/content supplied by the High Court of Orissa. The layout, typography, page setting, headings, margins, spacing, pagination and other design elements shall be prepared in a professional and uniform manner.

2. Proof

A complete proof/sample shall be submitted to the High Court of Orissa, Cuttack for

scrutiny and approval before commencement of bulk printing. The agency shall incorporate all corrections/modifications suggested by the High Court of Orissa without any additional charge.

3. Printing of Inner Pages:

The inner pages shall be printed in Black & White on natural shade 80 GSM maplitho paper, with approximately **300 pages per copy**, subject to the final approved pagination.

4. Size:

The finished dictionary shall be approximately **15.5 cm × 23.5 cm**, subject to minor variation as may be approved by the High Court of Orissa.

5. Binding:

The Legal Dictionary shall be provided with **section sewn, hard binding** and proper finishing to ensure strength, durability and suitability for frequent handling and long-term use.

6. Cover:

The cover shall be made of **Leatherette material with foil stamping**.

7. Finishing:

The finished dictionaries shall be properly trimmed, folded, sewn, bound and finished. There shall be no loose pages, uneven trimming, defective binding, smudging, printing defects, stains or other manufacturing defects.

8. Quantity:

The total quantity to be printed and supplied shall be **500 (Five Hundred) copies**.

9. Packing and Delivery:

The finished copies shall be properly packed in suitable protective packaging and delivered at the place specified by the High Court of Orissa, at the sole cost and risk of the selected agency.

10. The agency shall be responsible for ensuring that the final printed copies strictly adhere to the **approved proof/sample and specifications as mentioned above**.

TERMS AND CONDITIONS:

1. The price quoted by the bidder in the Financial Bid (*in the specified format at ANNEXURE-II, Page- '8' of the tender document*) shall be inclusive of all costs until supply. This includes:
 - a) Cost of the goods themselves
 - b) Delivery to the specified location(s) within the High Court of Orissa
 - c) Packaging charges
 - d) And; any other allied charges

2. Goods and Services Tax (GST) shall be shown separately as a clear and distinct line item in the Financial Bid. The applicable GST rate and the corresponding amount must be indicated, which will be paid on the total taxable value of the supply, in addition to the all-inclusive price quoted.
3. Any financial bid that does not confirm this requirement, for example, by quoting a price that is exclusive of delivery or by including GST within the unit price shall be treated as non-compliance and may be liable for rejection.
4. Any bidder claiming exemption from the Earnest Money Deposit (EMD) must provide adequate documentation to substantiate the request for such exemption.
5. The quoted prices shall remain firm and valid for a period of one year from the date of award of the Tender. The High Court of Orissa reserves the right to place repeat orders for designing and printing of legal dictionary with the successful bidder at any point during the contract period, which shall be **one year from the date of the award**. For any such repeat orders placed within this one-year contract period, the price and terms and conditions shall be the same as those agreed upon in the original contract, with no escalation or variation whatsoever.
6. The bidder must ensure that the delivery of dictionary will be completed within 15 days of receiving the Purchase Order.
7. The selected agency shall submit a complete proof of the Legal Dictionary, including the cover design, before undertaking bulk printing. No bulk printing shall be commenced without obtaining approval of the proof from the competent authority of the High Court of Orissa.
8. All corrections pointed out by the High Court of Orissa in the proof shall be incorporated by the agency at no additional cost. The agency shall be solely responsible for ensuring that all corrections communicated by the High Court of Orissa are incorporated correctly in the final printed copies.
9. The paper and other materials used shall strictly conform to the specifications prescribed in the Scope of Work. The printed matter shall be clear, sharp and legible, with uniform print quality throughout the dictionary. The pages shall be free from smudging, ghost printing, excessive ink marks, misprinting and other printing defects.
10. The binding shall be strong and durable. Thread stitching shall be properly executed and the pages shall remain firmly secured to the binding. The finished dictionaries shall have proper trimming, alignment, square corners, durable spine and neat overall finishing.
11. The cover made up of Leatherette material with foil stamping shall be subject to prior approval of the High Court of Orissa. The agency shall submit a physical as well as digital sample of the proposed cover for approval before bulk production.
12. The High Court of Orissa shall have the right to inspect the printed copies before or after delivery. If any copy is found defective or not conforming to the approved proof/specifications, the same shall be liable to rejection. The agency shall, at its own cost, replace all rejected/defective copies with conforming copies within the period stipulated by the High Court of Orissa.

13. The complete quantity shall be delivered within the period specified in the Work Order/Purchase Order issued by the High Court of Orissa. The agency shall make arrangements for transportation and safe delivery of the dictionaries at its own cost and risk.
14. Each copy shall be adequately protected against damage during transportation, handling and storage. The dictionaries shall be packed suitably in cartons/packages of appropriate strength.
15. The quoted rate shall be inclusive of all costs and expenses relating to designing, proof preparation, printing, paper, cover material, colour printing, binding, finishing, packing, transportation, loading, unloading and delivery, except statutory taxes/duties, if specifically admissible as per the tender conditions.
16. No additional payment shall be admissible for corrections, alterations in the proof, reprinting of defective copies, wastage, packing, transportation or any other work necessary for completion of the order in accordance with the approved specifications.
17. The content/material supplied by the High Court of Orissa shall be treated as confidential till the publication of the Legal Dictionary. The agency shall not reproduce, publish, distribute, disclose, share or use the content, design or any portion thereof for any purpose other than execution of the work order without prior written permission of the High Court of Orissa. The agency shall ensure that the supplied material is not misused or made available to any third party.
18. All manuscript/content, corrections, designs, layouts and other material supplied or approved by the High Court of Orissa shall remain the property of the High Court of Orissa. The agency shall not claim any right, title or interest over such material or use the same for any commercial or other purpose.
19. The agency shall not print any additional copies of the Legal Dictionary beyond the quantity authorized by the High Court of Orissa without prior written permission. Any excess/extra copies printed without authorization shall not confer any liability upon the High Court of Orissa to accept or pay for such copies.
20. All defective/rejected copies shall be replaced by the agency at its own cost and risk within the time specified by the High Court of Orissa.
21. The High Court of Orissa may, if considered necessary, inspect or arrange inspection of the printing/binding process and materials used for the work. Such inspection shall not relieve the agency of its responsibility to supply dictionaries conforming to the approved specifications.
22. In the event of failure to comply with the specifications, persistent delay, supply of defective material, breach of confidentiality, or any other material breach of the terms and conditions, the High Court of Orissa shall be entitled to take appropriate action, including cancellation of the Work Order, as per applicable rules and conditions.
23. The supplier is responsible for safe and secure transportation, ensuring no damage occurs during transit.

24. The authority reserves the right to amend, modify, withdraw or cancel any or all part of this tender document at any time, without assigning any reason thereof. Any such amendment will be communicated to all concerned through a Corrigendum/ Addendum.

25. Incomplete or conditional offers shall not be entertained.

D. PAYMENT TERMS:

No advance payment shall be made. Full payment will be made after satisfactory completion of the work and acceptance of the supplied copies by the High Court of Orissa, as specified in the tender document.

E. CONTACT INFORMATION:

For any queries or clarifications, please contact:

Name: Shri Santosh Kumar Dehury

Designation: Assistant Section Officer, Store and Purchase Section

Phone Number: 9556833655 / 8093820097

Dispute, if any, will be subject to jurisdiction of Courts at Cuttack or the High Court of Orissa, Cuttack.

- The **Technical Bids will be opened on 06.10.2026 at 11:30 AM**. Those who do not qualify in the technical bid, their financial bid will not be opened. The opening of the financial bids of the technically qualified bidders will be done on the same day at 4:00 PM.
- The authority reserves the right to reject any or all quotations without assigning any reasons thereof.

Memo No. 14644(02) Dated 22.09.2026

Copy forwarded to:

1. The Superintendent, IT Cell for uploading on the High Court of Orissa website.
2. Notice Board of the Court


Registrar (Judicial)

FORM OF TENDER**ANNEXURE-I**

The bidder must submit the Technical Bid in the prescribed format i.e. covering letter along with following documents fulfilling the eligibility criteria.

SL. NO.	SPECIFICATION	DETAILS
1	Name of the Bidder	
2	Name of the Company/ Firm	
3	Details of EMD: (Demand Draft Details)	DD No:
		Date:
		Amount (Rs.):
		Drawn on Bank:
4	Name of the Proprietor	
5	Full Address for Communication	Address:
		Telephone No.
		E-Mail Address.
6	Name & telephone number of the authorized person signing the bid	
7	Bank Details	Account Number:
		Bank and Branch Name:
		IFSC Code:
8	PAN No. (Attach self-attested copy)	
9	GSTIN (Attach self-attested copy)	
10	Experience in this field	
11	Acceptance of all the terms & conditions of the tender (Yes/ No)	
12	Tender Cost (Yes/ No)	
13	Whether claiming for exemption from the Earnest Money Deposit (EMD) (Yes/ No) If 'Yes' enclose a self-attested copy of the supportive document	
14	Please submit an undertaking as at ANNEXURE-III that no criminal case is pending with the police at the time of submission of bid. (submitted/ not submitted)	

I certify that the above Particulars submitted by me are true.

Date:

Place:

Authorized Signatory
Name of the Company/Firm

Seal of the Company/ Firm

FINANCIAL BID***1. Bidder Information***

Company Name		
Contact Person		
E-mail Address		
Contact Number(s)		
GST Registration Number		

2. Price Quotation

Particulars	Specification	Qty	Unit Price (Excluding GST)	Applicable GST	Total Amount
Designing And Printing of Legal Dictionary	▪ Size- 15.5cm x 23.5 cm (Approx.) ▪ Inner paper – 80 GSM Maplitho ▪ Inner Printing- Black & White ▪ Binding-Section sewn, Hard binding ▪ Cover- Leatherette with foil stamping ▪ Approx. Pages- 300 pages per copy ▪ Approx. 20,000 Legal Words	500 copies			

I/ We agreed to undertake the work subject to Terms and Conditions stipulated in the Tender Notice at the rate quoted above.

Signature:
(With Name and Seal of Firm)

Date:

Name of the Tender: *Notice inviting tender for selection of dealer for the designing and printing of legal dictionary for the High Court of Orissa, Cuttack*

UNDERTAKING

(To be typed on the Letter Head of Bidder)

I, _____ S/o / D/o _____
_____ Resident of _____
_____ do
solemnly pledge and affirm that,

1. I am the sole Proprietor/ Partner/ Director/ Authorized signatory of M/s.

2. No police case and/ or case by CBI/FEMA/Income Tax/ Sales Tax authorities are pending against the Proprietor/ Partner/ Director of the Firm/ Company (Agency) and also against the Firm/ Company. No case of arbitration under any previous/ continuing contract is pending against us as on date. (Indicate convictions (if any) against the above persons or Firm/ Company.)
3. The Proprietor/ Partner/ Director of the Firm/ Company (Agency) and also against the Firm/ Company has never been blacklisted by any Govt. Authority/ Organization.

**Signature
(Name)**