

THE HIGH COURT OF ORISSA: CUTTACK

Notice for Inviting Quotations for Empanelment of Vendors for executing live streaming of official events in High Court of Orissa, Odisha Judicial Academy and Odisha State Legal Services Authority.

Notice No. XXXIV-34/2021-1849, Dated: 01.02.2022

The Registrar (Judicial), Orissa High Court, Cuttack on behalf of Orissa High Court invites Expression of Interest (EoI) from experienced and authorised vendors/service providers for the purpose of being empanelled for executing live streaming of official events as per prescribed policy and guidelines in the High Court of Orissa, Odisha Judicial Academy and Odisha State Legal Services Authority. The application should be valid for 60 days.

Details of the terms and conditions are available in the website of High Court of Orissa (<https://orissahighcourt.nic.in>) under **Important Notices**.

High Court of Orissa, reserves the right to amend or withdraw any of the terms and conditions contained in the Notice or to reject any or all without giving any notice or assigning any reason thereof.


Central Project Coordinator

HIGH COURT OF ORISSA: CUTTACK

Notice No.XXXIV-34/2021 - 1848 / Dated: 01.02.2022

Inviting Expression of Interest for Empanelment of Vendors for executing live streaming of various official events of High Court of Orissa, Odisha Judicial Academy and Odisha State Legal Services Authority

High Court of Orissa hereby invites Expression of Interest (EoI) from experienced and authorised vendors/service providers for the purpose of being empanelled for executing live streaming of various official events as per prescribed policy and guidelines in the High Court of Orissa, Odisha Judicial Academy and Odisha State Legal Services Authority on the following terms and conditions:-

1. The participating vendors who meet the eligibility criteria as per **Annexure-'A'** shall be empanelled for the purpose of being considered for executing live streaming of official events as per requirement arising in the in the High Court of Orissa, Odisha Judicial Academy and Odisha State Legal Services Authority thereto from time to time during financial year-2022-23. Expression of Interest (EoI) implies willingness to be empanelled in accordance with terms and conditions of this notice.
2. Selected bidders after empanelment shall submit Performance Bank Guarantee to the tune of Rs.25,000/- in the name of **“The Registrar (Judicial), Orissa High Court, Cuttack”** drawn on **any Bank as named at Annexure-B** having validity till 31st May, 2023. In addition to the above, whenever any empanelled vendor is allocated with live streaming work, High Court of Orissa reserves the right to collect appropriate performance security / Performance Bank Guarantee (PBG) from the concerned empanelled vendors prior to awarding work order for live streaming of various events, in the name of **“The Registrar (Judicial), Orissa High Court, Cuttack”** drawn on **any Bank as named at Annexure-B**. The amount of the PBG shall be decided having regard to the nature and circumstances of each work.
3. The Annual Turn Over Certificate should be furnished in format as per **Annexure-'C'**.
4. The Court may call for Price lists/quotations from empanelled vendors for each work from time to time during period of empanelment.
5. All Annexure must be duly filled up and submitted.

FEE:

EoI be submitted along with fee of Rs. 1000/- (non-refundable) in the shape of DD drawn on any Bank as named at **Annexure-B**, in favour of The Registrar (Judicial), Orissa High Court, Cuttack.

TERMS AND CONDITIONS RELATING TO ELIGIBILITY OF VENDORS:

1. Proprietorships/ Agencies /Firms/ Companies who have the experience of conducting live streaming of official events or similar activities at commercial establishments (Central/State Government departments, Government & Public sector undertakings, Reputed Private companies/Establishments) for a period of atleast three years as on 31.01.2022 are eligible to apply for empanelment.
2. Applicants for empanelment should ensure that they have adequate technical equipments and manpower capacity to comply with requirements.
3. Services to be provided by the vendors through their own Technicians/ employees and not through any dealers/ distributors/ stockiest /franchisees etc., (No third-party firms/ companies/ persons are permissible.)
4. The empanelled Vendors have to provide service at High Court of Orissa, Odisha Judicial Academy and State Legal Services Authority.
5. By offering to execute live streaming of official events or similar activities, the vendor is giving an implicit confirmation to the Court of satisfactory discharge of live streaming process. The vendor should be in a position to provide experienced technicians and sufficient consumables required for satisfactory and uninterrupted live streaming.
6. Vendors are required to execute Agreement containing the terms of service, down-time, penalty, Non-disclosure, indemnity to Bank, etc. in Court's standard/uniform format, before undertaking the live streaming of official events or similar activities.
7. No outstation charges will be payable by the Court to any of the empanelled vendors for any work.
8. All the relevant documents are to be duly attested by the authorized signatory of the applicant organization.
9. Copies of the Balance Sheet, Profit and Loss Account and Turnover certificates for the last three financial years, duly certified by a Chartered Accountant are to be submitted.

10. The period of the empanelment of vendors shall be for a period of one financial year subject to their satisfactory performance. The Court reserves the right to de-panel the vendors at any point of time during the currency of the above empanelment, on sufficient cause.
11. The Technicians/persons to be deployed by the empanelled vendors to provide service should be the employees of the vendor and the vendor alone will be liable and responsible for the engagement, terms of employment, compliance of all labour laws, insurance cover, payment of minimum wages, etc., of such persons. The Court shall not be liable/ responsible for any claim by any such persons of whatsoever nature and the vendor shall indemnify the Court in respect of any such claim, if any, made by any person.
12. Strong support of technical staff with service of live streaming of official events or similar activities is a must for the vendors seeking empanelment. Necessary documentary proof be enclosed in this regard.
13. The Court reserves the right to upload any corrigendum in the site, regarding the advertisement for Empanelment. Therefore, the vendors are hereby requested to see the corrigendum in Court's website, if any, before last date for submission of applications for the Empanelment. Any further addendum/Corrigendum/extension in respect of above shall be posted only on Court's website and no separate notification shall be issued in newspaper.
14. The Empanelled vendors should always display their ID card prominently while in Court's premises.
15. The Engineers visiting Court locations for support shall have the experience/ expertise in conducting live streaming of official events, any delay due to lack of expertise, requirement of tools etc. should be avoided. Therefore, it should be ensured that all the terms and conditions are fulfilled and live streaming of official events or similar activities are being executed at the shortest possible time.
16. Court may conduct any nature of enquiry or call for any document at any stage of the empanelment process or thereafter for effective implementation of the work.
17. This tender is only for empanelling of the vendors. After the empanelment, rates of each work shall be called from shortlisted / empanelled vendors only.
18. The Court reserve rights to add new vendor / remove existing empanelled vendor as case may be during the contract period on sufficient cause.
19. No sub-contract will be awarded by the empanelled vendor to complete any live streaming related activities.

20. The Company should submit valid Authorisation or Service Provider Certificate. Such certificate/ Authentication of the Company should enclose a copy of relevant eligibility criteria with the covering letter.
21. The vendor should have adequate number of qualified Technicians/ Engineers & must submit a list of such qualified Engineers available with them, who can conduct the live streaming of official events or similar activities. The details of the certified Engineers should be provided with the Technical bid and the credentials of the Engineers will be verified.
22. Unmanaged equipments should not be used during the live streaming process under any circumstances.
23. By submitting of EoI for empanelment the bidder undertakes to adhere to all Terms and Conditions of this notice and the Terms and Conditions of the work orders which may be awarded for different works relating to live streaming of official events.
24. The High Court of Orissa reserves the right to blacklist or take any action as deemed fit and proper against any of the empanelled vendor, if it doesn't fulfill its obligation in accordance with terms & conditions of Tender after empanelment.
25. The Court may proceed to en-cash performance security in the event the concerned empanelled vendor doesn't fulfill its obligations in accordance with terms & conditions of Tender notice after its successful empanelment.
26. The Court reserves the right to have live streaming process executed through any Vendor other than the empanelled vendor in appropriate case.

METHOD OF WORK ALLOCATION

- When any project is to be executed, price quotations can be obtained from the empanelled vendors and work may be awarded to any of them following normal selection procedure having regard to cost- effectiveness.
- Depending on urgency, the time for submission of quotations by empanelled vendors may vary.
- The list of empanelled vendors shall be published in the Court's website.
- The Court may convene meeting with the applicants for the purpose of taking any decision regarding empanelment.

PRE EMAPNELMENT DEMONSTRATION

- High Court of Orissa reserves the right to ask the applicants to make demonstration of live streaming work with a view to making assessment regarding the capacity of such applicant to smoothly conduct live streaming.

LAST DATE OF APPLYING

- Last Date & Time for submission of application/ EoI for empanelment is 23.02.2022, on or before 5.00P.M.

HOW TO APPLY

- Application/ EoI supported with all relevant documents should be submitted by hand to the Registrar (Judicial), High Court of Orissa, during working hours of the Court.
- Any query or communication may be addressed to the email ID:- cpc-ori@ajj.gov.in

The Expression of Interest (EoI) should be addressed to the Registrar (Judicial), High Court of Orissa, Cuttack- 753002.

By Order

SM
1/2/2022

Registrar (Judicial),

High Court of Orissa, Cuttack

ANNEXURE-A

BIDDER INFORMATION/ ELIGIBILITY CRITERIA

| | | |
|---|---|---------------------|
| Registered Name of the Firm / Company, etc.: | | |
| Address of the Registered Office of the Firm / Company, etc.: | | |
| Telephone | Phone: Fax: | Official E-Mail ID: |
| Address of the Service Centre in Cuttack/Bhubaneswar: | | |
| Telephone | Phone: Fax: | Official E-Mail ID: |
| 1 | Contact Details of the Person in the Service Centre authorized to make communication with Orissa High Court | |
| 2 | Name | |
| | Designation | |
| | Phone/Mobile No. | |
| | Fax No. | |
| | E-Mail ID | |
| 3 | Company / Firm etc. Details | |
| | Type of Company (PSU / Pub. Ltd./Pvt. Ltd./OEM/ Authorized Business Partner, Proprietorship) | |

| | | | | |
|---|--|--|-----------|-----------|
| | Company / Firm Registration No. & Date of Registration | | | |
| | Year of Incorporation / establishment | | | |
| | GST Registration Certificate | | | |
| | PAN No. (Copy to be enclosed) | | | |
| 4 | Whether service provider is Company Owned / Franchise | | | |
| | Number of Permanent Technical Staff | | | |
| | Type of service work attended to | | | |
| | The bidder must have rendered services for similar works in any Government Department / Public Sector Undertaking in the last three years | Copies of Work Orders and reference of the Contact Person (Name, Contact Number) must be attached. | | |
| | Turnover of the bidder generated from services related to services relating to live streaming during the last three financial years should be at least of Rs.10 lakhs. Whether Annexure-C filled up? Yes/ No | | | |
| | The bidder should have authorized and globally accepted Certification (Up-to-date ISO Certification) | | | |
| 5 | Whether Self-Declaration of the bidder as to not black listed by any Government Department / PSU submitted? Yes/No | | | |
| 6 | Financials | 2018-19 | 2019-2020 | 2020-2021 |
| | i. Profit | | | |

| | | | | |
|----|---|-----------|--------------|--|
| | | | | |
| | ii. Whether Copies of Audited Balance Sheet & Profit and Loss A/c for the last three financial years are enclosed duly countersigned / signed by Chartered / Cost Accountant. | | | |
| 7 | Details of the Government Departments / Public Sector Undertakings where the firm is/was engaged in works relating to live streaming process along with Year | Year | Organisation | |
| | | 2018-19 | | |
| | | 2019-2020 | | |
| | | 2020-2021 | | |
| 9 | Copies of work order enclosed | | | |
| 10 | Demand Draft details | | | |
| | Details of Demand Draft towards Tender Cost (Issuing Bank Name and Place, DD No. and date of DD) | | | |
| 11 | Email ID where communication will be made for executing the project | | | |

Please enclose references towards above criteria in your bid documents mentioning page numbers of the said references in the bid document.

ANNEXURE-B

Banks authorised to handle the business and deposits of State Public Sector Undertakings (SPSUS) and State Level Autonomous Societies.

List of Public Sector Banks

1. State Bank of India
2. Indian Overseas Bank
3. UCO Bank
4. Bank of Baroda
5. Union Bank of India
6. Bank of India
7. Indian Bank
8. United Bank of India
9. Canara Bank
10. Allahabad Bank
11. Andhra Bank
12. IDBI Bank
13. Punjab National Bank
14. Syndicate Bank
15. Central Bank of India

List of Private Sector Banks

1. HDFC Bank
2. Axis Bank
3. ICICI Bank

List of Regional Rural Banks

1. Utkal Grameen Bank
2. Odisha Gramya Bank

List of Co-operative Banks

1. Odisha State Co-operative Bank

ANNEXURE-C:

Annual Turn-over Certificate

| Sl. No. | Year | Turn over per year in Rs. |
|---------|-----------|---------------------------|
| 1. | 2018-19 | |
| 2. | 2019-20 | |
| 3. | 2020-2021 | |

I, Sri < > on behalf of the company/Firm M/s < >, having designation < >, do hereby undertake that the information furnished by me in this format is accurate and true to the best of my Knowledge.

Name:

Designation:

Address:

Email:

Signature

Organization seal

Counter Signed

M/s-----

Chartered Accountant

Annexure-D

Acceptance of Terms & Conditions Contained In the EoI Documents

(To be submitted on the Letterhead of the responding organisation)

Date:

To

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

Sir,

I have carefully gone through the Terms & Conditions contained in the Notice No-
_____ regarding EoI for Inviting Expression
of Interest for Empanelment of Vendors for executing the work of live streaming of official
events in High Court of Orissa, Odisha Judicial Academy and Odisha State Legal Services
Authority.

I declare that all the provisions of this EoI 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-E

Self Declaration

(To be submitted on the Letterhead of the responding organisation)

Date : _____

Ref/EOI : _____

To

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

In response to the EoI Notice No. _____ Ms. /Mr. _____, as
a _____, I/We hereby declare that our organisation
_____ is having unblemished 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-F

Representative Authorization Letter

(To be submitted on the Letterhead of the responding organisation)

Date : _____

Ref/EoI : _____

To

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

Ms. /Mr. _____ is hereby authorised to sign relevant documents on behalf of
the organisation in dealing with EoI reference
No _____.

She/He is also authorised to attend meetings & submit technical & commercial information as
may be required by you in the course of processing above said application.

Thanking you,

Authorised Signatory with Seal

Representative Signature

Signature attested

Annexure- G
Compliance Check List

(To be submitted on the Letterhead of the responding organisation)

EoI No: _____

Please check whether following have been enclosed:-

| Sl. No | Enclosure description | Enclosed (Y/N) | Annexure/Attachment / Page No./ Envelop No. of the enclosure |
|---------------|---|-----------------------|---|
| 1. | Bidder Info/ Eligibility Criteria (Annexure-A) | | |
| 2. | Annual Turn-over Certificate (Annexure-C) | | |
| 3. | Acceptance of Terms & Conditions Contained In the EoI Documents (Annexure- D) | | |
| 4. | Self Declaration (Annexure-E) | | |
| 5. | Representative Authorization Letter (Annexure- F) | | |
| 6. | Declaration-Cum-Undertaking regarding Blacklisting/ Non-Blacklisting (Annexure-H) | | |

Signature and Seal of the Bidder

Place & Date

Annexure- H

Declaration-Cum-Undertaking regarding Blacklisting / Non-Blacklisting

(Non-blacklisted in organisation Letter Head)

To

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

Madam/Sir

In response to the Courts Notice No. _____ dated _____ regarding "EoI for Inviting Expression of Interest for Empanelment of Vendors for executing the live streaming works in High Court of Orissa, Odisha Judicial Academy and Odisha State Legal Services Authority", as an owner/ partner/ Director of (organization name) _____ I/ We hereby declare that presently our organisation/ firm is not under declaration of ineligibility for corrupt & fraudulent practices, blacklisted either indefinitely or for a particular period of time, or had work withdrawn, by any State/ Central government/ PSU.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Name of the Bidder:

Authorized Signatory:

Signature:

Seal:

Date: