

THE HIGH COURT OF ORISSA: CUTTACK

Tender Notice No. XXXIII-54/2021-22- 15690 / Dated: 14.10.2022

Invitation for Submission of Expression of Interest for Designing and Printing Annual Report of High Court of Orissa for the year-2022

The High Court of Orissa invites expression of interest (EoI) from experienced and professional agencies for designing and printing of the Annual Report of the High Court of Orissa for the year-2022.

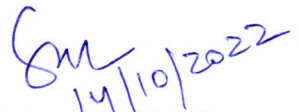
The bid document can be downloaded from the website of the High Court of Orissa “<http://www.orissahighcourt.nic.in/tender-notice/>” within stipulated time. The EoI must be submitted through offline mode (by hand or through registered post).

Tender Fee: Bids have to be submitted along with fee of ₹1000/- (non-refundable) in the shape of DD drawn on any Bank at **Annexure-4**, in favour of The Registrar (Judicial), High Court of Orissa, Cuttack as stipulated in Finance Department Circular No. 22857/F, Dt: 19.08.2021 in favour of The Registrar (Judicial), Orissa High Court, Cuttack.

1. 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 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
2. The last date for applying is 4th November, 2022 (during working hours). No applications or EoI received after 04.11.2022 shall be entertained.
3. No price quotations should be submitted at this stage.
4. No request for extension of time shall be allowed for completing the work.
5. 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.
6. The applicants should remain in readiness to showcase and submit design for the Annual Report upon short notice and upon finalization of the design, print the required number of copies of the Annual Report within the stipulated time.

7. 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.
8. 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 annual report as would be desired by the Court.
9. The Annual Report of the Court shall be designed and created in the digital format in addition to the physical format. The applicants should have sufficient expertise and resources to design and create the Annual Report in digital format besides designing and printing the same in physical format within the stipulated time.
10. 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 Annual Report.
11. The lowest bidder shall be awarded with the work of designing and printing the Annual Report on such terms and condition as may be fixed in this regard by the Court.
12. High Court of Orissa reserves the rights to award the work order of designing and printing the Annual Report to such other applicants as it deems proper in case the 1st lowest (L1) bidder fails to complete the work in accordance with the work order.
13. Court shall shortlist applicants found suitable for carrying out the work.
14. 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.
15. 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.
16. High Court of Orissa reserves the right to make any enquiry to examine the correctness of the statement made by the applicants.
17. All communications should be addressed to the Registrar (Judicial), High Court of Orissa, Cuttack, 753002.
18. Queries may be sent to the Registrar (Judicial), High Court of Orissa, Cuttack at e-mail ID- (rj.ohc-od@gov.in).
19. All disputes arising out of this matter shall be subject to jurisdiction of Courts at Cuttack.
20. Any suppression or misrepresentation of facts by any applicants shall make the bidder liable for disqualification and action according to law.

21. 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. 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.
22. 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.
23. 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.


14/10/2022
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 Annual Report of High Court of Orissa for the year 2022.

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 unblemished past record and has not been declared ineligible or
blacklisted 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.

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