

## **THE HIGH COURT OF ORISSA: CUTTACK**

### **NOTICE INVITING TENDER FOR SELECTION OF AGENCY FOR PREPARATION, DESIGN, PRINTING AND SUPPLY OF JUDICIAL CALENDAR OF ODISHA FOR THE YEAR 2024**

NOTICE NO. 17398

Date.03.11.2023

#### **TENDER CALL NOTICE**

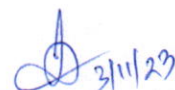
The High Court of Orissa invites sealed tenders in the prescribed format of the Court in conformity with detailed Tender Call Notice from Experienced and professional agencies for supply of Judicial Calendar of Odisha for the year 2024.

1. Date and Time of submission of Tender: Latest by **23.11.2023 (4:00 PM)**
2. Date and time of opening of Tender: on **24.11.2023 (11:30AM)**
3. Demand Draft of **₹500/-** (Non-Refundable) towards Tender Cost.
4. Demand Draft of **₹5,000/-** (Refundable) towards Earnest Money Deposit (EMD).
5. The tender in sealed cover addressing the **Registrar (Judicial), High Court of Orissa, Cuttack** should reach to the Court within stipulated date and time by Speed Post/ Registered Post/ by hand. No other mode of receipt will be entertained.
6. The caption "Tender for Preparation, Design, Printing and Supply of Judicial Calendar of Odisha, 2024" be super scribed on the sealed cover.
7. All the bidders are required to furnish the Technical Bid and Financial Bid as per ANNEXURE-1 & 2 in two separate sealed covers.
8. The "Technical Bids" will be opened on 23.11.2023 at **11:30AM** at the New Conference Hall, Old Building of the Court in presence of the bidders or their authorized representatives. The "Financial Bids" of qualified bidders will be opened thereafter or on any suitable date and time under intimation to the qualified bidders.
9. The Court reserves the right to accept any tender irrespective of the price bid and not bound to accept the lowest bidder.

Bid Document can be downloaded from the website of the High Court of Orissa <https://www.orissahighcourt.nic.in/tender-notice/> within stipulated time.

Bid not confirming the aforementioned requirements are liable to be rejected.

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



**Assistant Registrar (Admin.)**

**NOTICE INVITING TENDER FOR SELECTION OF AGENCY FOR PREPARATION,  
DESIGN, PRINTING AND SUPPLY OF JUDICIAL CALENDAR OF ODISHA FOR THE  
YEAR 2024**

**TENDER COST**

1. A Non-refundable Tender Cost of **₹500/- (Rupees Five Hundred only)** in shape of Demand Draft in favour of the Registrar (Judicial), High Court of Orissa Payable at Cuttack must be submitted along with the tender.
2. The Organization's name should be mentioned on the reverse side of the Demand Draft.
3. Bids without Tender Cost or inadequate Tender Cost shall be summarily rejected.

**EARNEST MONEY DEPOSIT**

A Refundable Earnest Money Deposit (EMD) of **₹5,000/- (Rupees Five Thousand only)** in shape of Demand Draft in favour of the Registrar (Judicial), High Court of Orissa payable at Cuttack must be submitted along with the tender.

**PERFORMANCE SECURITY**

The successful bidder will be required to pay a Security Deposit of @ **10%** of the total amount of the Purchase Order, in shape of Bank Guarantee/Fixed Deposit Receipt (FDR) before confirmation of the tender. 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.

**TERMS AND CONDITIONS**

1. Paintings will be supplied by the Court and caption of the Paintings will be printed at bottom of the Paintings.
2. **Page Layout:**
  - (i) The cover page of the Calendar (78 GSM mat finished J. K/ Imported Art paper) will show the Logo of High Court of Orissa on top, a text showing 'JUDICIAL CALENDER OF ODISHA, 2024' in the middle and a picture of Heritage Building of Orissa High Court at the bottom.
  - (ii) The inner pages with six sheets shall be of 170 GSM JK/ Imported Art Paper. One painting (Showing achiever's name and details at bottom left and name of the month & year at bottom right) in each page (12 photos in 6 sheets) will be printed on the top portion with logo of High Court of Orissa along with a caption namely "JUDICIAL CALENDER OF ODISHA" and the bottom portion of each page will show Calendar for one month both for 'High Court of Orissa' and

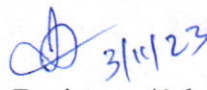
Calendar for one month both for 'High Court of Orissa' and 'Civil & Criminal Court' along with a footnote displaying "Selected from among \_\_\_ paintings on the theme '**GLOBAL WARMING**' painted by school children.

- (iii) The bid participants may visit to the Store and Purchase Section of High Court of Orissa to see the sample of previous year's Judicial Calendar of Odisha.
3. The Calendar shall be separately packed containing 25 pieces each.
  4. The Sundays and other holidays should be printed in the Calendar in red color.
  5. Rate should be quoted **inclusive of all taxes**.
  6. The Calendar shall be delivered at Store and Purchase Section of High Court of Orissa, Cuttack free of transportation cost.
  7. Each calendar must have of Fabrication Spiral binding of 17" long with an iron stick and back supporting pulp board of 2".
  8. The Design and the inner contents of the Judicial Calendar may be subject to change as per requirement of the Court which the successful bidder shall have to carry out.
  9. Calendar shall reach us within 15 days of the date of issue of the work order.
  10. For any query/ clarification, the Person-in-charge of the Store & Purchase Section of the Court may be contacted in person or over Phone no.-**8847822308**.
  11. Due to paucity of time, Court may call for Price quotation of sole eligible bidder if no other bidder is found suitable for the work.
  12. 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.

This Notice inviting tender shall form a part of the contract document.

Incomplete or conditional offers shall not be entertained.

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

 3/11/23  
Assistant Registrar (Admin.)

Memo No. 17399

Date. 3.11.2023

Copy forward to the Superintendent, Computer Section with a request to upload the same in the official website of the Court for information of the public.

 3/11/23  
Assistant Registrar (Admin.)

## TECHNICAL BID

The bidder has to 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 Tender Cost (Demand Draft Details)	DD No:
		Date:
		Amount(Rs.):
		Drawn on Bank:
4	Details of EMD: (Demand Draft Details)	DD No:
		Date:
		Amount(Rs.):
		Drawn on Bank:
5	Name of the Proprietor	
6	Full Address for Communication	Address:
		Telephone No.
		E-Mail Address.
7	Name & telephone number of the authorized person signing the bid	
8	Bank Name	Account Number:
		Bank and Branch Name:
		IFSC Code:
9	PAN No. (Attach self-attested copy )	
10	GSTIN (Attach self-attested copy)	
11	Experience (if any) in this field	
12	Acceptance to all the terms & conditions of the tender (Yes/ No)	

13	Please submit an undertaking that no criminal case is pending with the police at the time of submission of bid. (submitted/ not submitted)	
14	Kindly mention the total number of pages in the tender document	

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

The bidder shall submit the Financial Bid in the prescribed format in sealed cover.

PARTICULARS	SPECIFICATION	Quantity	COST (per unit)	GST	TOTAL
Preparation, Design, Printing and Supply of wall hanging Judicial Calendar of Odisha, 2024	<ul style="list-style-type: none"> <li>• Size- (44 x 57) cm</li> <li>• <b>Cover Page:-</b> 78 GSM J.K/Imported Art paper</li> <li>• <b>Inner pages:-</b> 170 GSM J.K/Imported Art paper</li> <li>• Multi colour offset printing both side for inner 6 sheets and cover page (Single side) including spiral binding with hanger</li> </ul>	2500 (approx.) nos. (Quantity may increase or decrease)			

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: