

**THE HIGH COURT OF ORISSA, CUTTACK**  
**STORE AND PURCHASE SECTION**  
**TENDER NOTICE**

File No.III-A-01/2021

No. 11935 Dtd. 18/10/2021

Sealed Tenders(Technical and Commercial offer) are invited from the intending bidders for supply of at least 900 nos. of deep navy blue coloured coat (of any reputed /branded material) for both male and female employees of this Court. The quantity is approximate and likely to vary.

The bidders have to quote their price either for stitched coat or the rate of material per meter as well as stitching cost per coat separately or for both to the undersigned on or before **3<sup>rd</sup> of November 2021** by **3.00 P.M.** which will be opened on the same date **at 4.00 P.M.**

Any corrigendum, updates etc. relating to this advertisement shall be published in our official website [www.orissahighcourt.nic.in](http://www.orissahighcourt.nic.in). Therefore interested bidders may regularly visit our website for updates. Any enquiry regarding aforesaid matter can be made by contacting the Superintendent (Store and Purchase Section) Mob. No.- 9437128781 or can personally visit the section for any clarification before quoting the rates on any working days between 10.00 A.M. to 5.00 P.M.

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

  
18.10.21

**Assistant Registrar(Admn.)**

Memo No. 11936 (2) Dtd. 18/10/2021

Copy forwarded to the:

1. Office Notice Board
2. Superintendent, Computer section for uploading in the OHC website

  
18.10.21

**Assistant Registrar(Admn.)**

## **TERMS AND CONDITIONS OF THE TENDER**

1. **Tender Cost**- A non-refundable tender cost for Rs. 1000/- in favour of the Registrar(Judicial), The High Court of Orissa, Cuttack payable at SBI, Main Branch, Cuttack in shape of Demand Draft.
2. **Earnest Money Deposit(EMD)**- Bids security declaration form as per Annexure-I
3. **Documents Required**- GSTIN No., GST Clearance Certificate, IT Return for last financial year 2020-2021
4. **Sample of Cloth**- Sample cloth of 5" X 5" size with brand name to be enclosed with tender papers.
5. The bidder must have minimum turnover of Rs. 5,00,000/- per year during each of the last three years.
6. **Performance Security Deposit (PSD)**- Rs. 50,000/- only in shape of Demand Draft in favour of the Registrar(Judicial), The High Court of Orissa, Cuttack payable at SBI, Main Branch, Cuttack will have to be made within 7 days of receipt of purchase order by the successful bidder which will be withheld or forfeited in full or in part in case of violation of any terms and conditions of the Tender or not execution of work satisfactorily or within stipulated period. The PSD shall remain valid for a period of sixty(60) days beyond the date of completion of all contractual obligations by the successful bidder.
7. **Delivery**- The Delivery of prescribed coat shall be within 30 days of receipt of Purchase Order.

**TECHNICAL BID**  
**Tender No.-                      Dtd. 18.10.2021**  
**Date of opening of tender- 03.11.2021 (4.00 P.M.)**

1. Name of the bidder/tailoring firm:
2. Address of the bidder/tailoring firm :
3. Contact Details of the bidder/tailoring firm: (a) Tel. No. with STD Code  
..... (b) Mobile No..... (c) E-mail.....  
(d) Website if any.....
4. Bidder/tailoring firm's bank and its address and his current account number:
5. Copies of Permanent Account Number (PAN)/GST/Income Tax Circle of the bidder/tailoring firm
6. Annual turnover for the last three years (a/c statements or balance sheets for last three years should be attached)
7. Proof of experience in undertaking of stitching/tailoring work of official uniforms/suits in bulk to Ministries/PSUs/Govt. Depts./Corporate Institutions, etc. (Orders - two copies each of the last 3 years- received from Ministries/Govt. Depts./PSUs/Corporate/reputed organizations/Institutions should be enclosed)
8. Any other information /document: please specify  
N.B. Bidders/tailoring firms to ensure that all  
(i) Pages have been signed and stamped by the authorized persons  
(ii) Pages have been numbered  
(iii) Documents are legible (clearly readable)

I/we certify that the information furnished above is true and correct. The terms and conditions are acceptable to us.

Dated..... Name & Address of bidder/Tailoring firm.....

**Authorised Signature**  
**With Seal of the bidder/tailoring firm**

**FINANCIAL BID**

**From**

-----  
-----  
-----

**To**

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

Sir,

I/we have gone through, understood fully and declare that I/ we shall abide by the terms and conditions detailed in the tender document for supplying stitched coat / cloth or undertaking the stitching work for the employees of this Court.

The offered price for stitched coat / material / stitching cost are as under.

<b>Name of the bidder/tailoring firm</b>	<b>Rate of Stitched Coat per pc.</b>	<b>price of material (per meter) with brand name</b>	<b>stitching cost per coat</b>	<b>Remarks (if any)</b>

Dated..... Name & Address of bidder/Tailoring firm.....

**Authorised Signature  
With Seal of the bidder/tailoring firm**

**BID SECURITY DECLARATION FORM**

(To be submitted on Bidder's Letter head)

Dated

To

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

Ref.:- Your Tender Notice No. \_\_\_\_\_ dated \_\_\_\_\_

Sir,

This is with reference to your above mentioned Tender for supply of either stitched coat or materials with stitching cost for the employees of the Court. I/We hereby declare that :-

I/We understand that according to your conditions, bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of two years from the date of notification if I am / We are in a breach of any obligation under the bid conditions, because I/We have withdrawn /modified/amended, impairs or derogates from the tender, my/our bid during the period of bid validity specified in the form of Bid.

I/We understand this Bid Security Declaration shall cease to be valid if I am / we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my / our Bid.

Date: ----/---/2021

Authorised Signatory:

Name:

Designation:

Place:

Contact No.:

Email.:

Company seal