

# **HIGH COURT OF ORISSA: CUTTACK**

Tender Notice No. OHC-COMP-MS-0004-2022- 13792 ; Dated: **03.09.2024**


**Invitation for Submission of  
Expression of Interest for Designing,  
Printing & Developing the Annual  
Report of the High Court of Orissa,  
2024 & its web version.**

High Court of Orissa invites Expression of Interest from experienced and professional agencies for designing, printing & developing the Annual Report of the High Court of Orissa, 2024 & its web version under the following terms and conditions:-

1. The bid document can be downloaded from the website of the High Court of Orissa “<https://www.orissahighcourt.nic.in/tender-notice/>” within stipulated time. The EoI must be submitted through offline mode (by hand or through registered post).
2. **Tender Fee**: No tender fee is required if the bidder submits the required tender document by downloading the same from the High Court Website or Notice, as per **Rule 223(iv) of OGFR (Odisha General Financial Rule) 2023, Finance Department, Government of Odisha.**
3. 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**
4. The last date for applying is **24.09.2024** (during working hours). No applications or EoI received after **24.09.2024** shall be entertained.
5. No price quotations should be submitted at this stage.
6. No request for extension of time shall be allowed for completing the work.
7. 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.

8. The applicants should remain in readiness to showcase and submit design for the Annual Report upon & its web version short notice and upon finalization of the design, print & develop the required number of copies of the Annual Report & its web version within the stipulated time.
9. 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.
10. 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 & its web version as would be desired by the Court.
11. 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 web version of Annual Report in digital format besides designing, printing & developing the same in physical format within the stipulated time.
12. 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 web version of Annual Report.
13. The lowest bidder shall be awarded with the work of designing, printing & developing the Annual Report & its web version on such terms and conditions as may be fixed in this regard by the Court.
14. High Court of Orissa reserves the rights to award the work order of designing, printing & developing the Annual Report & its web version to such other applicants as it deems proper in case the 1<sup>st</sup> lowest (L1) bidder fails to complete the work in accordance with the work order.
15. Court shall shortlist applicants found suitable for carrying out the work.
16. 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.
17. 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.

18. High Court of Orissa reserves the right to make any enquiry to examine the correctness of the statement made by the applicants.
19. All communication should be addressed to the Registrar (Judicial), High Court of Orissa, Cuttack, 753002.
20. Queries may be sent to the Registrar (Judicial), High Court of Orissa, Cuttack at **e-mail ID- ([rj.ohc-od@gov.in](mailto:rj.ohc-od@gov.in))**.
21. All disputes arising out of this matter shall be subject to jurisdiction of Courts at Cuttack.
22. Any suppression or misrepresentation of facts by any applicant shall make the bidder liable for disqualification and action according to law.
23. The number of copies to be printed shall be informed to the successful bidder at the time of issuance of Purchase order. The additional order (if required), shall be provided by the successful Bidder after the purchase order, at the same price under the same terms and conditions as in this tender.
24. 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.
25. All intimations, corrigendum and notifications with regard to this tender shall be published on the Court's website. Hence, bidders should regularly visit the website to check latest intimations, corrigendum and notifications regarding this tender.

  
30/01/2024

**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 invites expression of interest from experienced and professional agencies for designing, printing & developing the Annual Report of the High Court of Orissa, 2024 & its web version.

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 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-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 along with 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.