

HIGH COURT OF ORISSA: CUTTACK

Tender Notice No. **XXXIII- 54-2021-22- 16230/** Dated: 10.10.2025

Invitation for Submission of Expression of Interest for Designing, Printing & Developing the Annual Report of the High Court of Orissa, 2025 & 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, 2025 & 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 "<http://www.orissahighcourt.nic.in/tender-notice/>" within stipulated time. The EoI must be submitted through offline mode (by hand or through registered post).
2. 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. A copy of the valid registration certificates as per the OGST & IT act must be submitted by the bidder for the purpose of deduction of Tax at Source (TDS).
 - d. Undertaking to abide by the terms and conditions of the tender notice as per **Annexure-1** and the work order
 - e. 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**.
 - f. Details as per **Annexure-3**.
 - g. the model Bank Guarantee format for performance security is enclosed at **Annexure-5**.
3. The last date for applying/submitting the EOIs is **30.10.2025** (during working hours). No applications or EoI received after **30.10.2025** shall be entertained.

4. Both Technical and Financial Bids shall be submitted simultaneously in a single sealed envelope, clearly superscribed as such. Price quotations are to be included in the Financial Bid only, as per the specifications mentioned in **Annexure-4**.
5. The successful bidder at the time of execution of agreement shall have to furnish an unconditional and irrevocable Performance Bank Guarantee (As per Rule 213(i) of the O.G.F.R, 2023) of an amount equal to 5% of the total order value of the contract drawn on any Bank (as stipulated in Finance Department Circular No. 22857/F, Dt: 19.08.2021) in favour of "The Registrar (Judicial), Orissa High Court, Cuttack" within 7 days of issue of work order and should be valid for the period of 60 days beyond the date of completion of contractual obligations of the service provider including warranty obligations as stipulated in para-22 of Finance Department Office Memorandum No. 4939/F, dtd. 13.02.2012, towards Performance Security. In this regard, the model Bank Guarantee format for performance security is enclosed at **Annexure-5**.
6. The Bank Guarantee shall be valid for the entire supply contract period, subject to the terms and conditions in the Bank Guarantee, at the end of the contract the Bank Guarantee will be returned to the bidder.
7. The Bank Guarantee shall be discharged / returned by the Court upon being satisfied that there has been due performance of the obligations of the bidder under the contract. However, no interest shall be payable on the Bank Guarantee
8. In the event of the bidder being unable to service the contract for whatever reason, the Court shall revoke the Bank Guarantee.
9. In case the successful bidder is not able to execute the work as per the agreement and terms and conditions of the contract after accepting the contract, the firm will be debarred from any further dealing with the Court. The performance security submitted by the bidder shall also be forfeited and the Court shall revoke the Bank Guarantee
10. No request for extension of time shall be allowed for completing the work.
11. 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.

12. 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.
13. 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.
14. 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.
15. The lowest bidder shall be awarded with the work of designing, printing & developing the Annual Report & its web version on such terms and condition as may be fixed in this regard by the Court.
16. High Court of Orissa reserves the rights to award the work order of designing, printing & developing the Annual Report & its web version to the second lowest (L2) bidder in case the 1st lowest (L1) bidder fails to complete the work in accordance with the work order.
17. High Court of Orissa reserves the right to make any enquiry to examine the correctness of the statement made by the applicants.
18. All communication should be addressed to the Registrar (Judicial), High Court of Orissa, Cuttack, 753002.
19. Queries may be sent to the Registrar (Judicial), High Court of Orissa, Cuttack at **e-mail ID- (rj.ohc-od@gov.in)**.
20. All disputes arising out of this matter shall be subject to jurisdiction of Courts at Cuttack.
21. Any suppression or misrepresentation of facts by any applicant shall make the bidder liable for disqualification and action according to law.

22. The number of copies to be printed shall be communicated to the successful bidder at the time of issuance of the Purchase Order. Any additional requirement, if necessary, shall be placed through a separate Purchase Order to the successful bidder, at the same price and under the same terms and conditions as specified in this tender.
23. 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.
24. 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.


Registrar (Judicial)
10/10/24

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, 2025 & 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 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.

ANNEXURE-4

Specifications for Designing, Printing & Developing the Annual report of the High Court of Orissa, 2025 & its web version

1. Designing of Annual Report

- Photography
- Digital Conversion for web
- Printing
- Matt Lamination on cover & dust jacket
- UV, Embossing on cover & dust jacket
- Hardbound with bookmark

2. Printing Specification

- Matter Art Paper
- 4 colors offset printing
- Paper-130 GSM (inner)
- Dust jacket in 170GSM board
- Slip in case board (thick board-300 GSM)

N. B: 1. No. of pages-400 (approx.)

2. No. of Copies-350 nos.

ANNEXURE-5

Model Bank Guarantee Format for Performance Security

To

The Registrar (Judicial),

Orissa High Court, Cuttack.

WHEREAS..... (name and address of the service provider) (hereinafter called "the service provider") has undertaken, in pursuance of work/ purchase order no..... dated to supply (services) (herein after called "the contract") for the Registrar (Judicial), High Court of Orissa, Cuttack to be engaged at High Court of Orissa and District & Subordinate Courts across the State.

AND WHEREAS it has been stipulated by you in the said work/ purchase order that the service provider shall furnish you with a bank guarantee by any Bank as stipulated in Finance Department Circular No. 22857/F, Dt: 19.08.2021 of Govt. of Odisha for the sum specified therein as performance security for compliance with its obligations in accordance with the work/ purchase order;

AND WHEREAS we (name and address of Bank) have agreed to give the Service provider) such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the service provider, up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the service provider to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waived the necessity of your demanding the said debt from the service provider before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the service provider shall in any way release us from any liability under this guarantee and we hereby waived notice of any such change, addition or modification.

This guarantee shall be valid until the day of, 20.....

Our..... branch at* (Name & Address of the* branch) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our* branch a written claim or demand and received by us at our* branch on or before Dt.....otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....
(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer
.....

Seal, name & address of the Bank and address of the Branch