

THE HIGH COURT OF ORISSA: CUTTACK

NOTICE INVITING TENDER FOR SELECTION OF DEALER(S) FOR THE SUPPLY AND INSTALLATION OF 50 Nos. OFFICE CHAIRS FOR THE HIGH COURT OF ORISSA, CUTTACK

NOTICE NO. III-A-26/13(PF-II)/ 17097

Date.28.10.2025

TENDER CALL NOTICE

Sealed quotations in the prescribed format at ANNEXURE-I are invited from the intending Bidders having valid GSTIN under OGST Act 2017 and PAN for the supply, delivery and installation of 50 nos. revolving office chairs. Interested Bidders may quote either **Model 1, Model 2**, or both, as per the specifications detailed in the tender document.

Bidders are required to submit the Technical and Financial Bids separately. The bids in sealed Cover-I containing "Technical Bid" and sealed Cover-II containing "Financial Bid" should be placed in a third sealed cover super-scribed as "**Quotations for Office Chairs**" must reach the address of "Registrar (Judicial), High Court of Orissa, Cuttack" on or before 4 P.M. of 17.11.2025 by speed post/registered post / courier & can also be directly submitted at the Admin Diary Section of the High Court of Orissa, Cuttack. The bid documents containing eligibility criteria, scope of work, term and conditions of the tender can be downloaded from the official website of the High Court of Orissa, Cuttack <https://www.orissahighcourt.nic.in/tender-notice/>

The Office shall not be responsible for any kind of Postal transit delay. The quotations shall be opened on the scheduled date in the presence of quotationers or their authorized representatives as tabled below.

• **Tender Schedule:-**

Sl. No.	Bidding Schedule	Deadline	
		Date	Time
1	Date of issue of Tender Documents	28.10.2025	11:30 AM
2	Bid due date and time	17.11.2025	4:00 PM
3	Opening of Technical bids	18.11.2025	11:30 AM
4	Opening of Financial bids	To be intimated later	

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


 Assistant Registrar (Admin.)

A. TECHNICAL BID

1. Duly filled Tender Form as per ANNEXURE-I
2. Self-attested GST Registration Certificate
3. Self-attested copy of PAN
4. Self-attested copy of certificate showing IT return for the last three Financial years i.e., 2024-25, 2023-24, 2022-23.
5. Certificate showing Annual Turnover of the bidder for the Financial Year of 2024-25, 2023-24 and 2022-23.
6. Bidders may, if available, submit a self-attested copy showing any past experience in supplying similar office furniture within the last three (3) years. Submission of such documentation is not mandatory but may be considered favorably during evaluation.
7. Bidders who want to obtain the tender documents from the office must pay a **non-refundable Tender Cost of ₹ 500/-** (Rupees Five Hundred only) in shape of Demand Draft in favour of the Registrar (Judicial), the High Court of Orissa payable at Cuttack. However, if the tender documents are downloaded from the official website of the High Court of Orissa, no tender fee will be required.
8. A **refundable Earnest Money Deposit of ₹ 10,000/-** (Rupees Ten Thousand only) in shape of Demand Draft in favour of the Registrar (Judicial), the High Court of Orissa, payable at Cuttack must be submitted along with the tender.
9. Address and contact details of firm.

B. PERFORMANCE SECURITY

The successful bidder(s) will be required to pay a Security Deposit of **5% of the total financial involvement (Excluding GST)** in the shape of Bank Guarantee/Fix Deposit Receipt (FDR) before supply of the required goods. 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. The Performance Security shall be refunded after successful completion of the event as per the Rules.

C. SCOPE OF WORK:

The High Court of Orissa invites bids for the supply, delivery, and installation of a total of fifty (50) new office chairs. The tender is for the supply of **only one model** of chair, in the full quantity of 50 units. The model must be chosen from the two pre-approved options listed below.

Bidders are required to quote for either Model-1 or Model-2 or both. Bids offering any model other than those specified will be considered non-responsive.

Approved Chair Models

Bidders must quote for one of the following two models or both, ensuring the exact product name and colour are as specified:

- **Option A: Model-1**

- a. **Product Name:** SOS Nexa Mid
- b. **Colour:** Black

- **Option B: Model-2**

- a. **Product Name:** Nilkamal Astor Mid Back Mesh Office Chair
- b. **Colour:** Black

D. TERMS AND CONDITIONS:

1. The price quoted by the bidder in the Financial Bid (*in the specified format at ANNEXURE-II, Page- '6' of the tender document*) shall be inclusive of all costs until the final installation. This includes:
 - a) Cost of the goods themselves
 - b) Delivery to the specified location(s) within the High Court of Orissa
 - c) All Packaging, Unloading, Assembly and Installation charges
 - d) And; any other allied charges
2. Goods and Services Tax (GST) shall be shown separately as a clear and distinct line item in the Financial Bid. The applicable GST rate and the corresponding amount must be indicated, which will be paid on the total taxable value of the supply, in addition to the all-inclusive price quoted.
3. Any financial bid that does not confirm this requirement, for example, by quoting a price that is exclusive of delivery or installation, or by including GST within the unit price shall be treated as non-compliant and may be liable for rejection.
4. The quoted prices shall remain firm and valid for a period of one year from the date of award of the Tender. The High Court of Orissa reserves the right to place repeat orders for the supplied chair model(s) with the successful bidder at any point during the contract period, which shall be **one year from the date of the award**. For any such repeat orders placed within this one-year contract period, the price and terms and conditions shall be the same as those agreed upon in the original contract, with no escalation or variation whatsoever.
5. The bidder must ensure that the chairs are delivered within 30 days of receiving the Purchase Order.
6. The supplier is responsible for safe and secure transportation, ensuring no damage occurs during transit.
7. Delivery must include all necessary components, accessories, and assembly hardware.
8. Installation must be completed without any damage to the premises. The bidder will be responsible for any damage caused during the delivery or installation process.
9. Installation must be completed within 07 days of delivery at the designated locations within the High Court of Orissa, Cuttack.

10. The supplier must ensure that all items are fully functional and meet the quality standards after installation.
11. The supplier shall provide comprehensive product support during the warranty period at no additional cost. Beyond the warranty period, support shall be rendered as and when required on a chargeable basis, subject to applicable fees. The supplier shall make sure that the necessary support services are delivered within one (1) to two (2) working days of any maintenance-related instruction or request.
12. The authority reserves the right to amend, modify, or withdraw any part of this tender document at any time before the final deadline for submission, without assigning any reason thereof. Any such amendment will be communicated to all concerned through a Corrigendum.
13. Incomplete or conditional offers shall not be entertained.

E. PAYMENT TERMS:

No advance payment shall be made. Full payment will be made upon successful delivery, installation, and inspection of the chairs as specified in the tender document.

F. CONTACT INFORMATION:

For any queries or clarifications, please contact:

Name: Shri Santosh Kumar Dehury

Designation: Assistant Section Officer, Store and Purchase Section

Phone Number: 9556833655

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

- The **Technical Bids will be opened on 18.11.2025 at 11:30 AM**. Those who do not qualify in the technical bid, their financial bid will not be opened. The opening of the financial bids of the technically qualified bidders will be done on the same day or a suitable date, which will be intimated later.
- The authority reserves the right to reject any or all quotations without assigning any reasons thereof.

Memo No. 17098 (1) Dated 28.10.2025

Copy forwarded to:

1. The Superintendent, IT Cell for uploading on the High Court of Orissa website.


Assistant Registrar (Admin)

FORM OF TENDER

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 EMD: (Demand Draft Details)	DD No:
		Date:
		Amount (Rs.):
		Drawn on Bank:
4	Name of the Proprietor	
5	Full Address for Communication	Address:
		Telephone No.
		E-Mail Address.
6	Name & telephone number of the authorized person signing the bid	
7	Bank Details	Account Number:
		Bank and Branch Name:
		IFSC Code:
8	PAN No. (Attach self-attested copy)	
9	GSTIN (Attach self-attested copy)	
10	Experience in this field (if any)	
11	Acceptance of all the terms & conditions of the tender (Yes/ No)	
12	Please submit an undertaking as at ANNEXURE-III that no criminal case is pending with the police at the time of submission of bid. (submitted/ not submitted)	

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

<i>1. Bidder Information</i>					
Company Name					
Contact Person					
E-mail Address					
Contact Number(s)					
GST Registration Number					
<i>2. Price Quotation</i>					
Sl. No.	Brand & Model	Quantity	Unit Price (Excluding GST)	Any other Charges	Total Amount
Model-1	SOS (Nexa Mid (Black))	50 pcs.			
or Model-2	or Nilkamal (Astor Mid Back Mesh Office Chair (Black))				
<i>3. GST & Grand Total</i>					
Description	Amount		Remarks		
	Model-1	Model-2			
Total Goods Value					
SGST @ ___%					
CGST @ ___%					
Total Tax amount					
Grand Total					

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:

Name of the Tender: *Notice inviting tender for selection of dealer for the supply and installation of 50 nos. office chairs for the High Court of Orissa, Cuttack*

UNDERTAKING

(To be typed on the Letter Head of Bidder)

I, _____ S/o / D/o _____

_____ Resident of _____

_____ do

solemnly pledge and affirm that,

1. I am the sole Proprietor/ Partner/ Director/ Authorized signatory of M/s.

2. No police case and/ or case by CBI/FEMA/Income Tax/ Sales Tax authorities are pending against the Proprietor/ Partner/ Director of the Firm/ Company (Agency) and also against the Firm/ Company. No case of arbitration under any previous/ continuing contract is pending against us as on date. (Indicate convictions (if any) against the above persons or Firm/ Company.)
3. The Proprietor/ Partner/ Director of the Firm/ Company (Agency) and also against the Firm/ Company has never been blacklisted by any Govt. Authority/ Organization.

**Signature
(Name)**