

# THE HIGH COURT OF ORISSA: CUTTACK

## NOTICE INVITING TENDER FOR SELECTION OF DEALER FOR PROCUREMENT OF SHOES FOR 265 Nos. ELIGIBLE EMPLOYEES OF THE HIGH COURT OF ORISSA, CUTTACK

NOTICE NO. 360 Date.09.01.2026

### 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 supply of at least 265 pair (244 nos. male employees and 21 nos. female employees) of Leather or Leatherette make **Black Half Shoes without lace of different sizes** for employees of the High Court of Orissa, Cuttack. The Tender document will be received in the address, the Registrar (Judicial), High Court of Orissa, Cuttack either through Speed Post/ Registered Post or in hand during Office hours. The last date and time for receipt of Tender documents is **29.01.2026 by 4:00 PM**. The Office shall not be responsible for any kind of Postal transit delay. The quotations shall be opened on the scheduled date in presence of quotationers or their authorized representatives.

#### Note:

1. Shoes shall be of reputed brands like Sreeleathers, Bata, Khadim, Prince etc.
2. Shoes may increase or decrease in number.
3. The price range of shoes shall vary between ₹800 to ₹1,300/-.
4. Dealers need to produce Sample of the shoes during the time of Financial Bid evaluation.

The quotationer must submit two bids separately i.e. "Technical Bid" and "Financial Bid" in two separate envelopes. **The Technical Bid and the Financial Bid should be sealed by the bidder in separate covers duly superscribed as "Technical Bid" and "Financial Bid" respectively.** Both these sealed covers are to be put together in a bigger envelope which should also be sealed and duly superscribed **"Quotation for Shoes"**.

**A. TECHNICAL BID** should contain following documents:

1. Duly filled Tender Form as per **ANNEXURE-I**
2. Self-attested GST Registration Certificate
3. Self-attested copy of PAN
4. 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, Cuttack. However, if the tender documents are downloaded from the official website of the High Court of Orissa, no tender fee will be required.

5. **A refundable Earnest Money Deposit of Rs. 6,500/-** (Rupees Six Thousand Five Hundred only) in shape of Demand Draft in favour of the Registrar (Judicial), the High Court of Orissa, Cuttack.
6. Address and contact details of firm. (Local address of business place at Cuttack with contact details)
7. An undertaking in the form of a self-declaration affirming that the bidder is not blacklisted or by any Government Department/ PSU/ autonomous body, to be submitted as at **ANNEXURE-II**.

**B. PERFORMANCE SECURITY**

The successful bidder will be required to pay a Security Deposit of **5% of the total financial involvement** in 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. CONTRACT PERIOD**

The period of contract for the purchase of shoes shall remain valid for one (01) year from the date of award of contract. Further, the approved dealer may be asked to supply additional number of such shoes at the approved price as and when required during the contract period.

**D. FINANCIAL BID** should contain the price per pair of Shoes.

**\* All prices should be inclusive of taxes.**

**FORMAT FOR OFFER (FINANCIAL BID)**

**Name of the Firm:  
(With full particulars)**

Sl. No.	Item	Brand/Model	Specification (If any)	Unit Price (Incl. GST)	Negotiable or Not

The **Technical Bids will be opened on 30.01.2026 at 11:30 AM.** On qualifying in the Technical Bids, the **Financial Bids will be opened on the same day at 4.00 PM.** Those who do not qualify in the technical bid, their financial bid will not be opened.

The Authority reserves the right to accept or reject any or all bids, in whole or in part, or to cancel the tender process at any stage, without assigning any reason thereof.

**Memo No.** 361 (02) **Dated** 09.01.2026

Copy forwarded to:

1. The Superintendent, IT Cell for uploading in the High Court of Orissa website,
2. Notice Board for general information.

  
**Assistant Registrar (Admin.)**  
**High Court of Orissa, Cuttack**

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OF SHOES FOR 265 Nos. ELIGIBLE EMPLOYEES OF THE HIGH COURT OF  
ORISSA, CUTTACK**

**THE HIGH COURT OF ORISSA: CUTTACK**

FORM OF TENDER

**To**

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

**Sub:** Tender for selection of dealer for procurement of shoes for the eligible employees of the High Court of Orissa, Cuttack.

**Sir,**

I am submitting the tender for providing Black Half Shoes without lace for 265 nos. employees of the High Court of Orissa, Cuttack as per the details given below: -

1	Name (in block letters)	
2	Address of the Bidder	
3	PAN Card Number (Self-Attested Photocopy enclosed)	
4	GST Registration Number (Self-Attested Photocopy enclosed)	

I/We have carefully read understood the terms and conditions are contained in Tender Documents issued by the High Court of Orissa, Cuttack including the following: -

- (a) In case the Documents submitted by my/our firm along with the Tender are found inadequate/false/incorrect, the Tender of my/our firm will be liable to be rejected/cancelled without giving any reasons.
- (b) The High Court of Orissa will have the right to accept or reject any or all bids, in whole or in part, or to cancel the tender process at any stage, without assigning any reason thereto.

Signature of the Bidder

Name:

Address:

Tel No.:

**Name of the Tender:** Notice inviting tender for selection of dealer for procurement of shoes for 265 nos. eligible employees of the High Court Of Orissa, Cuttack

**UNDERTAKING**

*(To be typed on the Letter Head of Bidder/Quotationer)*

I, \_\_\_\_\_ S/o / D/o \_\_\_\_\_  
\_\_\_\_\_ Resident of \_\_\_\_\_  
\_\_\_\_\_

do solemnly pledge and affirm that,

1. The particulars furnished in this proposal and the copies of documents enclosed in support of eligibility criteria, are all true, factually correct and genuine to the best of my/our knowledge.
2. I am the sole Proprietor/ Partner/ Director/ Authorized signatory of M/s. \_\_\_\_\_
3. I /We are legally competent /authorized to submit this proposal on behalf of this firm.
4. I/We undertake to abide by the terms and conditions as stipulated in this notice.
5. 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.)
6. The Proprietor/ Partner/ Director of the Firm/ Company (Agency) and also against the Firm/ Company has not been blacklisted by any Departments/ Ministries of the Govt. of Odisha/ Govt. of India/ PSUs, for default in supply or due to quality issues during last five years.

Yours Sincerely,

**Signature of the Authorized Person  
with date and full name**