

THE HIGH COURT OF ORISSA: CUTTACK

NOTICE INVITING TENDER FOR SELECTION OF DEALER(S) FOR PROCUREMENT OF TURKISH TOWELS FOR ALL THE EMPLOYEES OF THE HIGH COURT OF ORISSA, CUTTACK

NOTICE NO. III-A-02/2015/ 357

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 approximately 1100 pcs. of two different qualities (both superior and standard quality) of Turkish Towels with the preferred size being 30" x 60" of reputed brands as mentioned at ANNEXURE-II for employees of the High Court of Orissa, Cuttack.

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 "**Quotation for Turkish Towels**" must reach the address of "Registrar (Judicial), High Court of Orissa, Cuttack" on or before 4 P.M. of 30.01.2026 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.

Note:

1. Quantity of Towels may increase or decrease.
2. The negotiated price for each towel shall not exceed ₹400/-, regardless of its Maximum Retail Price (MRP).
3. Dealers need to produce sample of the Turkish Towel during the time of Financial Bid evaluation.

• **Important Date and Time**

Sl. No.	Bidding Schedule	Deadline	
		Date	Time
1	Date of issue of Tender Documents	09.01.2026	4:30 PM
2	Bid due date and time	30.01.2026	4:00 PM
3	Opening of Technical bids	31.01.2026	11:30 AM
4	Opening of Financial bids	31.01.2026	To be intimated later

The authority reserves the right to accept or reject any part of or all tenders or cancel the tender 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. 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 ₹ 12,000/-** (Rupees Twelve Thousand 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-III.

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

D. FINANCIAL BID should contain the price per piece of Towels.

* 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 31.01.2026 at 11:30 AM**. On qualifying in the Technical Bids, the **Financial Bids will be opened on the same day**. Those who do not qualify in the technical bid, their financial bid will not be opened.

The authority reserves the right to reject any part of or all quotations or cancel the tender without assigning any reasons thereof.

Memo No. 358(1) Dated 09.01.2026

Copy forwarded to:

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


 Assistant Registrar (Admin.)

**NOTICE INVITING TENDER FOR SELECTION OF DEALER(s) FOR PROCUREMENT OF
TURKISH TOWELS FOR ALL THE 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/ dealers for procurement of Towels for all employees of the High Court of Orissa, Cuttack.**Sir,**

I am submitting the tender for providing Turkish Towels for all the 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 reject conditional offers without assigning any reason thereto.

Signature of the Bidder

Name:

Address:

Tel No.:

ANNEXURE-II

Sl. No.	Size	Preferable Brand of Towels
1	30" x 60"	Welspun
2		Bombay Dyeing
3		Priyanka
4		Jivan Jyoti
5		HD Decor
6		Trident
7		Wakefit

- * Bidders may submit price quotations for alternative reputable brands, in addition to the brands specified above.

Name of the Tender: *Notice inviting tender for procurement of Turkish towels for all the employees of 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. 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**