

THE HIGH COURT OF ORISSA: CUTTACK

NOTICE INVITING TENDER FOR SUPPLY OF STITCHED UNIFORMS (BLAZER) FOR THE EMPLOYEES OF HIGH COURT OF ORISSA, CUTTACK

NOTICE NO. II-A-01/21/ 820

Date. 17.01. 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 1100 nos. of deep navy blue coloured blazers for both male and female employees of High Court of Orissa, Cuttack, 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 "**Quotation for stitched Blazer**" must reach the address of "Registrar (Judicial), High Court of Orissa, Cuttack" on or before 4 P.M. of 06.02.2026 by speed post/ courier. The bids 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 etc. 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	17.01.2026	04:30 PM
2	Bid submission due date and time	07.02.2026	04:00 PM
3	Opening of Technical bids	09.02.2026	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 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. Self-attested copy of certificate showing IT return for the last three Financial years i.e., 2024-25, 2023-24, 2022-23.
5. Self-attested copy of certificate showing Annual Turnover of the bidder for the Financial Year of 2024-25, 2023-24 and 2022-23.
6. Bidders must submit self-attested copies showing proof of experience in tailoring/ stitching/ supplying of blazers to any Government Department/ PSU/ Corporate/ any other reputed organizations/ institutions in last three years.
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 ₹ 1,00,000/-** (Rupees One Lakh 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 will be required to pay a Security Deposit of **5% of the total financial involvement** in the shape of Bank Guarantee/Fix Deposit Receipt (FDR) duly pledged in favour of Registrar (Judicial), High Court of Orissa, Cuttack before supplying 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.

The successful bidder shall be liable to furnish and bear the cost of **Performance Security for each and every recurring consignment** during the **entire contract period**. The requirement of Performance Security shall apply **separately to each consignment**, and no exemption shall be granted unless expressly permitted in writing by the Competent Authority.

C. SCOPE OF WORK:

1. The High Court of Orissa invites bids for the supply of approximately 1100 nos. of deep navy blue-coloured blazers. Each blazer supplied under this tender must include a complementary necktie,

either in blue, maroon, or blue striped design, and the requirement of specific colour necktie shall be intimated later while issuing the purchase order.

2. The quantity of the blazers may increase or decrease.
3. **Contract Period:** - The period of contract for the purchase of Blazers shall remain valid for two (02) years from the date of the award of contract. Further, the approved dealer may be asked to supply additional numbers of such blazers at the approved price as and when required during the contract period.
4. **Submission of Fabric Sample:** All bidders must submit a fabric sample measuring 5" × 5". The brand name of the fabric must be clearly visible on the submitted sample. Failure to submit the prescribed sample or unclear brand identification may lead to rejection of the bid.
5. **Submission of Stitched Blazer Sample (Where Applicable):** In cases where stitched blazers are being offered, bidders must submit a sample blazer along with the bid. The manufacturer's brand name must be clearly indicated on the sample blazer.
6. **Compliance:** Samples of fabric and/or stitched blazers shall be produced before the Court at the time of financial bid evaluation. These samples shall form the basis for evaluation, and the final supply must strictly adhere to the samples approved by the Court.
7. **Non-Compliance Clause:** Non-submission of required samples or submission of samples not meeting the above conditions shall render the bid **non-responsive** and liable for rejection.
8. The logo of the "**High Court of Orissa**" (to be supplied by the Office) shall be imprinted on the left lapel of the blazer from the wearer's point of view, strictly in accordance with the size, design, and placement specifications to be provided by the Court.

D. TERMS AND CONDITIONS:

1. The price quoted by the bidder in the Financial Bid (*in the specified format at ANNEXURE-II, Page-7 of the tender document*) shall be inclusive of all costs until the final delivery. This includes:
 - a) Cost of the goods themselves
 - b) Stitching cost (if applicable)
 - c) And; any other allied charges
2. All bidders must quote prices separately for neckties in all specified categories, namely blue, maroon, and blue striped, even though each blazer shall be supplied with a complementary necktie. The quoted rates for neckties shall also be applicable for any additional requirement of neckties in these categories during the contract period.
3. The successful bidder shall be responsible for taking accurate measurements of all personnel for whom the uniforms/blazers are to be stitched or provided, at locations and on dates specified by the Court, and any fitting issues arising due to incorrect measurements shall be rectified by the supplier at no additional cost.
4. Bidders must prepare a comprehensive checklist of all requisites supporting documents as specified in the Tender Notice. Additionally, a proper index as at ANNEXURE-IV must be

included in front of the bid documents submitted by the bidder. The index should clearly indicate the page numbers of each submitted document, ensuring ease of reference during the evaluation process.

5. 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.
6. Any financial bid that does not confirm this requirement, for example, by quoting a price that is exclusive of stitching or other charges, or by including GST within the unit price shall be treated as non-compliant and may be liable for rejection.
7. The quoted prices shall remain firm and valid for a period of two years from the date of award of the Tender. The High Court of Orissa reserves the right to place repeat orders for the blazers with the successful bidder at any point during the contract period, which shall be **two years from the date of the award**. For any such repeat orders placed within this two-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.
8. Any bidder claiming exemption from the Earnest Money Deposit (EMD) must provide adequate documentation to substantiate the request for such exemption.
9. The bidder must ensure that the blazers along with the required number of neckties are delivered within **90 days** of receiving the Purchase Order.
10. The supplier is responsible for safe and secure transportation, ensuring no damage occurs during transit.
11. Any intending bidder wishing to verify the existing blazer and tie samples with respect to colour, material, logo placement, and other relevant specifications may visit the office between **11:00 AM** and **4:00 PM** on any working day during the period from **19.01.2026 to 03.02.2026**.
12. The supplied blazers shall be covered under a **Defect Liability Period** of **two (02) months** from the date of supply, during which the supplier shall, at its own cost, repair or replace any blazer found to have defects in material, workmanship, stitching, or finish, to the satisfaction of the Court.
13. The successful bidder shall provide adequate product support for the supplied blazers, including rectification or replacement of items found to have manufacturing defects, stitching faults, or material defects within the specified defect liability period, at no additional cost to the Court.
14. 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.
15. The intending bidders are advised to regularly visit the official website of High Court of Orissa, <https://www.orissahighcourt.nic.in/> for any further updates, corrigenda, addenda, or modifications related to this tender prior to submission of bids.
16. The bidders or their authorized representative must be present during the opening of Technical bids and Financial bids (those who have qualified in the technical round). Failure to attend will result in disqualification of the bid.
17. Any bidder having queries related to the cost of blazer may contact the Hon'ble High Court of Orissa through the contact numbers specified at **Point-'G' of Page-'5'** of the Tender Document.
18. Incomplete or conditional offers shall not be entertained.

E. MINIMUM ELIGIBILITY OF THE FIRM:

The firm concerned should have-

- i. its own fabric shop, tailoring unit, or retail/wholesale shop, whether a head office or branch office/shop, having an official business address within a radius of 35 km of the High Court of Orissa, to facilitate prompt and quick compliance.
- ii. minimum three years of experience of sale of fabric/ tailoring/ stitching/ outlet of official uniforms.
- iii. minimum annual turnover of ₹45,00,000/- (Rupees Forty-Five Lakh only) in each of the last three (3) financial years, or a minimum cumulative turnover of ₹1,35,00,000/- (Rupees One Crore Thirty-Five Lakh only) during the last three (3) financial years.
- iv. The bidder must not have been blacklisted by any Departments/ Ministries of the Govt. of Odisha/ Govt. of India/ PSUs, during last five years, for default in supply or due to quality issues. Declaration has to be submitted along with the tender as specified at ANNEXURE-III.

F. PAYMENT TERMS:

No advance payment shall be made. Full payment will be made upon successful delivery of the required number of blazers as specified in the tender document.

G. CONTACT INFORMATION:

For any queries or clarifications, please contact:

Name: Shri Anil Kumar Kampa

Designation: Assistant Section Officer, Store and Purchase Section

Phone Number: 8093820097 / 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 09.02.2026 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 accept or reject any part of or all tenders or cancel the tender without assigning any reason thereof.

Memo No. 821 (2) Dated 17.01.2026

Copy forwarded to:

1. The Superintendent, IT Cell for uploading on the High Court of Orissa website.
2. Court's Notice Board.


Assistant Registrar (Admin)
High Court of Orissa

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	Details of Tender Cost (If applicable)	DD No. & Date:	
		Amount (Rs.):	
		Drawn on Bank:	
4	Whether a Registered Company/ Partnership Firm/ Proprietorship concern/ any other commercial establishment (please mention)		
5	Full Address for Communication	Address:	
		Contact No.	
		E-Mail Address.	
6	Name & contact 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	Annual turnover of each financial year during the last three financial years (Attach self-attested copy) (please attach supporting documents)	FY 2024-25	
		FY 2023-24	
		FY 2022-23	
11	Experience in this field (Attach self-attested copy)		
12	Acceptance of all the terms & conditions of the tender (Yes/ No)		
13	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**1. Bidder Information**

Company Name	
Contact Person & Mob. No.	
GST Registration Number	

2. Price Quotation

Sl. No.	Product Description	Unit	Brand	Rate per Unit (Excluding GST)	Applicable GST @ __%	Total Amount (Including GST)
1	Deep Navy Blue-coloured Stitched blazers with the OHC logo imprinted on the Left Lapel along with a complementary necktie	Piece	1.			
			2.			
			So on			
2	Branded deep navy-blue Fabric for blazer with the OHC logo imprinted on the Left Lapel along with a complementary necktie	Meter	1.			
			2.			
			So on			
3	Stitching Cost per blazer (applicable only for sl. no.-2)	Piece	-----			
4	Necktie	Piece	Blue			
			Maroon			
			Blue Stripped			

REMARKS

N.B.: Bidders may quote prices for ready-made/stitched blazers, fabric with stitching cost, or both options.

- Those who offer stitched blazers must quote their price at *Sl. No.-1*
- Those who offer fabric must quote their price at *Sl. No.-2* with the stitching cost
- Unit price of tie to be quoted separately at *Sl. No.-4*

I/ We agreed to undertake the work subject to Terms and Conditions stipulated in the Tender Notice at the rate quoted above.

Date:

Signature:(With Name and Seal of Firm)

ANNEXURE-III

Name of the Tender: *Notice inviting tender for supply of Stitched Uniforms (Blazer) for the Employees of 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.
7. I/ We undertake to correct any defects as may be noticed in the uniforms prepared and delivered by my/our firm without any additional charge.

Yours Sincerely,

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

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2	DD of ₹ 1,00,000/- towards EMD	
3	Self-Attested Copy of GST Registration Certificate	
4	Self-Attested Copy of PAN Card	
5	Self-Attested Copy of certificate showing IT return of last three FY i.e. 2024-25, 2023-24, 2022-23	
6	Self-Attested Copy of certificate showing Annual Financial Turnover of last three FY i.e. 2024-25, 2023-24, 2022-23	
7	Documents related to showcase the work experience	
10	Self-declaration of the bidder as to not blacklisted by any Government Dept./ PSU	
11	Supportive documents if claiming for exemption from the Earnest Money Deposit (EMD)	