

THE HIGH COURT OF ORISSA: CUTTACK

Tender Notice No. XXXIII- 54-2021-22-14456 / Dated: 18.09.2026



**Invitation for Submission of
Expression of Interest for
Developing, Designing, formatting
and Printing of the Annual Report of
the High Court of Orissa, 2026 & its
web version and the financial bid.**

A. Introduction and objective

High Court of Orissa invites **Expressions of Interest** (in short **EOI**) from reputed, experienced, professional and financially sound **Printing / publishing units** hereinafter called **“vendors”** for developing, designing, formatting, printing and delivery of the Annual Report of the High Court of Orissa for the year 2026 & its web version under certain terms and conditions.

The objectives of this EOI are to shortlist the competent and qualified vendors who possess the required technical capabilities, advanced infrastructure & machineries and design expertise to deliver a high-quality publication.

The details of the selection process shall be as per the timeline detailed below.

Sl. No.	Schedule	Date
1	Date of floating of the notice for submission of EOI	18.09.2026
2	Due date and time of submission of EOI	09.10.2026 up to 5.00 p.m.
3	Opening of EOI	13.10.2026 at 4.45 p.m.
4	Opening of financial bid	13.10.2026 at 5.15 p.m.

The interested vendors are required to submit the EOI and financial bid separately. The sealed cover - I containing the **“EOI”** and sealed cover -II containing **“Financial Bid”**, both placed in a third sealed cover superscribed **“Expression of Interest for Developing, Designing and Printing of the Annual Report of the High Court of Orissa, 2026 & its web version”** must be submitted on or before the scheduled date and time.

The notice and the documents pertaining to the invited EOI can be downloaded from the website of the High Court of Orissa "<https://www.orissahighcourt.nic.in/tender-notice/>" and the EOI must reach the undersigned by speed post / registered post / courier & can also be submitted directly. EOI received beyond the stipulated date and time shall not be taken into consideration.

No fee is required as per Rule 223(iv) of OGFR (Odisha General Financial Rule) 2023, Finance Department, Government of Odisha as the participating vendor is to submit the document by getting it downloaded from the High Court Website.

B. Scope of Work

The selected vendor shall be responsible for the end-to-end production (developing, designing & layout, type setting & proof reading, formatting, printing, binding & finishing and delivery of the Annual Report of the High Court of Orissa for the year 2026 & its web version) of the annual report bearing the following technical and printing specifications: -

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
- Four-color offset printing
- Paper-130 GSM (inner)
- Dust jacket in 170GSM board
- Slip in case board (thick board-300 GSM)

3) Quantitative Parameter Specification

- Estimated page count – Approximately 350 to 400 no of pages)
- Quantity - 350 nos. of hard copies
- Language - English
- Size - A4 Size
- Layout - Concept creation, Layout & text
formatting and high-resolution data visualization (Charts, tables
and infographics)
- Paper Quality (Inside
and cover) & Binding - As indicated above
- Timeline - Complete delivery within the stipulated
time from the date of final content approval to be intimated in
the work order

C. Eligibility Criteria

Interested vendors must meet the following minimum criteria to be shortlisted for financial bid evaluation.

- **Legal status-** Must be a registered commercial publisher with a valid trade license, registration under the GST Act and PAN
- **Experience-** Must have minimum of three years of experience immediately preceding the date of submission of EOI in high quality printing specifically publishing annual reports.
- **Infrastructure-** Must possess modern in-house DTP software, high speed offset/digital printing machinery and automated binding facilities.
- **Financial Standing-** Minimum average annual turnover of Rs. 20 lakhs over the last three financial years (2023-24, 2024-25 & 2025-26).
- **Past performance-** Must not have any criminal proceeding pending against it and must not have been blacklisted by any government body, PSU or autonomous institutions.

D. Documents to be submitted

The 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 (Copies of the work orders or completion certificates) showing expertise and experiences in executing similar work during last three years i.e. (2023-24 to 2025-26).
- c. Copy of the valid registration certificates in support of the status of the publishing unit including copy of certificate of incorporation in case of Limited Company, partnership deed in case of partnership firm and registration in case of a proprietorship firm.
- d. Copy of the certificate of registration under GST Act.
- e. Copy of the PAN existing either in the name of the firm for the Limited

Company or in the name of individuals in case of others.

- f. Copy of the registration certificate UDYAM in support of the MSME status.
- g. The profile of the organization and the list of in-house printing, designing & binding facilities.
- h. Copy of the Audited balance sheet as well as acknowledgement slips of IT returns for the financial years (2023-24, 2024-25 and 2025-26).
- i. Undertaking to abide by the terms and conditions of this notice as per **Annexure-1** and the work order.
- j. Letter of authorisation as per **Annexure-2**.
- k. Declaration on the stamp paper of appropriate value in shape of affidavit from notary with respect to non blacklisting by any government body, PSU or autonomous institutions with regard to any work in the past as per **Annexure-3**.
- l. Declaration in bidder's letter head with signature and seal of authorised representative with respect to non-pending of any criminal proceedings against it as per **Annexure-4**.
- m. Applicant details as per **Annexure-5**.

E. General terms and conditions

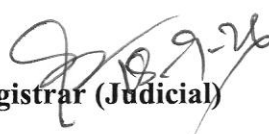
- 1. Evaluation of EOIs of the participating vendors shall be on the basis of technical capabilities, infrastructure, past experiences, financial standing and all other eligibility criteria as has been indicated in this notice.
- 2. Invitation of a separate standalone technical bid is not required as the EOI itself incorporates the necessary technical and eligibility evaluation criteria and sought for basic technical compliance documents, organisation profiles and statutory credentials.
- 3. Simultaneous invitation of EOI and financial bid is only to avoid delay in the process and ensure price competitiveness as well as create the environment to avail the negotiation opportunity.
- 4. Price quotations are to be included in the Financial Bid only as per the specifications mentioned in **Annexure-6**.

5. The financial bid of those participating vendors shall be considered for evaluation who qualify the EOI scrutiny process and gets shortlisted by the designated committee constituted for the purpose.
6. The authorized representative on behalf of the vendors desiring to remain present during the evaluation process of EOI and financial bid are required to produce the authorization letter, the identity card issued by the organization or any other personal credential to establish his / her identity.
7. 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 the period of agreement 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-7**.
8. 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 period the Bank Guarantee shall be returned to the bidder.
9. 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
10. In the event of the bidder being unable to abide by the terms and conditions of the contract for whatever reason, the Court shall revoke the Bank Guarantee.
11. 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 same, the firm shall be debarred from further participation with the Court. The performance security submitted by the bidder shall also be forfeited and the Court shall revoke the Bank Guarantee
12. No request for extension of time to be intimated through the work order shall be allowed for completion of the work.
13. The applicants should remain in readiness to showcase and submit design for the Annual Report upon & its web version in short notice and upon finalization of the design, the

required number of copies of the Annual Report & its web version shall be delivered at the authorities place within the stipulated time as to be intimated in the work order.

- 14.** 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.
- 15.** 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.
- 16.** 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.
- 17.** The lowest bidder shall be awarded with the work of designing, printing & developing the Annual Report & its web version on such other terms and conditions as may be fixed in this regard by the Court.
- 18.** The bidder having the lowest evaluated financial bid (L1) would be consider for award of the contract subject to fulfilment of the terms and conditions of this notice. 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. If more than one participant in the process is/are found to have quoted the same price, then the L1 bidder shall be selected through lottery. In case the lowest bidder is disqualified after selection for any reason, then negotiation will be made with the second lowest (L2) bidder for award of contract at L1 price. If the negotiation with L2 bidder fails, the authority shall cancel the bidding process.
- 19.** In the event of filing of EOI by a single vendor or shortlisting of a single vendor on completion of the scrutiny process of the EOI, the matter shall be decided by the designated committee on the basis of the definition of the single bid defined vide Govt. of Odisha Finance Department O.M. no. 18194/F dated. 18.06.2025 as well as the instructions and procedures laid down under the defined provisions of sub rule (xxii) of Rule 204 of OGFR, 2023 (updated up to 2025) and subsequent amendments vide Govt. of Odisha Finance Department O.M. no. 16832/F dated. 04.06.2025.

- 20.** The figures up to two decimals shall be taken into account in calculating the quoted value.
- 21.** The cost for the additional pages over and above the declared tentative pages per copy exceeded by 05 nos. shall be paid on the basis of the average cost (of each page) calculated on the quoted value taking into consideration the no. of copies and the no. of pages of each copy.
- 22.** High Court of Orissa reserves the right to make any enquiry to examine the correctness of the statement made by the applicants.
- 23.** All communication should be addressed to the Registrar (Judicial), High Court of Orissa, Cuttack, 753002.
- 24.** Queries may be sent to the Registrar (Judicial), High Court of Orissa, Cuttack at e-mail ID- (rj.ohc-od@gov.in).
- 25.** All disputes arising out of this matter shall be subject to jurisdiction of Courts at Cuttack.
- 26.** Any suppression or misrepresentation of facts by any applicant shall make the bidder liable for disqualification and action according to law.
- 27.** 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 notice.
- 28.** 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.
- 29.** 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)

ANNEXURE-1

(Acceptance of Terms & Conditions Contained in the Tender Documents)

(To be submitted on the Letter head of the responding organization)

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, 2024 & 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

(LETTER OF AUTHORIZATION)

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

Sub.: Authorization of Representative

I / We, the undersigned, being the authorized signatory / signatories of M/s. _____ (supporting document enclosed), having its registered office at _____ do hereby authorize Shri/Smt. _____, holder of Aadhaar No. _____ (copy enclosed), to act as the authorized representative of the Agency for the purpose of this tender.

The authorized representative is empowered to:

1. Submit the bid/application and all supporting documents on behalf of the Agency.
2. Sign, execute, and submit all declarations, affidavits, undertakings, agreements, and other documents as may be required in connection with the tender process.
3. Represent the Agency before the EOI Inviting Authority and respond to any queries or communications relating to the tender.
4. Execute the agreement, if the bid is accepted, and undertake all acts necessary for the due performance of the contractual obligations on behalf of the Agency.

I/We hereby affirm and undertake that all acts, deeds, statements, declarations, and documents executed or submitted by the above-named authorized representative in connection with this tender shall be deemed to have been executed or submitted by the Agency itself. I/We further confirm that the Agency shall be fully responsible for and bound by all acts and omissions of the authorized representative in relation to this tender and any contract arising therefrom.

The specimen signature of the authorized representative is attested below.

Specimen Signature of the Authorized Representative

Signature: _____

Name: _____

Designation: _____

For and on behalf of M/s. _____

Signature of the Authorized Signatory: _____

Name: _____

Designation: _____

Date: _____

Seal of the Agency

ANNEXURE-3

Declaration

(on the stamp paper of appropriate value in shape of affidavit from notary with respect to non blacklisting)

Date : _____

Ref/Tender : _____

To

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

Sir,

In response to the Tender Notice No. _____,
Ms. /Mr. _____, as the _____, 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 or has not been blacklisted / debarred by any government body, PSU or autonomous
institutions with regard to any work in the past.

Signature and Seal of the
Authorized Representative / person

Date:-

Place:-

ANNEXURE-4

DECLARATION

[On the Bidder's Letter Head regarding not having any pending criminal proceedings for any criminal offences]

I, do hereby declare that there is no criminal case pending or culminated in conviction in any Court of law against our company/organization or against the Proprietor / Director / Authorized Agent of the said Company/Organization.

Yours sincerely,

Authorized Representative

ANNEXURE-5
(Applicant Details)

1	Registered Name of the vendor	
(a)	Address of the Registered Office the vendor	
(b)	Phone / Mob. No.	
(c)	Fax / E-mail	
2	Address of the service centres	
(a)	Phone / Mob. No.	
(b)	Fax / E-mail	
3	Contact details of the representative authorized to make communication with Orissa High Court	
(a)	Name	
(b)	Designation	
(c)	Phone/Mobile No.	
(d)	Fax No.	
(e)	E-Mail ID	
4	Organization Details	
(a)	Status (Private Limited company / Partnership / Proprietorship)	
(b)	Registration no. and date	
(c)	Year of establishment as in Registration Certificate with page no.	
(d)	Profile of the organization with page no.	
(e)	The list of in-house printing, designing and binding facilities with page no.	
5	Other details	
(a)	Copy of GST Registration certificate with page no.	
(b)	Copy of PAN in the name of the organization with page no.	
(c)	Copy of the UDYAM in support of MSME status with page no.	
(d)	Copy of the audited balance sheet and acknowledgement slips of IT returns for the Financial years 2023-24, 2024-25 and 2025-26 with page no.	
6	Declarations of the bidder as per Annexure-1, 2, 3, 4, 5, 6 & 7 with page no.	

ANNEXURE-6

(Developing, designing & layout, type setting & proof reading, formatting, printing, binding & finishing and delivery of the Annual Report of the High Court of Orissa for the year 2026 & its web version)

1) Designing of Annual Report

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- Printing
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formatting and high-resolution data
visualization (Charts, tables and
infographics)
- Paper Quality (Inside
and cover) & Binding - As indicated above

ANNEXURE-7

Model Bank Guarantee Format for Performance Security

To
The Registrar (Judicial),
Orissa High Court, Cuttack.

WHEREAS.....
..... (name and address of the publishing unit) (hereinafter called "the vendor")
has undertaken, in pursuance of work/ purchase order no..... dated
..... to supply nos. of Annual Reports (herein after
called "the contract") to the Registrar (Judicial), High Court of Orissa, Cuttack.

AND WHEREAS it has been stated in the said work/ purchase order that
the vendor shall furnish a bank guarantee issued 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 Vendor) such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and
responsible to you, on behalf of the vendor, 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 vendor 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 you
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
vendor 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 vendor shall in any way
relieve 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