ODISHA JUDICIAL ACADEMY

Tender Notice No. : **II/08/2026** Dated : 06.08.2026

TENDER FOR PRINTING, PREPARATION AND SUPPLY OF CUSTOMISED STUDY MATERIAL TO ODISHA JUDICIAL ACADEMY

DOCUMENT CONTROL SHEET

Sl. No.	Items	Details
1	Tender Reference No.	Tender Notice No. **II/08/2026** Dated 06.08.2026
2	Name of the Organization	Odisha Judicial Academy, Kataka
3	Tender Type (Open / Limited / EOI / Auction / Single)	Open
4	Tender Category (Services / Goods / Works)	GOODS
5	Scope of Work	Printing, Preparation and Supply of Customised Study Material to Odisha Judicial Academy
6	Location of Work	Odisha Judicial Academy, Sector-1, C.D.A, Kataka Odisha- 753014
7	Re-Bid submission allowed (Yes / No)	No
8	Mode of submission of Bid	Offline
9	Withdrawal Allowed	NO
10	Is Multicurrency Allowed (Yes / No)	No (Only INR)
11	Payment Mode	Offline
12	No. of Covers / Packets (Technical and Financial)	2
13	Tender Fee	An amount of **Rs.3,000**(Non-refundable),compulsorily to be submitted in shape of Demand Draft drawn on Public Sector / Nationalized Bank or scheduled commercial Bank in India in favour of "Director, Odisha Judicial Academy, Kataka."
14	Earnest Money Deposit	An amount of **Rs.25,390**/-EMD(Refundable) to be submitted in shape of Demand Draft drawn on Public Sector / Nationalized Bank or scheduled commercial Bank in India in favour of "Director, Odisha Judicial Academy, Kataka
15	Bid Validity Days (180/120/90/60/30)	180
16	Date of Issue / Publication of the Tender /bid submission opening date	06.08.2026
17	Last Date / Time for submission of bids	27.08.2026, 05.00 p.m
18	Last Date for submission of Tender Fee by Offline mode	27.08.2026, 05.00 p.m
19	Date and Time of opening of Bid	28.08.2026,11.00 am
20	Address for Communication	Odisha Judicial Academy, Sector -1, C.D.A, Kataka, Odisha, Pin No-753014 Phone: 0671-2365192
21	Estimated Cost of Project (per year)	Rs.12,35,800/-

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TENDER FOR PRINTING AND PREPARATION OF CUSTOMIZED STUDY MATERIALS (INTRODUCTION)

Sealed bids are invited for Printing, Preparation and supply of **Customized** Study Material **(strictly as per mentioned technical specification)**, from reputed firms/printing agencies based in Odisha as per Technical specification herein after mentioned . However, it is likely that the number of Customized Study Material to be prepared may vary at the time of placing the supply order. **The period of engagement of the service provider shall be for a period of ONE year. The contract may be extended for six months by this Academy subject to satisfaction of the competent authority regarding performance of the service provider.**

INSTRUCTIONS TO BIDDER-

1. The tender should be sent in Four Sealed Envelopes super scribed with

(a) "Bid Processing Fee & EMD for Printing ,Preparation and supply of Customized Study Material"

(b) "Samples of Customized Study Material",

(c) "Technical Bid for Printing ,Preparation and supply of Customized Study Material" and

(d) "Financial Bid for Printing ,Preparation and supply of Customized Study Material"

by post/by person sufficiently early so as to reach the Academy within date and time or may be delivered to the undersigned. If bid is sent through Special Messenger, an authorisation letter from the tenderer with proof of identity may also be given to the Messenger so that he/she could show the same along with his/her own identity proof to the Security Post for entry into the Academy. The Bid document shall be dropped in the Drop box available at the 3rd floor office of the Academy. Odisha Judicial Academy shall not be responsible for any postal delay.

2. The bidders are expected to examine all the instructions, Proformas, terms & conditions and specifications in the tender documents. Failing to furnish all information required by the tender document in any respect will be at the tenderer's risk and may result in the rejection of the tender.
3. The tender must be received not later than the date & time specified for submitting the same.
4. Any addendum/corrigendum if required will be uploaded in the website of OJA and hence potential firms/agencies are required to visit the website of OJA regularly.

ASSISTANCE TO BIDDERS: -

Any queries relating to the Tender document and the terms and conditions contained therein should be addressed to Odisha Judicial Academy, Sector -1, C.D.A, Kataka, Odisha, Pin No-753014 on the email ID: orissajudicialacademy@gmail.com, and on Telephone No. 0671-2365192, between 10:00 hours to 17:00 hours on working days as mentioned in the Tender document.

Site Visit-

Intending bidders may visit Odisha Judicial Academy to assess the nature of work before submitting the bid. Such facility will be available on working days of the Academy **within 10.00 am to 5.00 pm from Dt.07.08.2026 to Dt.25.08.26.** During the specified period one authorised representative of the prospective bidder may pay a visit to the office of the academy to ascertain the work details with prior intimation. The bidder may request for permission to visit the Academy premises in the email ID provided below.

E-mail – orissajudicialacademy@gmail.com

B. TECHNICAL SPECIFICATION WITH / DESCRIPTION OF WORK-

SL no.	Article	Customization Suggested	Specification/Comments
1.	Notebook	OJA Name, Logo & relevant Photo of the Academy at the front side, Address and Contact Details of OJA & RJAs and QR code linked with website of OJA must be mentioned at the back cover. OJA Name, Logo & relevant Photo of the Academy at the front side, Address and Contact Details of OJA & RJA Academy must be mentioned at the back cover.	The intending bidder has to prepare, print and supply at least two designs for each category of the notebook. **(Category-A)** i)The individual pages should contain Odisha Judicial Academy's Logo, Page No. and date format. The notebook should contain **50 ruled sheets (100 pages) of 70 GSM.** The notebook should be square wire bound. Notebook should contain 8mm line height. The front/back side of the notebook must contain OJA Logo, relevant Photo of the OJA & RJA, Address and Contact Details of the Academy. QR code linked with website address of the Academy must be printed at the backside of the page. Size of the notebook should be 24cmx18cm. The cost of the customized notebook must not exceed Rs.55/- excluding GST. **(Category-B)** i)The individual pages should contain Odisha Judicial Academy's Logo, Page No. and date format. The notebook should contain **100 ruled sheets (300 pages) of 80 GSM.** The notebook should be square wire bound. Notebook should contain 8mm line height. The pages should contain micro perforated margin for easy tear off. The front/back side of the notebook must contain OJA Logo, relevant Photo of the Academy, Address and Contact Details of the OJA & RJA. QR code linked with website address of the Academy must be printed at the backside of the page. Size of the notebook should be 29.7cmx21cm. (including index and printed information) The cost of the customized notebook must not exceed Rs.170/- excluding GST.

		OJA Name, Logo & relevant Photo of the Academy at the front side, Address and Contact Details of OJA & RJA Academy must be mentioned at the back cover.	**(Category-C)** II) The notebook should be a 5 subject single ruled premium notebook. Notebook should contain durable poly cover/craft paper of 300GSM and a pen holder on back cover. The notebook should be of snag free twin wiro binding and should have multi colour separators. Paper colour must be white. The individual pages should contain Odisha Judicial Academy's Logo, Page No. and date format. **The notebook should be of 150 ruled sheets (300 pages) of 70 GSM** . The notebook should be square wire bound. Notebook should contain 8mm line height. The pages should contain micro perforated margin for easy tear off. The front/back side of the notebook must contain OJA Logo, relevant Photo of the Academy, Address and Contact Details of the OJA & RJA. **The OJA Logo should be golden embossed on the front side of the cover page.** QR code linked with website address of the Academy must be printed at backside of the page. Size of the notebook should be B5 i.e. 25cmx17.6cm. The cost of the customized notebook must not exceed Rs.200/- excluding GST.
2.	Notepad	OJA Name, Logo & relevant Photo of the Academy at the front side, Address and Contact Details of OJA & RJA Academy must be mentioned at the back cover. -square binding	The intending bidder has to prepare, print and supply at least two designs for each category of the notepad. **(Category-D)** i) The pages of the notepad should be of **plain 70 GSM paper**. The notepad should be of **40 sheets i.e.80 pages unruled and of size A5 i.e. 15cmx21cm**. The pages should contain micro perforated margin for easy tear off. The front/back side of the notepad must contain OJA Logo, relevant Photo of the Academy, Address and Contact Details of the OJA & RJA. QR code linked with website address of the Academy must be printed at backside of the page. The notepad should be square wire bound/stapled.

		-OJA Name, Logo & relevant Photo of the Academy at the front side/page of the notepad . -Address and Contact Details of OJA & RJA Academy must be mentioned at the back cover. -Stapled/square binding	The cost of the customized notepad must not exceed Rs. 45/- excluding GST. **(Category-E)** ii) All in one Premium Diary-cum Notepad. This all-in-one diary should have a) Five pads of page markers with bright neon colours and having long lasting adhesives that can be used to mark, highlight or flag important information or pages. b) Four-pad sticky notes of different sizes and colours. They should have pressure sensitive re-adherable strip of glue on the back to post memos and notes without tacking a pin. c) One tape bound /clip holder writing pad of plain 80 GSM off white paper to scribble and jot down important notes and information. The notepad should be of 50 sheets i.e.100 pages unruled and of size A5 i.e. 15cmx21cm. They should be stuck securely to the case with a tape and strong adhesive not to easily loose pages. d) One PU leather Folio Case .The components of this diary to be enclosed in a PU leather folio case. PU leather Folio Case should be durable, resistant to abrasion and is designed elegantly . e) One OJA customised ball point pen of price range Rs.50/- to Rs.70/- , one OJA branded mechanical pencil of 0.7mm of price range Rs.20/-Rs.30/- , one eraser, one highlighter pen. The pages of notepad should contain micro perforated margin for easy tear off. The front/back side of the folio case must contain OJA Logo, Address and Contact Details of the OJA & RJA. The OJA Logo should be golden embossed on the front side of the cover page. QR code linked with website address of the Academy must be printed at backside of the case. The cost of the customized All in one Premium Diary-cum Notepad must not exceed Rs. 500/- excluding GST.

3.	Pen	**Odisha Judicial Academy branding for Category-F & G.** OJA Name, Logo & relevant Photo of the Academy at the front/top of the pen for **Category-H.**	The intending bidder has to supply 3 varieties of ball pens as samples of different price range given below. The bidder has to quote price for following price range of pens- **(Category-F)** Rs.30/- to Rs.40/- (including Customization Charges, excluding GST) **(Category-G)** Rs.100/- to Rs.150/- (including Customization Charges, excluding GST) **(Category-H)** Rs.500/- to Rs.600/- (including Customization Charges, excluding GST) Each supplied sample shall be customized with Odisha Judicial Academy Written on the body of the pen. The Font of the Odisha Judicial Academy should be simple ,bold and should be of silver or golden colour. The pens should be of single/Dual colour so that the branding must be clearly visible.
4.	L folder (transparent) Size-A4	OJA Name, Logo, must be mentioned at the front side bottom of the folder.	The intending bidder has to prepare and supply transparent L folder of A4 Size as per customization suggested. The L folder are used to distribute photos and certificates of the training programs. The intending bidder may suggest any alternative to the L folder; but with the recommended customization on the sample. The cost of the customized L folder must not exceed Rs.15/- excluding GST.

5.	Certificate and Photo Folder (craft)	OJA Name, Logo -at the front side in silver color- Address and Contact Details of OJA with logo and details of RJAs -back side. The bi folded craft paper should have a textured Royal blue Background at the Front and Back side. Also it should have two separate pockets on each side for inserting the a4 size certificates/photos.	The intending bidder has to prepare and supply Certificate and Photo Folder of A4 Size as per customization suggested. The Certificate and Photo Folders are used to distribute photos and certificates of the training programs. The cost of the customized Certificate and Photo Folder (craft) must not exceed Rs.100/- (excluding GST).
6	Craft button folder	**OJA Name, Logo on front,** *Name of the Training Programme & Date (if required, on order)* on front/back side of the folder. Address and Contact Details of OJA with QR code linked with website of OJA must be mentioned at the front side.	The bidder should prepare and provide one button folder sample made up of eco friendly craft paper of required (300 GSM or more)thickness. OJA Logo, Address and Contact Details of the Academy, QR code linked with website address of the Academy should be printed. The selected bidder has to supply the Craft button folder on multiples of 50 or as per requirement . Size-37cmx25cm(Legal) **Colour-Any** The cost of the customized Craft Button folder must not exceed Rs. 40/- excluding GST.
7	Craft/ /jute Expandable button folder	OJA Name, Logo on front, *Name of the Training Programme & Date (if required, on order)* on front/back side of the folder.	The bidder should prepare and provide one Expandable button folder sample made up of eco friendly material like craft paper of required (300 GSM or more)of minimum 5cm thickness or of Jute. OJA name with Logo should be printed.

			The selected bidder has to supply the Expandable button folder on multiples of 50 or as per requirement . Size-37cmx25cmx5cm(Legal) **Colour-Any** The cost of the customized Expandable Button folder must not exceed Rs. 100/- excluding GST.
8	Executive Folder (Pu Leather/Jute)	OJA Name, Logo -at the front side in silver color- QR code linked with website address of the Academy , Address and Contact Details of the OJA -back side. Name of the Training Programme, Date (if required, on order) on front or back side of the folder	The bidder should prepare and provide one (Pu Leather/Jute) sample made up of premium quality material. OJA Logo, Address and Contact Details of the Academy, QR code linked with website address of the Academy should be printed. **Category-I** i) One Pu leather premium executive folder with two top handles for convenient carrying, ,Zipper closure . It should be durable, waterproof, and handcrafted with utmost care for an exquisite finish. Size: B4 Colour: Black/Brown The cost of the customized Pu leather premium executive folder must not exceed Rs. 500/- excluding GST. **Category-J** ii) One jute folder having • Professional Design: Convenient for carrying files documents, easy to control. Velcro closure /Chain Closure for more secure guarantee, anti-lost design. • Widely use in conferences, seminars, and meetings • Long Lasting Jute Material

			Size: A4 Colour: Black/Brown/Tan The cost of the customized premium Jute executive folder must not exceed Rs. 400/- excluding GST.
9.	Training Certificate formats	OJA Logo & sketch of the Academy should be printed on certificate formats .	The bidder should prepare and provide two Training Certificate samples made up of at least 170 GSM Paper. Size of the Training Certificate should be of A4 size. The paper quality should be good enough to be reuse in the normal printer of the Academy. The cost of the customized Training Certificate must not exceed Rs.15/- excluding GST. **Category-K** This certificate is to be used for use in OJA. Sample Training Certificate format should be as per **Annexure-XI** **Category-L** This certificate is to be used for use in RJA. Sample Training Certificate format should be as per **Annexure-XII**

10.	Executive Document file	OJA Name, Logo -at the front side in silver color- QR code linked with website address of Odisha Judicial Academy , Address and Contact Details of the OJA & RJAs -back side.	The bidder should prepare and provide one Executive Document file sample made up of at least 300 GSM Paper. Executive Document file should be Bi folded with double sided inner pocket-legal size The cost of the customized Training Certificate must not exceed Rs.30/- excluding GST.

N.B- The selected bidder has to supply all or part of the customized study material on multiples of 50 or as per requirement on issue of work order within five days of receipt of work order. Bill will be paid only for the items supplied against the work order.

C. TERMS AND CONDITIONS OF TENDER

1. The tenderers are required to quote their best price per unit for Printing and Preparation of **Customized Study Material** (as per the technical specification) **at Para-B** .

2. The rates should be valid for a period of one year from the date of award of contract . The tenderer shall not be entitled during the said period of one year to revoke or cancel its tender or to vary the tender or any terms thereof.

3. Hypothetical or conditional Tender shall not be entertained. Tender once submitted shall not be allowed to be withdrawn or altered.

4. Over-writing/over-typing or erasing of the figures which render the tender doubtful or ambiguous are not allowed and shall render the tender invalid.

5. OJA, in its discretion, reserves the right to reject or accept any or all tenders, partly or completely, at any time without assigning any reason thereof.

6. Each tenderer has to certify that all the terms and conditions are acceptable to him.

7. Customized Study Material are to be printed / prepared exactly as per the technical specification suggested. Sample in each category is to be prepared and to be submitted along with the bid. The samples will be thoroughly examined by the OJA Tender Committee. Selection will be based on the price quoted by the bidder as a whole for all the categories and as per the suitability of the samples supplied. The selected bidder must also be in readiness to bear with any type of modifications as per requirement of the Academy. The decision of the OJA Tender Committee shall be final in selection procedure and all participating bidder must abide by the decision.

8. Tenderers are required to comply as per the Technical Specifications as mentioned above **at Para-B**.

9. Financial Bids of only the technically-qualified tenderers shall be opened.

D. Document Sought from Bidder

The prospective bidder shall furnish the following documents:-

a. Self-attested copy of PAN card under Income Tax Act;

b. Self-attested copy of Income Tax return for the last 3 Financial years;

c. Self-attested copy of GSTR-3B for the last Financial year.

d. Self-attested copy of valid Odisha GST Registration Number; GST Regd. Number other than Odisha Shall not be entertained..

e. Self-attested copy of Valid Registration No. of the Agency/Firm;

f. Bid Security of **Rs. 25390/-** as per **"Annexure-VI: EMD".**

g. **Cost of Tender Document /Bid Processing Fee of Rs. 3000/- (Three Thousand Only)** as per **"Annexure-V: Tender Fee/Bid Processing Fee".{compulsory}**

h. An undertaking to the effect that the Agency has not been blacklisted by any of the Departments/Organizations of the Government of India/Government of Odisha and no criminal case is pending against the said firm/agency as per Annexure-IV in letter head of bidder.

i. Terms and conditions duly accepted/signed with the stamp of the prospective bidder and submission of Proposal as per ANNEXURE-I in letter head of bidder.

j. Proof to the effect that bidder has experience of providing similar goods/services in recent years as per **Annexure-VIII.**

k. The bidder must cite its annual turn over of preceding 3(three) years of Current Financial year .The annual turn over must not be less than Rs.10L per annum per each of the preceding years as mentioned under **Annexure VII- Annual Turn-Over Certificate**.

l. Each page of the tender document to be stamped and signed by the bidder or his authorized signatory and submitted along with technical bid.

m. Service Provider should have its own Bank Account in any of the Nationalized banks or scheduled commercial banks approved by the Govt. of Odisha. Copy of self attested bank statement of the bidder -front page only is to be submitted.

n. The service provider must have its registered office or the branch office at **Kataka or Bhubaneswar** in the State of Odisha and a Valid Address Proof of Office of bidder is to be submitted.

o. The service provider shall submit a letter of authorization in respect of its contact person to this Academy.

p. Signed and self- attested copy of **Annexure III**-format for FINANCIAL BID is to be submitted.

q. Checklist of documents for bid submission as per **Annexure-IX**

r. Duly filled in bid/bidder details as per **Annexure-II.**

s. Duly filled in financial bid as per **Annexure-III.**

N.B-

a) All pages of the BID DOCUMENT(1-41) must be submitted **being signed and self-attested** by the bidder irrespective of the nature of content of the documents

b) If the bid is not accompanied by all the above-mentioned documents, the same would be summarily rejected.

c) Undertaking for subsequent submission of any of the above document will **not be entertained** under any circumstances. However, the Academy reserves the right to seek fresh set of documents or seek clarifications on the already submitted documents.

d) Odisha Judicial Academy reserves the rights to seek from any bidder, submission of any additional documents / information to make assessment of the bidder's profile and/or to inquire the correctness of any statement made by any bidder in its bid.

E. Bid submission procedure-

Interested parties may send their Tenders in sealed envelopes super scribing

(a) "Bid Processing Fee & EMD for Printing and Preparation of Customized Study Material",

(b) "Samples for printing, preparation and supply of customised study material",

(c) "Technical Bid for printing, preparation and supply of customised study material"

(d) "Financial Bid for printing, preparation and supply of customised study material"

addressed by name to the undersigned so as to reach/dropped in the Tender box on or before **27th August 2026 up to 5.00 P.M. which will be opened on 28.08.2026 at 11:00 A.M.** in the presence of the tenderers or their authorized representatives who may wish to remain present there at that time. The tenders received after due date and time or without Bid Processing Fee & EMD or samples will not be entertained.

In the first instance, envelopes containing Bid Processing Fee & EMD may be opened and thereafter the envelopes containing Samples and, there after Technical Bids will be opened. The envelopes containing Financial Bids may be opened on the same date or at a later date and time to be communicated only to the tenderers who are found technically-qualified.

F. Tender Fee

The bidders submitting bids for Printing and Preparation of Customized Study Material are required to submit a non-refundable **Tender Fee of Rs.3,000/-(Rupees Three Thousand)** only in the form of Demand Draft drawn on any Public Sector / Nationalised Bank or scheduled Bank empanelled by Government in Finance Department for taking up Government transactions located in India in favour of " Director, Odisha Judicial Academy" payable at Kataka as per **"Annexure-V: Tender Fee".**

G .Earnest Money Deposit: -

a) Earnest Money Deposit (EMD) should be submitted as per **"Annexure - VI"** by Offline mode**.**

b) **Earnest Money Deposit (EMD)** of the specified amount must be submitted in shape of Demand Draft drawn on Public Sector / Nationalised Bank or scheduled Commercial Bank empanelled by Government in Finance Department for taking up Government transitions **in favour of the "Director, Odisha Judicial Academy," payable at Kataka.**

Sl NO	TENDER for	EMD Amount
1	Printing and Preparation of Customized Study Material	**Rs. 25,390/-**

c) Any bidder claiming any kind of exemption from payment of EMD or performance guarantee / security deposit must submit relevant (attested) document (s) in support of such claim. The said document(s) shall be subject to all necessary scrutiny / verification by the Authority to assess whether the claim of exemption made by the bidder is justified or not. In case the document(s) is not found to be valid or the claim is not found to be justified, the bidder may be required to deposit

EMD or Performance Guarantee, as the case may be, within a fixed period of time, failing which its bid / qualification shall be rejected.

d) The Earnest Money Deposit (EMD), without any interest accrued will be refunded as follows:

(i) A bidder who is not successful may, after one month of award of work order to the successful bidder, send an authorized representative with Letter of Authorization in Firm/Company's Letter Head and proper identity proof to collect the EMD Demand Draft.

(ii) In the case of bidder whose bid is accepted for award of the contract, EMD will be refunded on receipt of Performance Security in shape of Bank Guarantee.

H. Performance Security:-

i. The successful tenderer shall have to deposit **Performance Security @ 5% of the total contract value (excluding GST) within 15 days of award of contract** by way of Bank Guarantee drawn in favour of "The Director, Odisha judicial Academy, Kataka. " The Performance Security amount will be released after expiry of the contract ,after final bill payment and after satisfactory supply of the material.

ii. The performance security submitted shall be valid for a period of 1 Year and 60 days from the date of effectiveness of the contract. It is expressly understood and agreed that the performance security is intended to secure the performance of entire Service Agreement.

iii. The Performance Security is subject to modification as per subsequent guidelines of the Govt. if any.

I. Technical Bid

i. Technical Bid is to be provided in a separate sheet in the format mentioned in **Annexure II.**

ii. Time Schedule is given in **"DOCUMENT CONTROL SHEET" at Page- 2** of this Tender Document.

iii. Tender document must contain the name and office addresses including telephone number(s) and email IDs of the available person(s) who are authorized to submit the bid with their signatures.

iv. Un-Signed, Un-Stamped bid shall not be accepted.

v. All pages of the Tender document (1-41) must be submitted **being signed and self- attested** by the bidder irrespective of the nature of content of the documents**.**

vi. Bids **NOT** submitted as per the specified format and nomenclature/ Ambiguous bids/ Conditional tenders will be rejected outrightly.

vii. The Odisha Judicial Academy **will NOT be responsible** for any delay on the part of the bidder in obtaining the terms and conditions of the tender notice or submission of the Tender Bids.

viii. The offers submitted by Telegram / Fax / E-mail etc. shall **NOT** be considered. No correspondence will be entertained on this matter.

ix. Any alteration / overwriting / cutting in the bid should be duly countersigned, else, it will be out rightly rejected.

x. Bids not quoted as per the format given by Odisha Judicial Academy will be rejected straightway.

xi. Except the requisite document as sought for in the Tender, no extra documents be furnished by the bidders.

J. Financial Bid

a) The Financial Bid should be submitted in the format as per **Annexure-III**. Financial Bid should not contain any conditions.

b) All the prices quoted shall be in Indian Rupees. Any request for price escalation during subsistence of the contract shall not be entertained.

c) After technical evaluation of the bids, a comparative chart will be prepared showing the name(s) of the bidder(s) and the price quoted by them for the tendered item. After arriving at the L1 Price (Lowest price), the work order would be placed with the bidder who has quoted the L1 price.

K. Evaluation of Technical Bid

a) A duly constituted Committee will evaluate and shortlist the Technical Bids.

b) For Technical evaluation, bidders may have to ensure the availability of every type of documentation required. In case a bidder does not make proper documentation available, then such defaulting bidder may be taken off the tender evaluation process and the bid may stand rejected.

c) Only those bidders whose quoted products are recommended by the duly constituted Committee as qualified in Technical Evaluation process; shall be eligible for opening of their financial bids.

L. Evaluation of Financial Bid

a) The Financial Bids of only those Bidders short listed from the Technical Bids by the duly constituted Committee will be opened.

b) Financial Bids will be evaluated on the basis of price quoted in the Financial bid.

c) Bidders shall indicate their rates in clear / visible figures as well as in words. In case of a **mismatch, the rates written in words will prevail.**

d) After evaluation of the bids, a comparative chart will be prepared showing the name(s) of the bidder(s) and price of the item they have bid for. After arriving at the L1(Lowest) price, the order would be placed with the bidder who has quoted the L1 price or with any of the participating qualified bidder the Committee deems fit depending upon the samples of the goods supplied ,reasonableness of the price quoted in the Financial bid against specified heads and as per the terms and conditions of the tender.

e) Negotiation regarding the price quoted in the Financial Bid may be made with the L1 bidder/selected bidder.

f) No enquiry shall be made by the bidder(s) during the course of evaluation of the tender, after opening of bid, till final decision is conveyed to the successful bidder. However, the appropriate authority in the Academy can make any relevant enquiry /

seek clarification from the bidders, which the bidders must furnish within the stipulated time else bid of such defaulting bidders may be rejected.

g) Any unjustified and unreasonable figure put by the bidder in respective heads of the Financial bid if at any point of time during the evaluation process is felt impracticable by the duly constituted committee shall lead to rejection of the bid.

h) Least Cost Selection Method will be followed during the Tender process to determine the selected bidder. The Tender inviting authority will award the contract to the bidder whose bid has been determined as the lowest and competitive evaluated bid price subject to fulfilment of the terms and conditions of the Tender.

i) In Case the lowest bidder L1 is disqualified after selection for any reason, the negotiation will be made with the second lowest(L2) bidder for award of the contract at L1 price. However, the decision of the authority shall be final during the overall selection process. In case of tie in financial quote among the multiple qualified bidders, the bidder having higher average financial turn over from the resources deployment service for the required period will be preferred for award of the contract subject to consideration of the competent authority.

M. TERMS & CONDITIONS OF THE SUCCESSFUL TENDERER:-

I. The successful tenderer has to prepare the samples within three days of receipt of the Purchase Order and after approval of the same, supply shall be made within 7 days as per requirement of OJA on issue of purchase order.

II. The supply of **Customized Study Material should be strictly as per approved samples**, and shall be required to be made within the stipulated time on issuance of Purchase Order and in case supply is not made within the stipulated time and OJA is forced to make short purchase to meet the emergent demand, the tenderer will be liable to make good the loss due to difference which OJA may directly deduct from Bill/Security Deposit.

III. Supply of Customized Study Material is to be made on bill basis. The payment is

normally made after full supply is received and accepted as per specifications/requirement.

IV. Even after awarding the Supply Order, OJA reserves the right to terminate the same at any time, if the services of the tenderer are not found satisfactory.

V. The tenderer shall give an undertaking **(as per Annexure IV)** that the firm/ Partners/ Director/ Proprietor has not been blacklisted and its business dealings with Central/State Government/Public Sector units/ Autonomous bodies have not been banned/ terminated on account of poor performance.

VI. The successful tenderer will have to abide by the terms and conditions as may be fixed from time to time by OJA.

VII. The materials supplied will be inspected by Tender Committee of OJA and in case the supply is not found in conformity with the approved samples and any complaint is received about its quality and performance during the course of their use/utilization, the entire supply will have to be replaced with the good quality exactly commensurate with approved specifications at the cost of the tenderer. The decision of the OJA Tender Committee in this regard shall be final.

VIII. The cost towards pick up/delivery of customised study material are to be borne solely by the bidder and OJA will not provide any extra charges for the same.

IX. The payment shall be on monthly basis made on submission of the bills (In triplicate) after the satisfactory completion of the work assigned, at approved rates after deducting penalties & Statutory Dues if any. No advance payment will be made. Income Tax will be deducted at source under Section 194-C of Income Tax Act against the gross payments made to the service provider on the basis of income comprised therein. Any other deduction at source shall be made as and when directed as per the Government instructions.

X. The period of engagement of the service provider shall be for a period of one year. The OJA may extend the contract for another six months subject to satisfaction of the competent authority regarding performance of the service provider.

XI. **The successful bidder has to ensure the delivery of the customised study materials at OJA, Kataka and the five Regional Judicial Academies at Angul, Balasore, Berhampur, Koraput at Jeypore and Sambalpur. The price to be quoted in the Financial bid must be inclusive of the transportation charges and applicable GST. The bidder has to bear the transportation charges by its own and no extra charges for transportation shall be paid for delivery of the study materials at the respective locations mentioned above.**

N. PENALTIES

i. If delivery is not made in given time and OJA is required to make purchase from outside at higher rates, the loss, if any, sustained by OJA would be recovered from the tenderer.

ii. Irrespective of the fact as to whether or not the OJA makes purchases from outside, OJA may impose penalty up to **1% per week subject to maximum of 10%** of total cost of delayed articles, or of forfeiting the performance security if the delay is due to wilful laches or negligence on the part of the tenderer irrespective of inconvenience caused to the Academy.

iii. The Security Deposit shall stand forfeited in case of breach of any of the conditions mentioned herein or if the supply of the items is found unsatisfactory/not as per specifications.

O .Termination on Insolvency and other Terms and Conditions

a) The Academy may at any time terminate the Work Order by giving written notice of two weeks to the Agency, without any compensation to the Agency, if the Agency becomes bankrupt or otherwise insolvent or if is found to have indulged in any corrupt or fraudulent practice.

b) The Odisha Judicial Academy will not be responsible for any misinterpretation or wrong assumption by the vendor, while responding to this tender.

P. Force Majeure

If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics quarantine restrictions, strikes, lockouts or acts of God (hereinafter referred to as "events"), provided notice of happenings of any such event is duly endorsed by the Appropriate Authorities / Chamber of Commerce in the country of the party giving notice, is given by party seeking concession to the other as soon as practicable, but within 21 days from the date of occurrence and termination thereof and satisfies the party adequately of the measures taken by it, neither party shall, by reason of any such event, be entitled to terminate this contract, nor shall either party have any claim for damages against the other in respect of such non-performance or delay in performance, and deliveries/services under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist and the decision of the purchaser as to whether the deliveries/services have so resumed or not, shall be final and conclusive, provided further, that if the performance in whole or in part or any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, the purchaser/hiring organisation may at his option, terminate the contract.

Q. Definition for Default

Default is said to have occurred-

a) If the Agency fails to accept the Work Order.
b) If the Agency fails to deliver goods as stipulated in this tender.
c) If the Agency fails to perform any other obligation(s) under the tender.

d) If the Agency defaults on (b) and (c)of above circumstances, does not take remedial steps within a period of 15 days after receipt of the default notice from the Academy (or takes longer period in-spite of what the Academy may authorize in writing), the Academy may terminate the Work Order in whole or in part.

R. Resolution of Dispute:

Any dispute arising directly or incidentally out of any matter pertaining to the contract between the Odisha Judicial Academy and the Agency, will be placed before the Hon'ble Judicial Academy & Training Committee, High Court of Orissa and decision of the Hon'ble Committee shall be final and binding between both the parties.

Sd/-

Dy. Director I/C
Odisha Judicial Academy,
Kataka

ANNEXURE-I: SELF DECLARATION FORM & SUBMISSION OF PROPOSAL

(To be submitted on the letterhead of the organisation/agency)

To

The Dy. Director,
Odisha Judicial Academy,
CDA, Kataka-753014

Sub: Your Tender Notice No. _____, Dated._____.

Madam,

In reference to the above-mentioned tender for printing and preparation of customized study materials to Odisha Judicial Academy and the terms and conditions in the tender document; we hereby submit our proposal along with the necessary documents. I/ We hereby declare that our company is having unblemished past record and was not under a declaration of ineligibility for corrupt and fraudulent practices issued by Government of India or any State Government / PSU in the country of India.

Further, we agree to abide by all the terms and conditions as mentioned in the tender document. We have also noted that Odisha Judicial Academy reserves the right to consider/ reject any or all bids without assigning any reason thereof.

<table>
<tr><td colspan="2">Date: / /</td></tr>
<tr><td colspan="2">Authorized Signatory:</td></tr>
<tr><td colspan="2">Name:</td></tr>
<tr><td colspan="2">Designation:</td></tr>
<tr><td>Place:</td><td rowspan="3">Company Seal</td></tr>
<tr><td>Phone:</td></tr>
<tr><td>Email:</td></tr>
</table>

ANNEXURE-II: BIDDER / BID DETAILS

Registered Name of the Firm / Company/Service Agency:				
Address of the Registered Office of the Firm / Company/ Service Agency: (attach office address proof like copy of telephone bill or electricity bill or any other valid document)				
Telephone		Mobile Phone:	Fax:	E-Mail:
1	Contact Details of the Person in the Firm /bidder authorized to make communication with Odisha Judicial Academy(Copy of authorization letter is to be attached)			
2	Name			
	Designation			
	Phone/Mobile No.			
	Fax No.			
	E-Mail ID			
3	Company / Firm Details			
	Type of Company (PSU / Pub. Ltd./Pvt. Ltd./ Authorized Business Partner)			
	Company / Firm Registration No. & Date of Registration/ Incorporation/establishment (Relevant document to be enclosed)			
	GST Registration number (GST registration Certificate copy to be enclosed)			
	PAN card. (Copy to be enclosed)			

	Details of Agency's Bank Account (Details to be submitted **only in one page)**		
	GST Return for the last assessment year (Copy to be enclosed)		
	IT Return for the last three assessment years(Copy to be enclosed)		
4	Year wise turnover of the bidder during the last 3 financial years should be at least Rs.10,00,000/- (As per the Format in **Annexure-VII** each year.		
5	Self-Declaration of the bidder as to not black listed by any Government Department / PSU **(Annexure-IV)**		
6	*PAST EXPERIENCE OF THE BIDDER*	Year(s)	
7	Demand Draft details		
	Details of Demand Draft towards Tender Cost/Bid Processing Fee (Issuing Bank Name and Place, DD No. and date of DD) –**Annexure-V**		
	Details of Demand Draft towards EMD (Issuing Bank Name and Place, DD No. and date of DD)- **Annexure-VI**		
8.	Whether claiming any kind of exemption from payment of EMD or performance security? If Yes, then what document (s) has been submitted in support of such claim.		

Please enclose references towards above criteria in your bid documents mentioning page numbers of the said references in the bid document.

This is to certify that I/we have carefully read the contents of the tender document and fully understood to all the terms and conditions therein and undertake myself/ourselves to abide by the same.

Signature of the Bidder:

Place:

Name of the Signatory:

Date: ___ / __ /2026

Name of the Firm/agency:

Seal of the Firm/Agency:

ANNEXURE-III (Financial BID)

Item Name	Approx. Quantity of goods to be customized	Price per unit (In Rs.)	Price per required quantity without GST (In Rs.)	GST% applicable	Net price per unit including GST (In Rs.)
Notebook (Category-A)	2250				
Notebook (Category-B)	200				
Notebook (Category-C)	350				
Notepad (Category-D)	1800				
Notepad (Category-E)	150				
Pen (Category-F)	3900				
Pen (Category-G)	655				
Pen (Category-H)	100				
L folder(transparent)-A4	500				
Certificate and Photo folder(craft)	1800				
Craft Button Folder	2100				
Craft /plastic/jute expandable button folder	150				
Executive Folder (Pu Leather) (Category-I)	150				
Executive Folder (JUTE) (Category-J)	150				
Training Certificate	1400				

(Category-K)					
Training Certificate (Category-L)	3000				
Executive Document folder	300				
Total Price (without GST)			Rs.	/-	
Total Price With GST					**Rs. /-**

NB:-The total price to be quoted by the bidder must be smaller than the Estimated Cost of Tender.

Name:
Designation:
Address:

Email:
Contact no:

Authorised Signature

Company seal

Annexure IV

(DECLARATION OF BIDDER FOR NOT BEING BLACKLISTED)

(To be submitted on the letterhead of the organisation/agency)

It is certified that my firm/agency/company has never been **black listed** by any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or Government of Odisha or any other State Government or Public Sector Banks or Local Bodies/Municipalities and no criminal case is pending against my firm/agency as on _____.

Place:
Date:___/___ /2026

Signature of the Bidder

Name of the Signatory _____

Name of the Firm/agency _____

Seal of the Firm/Agency

Annexure-V: Tender Fee /Bid Processing fee (compulsory)

Amount of Non-Refundable Tender Fee / Bid Processing Fee	Rs.3,000/-
Tender Fee/Bid Processing Fee of Rs.3,000/- submitted or not	
If submitted, Demand Draft No.	
Name of Issuing Bank	
Date of Issue of Demand Draft	

Name:

Designation:

Address:

Email:

Authorised Signature Company seal

ANNEXURE-VI: EARNEST MONEY DEPOSIT

Amount of Earnest Money Deposit (Rs.25,390/-)	**EMD DETAILS**
Earnest Money Deposit submitted or not	
If submitted, Demand Draft No.	
Name of Issuing Bank	
Date of Issue of Demand Draft	
If not submitted, please specify the reason	

N.B. : The bidders claiming for exemption from furnishing the EMD must submit the supported authenticate documents duly attested as per the tender notice in sealed envelope super-scribing "Request for consideration for exemption from furnishing the EMD" to the " Director, Odisha Judicial Academy" before the Last Date and Time for Submission of Tender Fee and EMD by Offline mode.

ANNEXURE-VII ANNUAL TURN-OVER CERTIFICATE

S. No.	Period (Last 3 FYs)	Financial Turnover in INR
1.	2024-25	
2.	2025-26	
3.	2026-27	

I, Sri ( ) on behalf of the company/Firm M/s ( ), having designation ( ), do hereby undertake that the information furnished by me in this format is accurate and true to the best of my Knowledge.

Name:

Designation:

Address:

Email:

Authorised Signature Company seal

NB-Along with this Annexure, the prospective bidder has to submit an annual turnover certificate obtained from authorized person/agency against the respective Financial years.

Annexure-VIII (PAST EXPERIENCE OF THE BIDDER)

Name of Bidder :

Details of the similar assignments undertaken / completed during the previous years:

Sl. No.	Name of Project	Name of organization with address and contact numbers	Description of services provided projects)
(1)	(2)	(3)	(4)

N.B.: Copies of the Work Orders/ Completion Certificates from the respective authorities needs to be furnished by the Bidder along with the technical proposal as proof of evidence.

Name:

Designation:

Address:

Email:

Authorised Signature Company seal

Annexure-IX

CHECK LIST OF DOCUMENTS FOR BID SUBMISSION

Forms no.		Title	Submitted (Yes/No)
ANNEXURE-I		Self Declaration Form and Submission Of Proposal (To be printed on the Letterhead of the bidder)	
ANNEXURE-II	A	Bidder/Bid Details	
	B	Valid Address Proof of office of bidder	
	C	Copy of self attested bank statement of the bidder in one page	
	D	Certificate of Registration/Incorporation certificate	
	E	GST Regd. Certificate	
	F	GST return for last year	
	G	Pan card copy	
	H	IT return for the last 3 years	
	I	Document submitted in support of claim of exemption from Tender Fee & Performance Security	
	J	All pages of the SBD (1-41) must be submitted being signed and self- attested by the bidder irrespective of the nature of content of the documents.	
ANNEXURE-III		FINANCIAL BID	
ANNEXURE-IV		Declaration Of Bidder For Not Being Blacklisted (To be printed on the Letterhead of the bidder)	
ANNEXURE-V		Tender fee /Bid Processing Fee	
ANNEXURE-VI		EMD details	
ANNEXURE-VII		Annual turn-over certificate	
ANNEXURE-VIII		Past experience of the bidder	
ANNEXURE-IX		Check List Of Documents For Bid Submission	
ANNEXURE-X		Training Certificate Format-OJA	
ANNEXURE-XI		Training Certificate Format-RJA	
ANNEXURE-XII		RJA Details	

I understand that in case we do not submit required information in given formats along withthe supporting documents, Academy may treat our proposal as non-responsive.

Name:

Designation:

Address:

Email:

Authorised Signature Company seal

*****

Annexure-X (Training Certificate Format-OJA)

ODISHA JUDICIAL ACADEMY

सत्यमेव जयते

ODISHA JUDICIAL ACADEMY

This is to certify that

participated in the

at

ODISHA JUDICIAL ACADEMY, CUTTACK

DIRECTOR

Annexure-XI (Training Certificate Format-RJA)

ODISHA JUDICIAL ACADEMY

This is to certify that

participated in the

at

REGIONAL JUDICIAL ACADEMY

INCHARGE

Annexure-XII (RJA Details)

ODISHA JUDICIAL ACADEMY

Sector - 1, C.D.A, Abhinav Bidanashi,
Cuttack, Odisha - 753014
Phone: 0671 - 2365192
Fax: 0671 - 2365194
www.orissajudicialacademy.nic.in
orissajudicialacademy@gmail.com

Regional Judicial Academy, Angul
At - District Court Complex, Angul
Po - Angul, District – Angul, Pin - 759122
angulrja@gmail.com

Regional Judicial Academy, Balasore
(Near Station Square, Balasore)
PO/Dist- Balasore, Pin- 756001
balasorerja@gmail.com

Regional Judicial Academy, Ganjam at Berhampur
District Civil Court Complex Kamapalli,
P.S.-B.N. Pur, Pin-760004, Berhampur, Ganjam.
berhampurrja@gmail.com

Regional Judicial Academy, Sambalpur
At - Old R.T.O. Building, Near Civil Court Complex,
Sambalpur, Pin-768001
sambalpurrja@gmail.com

Regional Judicial Academy, Koraput at Jeypore
District court premises, Jeypore
Po-Jeypore, Dist-Koraput, Pin-764001
jeyporerja@gmail.com