

GOVERNMENT OF ODISHA  
LAW DEPARTMENT

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QUOTATION CALL NOTICE

Bhubaneswar, the 11/2/18

No. II-OE. 16/18/ 13114 /L, Sealed Quotations are invited from the intending registered Firms (hereinafter referred to as the Agency) located at Bhubaneswar having valid GST IN under OGST Act, 2017 Income Tax Clearance Certificate, Pan Card etc. to participate in the Quotation for details of which are mentioned in the terms and conditions. The Agency shall quote the typing charges for each page including tax. The Agency should carefully go through the terms and conditions specified below before submitting the bid document within the stipulated time.

The Quotation should enclose earnest money of Rs.1,000/- as EMD payable in the shape of A/C payee bank-draft or pay order in favour of the DDO, Law Department. The detail of Quotation call notice and terms and condition are available in the Law Department website. ([www.lawodisha.gov.in](http://www.lawodisha.gov.in)). and [www.odisha.gov.in](http://www.odisha.gov.in) which may be visited by the intending Agencies. In case any doubt, the bidder shall contact to Mr. Ansuman Mahanty, Under Secretary, Nodal Officer, Law Department, Mob. 9861004649.

The Quotation papers should reach this Department on or before the 10<sup>th</sup> December, 2018 by 4.00PM failing which the same shall not be entertained. The Quotation shall be opened on the same day or next day as Chairman of the Committee think fit in the office chamber of the Chairman of the Purchase Committee in presence of other members of the committee.

General Terms and Conditions.

1. The Agency shall type the State Acts in force enacted from the year 1937 till date in searchable PDF format and prepare the document error free.
2. The PDF documents shall incorporate all up-to-date amendments made to the State Acts for uploading in India Code Portal.
3. The fonts, size, margin, line space and other features of the document shall be identical with the recent Gazette Copy of the Acts that has been published in the Odisha Gazette.

4. The Agency must quote the rates of typing charges per page contain, approximately 400 words without any extra charges for formatting, editing or adding extra feature to the document.
5. The process of typing shall be completed within the 25<sup>th</sup> day of December, 2018.
6. The Quotation in sealed covers may be sent by Registered/ Speed Post or Courier or by Hand Delivery to this Department addressed to the Deputy Secretary to Government, Office Establishment Section-II, Law Department, Odisha Secretariat, Bhubaneswar-751 001 along with all required documents as specified in the Quotation notice
7. The accepted Quotation shall remain valid till completion of the work i.e.25<sup>th</sup> day of December,2018 and the quoted rate shall not be revised during that period.
8. The authority reserves the right to accept or reject any or all the Quotation without assigning any reason thereof.
9. The agency shall hand over the soft copies of all the State Acts so uploaded in editable format to the Law Department.
10. The agency shall not preserve any right to retain the soft copies of all the State Acts.
11. The Agency should be available on his own landline telephone (office & Residence) so also on mobile phone, which he is required to mention in the Quotation.
12. The authority reserves the right to terminate the order with the Agency, at any time, in case of unsatisfactory work.
13. No advance payment or payment against proforma invoice will be made.
14. <sup>7/2</sup> Payment will be made after due verification of uploading work by the Nodal Officer and handing over all the soft copies of the uploaded Acts by the Agency.
15. The Department is not bound to accept the lowest rate and have the right to reject any or all offers without assigning any reason.

*B. S. W.*  
5/12/18

Deputy Secretary to Govt.

Memo No. 13115 /L. dt. 11/12/18

Copy forwarded to the Chief Receptionist, Home Department for information and necessary action. She is requested to issue entry pass to the bidders into secretariat premises on the scheduled date and time.

*SDM*  
01/12/18

Deputy Secretary to Govt.

Memo No. 13116 /L. dt. 11/12/18

Copy forwarded to the Chief Nodal Officer, NIC for information and necessary action.

*SDM*  
01/12/18

Deputy Secretary to Govt.

Memo No. 13117 /L. dt. 11/12/18

Copy forwarded to the Members of the Committee of Law Department with a request to remain present in the meeting on the scheduled date and time for opening of the Quotations.

*SDM*  
01/12/18

Deputy Secretary to Govt.

Memo No. 13118 /L. dt. 11/12/18

Copy forwarded to the Head, State Portal, Odisha Secretariat, with a request to upload the Quotation Call Notice in the State Portal and in the Law Department website for public information.

*SDM*  
01/12/18

Deputy Secretary to Govt.

Memo No. 13119 /L. dt. 11/12/18

Copy of the quotation call notice to display in the Law Department Notice Board for wide circulation.

*SDM*  
01/12/18

Deputy Secretary to Govt.