

**ODISHA JUDICIAL ACADEMY, CUTTACK**  
**SECTOR-1, C.D.A., ABHINAV BIDANASI, CUTTACK-753014**

**Tender Notice No: 01**

**Date: 18.02.2021**

The Odisha Judicial Academy, Cuttack invites offers in the prescribed proforma vide Annexure-"B" from reputed law book sellers / publishers in a sealed cover for supply of latest edition and current year Foreign Law Titles for Library of the Odisha Judicial Academy as per the list attached in Annexure- "A" which can be downloaded from the Academy's Website [www.odishajudicialacademy.in](http://www.odishajudicialacademy.in). The sealed cover offers should be addressed to "***The Director, Odisha Judicial Academy, Sector-1, CDA, Abhinav Bidanasi, Cuttack-753014***". The offer shall be submitted in prescribed format as per Annexure-"B", which are to reach in this Academy on or before dtd.09.03.2021 either by speed post or courier. Submission of offers in any other form shall not be entertained. Offers received after due date shall not be entertained. The Academy shall not be held responsible for non-delivery / postal delay of the offers for any reason whatsoever. In case of any dispute, the decision of the Director of the Academy shall be final and binding on the bidders.

Sd/-  
Asst. Director,  
Odisha Judicial Academy,  
Cuttack.

## INSTRUCTION TO THE BIDDERS

1. The last date and time of receipt of offer is 5 pm of dt.09.03.2021.
2. A bidder must be in the business of supplying Foreign Law Titles at least for a period of last two years. He (it) must not have been black-listed by any Library or Organizations by the date of submission of offer.
3. The bidders must provide correct and complete information along with relevant documents in support of the information furnished.
4. Each column / sub column of the form-Annexure-B of prescribed in this Tender, shall be duly filled in with correct and complete particulars / information.
5. The hard copy of the offer document shall be signed by the Principal Officer of the company or, as the case may be, by a partner or proprietor or the Authorized officer or power of Attorney Holder and his / her name and status be stated below the signature under official seal.
6. Each page of all Documents shall also invariably be signed and sealed.
7. The rates shall always be for the latest publication of the Foreign Law Titles. Therefore, a bidder needs to ascertain the latest & current position and offer accordingly.
8. If a particular title comes in more than one volume, the number of volumes must be stated in the offer made.
9. Foreign publications (foreign print) will be preferred. However, where Indian Print of a Foreign Publication is offered, it must be marked as “(IP)” in the appropriate column.
10. In case of a foreign publication, the bidders while submitting offers in **Annexure-B**, must specify the conversion rate of foreign currency at which such purchases is made, in INR with lowest price and maximum rate of discount in percentage.

11. A bidder shall quote the maximum rate of discount in percentage with lowest price of the pre-discount price of each Foreign Law Titles. It may choose to offer as Academy will evaluate bids individually for each title and not as per the total titles mentioned in the annexure.
12. The bids may reach the undersigned on or before 05:00 PM of 09.03.2021 by speed post or Courier. No other means for submission of bids shall be accepted. Bids submitted by any other means or received after due date shall be summarily rejected. Odisha Judicial Academy shall not be responsible for any postal delay.
13. Bidders are requested to submit their offers in the form prescribed in **Annexure-B**. The offer along with all documents must be submitted by speed post or courier addressed to "*The Director, Odisha Judicial Academy, Sector-1, C.D.A., Abhinav Bidanasi, Cuttack-753014*" so as to reach in this Academy by 5.00 p.m. on 09.03.2021. Any offer received beyond the time & date fixed shall not be entertained.
14. The bids will be opened at the first instance before the Purchase Committee at 11.00 a.m. on 10.03.2021 in presence of the bidders / Authorized Agent and shall be evaluated by the Purchase Committee. At the second stage Financial Bids of only technically qualified Vendors / Suppliers will be opened for further evaluation and selection of Vendors for empanelment.

**The hard copy of the offer sent by post shall be accompanied by**

1. A copy of the certificate of incorporation / registration with register of firms.
2. Such documents in support of the number of years, a bidder has been in such business.
3. A self-signed statement that the bidder has not been black-listed by any library or any educational institutions.
4. A copy of the PAN card of the bidder.
5. Any other document, a bidder considers necessary and relevant.

