

**GOVERNMENT OF ODISHA  
LAW DEPARTMENT**

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**TENDER CALL NOTICE**

No.LAW-OEI-MISC-0048-2023 14308 /L, Bhubaneswar, Dated 03.09.2025

Sealed Quotations/tenders are invited from interested Legal Consultancy Agency for translation of the Odisha State Enactments (primary and secondary legislation) and related documents as per the Terms of reference (TOR) annexed to this Notice.

**SCOPE OF WORK**

Name of the Item	Financial Details	Approx. Quantity in Nos.	Period of Completion							
Translation of the Odisha State Enactments (Act/rules/ notifications/ Bills etc.) in vernacular language i.e Odia.	Cost of the translation will be per word basis. The ceiling price for translation of is Rs.0.95/- per word.	1000 approx.	Six Months							
	<table border="1"><tr><td>Translation</td><td>Rs.0.60/-</td></tr><tr><td>First Proof</td><td>Rs.0.10/-</td></tr><tr><td>Final Proof</td><td>Rs.0.05/-</td></tr><tr><td>DTP</td><td>Rs.0.15/-</td></tr><tr><td>Inspection of Translated text</td><td>Rs.0.05/-</td></tr></table>			Translation	Rs.0.60/-	First Proof	Rs.0.10/-	Final Proof	Rs.0.05/-	DTP
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	<i>*The rates mentioned are at par with the costs approved by the Odia Bhasa Pratisthan towards translation.</i>									

1. The bidder must be registered as Legal Firm /Company/Society/Trust as per relevance Acts. (A copy of registration must be attached with the quotation)
2. The bidder shall have GST registration to participate in the tendering process. (Copy of GST Clearance of last year 2023-24 must be attached with the quotation).
3. The bidder must have office in Bhubaneswar. (Telephone Bill/ Electricity Bill/Rent agreement be enclosed)
4. The bidder must have experience in similar nature of work in any State Govt./Central Govt./any PSU or Autonomous bodies/societies. (Work order/ experience certificate or any proof to support the claim of experience)
5. The bidder must be registered under EPF & ESI Act. (Copy of the registration must be attached).

6. A sum of Rs.5000/- (Rupees Five thousand )only shall be deposited by intending bidders in Shape of account Payee bank draft drawn in favour of DDO-cum- Joint Secretary to Government, Law Department and submit along with the tender as Security deposit. After completion of tender process the amount will be refunded to unsuccessful bidders.
7. The Quotation must be submitted along with filled and signed forms I to IV along with signed copy of the Tender Call Notice to undersigned on or before **10.09.2025** by 5.00PM only through Speed Post/ Registered Post/ Courier & the Tenders will be opened on 11.09.2025 at 3.00 PM.
8. The quotationers / authorized representatives of the firm may remain present during the opening of the quotation, if they desire. The quotationers should mention "**Quotations for Selection of Agency for translation of Odisha State Enactments and related Documents into Odia Language**" above the sealed envelope.
9. The Application Forms for quotation/tender containing & Terms & Conditions for Selection of Agency for translation of Odisha State Enactments and related Documents into Odia Language will be available with the Undersigned or can be downloaded from Odisha Government website [www.odisha.gov.in](http://www.odisha.gov.in) from **04.09.2025 to 10.09.2025** .

By the order of Principal Secretary

  
Joint Secretary to Government.

Memo No **14309** /L Dated **03.09.2025**

Copy along with copy of the enclosure forwarded to I&PR Department for information and necessary action. They are requested to publish this notice on **04.09.2025** in one widely circulated Odia and English Dailies for wide publication.

  
Joint Secretary to Government.

Memo No **14310** /L Dated **03.09.2025**

Copy forwarded to all Departments for information & necessary action. They are requested to display this Notice in their Notice Board for wide publicity.

  
Joint Secretary to Government.

Memo No **14311** /L Dated **03.09.2025**

Copy forwarded to Head State Portal Group, IT Centre Odisha Loka Seva Bhawan for information and necessary action. They are requested to post the Tender Call Notice in Government of Odisha website [www.odisha.gov.in](http://www.odisha.gov.in) and Law Department website for wide publicity.

  
Joint Secretary to Government

Memo No 14812 /L Dated 08.09.2025

Copy forwarded to Special Secretary, Home (Secretariat Security) Department/Additional D.C.P., Secretariat Security, Lok Seva Bhawan, Bhubaneswar for information and necessary action.

Special Secretary, Home (Secretariat Security) Department/Additional D.C.P., Secretariat Security, Lok Seva Bhawan, Bhubaneswar requested to take steps for issue of Secretariat Entry pass to the intending bidders to enable them to submit their bid to this department.

  
03/9/25  
Joint Secretary to Government

Memo No 14813 /L Dated 03.09.2025

Copy forwarded to D.D.O -Cum-Joint Secretary to Government, Law Department for information and necessary action.

  
03/9/25  
Joint Secretary to Government

Applicant's Profile

1	Name of the Firm/ Agency	
2	Name of the Authorized person	
3	Address (Telephone Bill/ Electricity Bill/Rent agreement be enclosed)	
4	Contact Number	
5	E-mail ID	
6	Years of Experience (Proof of work done to be attached)	
7	PAN No. (Photocopy to be attached)	
8	GST No. (Photocopy to be attached with GST Clearance of last year 2023-24)	
9	Details of Income Tax Returns Filed in last three years (Copy of ITR to be attached)	

Date:

Place:

Signature of Authorized person with Seal

Name:

Designation:

**FORM-II**

**Average Annual Turnover in Last Three Financial Years**

Annual Turnover for the last three financial years of M/s \_\_\_\_\_  
\_\_\_\_\_ are given below and certified that the statement is true and  
correct.

<b>Year</b>	<b>Annual Turnover in Rs.</b>
2021-22	
2022-23	
2023-24	

Signature of Auditor,  
Chartered Accountant

Name:

Seal:

To be issued in the letter head of the Auditor / Chartered Accountant.

**FORM-III**

**(On a Stamp Paper of relevant value)**  
Affidavit

I M/s..... Sole Applicant, (the names and addresses of the registered office) hereby certify and confirm that we or any of our promoter/s /director/s are not barred or blacklisted by any state government or central government / department / agency/PSU in India from participating in Project/s, either individually or as member of a Consortium as on \_\_\_\_\_.

We further confirm that we are aware that as per the Tender Call Notice, our application would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of the Tender Call notice at any stage of the Evaluation Process or thereafter.

Dated this.....Day of ....., 2025

Name of the participant:.....

Signature of Authorized Person

## FORM IV

### Financial proposal of Applicant

Sl No.	Name of the work	Name of the Agency/ Firm	Quoted Price per Word. (In Rupees) excluding GST
(A)	Translation of the Odisha State Enactments including Gazette Notification (Act/ rules/ notifications/ Bills etc.) in vernacular language i.e Odia.		

We agree all the terms & conditions of the Tender Call Notice and certified that the rate quoted above excluding of GST and including of other applicable taxes, transportation, loading and unloading of draft copies of State Enactments ,manpower and cost of correct translated copies etc. No extra amount, whatsoever it may be, shall be charged at any point of time. Tax will be deducted as per the Govt., norms from time to time.

Date:  
Place:

Signature of Authorized Person with Seal  
Name:  
Designation:

### TERMS OF REFERENCE

The following terms and conditions must be fulfilled by the successful bidder in execution of the proposed work.

- (1) The Department will provide soft copies of the primary and secondary legislations of state enactments to the Agency in English language.
- (2) The Agency in turn shall translate the enactments in vernacular language i.e. Odia by strictly adhering to legal terminologies and to forward the draft Odia copies to the Law department.
- (3) After proof reading and correction by the Department, the necessary corrections shall be carried out by the Agency.
- (4) The Agency after necessary correction shall submit the final Odia translated version of the enactments both in soft and hard copies to Law Department.
- (5) For the purpose of charges, calculation of words shall be made from the final Odia translated version.
- (6) The Agency will be required to complete the assignment of translation in a time bound manner which will be not less than 4500 words per day. (\* the Bidders may submit their proficiency towards more output which may be considered for selection)
- (7) The Charges towards Human Resource, infrastructure facility, printing, transportation, loading and unloading etc. shall be borne by the Agency.
- (8) If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

  
Joint Secretary to Government  
Law Department