

ODISHA JUDICIAL ACADEMY, CUTTACK

Quotation Call Notice No.JJC-01/2025/ **13020** Dt. **07.08.2025**

Sealed Quotations are hereby invited from intending Event Management Service providing agencies for the purpose of organizing and managing the State Level Consultation on "**Safeguarding the Girl Child: Towards a safer and enabling environment for her in India**", scheduled to be held on 13.09.2025 at Odisha Judicial Academy, Cuttack. The time, place and schedule of the program along with the specific services intended to be provided by the event management Agency is attached as Annexure.

Quotations are to be submitted by following the below mentioned term and conditions.

Key Terms and Conditions:

1. Sealed Quotations superscripted on the top "Quotations for Organisation and Management of State Level Consultation on **Safeguarding the Girl Child: Towards a safer and enabling environment for her in India**" must reach the Director, Odisha Judicial Academy, Cuttack **by 5 PM, 14.08.2025** for consideration. The bids will be **opened at 3 PM on 18.08.2025** in the presence of bidders or their authorized representatives those who wish to remain present.
2. Preference will be given to Agencies/ Firms with successful experience in executing event(s) for the High Court of Orissa or the Odisha Judicial Academy.
3. The Agency/ Firm shall quote their price for the organisation/ management of the aforesaid consultation as per the requirements as specified in the annexure.
4. The Agency/ Firm must submit requisite documents like valid GST registration certificates and PAN card of the agency/ firm.
5. On the date of opening of the Tender, the bidder or their authorised representative shall remain present with comprehensive particulars as stipulated in the Annexure, specifically including for consideration :
 - Workshop Kit: Details of the bag quality, the list of contents with their respective quality, physical samples, and pricing particulars—covering individual prices of the bag and each item, as well as the consolidated cost of the complete kit.
 - Menu for the Consultation: Complete menu with specifications regarding the standard and quality of food, dining set up and food service along with detailed price particulars.
 - Flower decoration details.
6. The quality and quantity of intended services may change as per actual requirement /necessity.
7. Selection will be on the basis of Quality of service offered and Rates quoted for the same.

By order


Secretary,

Juvenile Justice Committee

Memo No. 13021(5) Dtd. 07.08.2025

Copy forwarded to

1. The Director, OJA/ Notice Board of Academy for information and necessary action.
2. The Principal Secretary, Deptt. of W & CD/ Director, ICDS & SW / Child Protection Specialist, UNICEF, Odisha for information.
3. Rules Section, High Court of Orissa for uploading in the High Court Notice Board.


07.8.25

**Secretary,
Juvenile Justice Committee**

ANNEXURE

Date : 13.09.2025

Place : Odisha Judicial Academy, Cuttack

Time : 8 AM to 5 PM

Services required to be provided :

Sl. No.	Item description	Unit	Quantity	
1	2 gates X 227 SQFT	SQFT	454	
2	Branding and visibility :	1 banner - 12 feet X 8 feet	SQFT	96
3		4 Standees - 2 feet x 5 feet	SQFT	40
4		Backdrop(flex) -21x10 ft	SQFT	210
5		Red Carpet (2 roll) for pathway with 12 Q Manager	Rolls	2
6	Flower Decoration		Minimal	
7	<u>Dignitaries & Participants -</u> 1. Breakfast (Standard layout) 2. Lunch - (Standard layout with veg and non-veg items) 3. 2 times Tea & Coffee with cookies 4. Evening high tea (Tea & Coffee with snax - Googni with Samosa and Vada) 5. Water bottle (500 ml) -- 500 bottles	Pax	200	
8	<u>Support staff - Protocols staff, Driver, Security staff and ancillary staff -</u> 1. Breakfast (Idli & Googni, Tea & coffee) 2. Lunch (Veg/ Non-veg Meal) 3. Drinking water -- 20 lit bottle X 5, along with disposable paper glass.	Pax	230	
9	Packed tiffin for media for 20 person	Pax	20	
10	Media kit (Press release, folder, pad, pen) for 20 person (as per actuals)	Nos	20	
11	Workshop Kit for High Dignitaries -- <u>Laptop Bag Specifications</u> 1. Size & Compatibility 2. Fits laptops: Up to 15.6 inches 3. Material – Leather/Eco-friendly & water resistant <u>Pen - Parker Vector Standard Gold Trim Roller Ball Pen Ink Color - Blue Black Body Color</u> <u>Note book - A5 (148 x 210 mm or 5.8 x 8.3 inches)</u>	Nos	26	
12	Workshop Kit for Participants 1. Workshop folders made in Odisha 2. One A5 note book 3. One Pilot pen - Blue	Nos	174	
13	Tent for cooking and dining for the support staff with buffet counters and wash basin.	Day	1	

14	Round tables and dining set with chairs for Dignitaries lunch	Round Tables set	52
15	Photography plus group photograph 150 copies(as per actuals)	Nos	225
16	Printing invitation cards (including e invitation)	Pax	50
17	Planters for welcoming dignitaries at the stage	Nos	35
18	Genset fuel (210 lts)(as per actuals)	litres	210

7-8-25