



ସମଗ୍ର ଶିକ୍ଷା  
समग्र शिक्षा  
Samagra Shiksha



# Bidding Document

FOR

**"Printing & Supply of Identity Card and PM SHRI Logo Badge for students and teachers of 13 PM SHRI Schools of Dhenkanal District under PM SHRI Scheme for the year 2025-26"**

Notice Inviting Tender No. 1685 / Dated 18/09/2025

**OFFICE OF THE DISTRICT PROJECT COORDINATOR,  
SAMAGRA SHIKSHA, DHENKANAL,  
ODISHA. PIN-759001**

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BS



DISTRICT PROJECT OFFICE, SAMAGRA SHIKSHA, DHENKANAL

Phone & Fax: 95-6762-223175/227082, E-mail: [dpcdhenkssa@oepa.nic.in](mailto:dpcdhenkssa@oepa.nic.in)

No: 1685 / dtd: 18.09.2025

**NOTICE INVITING TENDER (NIT)**

Sealed tenders are invited from the reputed & credible printers/ firms/ Agencies for printing and supply of "Identity Card and PM SHRI Logo Badge for the students and teachers of 13 PM SHRI Schools of Dhenkanal District under PM SHRI Scheme for the year 2025-26" in two bid systems (Technical & Commercial Bid) as detailed below.

Name of the Tender	Bid processing fees(Rs.)	Amount of EMD(Rs.)	Last Date & time of receipt of Bid	Date & time of opening of Technical Bid
Identity Card and PM SHRI Logo Badge for the students and teachers of 13 PM SHRI Schools	Rs.1000/-	Rs. 25000/-	09.10.2025 at 4.00 P.M	14.10.2025 at 11.30 A.M

The detailed BID document is available in the website [www.dhenkanal.odisha.gov.in](http://www.dhenkanal.odisha.gov.in) & [www.oepa.odisha.gov.in](http://www.oepa.odisha.gov.in). Interested and eligible reputed and credible printers/ firms/ Agencies may download BID DOCUMENT from the above website and apply accordingly. Corrigendum / addendum, if required, will be uploaded in the above web site. Hence potential bidders are requested to be in continuous touch with the above web site.

The Tender Inviting Authority (TIA) reserves the right to accept / reject any full or part / all BID / cancel the entire selection process at any stage without assigning any reason thereof.

By order of Collector-cum-Chairperson

*RS*  
18/9/25  
DEO-cum-DPC,  
Samagra Shiksha, Dhenkanal

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### IMPORTANT INFORMATION TO THE BIDDER

S. No.	Particular	Details
1.	Tender Inviting Authority (TIA)	O/o the District Project Coordinator, Samagra Shiksha, Dhenkanal, At- Kunjakanata, Po- Dhenkanal, Pin-759001, Odisha.
2.	Availability of the Bid document	<a href="http://www.osepa.odisha.gov.in">www.osepa.odisha.gov.in</a> & <a href="http://www.dhenkanal.odisha.gov.in">www.dhenkanal.odisha.gov.in</a>
3.	Date of Issue of the Bid	18.09.2025
4.	Last date and time of receipt of the Bid only through speed post / registered post / courier.	09.10.2025
5.	Date & time for opening of Technical BID.	14.10.2025
6.	Date of opening of Financial BID	Will be declared on the date of opening of the technical bid after assessing nos. of participating bidders.
7.	Bid Processing Fee (Non-Refundable)	Rs.1,000/- (Rupees one thousand) Only in shape of <b>DD /Banker's Cheque</b> drawn in any Nationalized/Scheduled bank in favour of District Project Coordinator, SSA, Dhenkanal, payable at Dhenkanal which will be annexed with the Technical Bid.
8.	Earnest Money Deposit (EMD) *(Refundable without interest)	<b>Rs.25,000/- (Rupees Twenty five thousand)</b> only in shape of Banker Cheque / Demand Draft in favour of District Project Coordinator, SSA, Dhenkanal, payable at Dhenkanal, which will be annexed with the Technical Bid. <b>No Exemption is allowed.</b>
9.	Address & mode of submission of proposal	Office of the District Project Coordinator, DPO, SS, Dhenkanal, Near Kunjakant U.P. School, PO/Dist Dhenkanal, Pin-759001, Odisha. <b>Mode of Submission:</b> Speed Post / Registered Post/Courier only to the address as specified above during the office hour only). Submission of proposal through other mode and late bid will be rejected.
10.	Place of Opening of Proposal:	Office of the DEO-cum-DPC, SS, Dhenkanal
11.	Point of Delivery & Completion of supply	At 13 PM SHRI school point within 15 days from the date of work order.
12.	Submission of Performance security & signing of agreement.	Within 05 days of issue of work order, i.e. 5% of Estimated cost. No Exemption is allowed.

## **BID DOCUMENT FOR PRINTING & SUPPLY OF IDENTITY CARD & LOGO BADGE**

The District Project Coordinator, SSA, Dhenkanal, Odisha invites bids from the reputed & credible printers / firms/ agencies for printing & supply of "Identity Card and PM SHRI Logo Badge for the students and teachers of 13 PM SHRI Schools of Dhenkanal District under PM SHRI Scheme for the year 2025-26". The detailed terms & conditions of the above bid are as under:

### **SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS**

#### **1. Eligibility Criteria :**

**The Printers /Firms /Agencies must have:**

- (a) Valid Aadhar Udyog Registration for printing works (which is mentioned in Document).
- (b) Office as well as printing setup in the State of Odisha
- (c) Valid PAN
- (d) Valid GST Registration Certificate under Odisha GST (OGST) and latest 6 months GST return certificate Act (Bidder must have deals in above items as per tender, Documentary related such business), Conditional registration will be rejected.
- (e) The Bidder should have Average Annual turnover of **INR 20 .00 Lakhs (Rupees Twenty Lakhs)** in last three financial years. Proof to be submitted by the Bidder from a Chartered Accountant / CMA). Valid Turn Over Certificate of Bidder for the Assessment Year, 2022-23, 2023-24 & 2024-25 with UDIN( will verify online). The Bidder has to produce the turnover certificate for three year. No single year turnover Certificate will be accepted for average turnover. If turnover certificate will mismatch the bidder will be disqualified.

#### **2. Application Procedure:**

The Bid will be invited under two bid system i.e. **Technical Bid and Financial Bid.**

The interested bidders are advised to submit two separate sealed envelopes super scribed – "**PRINTING & SUPPLY OF IDENTITY CARD & PM SHRI LOGO BADGE FOR PM SHRI SCHOOLS**"

- (a) **Technical Bid:** Printing & supply of "Identity Card and PM SHRI Logo Badge for the students and teachers of 13 PM SHRI Schools.

**Financial Bid:** for printing & Supply of "Identity Card and PM SHRI Logo Badge for the students and teachers of 13 PM SHRI Schools.





Both sealed technical and financial envelopes should be kept in another sealed envelope super scribed "**Identity Card and PM SHRI Logo Badge for the students and teachers of 13 PM SHRI Schools.**"

**(b) Technical Bid & Financial Bid.**

The Bidder has to fill up the Technical bid Form (**Tech-1, Tech-2, Tech-3, and Tech-04**) & submit it with a separate envelope with all self-attested documents/ papers as mentioned in para-2. Similarly, the Financial Bid form has to be filled up as per prescribed form (**Fin-1 & Fin-2**) and to be submitted in separate sealed envelope. The bidder is required to quote rate in the prescribed format (FIN-2). The rate shall include cost of all charges /levies/ duties, transportation cost and delivery of complete materials at school point. **Only GST as applicable shall be claimed extra. Accordingly, the bidder has to calculate the rate after taking into account all of the above factors.**

**(c)** The tender should be addressed to Office of the DEO-cum-DPC, SS, Dhenkanal, Near Kunjakant U.P. School, PO/Dist- Dhenkanal, Pin-759001, Odisha.

**(d)** The Bid document shall be available in website [www.osepa.odisha.gov.in](http://www.osepa.odisha.gov.in) & [www.dhenkanal.odisha.gov.in](http://www.dhenkanal.odisha.gov.in) and the cost of the tender paper is to be enclosed amounting to Rs.1,000/- (Rupees One Thousand) only in shape of crossed Demand Draft / banker's Cheque in favour of "District Project Coordinator, SSA, Dhenkanal" payable at Dhenkanal along with the **Technical BID as bid processing fees .**

**(e) Earnest Money Deposit (EMD):** The bidder is to submit EMD amounting to Rs.25,000/- (Rupees Twenty-five thousand) only. The EMD (refundable-without interest), may be submitted in shape of Demand Draft / Banker's Cheque at any Nationalized or Scheduled bank drawn in favour of District Project Coordinator, SSA, Dhenkanal" payable at Dhenkanal, failing which the tender shall be rejected summarily. The EMD of the un-successful bidders shall be refunded within 30 days after award of contract. The EMD shall be forfeited in the event of withdrawal of the tender once submitted or in case of a successful bidder who (i) fails to execute the agreement within specified period & (ii) not submitted performance security and/or express its inability to supply the finished material within the stipulated period. The EMD of successful bidder shall be refunded after receipt of Performance security. No Exemption is allowed.

**(f)** The interested Bidders are to enclose self-attested photocopies of the following valid documents /papers in the **Technical Bid envelope**. **The proposal submitted without the following documents/papers shall not be considered.**

*For* 

- (a) Valid Aadhar Udyog Registration certificate.
- (b) valid PAN.
- (c) Valid GST Registration Certificate. (Odisha GST mandatory) & up to date / Latest GST return certificate.
- (d) DD/Bankers Cheque amounting to Rs.1,000/- (Rupees One thousand only) as bid processing fee (non-refundable)
- (e) EMD of Rs. 25000/- (Rupees Twenty five Thousand) only in shape of Demand Draft / Bankers Cheque.
- (f) The Bidder should have Average Annual turnover of **INR 20 .00 Lakhs (Rupees Twenty Lakhs)** in last three financial years Proof to be submitted by the Bidder from a Chartered Accountant / CMA).Valid Turn Over (TO) Certificate of Bidder for the Assessment Year ,2022-23 ,2023-24 & 2024-25,with UDIN (will verify online). The Bidder have to produce the turn over certificate for three year, no single year Turn Over Certificate will be accepted for average Turn Over. If Turn Over certificate will mismatch the bidder will be disqualified.
- (g) Income Tax return for the. Assessment Year 2022-23, 2023-24&2024-25.
- (h) Duly filled in, signed & sealed Tech-1, Tech-2, and Tech-3 & Tech-4 formats.
- (i) Sample copy of Identity Card & Badge duly signed & sealed mentioning the Materials Specification as well as name of the manufacturer.
- (j) The bidding firm must not have been blacklisted by any Government Offices / Societies / Authorities (Government of Odisha or Government of India) / PSU / GEM Portal / Govt. run Autonomous body /Society in India for corrupt, fraudulent or any other unethical business practices or any other reason. To that effect, the firm must submit a Notary Affidavit in Non-Judicial Stamp Paper (Rs.10/-).
- (k) At least one year experience certificate in similar type of work (copy of the work order must be attached).
- (l) The financial bid will be opened for only those tenderers whose technical bids are found in order. Conditional tender shall not be considered.
- (m) TDS will be deducted from bill as per income tax rule applicable.
- (n) Exemption certificate in respect of EMD & Security deposit will not be considered.






- (o) Payment will be made by District Project Coordinator after delivery of materials.
  - (p) The Bidder should **quote the price** of the items as per the format enclosed (Fin-2). Including Tax, Packing, Transporting charges etc. as per the prescribed Price Bid format. **No over writing or cutting is permitted in the financial bid format.**
  - (q) Supply order will be issued to the selected firm for supply of materials keeping in view of Budget provision under each category. Quantity may be increased or decreased. Materials will be delivered at 13 no. of PM SHRI school point of the district.
  - (r) Quality and size of the materials as per specification mentioned must be followed.
  - (s) The office of the firm should be located in Odisha, so that immediate replacement of defective materials can be done.
  - (t) If any deficiency will be found in the application form, the tender application will be out rightly rejected.
  - (u) The right of acceptance of tender rests with Collector, Dhenkanal who does not bind himself to accept the lowest tender. The Committee will ensure the best quality with minimum rate. Accordingly the tender will be finalized on verification sample items with quoted price within the budget provision by the Committee.
  - (v) The tenderer has to sign in each page of the tender paper as acknowledgement of acceptance of the terms, conditions, specifications etc.
  - (w) All disputes relating to and arising out of supply of materials, shall be mutually sorted out by both the parties failing which decision of the Collector, Dhenkanal on the points of dispute shall be accepted by both the parties.
  - (x) The authority reserves the rights to accept or reject any or all tender papers without assigning any reason thereof.
3. The Bidder who meets the requirements specified in the Technical Bid will only be considered for participating in the Financial Bid. Financial Bid of the technically disqualified bidders will not be considered & opened.






4. **Submission & opening of Tender:**

- (a) The interested Bidders may submit the tender document complete in all respects along with EMD, bid processing fee and other requisite documents on or before 09.10.2025 by 4.00 PM (in all working days) addressed to DEO-cum-DPC,SS, Dhenkanal, Near Kunjakant U.P.School, AT/PO/Dist.: Dhenkanal, Pin- 759001,Odisha only by **registered Post / Speed Post / Courier**. The Authority is not responsible for any postal delay. No other mode of submission of bid shall be entertained.
- (b) **Late Bidders:** Any bid received by the authority after the prescribed time and dateline for submission of bids will not be considered and opened. Thus the same will be deemed to be rejected.
- (c) The Technical bids shall be opened on the scheduled date and time at 11.30 AM in the Office Chamber of DEO-cum-DPC, SS, Dhenkanal in the presence of the representatives of the bidders **(With authorization Letter and ID Proof)**, if any, who wants to remain present on the spot at that time.
- (d) The Financial Bid of only those bidders will be opened whose Technical bids are found in order. The date, time & place of opening of Financial BID will be communicated after evaluation of Technical BID.

(e) **Specifications :**

**Specifications for ID card**

TYPE		
1. Type of ID Card Holder	:	Rigid holders
2. Type of Lanyard	:	Synthetic Tape
3. Type of Clip	:	Stainless Steel

**MATERIAL**

4. Material OF ID card)	:	High Quality PVC (White Color)
5. Material of Lanyard	:	Synthetic Tape

**DIMENSION**

6. Length of ID card to fit (mm)	:	90
7. Width of ID Card (mm)	:	55
8. Length of Lanyard (cm)	:	100
9. Thickness (mm)	:	4

SHAPE & SIZE OF LANYARDS		
10. Size of Lanyards, Width/Diameter (mm/mm)	:	15 mm/3mm
11. Shape of Lanyards	:	Round Neck
12. Color of Lanyards	:	Blue

PHYSICAL CHARACTERISTICS		
13. Orientation of card holder	:	Vertical
14. Color the lanyards	:	Imprint color and school name with logo on
15. Safety Mechanism	:	Non- Breakaway

PRINTING		
16. As per approved designed both side Multicolor printing of cards and 15-20 mm Multi-color printing of neck lanyards.		
17. Language of Printing	:	Odia

PACKINGS		
18. Type of Packing	:	Poly Bags (School wise)
19. Pack of	:	School wise

#### PM SHRI LOGO BADGE

The specification of the PM SHRI Logo Badge is as follows.

##### MATERIAL & DESIGN

20. Shape	:	Round badge with Brass Clip
21. Material	:	Brass
22. Finish	:	Glossy
23. Design/Pattern	:	Digital Printing
24. Color	:	Color of PM SHRI Logo.

DIMENSION		
25. Thickness	:	0.030 inches
26. Diameter	:	2 inches
27. Weight	:	20-30 Gram

PRINTING		
28. As per approved design multi -color printing of Badge.		
PACKINGS		
29. Type of Packing	:	Poly Bags (School wise)
30. Pack of	:	School wise

*[Handwritten signature]*

*[Handwritten signature]*



(f) The Purchase Committee constituted for printing and supply of I Card of the District Project Office will evaluate the Technical & Financial BID. The Bidder who meets the requirements specified in the Technical Bid will only be considered for participating in the Financial Bid. Financial Bid of the technically disqualified bidders will not be opened.

(g) The technically qualified bidder quoting lowest price in the financial bid shall be considered for award of contract.

**31. Acceptance or Rejection of the Bids:**

- (a) The Tender Inviting Authority (TIA) – District Project Co-ordinator, SS, Dhenkanal reserves the right to accept / reject any / all bids / cancel the entire selection process at any stage without assigning any reason thereof. No claim, whatsoever, shall be admissible for the alleged loss/damage suffered by the bidder/s on account of such rejections.
- (b) Any bid with incomplete information is liable for rejection.

**32. Award of Contract:**

The contract will be awarded to the Bidder/s substantially responsive to the Bid document & offered lowest evaluated cost.

**33. Signing of Contract :**

- (a) The successful bidder/s whose bid has been accepted will sign an agreement with the TIA (District Project Co-ordinator, SS, Dhenkanal) within 05 days of issue of the work order.
- (b) Failure by the Bidder to comply with the requirement of above mentioned clause, the offer shall be rejected and the Bidder shall have no claim further.

**34. Performance Security Deposit:**

The selected bidder shall have to submit Performance Security Deposit of 5% of contract value in shape of bank draft /Bankers Cheque drawn on any Nationalized / Scheduled Bank in favour of the "District Project Co-ordinator, SSA, Dhenkanal payable at Dhenkanal only within 05days from issue of the work order.

**35. Post Delivery Inspection (PDI):**

The Tender Inviting Authority (TIA)-District Project Co-ordinator, SS, Dhenkanal shall do the PDI of the quality of items.

**36. Requirement & Delivery Schedule :**

The selected firm shall supply the Identity Card & PM SHRI Logo and Badge at School points with Class wise/ School wise/ within **15** days from the date of issue of the work order. Approximately **6000** Sets of Identity Cards &



Logo, Badges will be printed in one Side/both sides. The above requirement may increase or decrease as per need. The total cost will be decided on the basis of actual no.s of Identity Cards & Logo, Badges supplied.

**37. Payment terms:**

- (i) **On completion of delivery at school point:** 80% cost of the supplied quantity shall be paid within 30 days after receipt of the required reports / Papers/ documents as under:
  - a. Challans towards satisfactory completion of supply of quantity to concerned school point as per supply order.
  - b. Receipt of "receive & stock entry certificate" from concerned HM.
  - c. On fulfillment of conditions of the agreement.
  - d. Four self-inking carbon copies of the GSTIN invoice as well as bank details for payment purpose.
- (ii) **On Final Acceptance :** Rest 20% cost of the total supplied quantity shall be paid after deduction of penalty, if any, within 30 days of :
  - a. Receipt & outcome of Post Delivery Inspection (PDI) Report.
  - b. On fulfillment of conditions of the agreement
  - c. Four self-inking carbon copies of the GSTIN invoice as well as bank details for payment purpose.
- (iii) No advance payment shall be made, or no payment shall be entertained on negotiation through Bank.
- (iv) Deduction of tax at source shall be made at the appropriate rate as per prevailing law (TDS on GST and Income).

**38. Penalty :**

- (a) If the work is delayed for any reason for which the TIA (DEO-cum-DPC, SS, Dhenkanal) is not responsible, penalty @ 0.5 % per week or part thereof on the total cost maximum up to 10% of the contract value will be imposed on the firm under orders of appropriate Authority. The TIA (DEO-cum-DPC, SS, Dhenkanal) reserves the right to forfeit the Performance Security & debar the bidder from participating in any other bid of his/her office. In such cases the TIA (DEO-cum-DPC, SS, Dhenkanal) may write to Govt. for blacklisting the firm.
- (b) If the Post Delivery Inspection of the quality of Items as per specification by the district level committee shows negative results, then penalty will be imposed proportionately on the total cost after deduction of tolerance limit prescribed by Govt., if any.
- (c) If the quality of printing is found to be dissatisfactory, penalty as suggested by the purchase committee will be imposed.

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**39. Amendments to BID terms, conditions and issue of Corrigendum/ addendum:**

- (a) Seven (07) days before the last date of submission of Bids, the TIA (DEO-cum-DPC, SS, Dhenkanal) may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder/s, modify the Bidding Documents by amendment /corrigendum.
  - (b) The amendment in shape of corrigendum/addendum will be notified on the websites [www.osepa.odisha.gov.in](http://www.osepa.odisha.gov.in) & [www.dhenkanal.odisha.gov.in](http://www.dhenkanal.odisha.gov.in) and the prospective bidder/s are requested to take cognizance of such notification/s while submitting their tender proposal.
  - (c) In order to allow prospective Bidder/s reasonable time in which to take the amendment into account in preparing their bid, the TIA (DEO-cum-DPC, SS, Dhenkanal) may, at its discretion, extend the deadline for the submission of bids.
40. Only one tender should be submitted by one party. Submission of more than one tender will lead to rejection of all proposal of the bidder.
41. The bidder/s may use separate piece of paper, where the space provided in the formats in this tender document for submission of information, is not sufficient. The information in the separate sheet of paper shall be in prescribed format and its page should be serially numbered and duly authenticated.
42. All the information uploaded & submitted or supplied in the formats of this tender document shall be presumed to be true to the best of the knowledge of the bidder/s.
43. No document as required and mentioned in the Bid shall be submitted in the Technical bid / Financial bid documents unless otherwise specifically mentioned therein. All required documents shall be submitted with serial number and page mark.
44. The TIA (DEO-cum-DPC, SS, Dhenkanal) reserves the right to modify any term in the bid document at the time of execution of contract, if felt necessary.
45. The bid validity period is 90 days from the date of opening of the Financial bid. Accordingly the bidder shall submit the Bid.

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46. The TIA (DEO-cum-DPC, SS, Dhenkanal) reserves the right to reject any or all the bids without assigning any reason thereof. The TIA (DEO-cum-DPC, SS, Dhenkanal) also reserves the right to modify any term in the bid document at the time of execution of contract, if felt necessary.

**47. Resolution of Disputes:**

- (a) Any dispute between the Tender Inviting Authority and the successful bidder/s should be addressed to the other party only in writing in their respective letter heads signed only by the designated signatories as in contract agreement. Both the parties shall make every effort to resolve the same amicably by mutual consultations.
- (b) If both the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, the same will be referred to by either party for conciliation to the conciliation panel. For that purpose, both the parties, shall nominate each one member, and both the nominated members shall form the Conciliation panel. In case the panel members report failure of conciliation, the matter shall be referred to arbitration, by the Arbitrator, to be nominated by the Collector cum Chairman, Samagra Shiksha, Dhenkanal. The Collector cum Chairman, SS, Dhenkanal shall nominate an Arbitrator, whenever required or when a request is made by the successful bidder/s, after the failure of conciliation, to nominate an Arbitrator. The arbitration proceeding shall be as per the provisions of the Arbitration and Conciliation Act 1996 of India.

**48. Applicable Law and Jurisdiction of Courts:**

- a. The Contract shall be governed by and interpreted in accordance with the existing law of India in force.
- b. All disputes relating to the contract is subject to the pecuniary jurisdiction of the Court at Dhenkanal.



**COVERING LETTER**  
**(ON BIDDER/S'S LETTER HEAD)**

[Location, Date]

To:

The DEO-cum-DPC,  
Samagra Shiksha, Dhenkanal.

**Subject:** Printing & supply of Identity Cards and PM SHRI Logo badge 2025-26  
of 13 PM SHRI Schools  
Madam/Sir,

I/We, the undersigned, request you to participate in the selection process towards Printing & supply of Identity Cards and PM SHRI Logo badge 2024-25 for the students of 13 PM SHRI Schools in accordance with Tender Call Notice No. \_\_\_\_\_ / dtd: \_\_\_\_\_ 2025. I/We are hereby submitting our proposal, which includes Technical Bid and Financial Bid separately.

I/We, hereby declare that all the information and statements made in this Technical BID are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our Bid. Our Bid will be valid for acceptance up to **90 Days** from the date of opening of the financial BID and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

I/We, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the BID document. In case any provision of this BID document are found violated, then TIA (DEO-cum-DPC, SS, Dhenkanal) shall without prejudice to any other right or remedy be at liberty to reject our Bid including legal action as per law.

I/We remain,

Yours faithfully,

Place:

BIDDER/S'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber  
Stamp

 

**Bidder/s's Organisation (General Details)**

Sl No.	Description	Full Details
1	<b>Name of the Bidder/s</b>	
2	<b>Address for Communication</b> Tel :Fax: Email id :	
3	<b>Name of the authorized person signing &amp; submitting the bid on behalf of the Bidder/s:</b> Mobile No. : Email id :	
4	<b>Registration / Incorporation Details</b> Registration No: Date & Year. :	
5	<b>Local office in Odisha</b> <b>If Yes, Please furnish contact details</b>	
6	Bid processing fee Details Amount :Rs.1,000/-	
7	EMD details- For Rs.25,000/-	
8	GSTIN under Odisha GST(OGST Act)	
9	PAN	
10	Turn Over Certificates with UDIN	
11	Confirm to carry out assignments as per the scope of work of the Bid Document	
12	Confirm to accept all the terms and conditions as specified in the Bid Document	

Place:

BIDDER/S'S OFFICIAL SIGNATORY

Date:

Name &amp; Designation with Rubber Stamp






## Check list of documents &amp; Items to be enclosed with Technical Bid

Sl. No	Nature and Type of Document/Items	Whether enclosed (with page reference)	
		Yes / No	Page no.
1	Valid Aadhar Udyog Registration		
2	Proof of Office in the State of Odisha		
3	valid PAN		
4	valid GST Registration Certificate Under Odisha GST (OGST Act)		
5	Turn Over Certificates with UDIN		
6	Filed Income Tax Return for the Assessment Year 2022-23,2023-24& 2024-25.		
7	DD/Banker's cheque amounting to Rs. 1,000/- as bid processing fee		
8	EMD in shape of Demand Draft / Bankers cheque		
9	Duly filled, signed & sealed Tech-1, Tech-2, Tech-3 & Tech-4 formats.		
10	Sample Items as per specification of Tender Doc duly signed & sealed mentioning the Brand as well as name of the manufacturer.		
11	Proof of experience for Printing and Supply of I Card , LoGo & badges		
11	Duly filled in FIN-1 & FIN-2 Form		

Place:  
Date:

BIDDER/S'S OFFICIAL SIGNATORY

Name & Designation with Rubber Stamp/  
Official Seal of the Firm.




**(In Bidder's letter Head)**

[Location, Date]

To:

**The DEO-cum-DPC,  
SS.Dhenkanal**

**Undertaking / Declaration**

1. I, \_\_\_\_\_ Son / Daughter / Wife of Shri \_\_\_\_\_ Proprietor / Director/ Authorized Signatory of the bidder, mentioned above, am competent to sign this declaration and execute this bid document;
2. I/We certified that I have not committed any offence-  
(a)- under the prevention of corruption Act,1988; or  
(b)- The Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part execution of a public procurement contract.  
(c)- I have not been debarred by any central/state government organization/bodies for the last three years.
3. I/we have carefully read and understood all the terms and conditions of the BID document and undertake to abide by them.
4. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I /We, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my BID at any stage besides liabilities towards prosecution under appropriate law.
5. I/we also certify that our firm has not been blacklisted / debarred / banned by any State Govt. / UT / Central Govt. /Govt. organization / Govt. Institution / PSU / Govt. run autonomous body, Society / OSEPA and or convicted by any court of law due to (a) Service or quality supplied (b) submission of fake or forged documents (c) submission of incorrect information/ suppression of vital information and facts / misrepresentation of quality certificates (d) non-performance or non-supply (e) any other reasons.
6. This is also certified that neither my-self nor my organization will be indulged in any corrupt practices so far as this bidding is concerned.

**Authorized Signatory [In full and initials]  
Name and Designation of Signatory  
with Date and Seal:**

**Address of the Bidder**





**COVERING LETTER****(In Bidder's Letter Head)**

[Location, Date]

**To****The DEO-cum-DPC,  
Samagra Shiksha, Dhenkanal.****Subject:     Printing & supply of Identity Cards and PM SHRI Logo badge 2025-26 for the students of 13 PM SHRI Schools –FINANCIAL PROPOSAL.**

Madam/Sir

I, the undersigned, offer to print & supply of Identity Cards and PM SHRI Logo badge 2025-26 for the students of 13 PM SHRI Schools in accordance with your Tender Call Notice No. \_\_\_\_\_, Dated: \_\_\_\_\_.  
Our attached Financial Proposal is for the sum of Rs. \_\_\_\_\_ **[Insert amount(s) in words and figures\*]**.

The quoted rate is inclusive of cost of GST, all other charges, transportation cost & delivery of the complete material at School/Block point. I do hereby undertake that, in the event of acceptance of our bid, the supply shall be made in respect to the terms and conditions as stipulated in the BID document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of <90> days from the date of opening of the Financial bid.. I have carefully read and understood the terms and conditions of the Bid document and do hereby undertake to provide the article accordingly.

I understand that you are not bound to accept any proposal you receive.

I remain,

Yours faithfully,

**Authorized Signatory [In full and  
initials]**

**Name and Designation of Signatory  
with Date and Seal:**

**Address of the Bidder**

*(\*) Amount must match with the one indicated in FIN-2.*




(In Bidder's Letter Head)

Rate per Identity Cards & Logo badges & Approximate Quantity	Unit Cost Including GST, all other charges, transportation cost & delivery	Remarks
1	2	3
Cost of one set of Identity Card		
Cost of one Logo & badges		

The rate per set of Identity Card & Logo , badges is inclusive of cost of printing Supply & delivery of the complete material at PM SHRI Schools ( Detail list of Schools will be inform to successful bidder) .The Successful bidder supply the materials at school Point

**NB:** The rate per one set of Identity card & Logo Badges may be quoted up to two decimal points.

Place:

BIDDER'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp/  
Official Seal of the Firm






**ANNEXURE--A****Specification****Specifications for ID card**

TYPE		
Type of ID Card Holder	:	Rigid holders
Type of Lanyard	:	Synthetic Tape
Type of Clip	:	Stainless Steel

MATERIAL		
Material OF ID card)	:	High Quality PVC (White Color)
Material of Lanyard	:	Synthetic Tape

DIMENSION		
Length of ID card to fit (mm)	:	90
Width of ID Card (mm)	:	55
Length of Lanyard (cm)	:	100
Thickness (mm)	:	4

SHAPE & SIZE OF LANYRDS		
Size of Lanyards, Width/Diameter (mm/mm)	:	15 mm/3mm
Shape of Lanyards	:	Round Neck
Color of Lanyards	:	Blue

PHYSICAL CHARACTERISTICS		
Orientation of card holder	:	Vertical
Color	:	Imprint color and school name with logo on the lanyards
Safety Mechanism	:	Non- Breakaway

PRINTING		
As per approved designed both side Multicolor printing of cards and 15-20 mm Multi-color printing of neck lanyards.		
Language of Printing	:	Odia

PACKINGS		
Type of Packing	:	Poly Bags (School wise)
Pack of	:	School wise

*Handwritten signatures and marks:*

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### PM SHRI LOGO BADGE

The specification of the PM SHRI Logo Badge is as follows.

MATERIAL & DESIGN	
Shape	: Round badge with Brass Clip
Material	: Brass
Finish	: Glossy
Design/Pattern	: Digital Printing
Color	: Color of PM SHRI Logo.

DIMENSION	
Thickness	: 0.030 inches
Diameter	: 2 inches
Weight	: 20-30 Gram

PRINTING	
As per approved design multi -color printing of badge.	
PACKINGS	
Type of Packing	: Poly Bags (School wise)
Pack of	: School wise

Signature of the Bidder

With date and seal

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