

### Important Information to the Bidder

Sl. No.	Particulars	Details
1	Tender Inviting Authority (TIA)	Office of the District Project Coordinator, SS, Deogarh.
2	Availability of Bid Document	<a href="http://www.osepa.odisha.gov.in">www.osepa.odisha.gov.in</a> & <a href="http://www.deogarh.odisha.gov.in">www.deogarh.odisha.gov.in</a> .
3	Date of Issue of the Bid	19/07/2025
4	Last Date and time of receipt of the Bid only through speed post /registered post	11/08/2025 at 2 P.M
5	Date & time for opening of Technical BID	12/08/2025 at 10 A.M ( 11 a.m )
6	Date of opening of Financial Bid	Will be declared on the date of opening of technical bid
7	Bid Processing Fee (Non-Refundable)	Rs. 2,000/- (Rupees Two thousand Only) in shape of <b>DD /Banker's Cheque</b> drawn in any nationalized/scheduled bank in favour of District Project Coordinator, SS,Deogarh payable at Deogarh .
8	Earnest Money Deposit (EMD) (Refundable without interest)	@Rs.5000/- in shape of Banker Cheque / Demand Draft / Bank Guarantee for ID Card & Badge separately.
9	Address & mode of submission of proposal	District Project Office, SS, Deogarh ,At/Po-New Baliloi, Dist-Deogarh Pin-768108  <b>Mode of Submission:</b> Speed Post / Registered Post 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	At the Conference Hall of Collector, Deogarh At/Po-New Baliloi, Dist-Deogarh Pin-768108
11	Point of Delivery & Completion of supply	At the school within 15 days from the date of work order
12	Submission of Performance security & signing of agreement	The successful bidder shall have to submit the security deposit of Rs. 10,000/- (Ten Thousand) only within 3 days from issue of work order. No exemption certificate will be accepted.



### TERMS & CONDITIONS

1. The Bid applications must be sent **through Registered Post / Speed Post only** addressed to the **District Project Office, Samagra Shiksha, Deogarh, At/Po New Baliloi, Dist.- Deogarh, Pin-768108** during the office working hours.
2. The tender has been invited **under two bid system** i.e. Technical Bid and Financial Bid. The interested agencies/firms/ are advised to submit two separate sealed envelopes super scribing "Technical bid for supply of **Identity Card & Badge for PM SHRI School students & teachers**" & "Financial Bid for Supply of **Identity Card & Badge for PM SHRI School students & teachers**". Both sealed envelopes should be kept in a third envelope super scribing "Tender for supply of **Identity Card & Badge for PM SHRI School students & teachers**" of Deogarh district.
3. **Particular of the materials required as follows.**

SL.No	Name of the Items	Specification, Quantity & Price BID
1	Identity Card for Students & Teachers	As per Annexure- A
2	Badge for Students & Teachers	

4. The date and time schedule relating to tender are cited as under.

SL.No	Activity	Date and Time
1	Last date & time for receipt of tender document.	11/08/24 at 2 P.M
2	Opening of Technical Bid	12/08/24 at 11 A.M
3	Opening of Financial Bid	12/08/24 at 2 P.M opening of financial bid

5. 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. The bid validity period is 90 days from the date of opening of the financial bid. Accordingly, the bidder shall submit the Bid.
6. **Following documents must be enclosed with the Technical Bid Application. (Format-B)**
  - a. GST Registration Certificate under Odisha GST Act & up to date clearance.
  - b. PAN card.
  - c. Income Tax clearance certificate for last 3 financial years 2021-22, 2022-23 & 2023-24. ( i.e. AY-2022-23,2023-24 & 2024-25)

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- d. Valid Aadhar Udyog registration Certificate.
- e. Sample materials of each item must be produced as per the specification before the Committee at the time of opening of tender.
- f. Demand draft of **Rs.2000/-(non-refundable)** of any Nationalized Bank in favour of District Project Coordinator, Samagra Shiksha, Deogarh towards the cost of tender paper.
- g. Undertaking regarding that the 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.
- h. Demand Draft of any Nationalized Bank in favour of District Project Coordinator, SS, Deogarh as follows towards **EMD** which is refundable without interest.

SL.No	Name of the Items	EMD Value
1	Identity Card for Students & Teachers	Rs.5000/-
2	Badge for Students & Teachers	Rsa.5000/-

**NB: Bidders can apply for one or both category of the items as per their convenient.**

- 7. The financial bid will be opened only those bidders whose technical bids are found in order. Conditional tender shall not be considered.
- 8. TDS will be deducted from bill as per income tax rule applicable.
- 9. **Exemption certificate in respect of EMD & Security deposit will not be considered.**
- 10. Payment will be made by District Project Coordinator, Samagra Shiksha, Deogarh after delivery of materials at School points.
- 11. The agreement will be executed with the successful firm with the DPC, SS, Deogarh. If the successful firm fails to execute the contract or withdraw the tender paper, the EMD of the firm will be forfeited.
- 12. The successful firm will have to deposit of Rs. 10,000/- as security deposit at the time of agreement. If the firm fails to make complete supply of required materials as per our supply order, the security deposit will be forfeited.

13. The bidder should **quote the price** of the items including Tax, transporting and other cost (DTP, Photo collection etc.) as per the prescribed **Price Bid format (Annexure-A)**.
14. 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 the **03 No. PM Shri Schools across the district**.
15. Order for supply will be placed in bulk as per requirement which are approximately **1228** number of Identity Card & Badge for students and Teachers. The number may increase/decrease as per actual requirement.
16. The printed Identity Card & Badge must be delivered at school point as per order given by the undersigned to selected bidder.
17. Printing must be offset process using eco-friendly ink (I.S.O/I.S.I) standard.
18. Printing and Supply of Id Cards and Badge must be completed within 10 days of issue of order failing which the EMD and security money will be forfeited and necessary steps for penalty under rules will be initiated along with legal action.
19. Quality and size of the materials as per specification mentioned must be followed.
20. If any deficiency to be found in the application form, the tender application will be out rightly rejected.
21. The right of acceptance of tender rests with Collector, Deogarh 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.
22. The bidder has to sign in each page of the tender paper as acknowledgement of acceptance of the terms, conditions, specifications etc.
23. 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, Deogarh on the points of dispute shall be accepted by both the parties.
24. All disputes relating to the contract is subject to the pecuniary jurisdiction of the court at Deogarh.
25. The authority reserves the rights to accept or reject any or all tender papers without assigning any reason thereof.

  
DEO-Cum-DPC  
SS, Deogarh

**FORMAT – B****Application-cum-Checklist of Technical Bid****TENDER CALL NOTICE FOR PRINTING & SUPPLY OF IDENTITY CARD & BADGE****FOR PM SHRI SCHOOL STUDENTS AND TEACHERS**

Name, Address & Tel.No of Bidder: -

Sl,No	Documents	Enclosed (Yes/No)
1	Latest GST registration certificate under Odisha GST Act & Up to date clearance.	
2	PAN card.	
3	Income Tax clearance certificate for last 3 financial years. i.e 2021-22,2022-23,2023-24 (i.e AY-2022-23,2023-24,2024-25 )	
4	Valid Aadhar Udyog registration	
5	Sample materials of the item.	
6	Demand draft of Rs.2000 towards the cost of tender paper.	
7	Demand Draft towards EMD as per terms & condition	
8	Undertaking on non-blacklisted by any authorities, Govt. Institution and Court of law.	
9	Any other documents as mentioned in the tender	

Signature of the Bidder

With date and seal



**ANNEXURE-A****Application of Financial Bid****PRINTING & SUPPLY OF IDENTITY CARD & BADGE FOR PM SHRI SCHOOL STUDENTS AND TEACHERS**

Name, Address &amp; Tel.No of Bidder: -

SL.No	Name of the Items	Specification	Approximately Total Required Quantity	Quoted Rate per one piece including all Tax (Rs.)
1	<b>BADGE</b>  ( approved design enclosed as Annexure – B)	<b>Shape: 2 inch diameter</b> Round Button with Pin.	1228	
		<b>Quality:</b> Both Front and back side metal Shells and metal back.		
		<b>Centre width:</b> Size 58 mm.		
		<b>Printing :</b> Multi Color.		
2	<b>IDENTITY CARD</b>  ( approved design enclosed as Annexure – C)	<b>Height:</b> 90 mm including Holder.	1228	
		<b>Width:</b> 60 mm Including Holder.		
		<b>Holder:</b> Transparent Holder with full cover (Heavy Fiber).		
		<b>Inner Card:</b> PVC Card with water resistance.		
		<b>Card Print:</b> Multi-Color with both Odia .		
		<b>Lanyard Use:</b> 16 mm with Digital multi-color printing.		
		<b>Clipping:</b> Steel Clip with Lanyard.		

Signature of the Bidder

With date and seal