



ସମଗ୍ର ଶିକ୍ଷା
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Samagra Shiksha



DISTRICT PROJECT OFFICE, SAMAGRA SHIKSHA, NAYAGARH

NEAR DRDA, AT/PO/DIST. – NAYAGARH – 752069

Contact Number – (06753) 254236, Fax – (06753) 253701

E-mail – dpcnayagarhssa.opepa@nic.in

Notice No. 2702

Date. 7 / 11 / 25

**TENDER CALL NOTICE FOR PRINTING & SUPPLY OF IDENTITY CARDS FOR TEACHERS
AND STUDENTS OF PM-SHRI SCHOOLS (2024-25)**

Sealed Tenders are invited in prescribed format from reputed firms / individuals having valid GST Registration Number and valid PAN for printing and supply of Identity Cards for Teachers and Students of PM-SHRI Schools for the year 2024-25. The Quotation papers containing detailed specification with terms and conditions can only be downloaded from the district website i.e. <https://nayagarh.odisha.gov.in> and OPEPA website <https://osepa.odisha.gov.in>. The Firms/ Bidders are to submit their Bid documents in the prescribed format in the envelope duly superscribed "*Tender for Printing and Supply of Identity Cards for Teachers and Students of PM-SHRI Schools (2024-25)*" and must be sent to the District Project Coordinator, Samagra Shiksha, Nayagarh through Regd. Post / Speed Post/Courier on or before 26 / 11 / 2025 by 5:30 PM (No tender paper will be received by hand). Any tender received after the stipulated date & time shall not be entertained and the authority will not be held responsible for any type of delay, if any, in the delivery of the documents or non-receipt of the same. The Bid documents will be opened on 27 / 11 / 2025 at 11:00 AM in the Office chamber of the District Project Coordinator, Samagra Shiksha, Nayagarh in presence of the members of District Purchase Committee, Bidders or their authorized Agents / Representatives, for finalisation of bid. The authority reserves every right to accept/reject/ cancel in full/part, this tender without assigning any reasons thereof.

By order of the Collector-cum-Chairman, Samagra Shiksha, Nayagarh


District Education Officer-cum-DPC,
Samagra Shiksha, Nayagarh

Terms and Conditions for Printing & Supply of Identity Cards for Teachers and Students of PM-SHRI Schools (2024-25)

1. Tender Papers must be submitted in sealed, covered and addressed to the District Project Coordinator, Samagra Shiksha, Nayagarh, 752069 by Speed Post/Registered Post/Courier only for printing and supply of Identity Cards for Teachers and Students of PM-SHRI Schools. The sealed envelopes containing the quotation should be superscribed with "*Sealed Quotation for printing and supply of Identity Cards for Teachers and Student under PM SHRI Scheme*".
2. Tender papers will be received from 27/11/2025 to 26/11/2025 (Up to 5:30 PM) during office hours (except holidays) and will be opened on dated 27/11/2025 at 11.00 AM in the presence of the District Purchase Committee members and the bidders or their authorized representatives, if they desire, for finalisation of bid.
3. **Specification of the ID Card:** The specification of the ID Card is as follows.

ID Card Sample : Lanyard ID Card as per multicolour approved design enclosed as Annexure-A

Size : Width: 58mm x Height 90mm (Both side), 0.030 inches thickness

Set of Card : Thermal Card / PVC Fuse Card with protection card holder/ cover, single colour printed premium quality neck lanyards.

Printing : As per approved design both side Multicolour printing of Cards and 20 mm multi-colour printing of neck lanyards.

A sample copy of the above mentioned ID Card set must be attached with the tender paper with seal & signature of the bidder. The tender paper shall be rejected if the bidder submits more than one sample in the bid document.
4. Bank Draft / Demand Draft of Rs. 1,500/- (Rupees One Thousand Five Hundred) only (Non Refundable) is to be submitted by the bidder drawn at any nationalised Bank in favour of District Project Coordinator, Samagra Shiksha, Nayagarh towards cost of tender paper.
5. **Earnest Money Deposit:** EMD of Rs. 15,530/- (Rupees Fifteen Thousand Five Hundred Thirty) only is to be submitted by the bidder in shape of Bank Draft / Demand Draft drawn at any nationalised Bank in favour of District Project Coordinator, Samagra Shiksha, Nayagarh (Refundable). No exemption certificate will be accepted.
6. **Performance Security:** The successful bidder shall have to submit the security deposit of 5% of the bid value in shape of Bank Draft / Demand Draft drawn at any nationalized bank in favour of District Project Coordinator, Samagra Shiksha, Nayagarh payable at Nayagarh at the time of executing agreement with the undersigned. The same will be refunded without interest after completion of contract in all respect. No exemption certificate will be accepted.
7. The information to be printed in ID card must be as per prescribed design and contained to be given along with order.
8. **Durability:** Teachers ID Card should last upto 3 years. Guarantee for Letters, Photo, Logos. Printing dual sided Thermal/ Fused PVC card.



9. Teachers/Students Data (for those ID cards will be made) to be provided by the 13 nos of PM-SHRI Schools under Nayagarh District.
10. The selected bidder needs to visit the concerned school for taking of photograph of students and teacher on his own arrangement. No extra cost will be borne by this office.
11. The printed ID card must be delivered at school point as per order given by the undersigned to selected bidder.
12. Order for supply will be placed in bulk as per requirement, which are approximately 7729 (Seven Thousand Seven Hundred Twenty-Nine) nos. of ID Card. The number may be increase/decrease as per actual requirement.
13. Printing must be offset process using eco-friendly ink (I.S.O/I.S.I) standard. Offset printers set up certificate must be attached.
14. The cost of ID card must be inclusive of all taxes and transportation cost to be supplied at school point. No extra cost to be entertained.
15. Others terms and conditions-
 - i. Both EMD & Security deposit are refundable after successful delivery of printing materials. In case of any deviation in terms and conditions, the same will be forfeited.
 - ii. The successful bidder has to execute an agreement with the undersigned in non-judicial stamp paper for printing and supply of ID Card within 3 days of selection of bidder failing which the EMD amount will be forfeited.
 - iii. No separate transportation cost to be allowed.
 - iv. No Exemption Certificate in respect of EMD and Security Deposit will be accepted.
 - v. The bidder must submit the rate in prescribed format enclosed as Annexure-B
 - vi. TDS will be charged as per the Income Tax rule.
 - vii. The bidder has to submit the copy of Odisha GST Registration Certificate & updated GST Return Certificate, PAN and latest acknowledgement of income tax returns for the year 2023-24 & 2024-25. Besides the above document, the tender paper submitted without EMD shall not be entertained.
 - viii. The bidder must have Trade License of Odisha.
 - ix. The bidder has an experience in ID card & Logo in Odisha.
 - x. The bidder must have 1 crore Turnover Certificate with UDIN.
 - xi. The bidder must have DIC / Udyoga Adhaars Registration Certificate in Odisha.
 - xii. Conditional tender is not acceptable and will be out rightly rejected.
 - xiii. Payment will be made in favour of the firm at District point after submission of proof of delivery and after observing formalities of the Tender Call Notice.
 - xiv. Printing and supply of ID Cards must be completed within 25 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.
 - xv. All disputes relating to the contract is subject to the pecuniary jurisdiction of the Court at Nayagarh.
 - xvi. The Collector-cum-Chairman, Samagra Shiksha, Nayagarh reserves every right to accept/reject/cancel in full/part of any tender without assigning any reason thereof.

By order of the Collector-cum-Chairman, Samagra Shiksha, Nayagarh

District Education Officer-cum-DPC,
Samagra Shiksha, Nayagarh

PROPOSED ID CARD SAMPLES

ପିଞ୍ଜର ଶ୍ରୀ ସରକାରୀ ଉଚ୍ଚ ବିଦ୍ୟାଳୟ, ନାରାୟଣପୁର ନାରାୟଣପୁର, କଟକ-୭୫୧୦୨୫  ପରିଚୟ ପତ୍ର    ଅମିତ ପରିଡ଼ା ଶ୍ରେଣୀ: ନବମ (କ) ରୋଲ୍ ନଂ : ୦୧ ପ୍ରଧାନଶିକ୍ଷକ	ଅମିତ ପରିଡ଼ା ଜନ୍ମ ତାରିଖ: ୦୨.୦୬.୨୦୧୬ ପିତାଙ୍କ ନାମ: ଶ୍ରୀଧର ପରିଡ଼ା ମାତାଙ୍କ ନାମ: ଶ୍ରୀମତୀ ପରିଡ଼ା ଦୂରଭାଷ : ୯୧୦୦୦୦୦୦୦ ଆଧାର ନଂ: ଠିକଣା:
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୧. ବିଦ୍ୟାଳୟରେ ପ୍ରବେଶ ପାଇଁ ପରିଚୟପତ୍ର ଦିଖାଇ ଆବଶ୍ୟକ ।

୨. ପରିଚୟପତ୍ରଟି ଯଦିହାନଥିଲେ ବିଦ୍ୟାଳୟ କାର୍ଯ୍ୟାଳୟରେ ଖୁବ୍ ଶୀଘ୍ର କରାଯିବ ।

ପରିଚୟ ପତ୍ରଟି ହାତରେ ବିଦ୍ୟାଳୟ କାର୍ଯ୍ୟାଳୟରେ କମ୍ପା କରିବା ପାଇଁ ଅନୁରୋଧ ।



Annexure-B**(Bidder to submit in his letter Head of Firm)**

Particulars	Rate quoted in Rs.	Rate Quoted in words	Remarks(if there any)
Size:- Width: 58mm x Height 90mm (Both side), 0.030 inches thickness Set of Card: Thermal Card/ PVC Fuse Card with protection card holder/ cover, single colour printed premium quality neck lanyards. Printing: As per approved design both side Multicolour printing of Cards and 20 mm multi-colour printing of neck lanyards.			

Place:

Date:

BIDDER'S OFFICIAL SIGNATORY
Name & Designation with Rubber
Stamp/Official Seal of the Firm



Memo No. 2703 Dated 7/11/25

Copy to the District E-Governance Manager, Collectorate, Nayagarh for information and necessary action. He is requested to upload the enclosed the Notice Inviting Tender and the Bid Document in the official website of Nayagarh district.


District Education Officer-cum-DPC,
Samagra Shiksha, Nayagarh

Memo No. 2704 Dated 7/11/25

Copy to the Asst Director, MIS OSEPA Bhubaneswar for information with a request to upload the enclosed Notice Inviting Tender and the Bid Document in the official website of OSEPA for information of all concern.


District Education Officer-cum-DPC,
Samagra Shiksha, Nayagarh

Memo No. 2705 Dated 7/11/25

Copy submitted to all Dist. Level Officers of Nayagarh district for information. They are request to display the Short Tender Call Notice in their notice board for wide circulation.


District Education Officer-cum-DPC,
Samagra Shiksha, Nayagarh

Memo No. 2706 Dated 7/11/25

Copy submitted to the State Project Director, OSEPA, Bhubaneswar for favour of kind information and necessary action.


District Education Officer-cum-DPC,
Samagra Shiksha, Nayagarh