



OFFICE OF THE DISTRICT EDUCATION
OFFICER-cum-DPC

SAMAGRA SHIKSHA, KANDHAMAL



E-mail: dpckandhssa.osepa@nic.in

Standard Bidding Document

FOR

**Printing & Supply of PM SHRI Identity Cards and PM
SHRI Logo Badge for Teachers and Students of PM-
SHRI Schools (2025-26)**

Notice Inviting Tender No. 3753 Dated. 30-10-2025

Contents of Bid Document

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**DISTRICT PROJECT OFFICE
SAMAGRA SHIKSHA; KANDHAMAL**



No. 3753 /Plg /2025

Dated 30 // 10 //2025

NOTICE INVITING TENDER (NIT)

Sealed tenders under two bid systems are invited from the reputed Agencies / Supplier/ / Manufacturer having valid PAN, GST & IT Clearance, registration of firm etc. for **Printing & Supply of PM SHRI Identity Cards and PM SHRI Logo Badge for Teachers and Students of PM-SHRI Schools, 2025-26.** The tender papers (Bid documents) containing detailed specification with term and conditions, application of technical bid & application of financial bid etc. is available in the website www.kandhamal.nic.in , www.osepa.odisha.gov.in. Interested and eligible agency / firm may download BID DOCUMENT from the above website and apply accordingly. The bidders are required to submit DD amounting **Rs.1000/- (Rupees One thousand only)** drawn in favour of District Project Coordinator, SS, Kandhamal towards **bid processing Fee** (non-refundable) **along with the application of technical bid.** The EMD should also be enclosed with the Technical Bid. The last date of tender paper is on dtd. **24.11.2025 up to 4 P.M.** and will be opened on dtd. **25.11.2025 at 11.00 A.M.** in presence of tenderers or their authorized representatives. **Corrigendum / addendum, if required, will be uploaded in the above web sites & will not be published in News-paper.** Hence potential bidders are requested to be in continuous touch with the above web site.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-Chairman, Samagra Shiksha, Kandhamal


District Education Officer-cum-DPC
Samagra Shiksha, Kandhamal

Annexure - "A"

SPECIFICATIONS (ITEM-1)

PM SHRI Identity Card:

The specifications of the PM SHRI ID Card are as follows:

ID Card Sample : Lanyards ID Card as per multicolour approved design

TYPE:

- Type of I Card Holder : Rigid holders
- Type of Lanyards : Synthetic Tape
- Type of Clip : STAINLESS STEEL

MATERIAL:

- Material of I Card holders : White Acrylic
- Material of Lanyards : Synthetic Tape

DIMENSION:

- Length of I Card to fit (mm) : 90
- Width of I Card to fit (mm) : 55
- Length of Lanyards (cm) : 90

SHAPE & SIZE OF LANYARDS:

- Size of Lanyards, Width/Diameter (mm/mm) : 10 mm/ 1 mm
- Shape of Lanyards : Round Neck

PHYSICAL CHARACTERISTICS:

- Orientation of card holder : Vertical
- Colour: Imprint colour and logo on the Lanyards: Pre-printed Lanyards
- Safety Mechanism : Non-breakaway

PRINTING:

: As per approved design both side Multicolour printing of Cards and 10-15 mm multi-colour printing of neck lanyards.

Packings:

- Type of Packing : Poly bags (School wise)
- Pack of : (School wise)

for
DEO-cum-DPC, SS, Kandhamal

for
GM-DIC, Kandhamal

HM. A.J.C. Govt HS-Phulbani

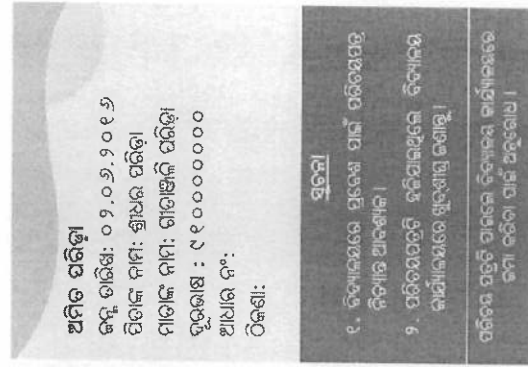
Financial Consultant, SS, Kandhamal

for im-10/25
District Welfare Officer, Kandhamal

for im-10/25
Dy. Commissioner CT&GST,
Phulbani Circle

for im-10/25
Block Education Officer, Phulbani

PROPOSED ID CARD SAMPLES



Handwritten signature

SPECIFICATIONS (ITEM-2)

PM SHRI Logo Badge:

The specifications of the PM SHRI Logo Badge are as follows:

Type of Badge : Rank Badge

Material & Design:

- Shape : Circular
- Material : Brass
- Finish : Glossy
- Design/Pattern : Digital printing
- Colour : Colour of PM SHRI LOGO
- Attachment Mechanism : Attached brass pinback

Dimensions:

- Thickness : 1 mm
- Diameter (In mm) : 45
- Weight (In gram) : 20 gram

Printing:

- As per approved design Multicolour printing of badge.

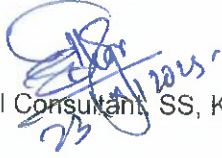
Packings:

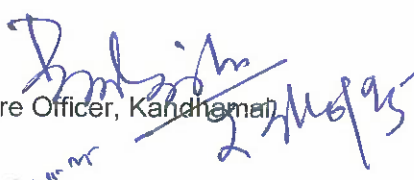
- Type of Packing : Poly bags (School wise)
- Pack of : (School wise)


DEO-cum-DPC, SS, Kandhamal


GM-DIC, Kandhamal


HM, A.J.O. Govt HS-Phulbani


Financial Consultant, SS, Kandhamal


District Welfare Officer, Kandhamal


Dy. Commissioner CT&GST,
Phulbani Circle


Block Education Officer, Phulbani



Facebook



PM SHRI Government Model Sr. Sec.
School Sainj

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Annexure - "B"

Terms and Conditions (Bid Document)

(For Printing & Supply of PM SHRI Identity Cards and PM SHRI Logo Badge for Teachers and Students of PM-SHRI Schools during 2025-26)

The District Project Coordinator, Samagra Shiksha, Kandhamal invites bids from the reputed & credible Supplier / Firms/ Agencies for Printing & Supply of PM SHRI Identity Cards and PM SHRI Logo Badge for Teachers and Students of PM-SHRI Schools (2025-26). The Bid document shall be available in website www.kandhamal.odisha.gov.in & www.osepa.odisha.gov.in. The detailed terms & conditions of the above bid are as follows;

Scope of Work and General Instructions for Bidders

1. **Specifications:** Detail specification of items is mentioned at Annexure-A
2. **Sample materials should be submitted along with Technical Bid.**
3. **Eligibility Criteria:**

The Printers /firms /agencies must have:

- a. Valid Udyam Registration Certificate in the State of Odisha. **Printing services** must be one of the items in list of goods
- b. Valid PAN
- c. Valid & Active GST Registration Certificate in the state of Odisha and copy of GST return for **September-2025 / 2nd Quarter of 2025.. "Printing Services"** must be one of the items of registration of Goods under GST Act.

4. Application Procedure:

(a) The Bid has been invited under **two bid system** i.e. **Technical Bid and Financial Bid**. The interested bidders are advised to submit **two separate sealed envelopes kept inside a master envelope**.

- I. **The technical bid** must be super scribed "Technical Bid for Printing & Supply of PM SHRI Identity Cards and PM SHRI Logo Badge for Teachers and Students of PM-SHRI Schools (2025-26)"
- II. **The Financial bid** must be super scribed "Financial Bid for Printing & Supply of PM SHRI Identity Cards and PM SHRI Logo Badge for Teachers and Students of PM-SHRI Schools (2025-26)". **The Financial Bid must be submitted sealed (i.e. must not be kept open by the bidder) in any condition.**
- III. **Only one sample for each bid per each supplier shall be entertained, more than one sample or item or conditional samples shall be liable for rejection.**
- IV. **The sample should also be kept in a separate cover along with the Technical Bid**
- V. **All the three sealed envelopes should be kept in another sealed envelope super scribed "Tender for Printing & Supply of PM SHRI Identity Cards and PM SHRI Logo Badge for Teachers and Students of PM-SHRI Schools (2025-26)".**

The tender should be addressed to O/o the District Project Coordinator, Samagra Shiksha Kandhamal, Main Road Phulbani, Dist-Kandhamal, Pin-762001, Odisha".

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VI. Note that **non-superscription** as mentioned above may lead to **pre-mature opening of the bid**, for which this office will not be responsible. In such case bid of the supplier will be cancelled and fresh bid by such firm/supplier will not be considered. Decision of the purchasing Committee will be final in this regard.

VII. **Name of the supplier** should also be super-scribed on all the 4 envelopes i.e Technical Bid Envelope, **Sample Envelope**, Financial Bid Envelope & The Master Envelope containing all the Bid documents.

(b) Technical Bid, Samples & Financial Bid:

Technical Bid: The Bidder has to fill up and Sign the Technical bid Forms (**Tech-1, Tech-2, Tech-3, Tech-04**) and attach **self-attested documents / papers** as mentioned in para/point-4 (e) below & keep them in a **sealed envelope**.

The sample should also be kept in a separate cover along with the Technical Bid

Financial Bid: 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 to quote **per unit** in the prescribed format (**FIN-2**) including all the taxes & transportation cost to the destination. All the materials must be of a reputed brand. **Only one price should be quoted** for each item and if more than one price quoted under different options then the bid summarily be rejected.

(C) Bid Processing Fees: Bid Processing Fees amounting to **Rs 1000.00 (One hundred only)** is to be enclosed in shape of Demand Draft / banker's Cheque in favour of "District Project Coordinator, Samagra Siksha Kandhamal" Payable at Phulbani **along with the Technical BID**. This is **non-refundable**.

(d) Earnest Money Deposit (EMD): The bidder is to submit EMD amounting to **Rs.30,000** as EMD (refundable - without interest), may be submitted in shape of Demand Draft / Banker's cheque / Bank Guarantee (**Format A**) from any Nationalized or scheduled bank drawn in favour of District Project Coordinator, Samagra Siksha, Kandhamal Payable at Phulbani, failing which the tender shall be rejected summarily. In case of bank guarantee, it should be valid up to **at least 90 days beyond the date of opening of Financial bid**. The instrument in original should be necessarily **accompanied with the Technical Bid**. 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.

(e) The interested Bidders are required 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.

- a. A set of "Terms and Conditions (Bid document)" downloaded from the website (preferably printed on both sides) and signed on each page by the bidder
- b. Valid **Udyam Registration** related to the mentioned item only (Conditional Udyam registration certificate shall not be allowed in any case) & proof of Office
- c. Valid **PAN & IT return** field for last 3 financial years

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- d. **Valid & Active GST Registration Certificate** and copy of GST return for **September-2025 / 2nd Quarter of Financial Year 2025-26.**
 - e. Experience certificate must be submitted for related materials to Govt. Department only. Experience certificate (Work order/Contract) for supply of materials to the Govt. Deptt. in the State of Odisha.
 - f. **Bid processing fee in shape of DD/Bankers Cheque**
 - g. **EMD in shape of Demand Draft / Bankers Cheque / Bank Guarantee.** Exemption of EMD shall not be allowed in any case.
 - h. **Sample materials.**
- 5. Submission & opening of Tender:**

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 the stipulated date and time as mentioned in the tender notice.** The tender should be addressed to **O/o the District Project Coordinator, Samagra Siksha, Kandhamal, Main Road Phulbani, Dist- Kandhamal, Pin-762001, Odisha".**

- (a) Tender papers will be received 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 is deemed to be rejected.
- (c) The Technical bids shall be opened on the scheduled date and time **(as mentioned in the tender notice)** in **DPO, Conference hall (or in Chamber of DPC, if so required) in the O/o DPC, Samagra Siksha, Kandhamal, Phulbani** in the presence of the authorised representatives of the bidders, if any, who wish to be present on the spot at that time. Time may be postponed depending on availability of the members or for any unavoidable reasons.
- (d) Financial Bid of the technically disqualified bidders will not be considered & opened.
- (e) The Financial Bid will be opened as per decision of the Tender Committee.

6. Evaluation of BIDs:

- (a) Conditional tender will not be accepted.
- (b) The Committee will evaluate the **Technical Bid & Samples.** The Bidder who meets the requirements specified in the Technical Bid **(and whose samples are up to the standard /specifications mentioned in the tender)** will only be considered for participating in the Financial Bid. Financial Bid of the technically disqualified bidders will not be opened.

Note: Sample materials should be submitted along with Technical Bid. However the committee may disqualify such bidders during Evaluation Process of Samples on the ground of Non-Submission of samples/ samples of substandard quality /samples other than specifications mentioned in the tender etc., as the case may be.

- (c) Financial Bid for each item will be analyzed separately.

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- (d) The technically qualified bidder (with proper sample materials) quoting lowest price (L-1) in financial bid shall be considered for award of contract. However the L-1 bidder may be negotiated further by the Committee or the chairman of the committee to lower the Quoted Price or to uplift the Standard or quality of the materials, if so required.
- (e) When the lowest bidder declines to supply the goods at the quoted price for any reasons, the evaluation committee may invite the second lowest bidder for negotiation at the prices quoted by the lowest bidder. If the negotiation with the second lowest bidder (L-2) fails, the Procuring Authority shall cancel the bid and invite fresh bid.

7. Acceptance or Rejection of the Bids:

- (a) The TIA 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.

8. Award of Contract:

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

9. Signing of Contract:

- (a) The successful bidder/s whose bid has been accepted will sign an agreement with the DPC, SS, Kandhamal within 03 days of issue of the work order.
- (b) Failure by the tenderer to comply with the requirement of above mentioned clause, the offer shall be rejected and the tenderer shall have no claim further.

10. Performance Security Deposit:

The selected bidder shall have to submit **Performance Security Deposit of Rs.60,000/-** in shape of bank draft / Bank Guarantee (BG) drawn on any Nationalized / Scheduled Bank in favour of the **"District Project Coordinator, Samagra Siksha, Kandhamal payable at Phulbani "** only within 3 days from issue of the work order. In case of BG, the same shall be as per the **FORMAT-B** & its validity will be **at least 30 days from the date of expiry of defect liability period.**

11. Requirement & Delivery Schedule:

The selected firm shall supply the PM SHRI I-Card and PM SHRI Logo Badge within 20 days from the date of issue of the work order. **Requirement:** Approximately 10,000 **Identity Cards and 10,000 PM SHRI Logo Badge** The above requirement may increase or decrease as per need. Delivery will be made at School Point.

- i. The information to be printed in ID card must be as per prescribed design and contained to be given along with order supplied by DPO, SS, Kandhamal.
- ii. **Durability:** Teachers ID Card & Badge should last upto 3 years. Guarantee for Letters, Photo, Logos. Printing dual sided, White Acrylic card & badge.
- iii. Teachers/Students Data (for those ID cards & Badge will be made) to be provided by DPO-SS, Kandhamal for the 20 nos. of PM-SHRI Schools under Kandhamal District (as per current situation). Number of PM-SHRI schools may vary in future.
- iv. The selected bidder needs to visit the concerned school to collect photograph of student's details and teachers details on his own arrangement. No extra cost will be borne by this office.

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- v. The printed ID card & Badge must be delivered at school point as per order given by the TIA to selected bidder.

12. Payment terms:

- (i) On successful completion of delivery at school point, **80%** of the total cost will be paid 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 Head Master & **Countersigned by BEO.**
 - c. On fulfillment of conditions of the agreement.
 - d. Four self-inking carbon copies of the GSTIN invoice (If regular GSTIN) / Bill of Supply (if Composition GSTIN) 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
- (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 of **Income Tax & GST.**

13. Penalty:

- (a) If the work is delayed for any reason for which the TIA 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 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 may write Govt. for blacklisting the firm.
- (b) Sample items supplied during tender cannot be changed during the supply. If it will be detected during PDI then the proportionate amount of that changed item will be deducted.
- (c) If the qualities of the items are found to be dissatisfactory, penalty will be imposed. Penalty amount will be decided by the **DEO-CUM-DPC (approved by Collector-cum-Chairman, SS, Kandhamal)**

14. Amendments to BID terms ,Conditions and Issue of Corrigendum/addendum:

- (a) Three (03) days before the last date of submission of Bids, the TIA 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 as mentioned in the 1st Para of 1st page this bid document. The prospective bidders are requested to take cognizance of such notification/s (if any) 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 may, at its discretion, extend

Page 3

- the deadline for the submission of bids.
15. Date of Submission of Bid may be extended by the TIA if required so.
 16. 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.
 17. 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.
 18. 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.
 19. 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 uploaded with serial number and page mark.
 20. The TIA reserves the right to modify any term in the bid document at the time of execution of contract, if felt necessary.
 21. The bid validity period is 90 days from the date of opening of the Financial bid. Accordingly the bidder shall submit the Bid.
 22. The TIA reserves the right to reject any or all the bids without assigning any reason thereof. The TIA also reserves the right to modify any term in the bid document at the time of execution of contract, if felt necessary.
 23. Submission of Fake documents will lead to rejection of his/her bid and if required further legal action.

24. Resolution of Disputes

- (a) Any dispute between the Tender Inviting Authority and the successful bidder/s Any dispute between 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 SS, Kandhamal. The Collector cum Chairman, SS 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.

25. 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 Kandhamal District.

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Annexure - "C"

Tech-1

COVERING LETTER

(ON BIDDER/S'S LETTER HEAD)

[Location, Date]

To:

The District Project Co-ordinator
SS, Kandhamal

Subject : Printing & Supply of Identity Cards and PM SHRI Logo Badge for Teachers and Students of PM-SHRI Schools (2024-25)
Madam/Sir,

I/We, the undersigned, request you to participate in the selection process towards Supply of Teaching Learning Materials in accordance with your Tender Call Notice No _____ dated _____. 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 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

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Bidder/s's Organisation (General Details)

SI No.	Description	Full Details
1	Name of the Bidder/s	
2	Address for Communication Tel :Fax: Email id :	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder/s: Mobile No.: Email id :	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Local office in Odisha If Yes, Please furnish contact details	Yes / No
6	Bid processing fee Details Amount :Rs.____/-	
7	EMD details	
8	GSTIN	
9	PAN	
10	Confirm to carry out assignments as per the scope of work of the Bid Document	YES
11	Confirm to accept all the terms and conditions as specified in the Bid Document	YES

Place:

BIDDER/S'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp



Check list of documents & 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	A set of "Terms & Conditions (Bid document)" downloaded from the website (preferably printed on both sides) and signed on each page by the bidder		
2	Valid Udyam Registration in state of Odisha for printing works.		
3	Proof of Office as well as printing setup in the State of Odisha		
4	Valid PAN (Signed copy)		
5	Filed Income Tax Return for the Financial Year 2022-23, 2023-24 & 2024-25 i.e Assessment Year 2023-24, 2024-25 & 2025-26		
6	Valid & Active GST Registration Certificate		
7	Copy of GST return for Sept..2025 /Q-2 of FY 2025-26		
8	DD / Banker's cheque amounting to Rs.1000 /- as bid processing fee		
9	EMD in shape of Demand Draft / Banker,s cheque / Bank Guarantee		
10	Duly filled in, signed & sealed Tech-1, Tech-2, and Tech-3 & Tech-4 formats.		
11	Experience certificate (Work order/Contract) for supply of materials to Govt. Deptt./ PSU / Corporations / ULB . present in the State of Odisha		
12	Separate sealed Envelope for Financial Bid		
13	A-Sample of Identity Cards		
14	B-Sample of PM SHRI Logo Badge		

Note: 1- Each document should be signed by the bidder/official signatory on each page

2- The Bidder will submit the sample only for the Item he is applying for and Write 'Not Applicable' for the other item.

Place:

Date:

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

Rajph

(In Bidder's letter Head)

Location:

Date:

To:

The District Project Co-ordinator
SS, Kandhamal

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 have **carefully read and understood all the terms and conditions** of the BID document and undertake to abide by them.
3. 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.
4. 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.
5. 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

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Annexure - "D"

FIN - 1

COVERING LETTER
(In Bidder's Letter Head)

[Location, Date]

To
The District Project Coordinator,
SS, Kandhamal

Subject: Printing & Supply of PM SHRI Identity Cards and PM SHRI Logo Badge for Teachers and Students of PM-SHRI Schools (2025-26)

Madam/Sir

I, the undersigned, to offer **Printing & Supply of PM SHRI Identity Cards and PM SHRI Logo Badge for Teachers and Students of PM-SHRI Schools (2025-26)** in accordance with your Tender Call Notice No. _____, Dated: _____.

Our attached Financial Proposal is as below

PM SHRI ID Card: for the sum of Rs. [Rupees

.....

.....(in words)].

PM-Shri Logo: for the sum of Rs. [Rupees

.....(in words)].

The quoted rate is inclusive of all taxes (as admissible), transportation & delivery of the complete materials at School 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.

Handwritten signature

FIN-2

Application of Financial Bid

Quoted Price

Sl. No.	Items	Specification of brand	Quoted Price per 1 unit (Including GST)
Item-1	Identity Cards	As mentioned at Annex-I	
Item-2	PM SHRI Logo Badge	As mentioned at Annex-II	

N.B:

- Price should be including of all taxes (as admissible), Transportation & Packing Cost towards delivery of materials at school Points.
- The Price may be quoted up to two decimal points.
- Quoted Price should be **inclusive of GST**.
- If at all GST rate is reduced for the quoted Item by the date of Supply, then such benefit will be passed on to the Receiver /consumer, that means the gross price will be reduced to such effects.

Signature of the Tenderer
With date and seal

Prakash

Bank Guarantee Format for Furnishing EMD

To,

The District project Co ordinator,SS ,Kandhamal

WHEREAS _____ (Name and address of the tenderer) (hereinafter called "the Tenderer") has submitted their offer dated _____ for supply of Teaching Learning Materials against the purchaser's Notice inviting tender No _____ dated _____

KNOW ALL MEAN by these presents that We..... of..... having our registered office at.....(hereinafter called the "Bank") are bound unto the District Project Coordinator Samagra Shiksha _____ (hereinafter called "purchaser") in the sum of Rs. _____/- for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents.

Sealed with the Common Seal of the said Bank this..... day of.....2023

THE CONDITIONS OF THIS OBLIGATION ARE:

1. If the Tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this Tender.
2. If the tenderer having been notified of the acceptance of its tender by the Purchaser during the period of its validity :-
 - a) If the tenderer fails to furnish the performance security for the due performance of the contract
 - b) Fails or refuses to accept / execute the Contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser have to substantiate its demand, provided that, in it's demand the purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to _____ and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

Our _____*branch at _____ (name and address of the _____*branch) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this bank guarantee only and only if you serve upon us at our _____*branch. A written claim or demand and received by us at our _____* branch on or before dated _____ otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

(Signature of the authorized officer of the Bank)

(Name & designation of the officer)

Seal, name, date & address of the bank and address of the branch

*Preferably at district head quarter.



PERFORMANCE BANK GUARANTEE FORMAT

To,

The District project Co ordinator,
SS, Kandhamal

WHEREAS _____ (Name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract No _____ dated _____ for supply of Teaching Learning Materials (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that __the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Consultant, up to a total of _____ (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the consultant to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified there in.

We hereby waive the necessity of your demanding the said debt from the consultant before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the consultant shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the _____ day of, _____ <Year>

Our branch at * _____ (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our _____ *branch a written claim or demand and received by us at our _____ *branch on or before Dt. _____. Otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....
(Signature of the authorized officer of the Bank)

Name and designation of the officer
.....

Seal, name & address of the Bank & Branch

*Preferably at district head quarter.