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ସାମଗ୍ରା ଶିକ୍ଷା  
Samagra Shiksha



**DISTRICT PROJECT OFFICE, SAMAGRA SHIKSHA, PURI  
(ODISHA SCHOOL EDUCATION PROGRAMME AUTHORITY (OSEPA))  
(Department of School & Mass Education, Odisha)**

Letter No: 423

E-mail: [dpcpurissa.opepa@od.gov.in](mailto:dpcpurissa.opepa@od.gov.in)

File No: XIV/01/P18/24

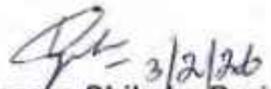
[fcpurissa.opepa@od.gov.in](mailto:fcpurissa.opepa@od.gov.in)

Date: 3/2/26

**TENDER CALL NOTICE FOR SUPPLY OF "ID CARDS AND BADGES FOR TEACHERS AND STUDENTS OF PM SHRI SCHOOLS 2025-26"**

Sealed tenders are invited from the reputed & credible Agencies/Firms/ Suppliers/ Manufacturers having valid PAN, GST & IT clearance etc. for supply of "ID Cards & Badges" for the Teachers and Students of PM SHRI Schools of Puri district in two bid systems (Technical & Financial Bid). The tender papers (Bid documents) containing detailed specification with terms and conditions, application of Technical Bid & application of Financial Bid are available in the web site i.e. [www.puri.odisha.gov.in](http://www.puri.odisha.gov.in). & [www.osepa.odisha.gov.in](http://www.osepa.odisha.gov.in). The bidders are required to submit demand Draft of **Rs. 500/- (Rupees Five Hundred)** only drawn in favour of District Project Coordinator, Samagra Shiksha, Puri towards cost of tender paper along with the application of technical bid. The sealed tender papers will be received at the District Project office, Samagra Shiksha, Puri on any working day till **11-02-2026 up to 5 P.M.** through speed post/ registered post/courier only and will be opened on dt. **12-02-2026 at 11A.M.** in the office of the DEO-cum-DPC, Samagra Shiksha, Puri in presence of the bidders/ their authorized representatives & office functionaries. The office will not be held responsible for any kind of postal delay. Corrigendum/addendum if required, will be uploaded in the above web site. Hence potential bidders are requested to go through the above web site. The authority reserves the right to reject any or all the tenders without assigning any reasons thereof.

By Order of Collector-cum-Chairman, SS, Puri

  
3/2/26  
DEO-cum-DPC, Samagra Shiksha, Puri

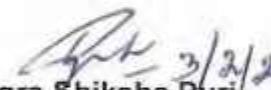
Memo No. 424 /SS/ Date 3/2/26,

Copy forwarded to DeGM, Collectorate, Puri for information and necessary action. He is requested to publish the Tender Call Notice in the District website i.e. [www.puri.odisha.gov.in](http://www.puri.odisha.gov.in), for wide publicity for information of all concerned.

  
3/2/26  
DEO-cum-DPC, Samagra Shiksha, Puri

Memo No. 425 /SS/ Date 3/2/26,

Copy to Joint Director (MIS), OSEPA for information and necessary action. He is requested to publish the Tender Call notice in the OSEPA Website for information of all concerned.

  
3/2/26  
DEO-cum-DPC, Samagra Shiksha, Puri



समग्र शिक्षा  
समग्र शिक्षा  
Samagra Shiksha



# **BID DOCUMENT**

**FOR**

**PROCUREMENT OF "ID CARDS AND BADGES" FOR TEACHERS  
AND STUDENTS OF PM SHRI SCHOOLS 2025-26,  
PURI DISTRICT.**

**Notice Inviting Tender No. 423 Dated 03/02/26**

**OFFICE OF THE DEO-cum-DPC,  
SAMAGRA SHIKSHA, PURI**



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ସମଗ୍ର ଶିକ୍ଷା  
Samagra Shiksha



DISTRICT PROJECT OFFICE,  
SAMAGRA SHIKSHA, PURI

No. - 423

Dated - 03/02/26

**NOTICE INVITING TENDER (NIT)**

Sealed tenders are invited from the reputed & credible agencies / suppliers / manufacturers for Procurement of "ID Cards & Badges" for the Teachers and Students of PM SHRI Schools of Puri district in two bid systems (Technical & Financial Bid) as detailed below.

Name of the Tender	Bid processing fees	Amount of EMD	Last Date & time of receipt of Bid	Date & time of opening of Technical Bid
Procurement of ID Cards & Badges for the Teachers and Students of PM SHRI Schools	Rs.500/-	Rs.30,000/-	11.02.26 by 5.00PM	12.02.26 at 11 AM

The detailed BID document is available in the website [www.puri.odisha.gov.in](http://www.puri.odisha.gov.in) & [www.osepa.odisha.gov.in](http://www.osepa.odisha.gov.in). Interested and eligible agency / supplier / manufacturer 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.

  
3/2/26  
DEO-Cum-DPC  
Samagra Shiksha, Puri.

**IMPORTANT INFORMATION TO THE BIDDER.**

S. No.	Particular	Details
1.	Tender Inviting Authority (TIA)	DEO-cum-DPC, Samagra Shiksha, Puri
2	Availability of the Bid document	<a href="http://www.puri.odisha.gov.in">www.puri.odisha.gov.in</a> & <a href="http://www.osepa.odisha.gov.in">www.osepa.odisha.gov.in</a>
3.	Date of Issue of the Bid	03-02-2026
4	Last date and time of receipt of the Bid only through speed post / registered post/ courier	11-02-26 by 5.00PM
5	Date & time for opening of Technical BID.	12-02-26 at 11 AM
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.500/- (Rupees Five Hundred Only) in shape of DD drawn in any nationalized/scheduled bank favouring <b>DPC, Samagra Shiksha</b> payable at Puri which will be annexed with the Technical Bid.
8	Earnest Money Deposit (EMD) *(Refundable without interest)	Rs. 30,000/- in shape of Demand Draft
9	Address & mode of submission of proposal	District Project Co-ordinator, Samagra Shiksha, Puri, AT- LIC Colony UG UP School Campus, Chandan Hazuri Road, Puri, PIN-752001. <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:	O/o the District Project Co-ordinator, Samagra Shiksha, Puri, AT- LIC Colony UG UP School Campus, Puri, PIN-752001.
11	Point of Delivery & Completion of supply	At the district point within 15 days from the date of work order
12	Submission of Performance security & signing of agreement.	Within 7 days of issue of work order

**BID DOCUMENT**  
**FOR**  
**PROCUREMENT OF "ID CARDS AND BADGES" FOR TEACHERS AND STUDENTS OF**  
**PM SHRI SCHOOLS-2025-26**

The DEO-cum-DPC, Samagra Shiksha, Puri invites bids from the intending and incredible Suppliers / manufacturers/ agencies for **Procurement of ID Cards & Badges for the Teachers and Students of PM SHRI Schools, Puri district**. The detailed terms & conditions of the above bid are as under;

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

**1. Eligibility Criteria (As on date of tender notice)**

The suppliers/firms /agencies must have:

- (a) Valid Aadhar Udyog Registration
- (b) Valid PAN
- (c) Valid GST Registration Certificate.

**2. 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 super scribed "Technical Bid" for supply of "ID Cards & Badges" for the Teachers and Students of PM SHRI Schools:-2025-26 & "Financial Bid" for supply of "ID Cards & Badges" for the Teachers and Students of PM SHRI Schools:-2025-26. Both sealed envelopes should be kept in another sealed envelope super subscribed "Tender for supply ID Cards & Badges" for the Teachers and Students of PM SHRI Schools:-2025-26 "

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

The Bidder has to fill up the Technical bid Form (**Tech-1, Tech-2, Tech-3, Tech-04**) & submit it with a separate envelope with all self-attested documents / papers as mentioned in para-2 (f). 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 rate **per item/set** in the prescribed format (**FIN-2**). All materials must be of reputed brand. Only one price should be quoted for each item and if more than one price is quoted under different options the rate quoted by firm in the first option only will be valid and considered for evaluation. The rate shall include school wise packing and must include other charges/levies/duties, transportation cost etc. Delivery of the complete materials shall be made at district point. Accordingly, the bidder has to calculate per set rate after taking into account all of the above factors.

- (c) The tender should be addressed to the DEO-cum-DPC, Samagra Shiksha, Puri, AT- LIC Colony UG UP School campus, PO/Dist.-Puri, Pin- 752001.
- (d) The Bid document shall be available in official website of the district - [www.puri.odisha.gov.in](http://www.puri.odisha.gov.in) and OSEPA website [www.osepa.odisha.gov.in](http://www.osepa.odisha.gov.in) and the cost of the tender paper of Rs 500/- is to be enclosed in shape of crossed Demand Draft in favour of **DPC, Samagra Shiksha, Puri** payable at Puri along with the **Technical BID**.



(e) **Earnest Money Deposit (EMD):**

The bidder is to submit EMD amounting to **Rs. 30000/- (Rupees Thirty Thousand only)**. The EMD (refundable - without interest), may be submitted in shape of Demand Draft / from any Nationalized or scheduled bank drawn in favour of "DPC, Samagra Shiksha, Puri" payable at Puri failing which the tender shall be rejected summarily. The EMD of the unsuccessful 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.

(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.

**Part. A (General details)**

01. Name:
02. Address,
03. Authorized Person
04. Registration
05. Confirmation to carryout assignment
06. Undertaking having not blacklisted
07. Confirmation to accept Term & Conditions

**Part. B (Technical Requirement)**

01. Valid Aadhar Udyog Registration
02. Valid PAN
03. Valid GST Registration Certificate under Odisha GST (OGST) Act & up to date clearance Certificate.
04. Income Tax Return for the last three Financial Years.
05. Turnover of the bidder must be average of Rs. 30 Lacs in above Financial Year.
06. DD amounting to Rs.500/- as bid processing fee
07. EMD in shape of Demand Draft
08. Duly filled in, signed & sealed Tech-1, Tech-2, Tech-3 & Tech-4 formats.
09. The Bidder should have office/branch office or authorized service center in Odisha .
10. The Bidder should submit an undertaking to resolve technical/mechanical issues at least upto one year from the date of supply. The bidder has to further submit undertaking that complaint raised shall be addressed within 48 hours of such complaint.
11. Labour Certificate issued by Labour Commissioner/DLO.
12. Sample of materials must be produced at the time of opening of tender before the committee.
3. The Bidder who meets the requirements specified in the Technical Bid and after verification of sample by the committee 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 **11-02-2026 by 5PM (in all working days)** addressed to District Project Office, Samagra Shiksha, Puri, AT-LIC Colony UG UP School Campus, P.O/ Dist- Puri, Pin- 752001 only by registered post / speed post/ courier only. 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 dt. 12-02-2026 at 11 AM in the O/o DEO-cum-DPC, Samagra Shiksha, Puri in the presence of the bidders or authorized representatives of the bidders, if any, who wish to be present on the spot at that time.

**5. Specifications:**

Detail specification of the items is mentioned at **Annexure- A**. The party has to quote price per item /set as applicable and not total quantity as mentioned in annexure.

**6. Evaluation of BID:**

- (a) The Committee will evaluate the Technical & Financial BID. The Bidder who meets the requirements specified in the Technical Bid and only after sample verification will only be considered for participating in the Financial Bid. Financial Bid of the technically disqualified bidders will not be opened. The date, time & place of opening of Financial BID will be communicated after evaluation of Technical BID & verification of sample materials.
- (b) The technically qualified bidder quoting lowest price in the Financial bid as whole shall be considered for award of contract.

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

- (a) The authority 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.

**9. Signing of Contract:**

- (a) The successful bidder/s whose bid has been accepted will sign an agreement with the DEO-cum-DPC, Samagra Shiksha, Puri within seven days after issue of intimation for bid acceptance.
- (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 05% of contract value in shape of bank draft drawn on any Nationalized / Scheduled Bank in favour of "DPC, Samagra Shiksha" payable at Puri only after making of agreement.

**11. Post delivery inspection (PDI):**

The tender inviting authority (TIA) shall do the PDI of the quality of the materials by the technical committee.

**12. Requirement & Delivery Schedule:**

The selected firm shall supply the materials at district point within **15 days from the date of issue of the work order**.

The requirement may increase or decrease as per need during the period of contract. The total cost will be decided on the basis of actual sets/number of materials supplied.



**13. Payment terms:**

- (i) The selected bidder shall submit triplicate bill after satisfactory delivery of the materials as per conditions of agreement along with challan copy.
- (ii) The Bidders shall have to submit the warranty certificate as applicable at the time of delivery/installation of equipment.
- (iii) After obtaining the PDI report from technical committee, payment will be made.
- (iv) Deduction of tax at source shall be made at the appropriate rate as per prevailing law.
- (v) Four self-inking carbon copies of the GSTIN invoice as well as bank details for payment purpose.
- (vi) No advance payment shall be made or no payment shall be entertained on negotiation through Bank.

**14. Penalty:**

- (a) If the work is delayed for any reason for which the Tender Inviting Authority (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) If the PDI of the quality of materials shows negative result then penalty will be imposed proportionately as maximum upto @ 20% or part thereof on the total cost as decided by the TIA.

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

- (a) Seven (07) days before the last date of submission of Bids, the authority 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.puri.odisha.gov.in](http://www.puri.odisha.gov.in) and [www.osepa.odisha.gov.in](http://www.osepa.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 authority may, at its discretion extend the deadline for the submission of bids.

- 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 unless otherwise specifically mentioned therein. All required documents shall be 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 authority reserves the right to reject any or all the bids without assigning any reason thereof. The authority also reserves the right to modify any term in the bid document at the time of execution of contract, if felt necessary.
23. **Resolution of Disputes:**
  - (a) Any dispute between the Tender Inviting Authority (TIA) 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, Puri. 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.
24. **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 Puri.

  
3/2/26  
DEO-cum-DPC  
Samagra Shiksha, Puri

**Specifications:****1. ID Card:****Lenayard**

**Material** Die Sublimated Multi Colour Lenayard made of Polyester as per ISO/IEC-7810

**Dimension**

**Length** 890 mm

**Width** 16 mm

**Printing** Multicolour Dual side

**Card-CR 90**

**Material** PVC

**Dimensions** (3.63" x 2.37")

**Length** 90 mm

**Width** 58 mm

**Printing** 2126 px x 1370 pixel at 600 DPI

**Quality**

**2. Badge:**

**Material** Metal & Plastic Combo (Front metal, back plastic)

**Dimension**

**Finish** Iron Metal

**Surface** Coated Plastic

**Color** Customized Logo

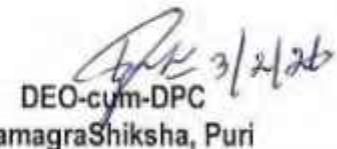
**Size** Circular, 5.08 Cm

**Pattern** Printed, Embossed

**3. Additional Information to be included on ID Cards:**

- Academic year
- Mail Id of the school
- PEN number of the student

**NB:- All materials must be of a reputed brand. Only one price should be quoted for unit of item.**



3/2/26  
DEO-cum-DPC  
Samagra Shiksha, Puri

**COVERING LETTER**

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

To

The DEO-cum-DPC,  
Samagra Shiksha, Puri

**Subject: Supply of ID Cards & Badges for the Teachers and Students of PM SHRI Schools, Puri  
for the academic year 2025-26.**

Madam/Sir,

I/We, the undersigned, request you to participate in the selection process towards supply of **ID Cards & Badges for the Teachers and Students of PM SHRI Schools** for the academic year 2025-26 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 is 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

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

Sl. No.	Description	Full Details
01	<b>Name of the Bidder/s</b>	
02	<b>Address for Communication</b> Mobile No.: Email id :	
03	<b>Name of the authorized person signing &amp; submitting the bid on behalf of the Bidder/s:</b> Mobile No. : Email id :	
04	<b>Registration / Incorporation Details</b> Registration No: Date & Year. :	
05	Self-declaration having no Black listed	
06	Confirm to carry out assignments as per the scope of work of the Bid Document	
07	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 & 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 of the firm		
2	Valid PAN		
3	Valid GST Registration & up to date clearance Certificate		
4	Filed Income Tax Return for the last three Financial Years		
5	Turnover of the bidder must be average Rs. 30 Lacs in above 03 FYs (Proof copy enclosed)		
6	DD amounting to Rs.500/- as bid processing fee		
7	EMD of Rs.30,000/- in shape of Demand Draft		
8	Duly filled in, signed & sealed Tech-1, Tech-2, Tech-3 & Tech-4 formats.		
9	Sample of materials must be produced at the time of opening of tender before the committee.		
10	The Bidder should have office/branch office or authorized service center in Odisha		
11	The Bidder should submit an undertaking to resolve technical/mechanical issues at least upto one year after date of supply. The bidder has to further submit undertaking that complaint raised shall be addressed within 48 hours of such complaint.		
12	Labour Certificate issued by Labour Commissioner/DLO		

Place:

Date:

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

(In Bidder's letter Head)

To:

The DEO-cum-DPC,  
Samagra Shiksha, Puri

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

Name and Designation of Signatory with Date and Seal:

Address of the Bidder

COVERING LETTER  
(In Bidder's Letter Head)

To

The DEO-cum-DPC,  
Samagra Shiksha, Puri

**Subject: Supply of ID Cards & Badges for the Teachers and Students of PM SHRI Schools – FINANCIAL PROPOSAL**

Madam/Sir

I, the undersigned, offer to supply ID Cards & Badges for the Teachers and Students of PM SHRI Schools, Puri 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 transportation cost & delivery of the complete material at district. 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:

(In Bidder's Letter Head)

Procurement of "ID Cards & Badges" for the Teachers and Students of PM SHRI Schools, Puri 2025-26				
Item	Quantity (Approx.)	Specification & Brand	Rate per item	Total quoted rate (including transportation, taxes, packing, loading, etc.) Rs.
ID CARDS	15500 nos.	As mentioned at Annex-A, Reputed Brand		
BADGES	15500 nos.	As mentioned at Annex-A, Reputed Brand		
<b>Total Cost (Rs.)</b>				

The per unit rate quoted is inclusive of transportation cost & delivery of the complete material at district point. Only GST as applicable shall be claimed extra.

Place:

Bidder's official Signatory

Date:

Name & Designation with Rubber Stamp