



ସମଗ୍ର ଶିକ୍ଷା
समग्र शिक्षा
Samagra Shiksha



SAMAGRA SHIKSHA, KALAHANDI

Terms and Conditions for Supply of Identity Cards for Teachers and Students of PM-SHRI Schools (2025-26) (Annexure-"A")

1. Tender Papers must be submitted in sealed, covered and addressed to the District Education Officer-cum-DPC, SamagraShiksha, Kalahandi, Near Jail Square Bhawanipatna- 766001 by Speed Post 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 "TechincalBid for supply of Identity Cards and Badges for Students and Teachers under PM SHRI Scheme" and "Financial Bid for supply of Identity Cards and badges for Students and Teachers under PM SHRI Scheme".
2. Bidders should apply for tender in two-part bidding system. The tender application should be in two parts, i.e. (i) Technical Bid and (ii) Financial Bid, which are to be submitted as per the format prescribed in Bid documents and in two separate sealed envelopes. The envelopes are to be super scribed as mentioned above in **Point No.1**. Both sealed envelopes should be kept in a third envelop super scribing "Tender for supply of Identity Cards and Badges for Teachers and Students of PM SHRI Schools of Kalahandi district".
3. Tender papers will be received from 24 / 02 /2026 to 09 / 02 /2026 by 5:00 PM during office hours (except holidays) and will be opened on dated 10 / 03 /2026 at 04.00 A.M.at Conference Hall of DPC in the presence of the District Purchase Committee members and the bidders or their authorized representatives, if they desire, for finalisation of bid.
4. **Specifications:**

The specification of the ID Card is as follows.

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

The specification of the Badge is as follows:

PM SHRI Logo Badge Sample: PM SHRI Logo Badge approved design enclosed as Annexure- "C"

Size: 58mm in round.

A sample copy of the above-mentioned ID Card and Badge must be attached with the tender paper with seal & signature of the bidder. The tender paper



SAMAGRA SHIKSHA, KALAHANDI

- shall be rejected if the bidder submits more than one sample in the bid document.
5. Bank Draft / Demand Draft of Rs. 6,000/- (Rupees Six Thousand) only (Non-Refundable) is to be submitted by the bidder drawn at State Bank of India, Kalahandi branch in favour of **District Project Coordinator, Samagra Sikshya, Kalahandi** towards cost of tender paper.
 6. **Earnest Money Deposit: EMD of Rs. 32,000/- (Rupees Thirty Two Thousand) (2%) only** is to be submitted by the bidder in shape of Bank Draft / Demand Draft drawn at State Bank of India, Kalahandi branch in favour of **District Project Coordinator, Samagra Siksha, Kalahandi** payable at Kalahandi (Refundable). **No exemption certificate will be accepted.**
 7. **Performance Security:** The successful bidder shall have to submit the security deposit @5% of the total bid value in shape of Bank Draft / Demand Draft drawn at State Bank of India, Kalahandi branch in favour of **District Project Coordinator, Samagra Sikshya, Kalahandi** payable at Kalahandi 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.** If the firm fails to make complete supply of required materials as per supply order, the performance security will be forfeited.
 8. The information to be printed in ID card must be as per prescribed design and contained to be given along with order.
 9. **Durability:** Teachers ID Card should last up to 3 years. Guarantee for Letters, Photo, Logos. Printing dual sided Thermal/ Fused PVC card.
 10. Teachers/Students Data (for those ID cards will be made) to be provided by the O8nos of PM-SHRI Schools under Kalahandi District.
 11. 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.
 12. The printed ID card must be delivered at school point as per order given by the undersigned to selected bidder.
 13. Order for supply will be placed in bulk as per requirement, which are approximately **15995 (Fifteen Thousand Nine Hundred Ninety Five)** nos. of ID Card and **15995 (Fifteen Thousand Nine Hundred Ninety Five)** nos. of PM



SAMAGRA SHIKSHA, KALAHANDI

- SHRI-Badges. The number may be increase/decrease as per actual requirement.
14. Printing must be offset process using eco-friendly ink (I.S.O/I.S. I) standard.
 15. 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. No over writing or cutting is permitted in the financial bid format.
 16. **Following documents must be enclosed with the Technic Bid application: Annexure- "B"**
 - i. GST Registration Certificate under Odisha GST Act and up to date clearance.
 - ii. PAN Card.
 - iii. Latest IT Return Certificate for last three (03) financial years 2022-23, 2023-24 & 2024-25 i.e. AY 2023-24, 2024-25 and 2025-26.
 - iv. Valid Aadhar/Udyog Registration or UDYAM for OEMs / in case the bidder is other than a manufacturer, then the authorization from the OEM on their letter head Authorizing the supplier to quote and provide service related to supply, installation and after sales maintenance support for the committed warranty period. The bidder should have a valid trade license or registered under Indian Companies Act or registered under Partnership Act or NSIC Certificate.
 - v. The intending Bidder shall have to provide Undertaking on Rs.100/- legal stamp paper that the bidder is not blacklisted with any state Govt. or Central Govt. Department / PSU / Banks / Financial Institutions on account of corrupt or fraudulent practice from 2019-20 till date.
 - vi. Bidder should not be under liquidation, court receivership or similar proceedings /should not be bankrupted. Bidder to upload undertaking Rs.100/- stamp paper to this effect with bid.
 17. **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.



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Samagra Shiksha



SAMAGRA SHIKSHA, KALAHANDI

- v. The bidder must submit the rate of the items including GST and transportation cost as per the prescribed Price Bid format enclosed as

Annexure- "C"

- vi. TDS will be charged as per the Income Tax rule.
- vii. Conditional tender is not acceptable and will be outrightly rejected.
- viii. 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.
- ix. Printing and supply of ID Cards and badges 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.
- x. The authority may at any time terminate the contract by giving written notices to the bidder if the bidder becomes bankrupt or otherwise insolvent. In this event termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter.
- xi. All disputes relating to the contract is subject to the pecuniary jurisdiction of the Court at Kalahandi.
- xii. The undersigned reserves every right to accept/reject/cancel in full/part of any tender without assigning any reason thereof.


20/12/26
District Education Officer-cum-DPC,
Samagra Shiksha, Kalahandi

<< TECHNICAL BID >>

Annexure- "B"

APPLICATION FORM FOR BIDDING

(Details of the Applicant/Bidder)

1. Name of Registered bidder: -
2. Name of Authorized Person: -
3. Address: -
4. Contact No: -

Sl No.	Documents	Enclosed (Yes/No)
i.	Latest GST Registration Certificate under Odisha GST (OGST) Act	
ii.	PAN Card	
iii.	Latest Tax clearance Certificate for last three (03) financial years 2022-23, 2023-24 & 2024-25 i.e. AY 2023-24 , 2024-25 & 2025-26.	
iv.	Valid Adhaar Udyog Registration	
v.	Sample Materials of the Item	
vi.	Draft for cost of Tender paper	
vii.	Draft for EMD	
viii.	Affidavit on 'not blacklisted at anywhere'	
ix.	Affidavit on 'not bankrupt'	

5. Cost of Tender Paper details: -

DD. No. _____/date _____/Bank _____/amount _____

6. EMD amount in details: -

DD. No. _____/date _____/Bank _____/amount _____

Rs. _____

(Rupees _____) only

7. Cost of the total Tender Work:Rs.

_____ (Rupees _____) only

I hereby declare that the above statements are true and correct to the best of my knowledge and belief.

Place:

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

**<<FINANCIAL BID >>
Annexure- "C"**

Rate(s) Quoted:

Supply of Identity card and Badge for Students and Teachers of PM SHRI School

Sl No.	Name of the Items	Detail Specification	Approximate Quantity	Amount (Inclusive of GST, transportation charges etc. per unit)	
				In Figure	In Word
1	Badge	<p>Shape: Round Badge Button with Pin.</p> <p>Quality: Both Front and Back Side Metal shells and metal back.</p> <p>Centre Width: 58 MM.</p> <p>Printing: Multi Colour</p>	15995		
2	Identity Card	<p>Height:90 mm</p> <p>Width:60mm</p> <p>Holder: Transparent holder with full protection cover (Heavy Fibre).</p> <p>Inner Card: PVC Card with water resistance.</p> <p>Card Print: Multi Colour with both Odia & English Print.</p> <p>Lanyard Use:16 mm with Digital multi-colour printing.</p> <p>Clipping: Steel Clip with Lanyard.</p>	15995		

Place:
Date:

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