



ସମଗ୍ର ଶିକ୍ଷା
समग्र शिक्षा
Samagra Shiksha



DISTRICT PROJECT OFFICE
SAMAGRA SHIKSHA, KORAPUT, ODISHA, PIN-764020
E-mail:-dpckoraputssa.osepa@nic.in

Letter No. 704 /2025

XII-PLG- 12/25

Date. 13 / 03 /2025

SHORT 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://koraput.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, Koraput through Regd. Post / Speed Post/Courier on or before 25/03/2025 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 26/03/2025 at 11:00 AM in the Office chamber of the District Project Coordinator, Samagra Shiksha, Koraput 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.


Collector-cum-Chairman,
Samagra Shiksha, Koraput
Samagra Shiksha, Koraput

DISTRICT PROJECT OFFICE, SAMAGRA SHIKSHA, KORAPUT



ସମଗ୍ର ଶିକ୍ଷା
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Samagra Shiksha

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

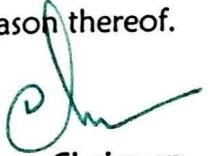
1. Tender Papers must be submitted in sealed, covered and addressed to the District Project Coordinator, Samagra Shiksha, Koraput, Near Collectorate Campus, Shiksha Sadan, Koraput-764020 by Speed Post/Registered Post/Courier only for printing and supply of Identity Cards for Teachers and Students of 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 13/03/2025 to 25/03/2025 (Up to 50:30 PM) during office hours (except holidays) and will be opened on dated 26/03/2025 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 <u>Annexure-A</u>
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. 1,000/- (Rupees One Thousand) only (Non Refundable) is to be submitted by the bidder drawn at any nationalised Bank in favour of District Project Coordinator, Samagra Shiksha, Koraput towards cost of tender paper.
5. **Earnest Money Deposit:** EMD of Rs. 10,000/- (Rupees Ten Thousand) 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, Koraput (Refundable). No exemption certificate will be accepted.
6. **Performance Security:** The successful bidder shall have to submit the security deposit of Rs. 20,000/- (Twenty Thousand) only of the bid value in shape of Bank Draft / Demand Draft drawn at any nationalized bank in favour of District Project Coordinator, Samagra Shiksha, Koraput payable at Koraput 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 18 nos of PM-SHRI Schools under Koraput 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 9495 (Nine Thousand Four Hundred Ninety-five) 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.
14. **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 GST registration certificate, PAN and latest acknowledgement of income tax returns for the year 2022-23 & 2023-24. Besides the above document, the tender paper submitted without EMD shall not be entertained.
 - viii. Conditional tender is not acceptable and will be out rightly rejected.
 - ix. 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.
 - x. Printing and supply of ID Cards 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.
 - xi. All disputes relating to the contract is subject to the pecuniary jurisdiction of the Court at Koraput.
 - xii. The Collector-cum-Chairman, Samagra Shiksha, Koraput reserves every right to accept/reject/cancel in full/part of any tender without assigning any reason thereof.


Collector-cum-Chairman,
Samagra Shiksha, Koraput
Collector-cum-Chairman,
Samagra Shiksha, Koraput

Annexure-A

PROPOSED ID CARD SAMPLES



(Bidder to submit in his letter Head of Firm)

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

Place:

Date:

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

Memo No. 705 /Plg/2025

Dated 13/03/2025

Copy to the District E-Governance Manager , Collectorate, Koraput 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 Koraput district.


13.03.25
District Education Officer-cum-DPC,
Samagra Shiksha, Koraput

Memo No. 706 /Plg/2025

Dated 13/03/2025

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.


13.03.25
District Education Officer-cum-DPC,
Samagra Shiksha, Koraput

Memo No. 707 /Plg/2025

Dated 13/03/2025

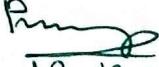
Copy submitted to all Dist. Level Officers of Koraput district for information. They are request to display the Short Tender Call Notice in their notice board for wide circulation.


13.03.25
District Education Officer-cum-DPC,
Samagra Shiksha, Koraput

Memo No. 708 /Plg/2025

Dated 13/03/2025

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


13.03.25
District Education Officer-cum-DPC,
Samagra Shiksha, Koraput