



ସମଗ୍ର ଶିକ୍ଷା
समग्र शिक्षा
Samagra Shiksha



PM
SHRI
Creating holistic and well-rounded individuals
equipped with key 21st Century skills



Standard Bidding Document

FOR

Printing & Supply of Identity Cards and Badges for Teachers and
Students of 08 nos of PM-SHRI Schools for the year 2025-26

Notice Inviting Tender No. 3404 / Planning/25, Dated. 29/11/2025

OFFICE OF THE DISTRICT EDUCATION OFFICER-Cum-DPC

SAMAGRA SHIKSHA, NUAPADA

ODISHA, PIN: 766105



ଶିକ୍ଷା ଅଧିକାର
ସମଗ୍ର ଶିକ୍ଷା



ସମସ୍ତେ ପଢ଼ନ୍ତୁ ସମସ୍ତେ ବଢ଼ନ୍ତୁ



ସମଗ୍ର ଶିକ୍ଷା
समग्र शिक्षा
Samagra Shiksha



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DISTRICT PROJECT OFFICE, NUAPADA
SAMAGRA SHIKSHA

AI/PO/Dist-Nuapada (Behind Mini Stadium), Odisha-766105.
Phone & Fax: 06678-225121(MIS) / 225295(OFF), e-Mail: dpcnuapadassa.osepa@nic.in



No. 3404 /PLG/25 Date. 29 / 11 /2025
IV-34/25

NOTICE INVITING TENDER (NIT) FOR SUPPLY OF IDENTITY CARDS FOR TEACHERS AND STUDENTS OF PM-SHRI SCHOOLS (2025-26)

Sealed Tenders under two bid systems (Technical & Financial Bid) are invited from reputed firms / agency/ individuals having valid GST Registration Number, IT clearance and valid PAN for printing & supply of "Identity Cards and Badges for Teachers and Students of PM-SHRI Schools for the year 2025-26".

Name of the Tender	Bid processing fees(Rs.)	Amount of EMD(Rs.)	Last Date & time of receipt of Bid	Date & time of opening of Technical Bid
Identity Card and PM SHRI Badge for the students and teachers of 08 nos of PM SHRI Schools	Rs.2000/-	Rs. 16480/-	15.12.25 5.00 PM	16.12.25 11.00 AM

The Bid documents (tender papers) containing detailed specification with terms and conditions can only be downloaded from the district website i.e. <https://nuapada.odisha.gov.in> and OSEPA website <https://osepa.odisha.gov.in>. 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.

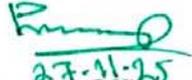
The Tender Inviting Authority (TIA) reserves the right to accept / reject any full or part / all BID / cancel the entire selection process at any stage without assigning any reason thereof.

By order of Collector-cum-Chairman


27.11.25
District Education Officer-cum-DPC,
Samagra Shiksha, Nuapada

Memo No. 3405 Date. 29.11.25

Copy to the Advertisement Manager, The Sakala and The Samaja for publication of the above tender call notice for one day only in all Odisha edition. The advertisement should be in small letter with single space and the bill amount should be as per I & PR rate.


27.11.25
District Education Officer-cum-DPC,
Samagra Sikshya, Nuapada

Memo No. 3406 Date. 29.11.25

Copy submitted to DIO, NIC, Nuapada for information and necessary action. He is requested to upload the notification along with other documents in the official website as mentioned above for wide publication.


27.11.25
District Education Officer-cum-DPC,
Samagra Sikshya, Nuapada

Memo No. 3407 Date. 29.11.25

Copy submitted to the State Project Director, OSEPA, Bhubaneswar for kind information and necessary action. It is requested to issue suitable instruction to the concerned official for uploading the above Tender Notice along with other documents in the OSEPA website for wide publication.


27.11.25
District Education Officer-cum-DPC,
Samagra Sikshya, Nuapada

IMPORTANT INFORMATION TO THE BIDDER

S. No.	Particular	Details
1.	Tender Inviting Authority (TIA)	O/o the District Education Officer-cum-DPC, Samagra Shiksha, Nuapada, CT School Campus, Behind Mini Stadium, Nuapada-766105, Odisha.
2.	Availability of the Bid document	www.osepa.odisha.gov.in & www.nuapada.odisha.gov.in
3.	Date of Issue of the Bid	29.11.25
4	Last date and time of receipt of the Bid only through speed post	15.12.25, 5:00 P.M
5	Date & time for opening of Technical BID.	16.12.25, 11:00 A.M
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.2,000/- (Rupees two thousand) Only in shape of DD /Banker's Cheque drawn in any Nationalized/Scheduled bank in favour of District Project Coordinator, Samagra Shiksha, Nuapada payable at State Bank of India, Nuapada branch
8	Earnest Money Deposit (EMD) *(Refundable without interest)	Rs.16, 480/- (Rupees Sixteen Thousand Four Hundred Eighty) only in shape of Banker Cheque / Demand Draft in favour of District Project Coordinator, Samagra Shiksha, Nuapada , payable at State Bank of India, Nuapada branch which will be annexed with the Technical Bid. No Exemption is allowed.
9	Address & mode of submission of proposal	Office of the District Education Officer-cum-DPC, Samagra Shiksha, Nuapada, CT School Campus, Behind Mini Stadium, Nuapada-766105, Odisha. Mode of Submission: Speed Post 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:	Office Chamber of District Project Coordinator, Samagra Shiksha, Nuapada
11	Point of Delivery & Completion of supply	School point within 15 days from the date of work order.
12	Submission of Performance security & signing of agreement.	Within 05 days of issue of work order, i.e. 5% of Estimated cost. No Exemption is allowed.



DISTRICT PROJECT OFFICE, NUAPADA
SAMAGRA SHIKSHA

At/PO/Dist-Nuapada (Behind Mini Stadium), Odisha-766105.
Phone & Fax: 06678-225121(MIS) / 225295(OFF), e-Mail: dpcnuapadassa.opepa@nic.in



Terms and Conditions for Printing & Supply of Identity Cards for Teachers and Students of PM-SHRI Schools (2025-26)

1. Tender Papers must be submitted in sealed, covered and addressed to the District Education Officer-cum-DPC, Samagra Shiksha, Nuapada, CT School Campus, Behind Mini Stadium, Nuapada-766105 by **Speed Post** only for printing and supply of Identity Cards for Teachers and Students of PM-SHRI Schools.
2. The sealed envelopes containing the quotation should be super scribed with "Technical Bid for printing & supply of Identity Cards and Badges for Students and Teachers under PM SHRI Scheme" and "Financial Bid for printing & supply of Identity Cards and badges for Students and Teachers under PM SHRI Scheme".
3. 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.2**. Both sealed envelopes should be kept in a third envelop super scribing "Tender for printing & supply of Identity Cards and Badges for Teachers and Students of PM SHRI Schools of Nuapada district".
4. **Technical Bid & Financial Bid.**
 - a) The Bidder has to fill up the Technical bid Form (**Tech-1, Tech-2, Tech-3, and Tech-04**) & submit it with a separate envelope with all self-attested documents/ papers as mentioned in para-2. 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 required to quote rate in the prescribed format (FIN-2). The rate shall include cost of all charges /levies/ duties, transportation cost and delivery of complete materials at school point including GST. **Accordingly, the bidder has to calculate the rate after taking into account all of the above factors.**
 - b) The Bid document shall be available in website and the cost of the tender paper is to be enclosed amounting to Rs.2,000/- (Rupees Two Thousand) only in shape of Demand Draft / banker's Cheque in favour of "District Project Coordinator, Samagra Shiksha, Nuapada" payable at State Bank of India, Nuapada branch".
5. **Earnest Money Deposit (EMD):**
 - a) EMD of Rs. 16,480/- (Rupees Sixteen Thousand Four Hundred Eighty) (2%) only is to be submitted by the bidder in shape of Bank Draft / Demand Draft drawn at State Bank of India, Nuapada branch in favour of **District Project Coordinator, Samagra Shiksha, Nuapada** payable at Nuapada (Refundable). **No exemption certificate will be accepted.**

6. Specifications:

Specifications for Identity Card

TYPE		
1. Type of ID Card Holder	:	Transparent holder with full protection cover (Heavy Fibre).
2. Type of Lanyard	:	20 mm with Digital multi-colour printing
3. Type of Clip	:	Stainless Steel

MATERIAL		
4. Material OF ID card	:	PVC Card with water resistance
5. Material of Lanyard	:	Synthetic Tape

DIMENSION		
6. Length of ID card to fit (mm)	:	90
7. Width of ID Card (mm)	:	60
8. Length of Lanyard (cm)	:	100
9. Thickness (mm)	:	4

SHAPE & SIZE OF LANYARDS

10. Size of Lanyards, Width/Diameter (mm/mm)	:	15 mm/3mm
11. Shape of Lanyards	:	Round Neck
12. Color of Lanyards	:	Blue

PHYSICAL CHARACTERISTICS

13. Orientation of card holder	:	Vertical
14. Color	:	Imprint color and school name with logo on the lanyards
15. Safety Mechanism	:	Non- Breakable and Water Resistance

PRINTING

16. As per approved designed both side Multicolor printing of cards and 15-20 mm Multi-color printing of neck lanyards.		
17. Language of Printing	:	Odia

PACKINGS

18. Type of Packing	:	Poly Bags (School wise)
19. Pack of	:	School wise

PM SHRI LOGO BADGE

The specification of the PM SHRI Logo Badge is as follows.

MATERIAL & DESIGN	
1. Shape	: Round badge with Brass Clip
2. Material	: Brass
3. Finish	: Glossy
4. Design/Pattern	: Digital Printing
5. Color	: Colour of PM SHRI Logo.
DIMENSION	
6. Thickness	: 0.030 inches
7. Diameter	: 2 inches
8. Weight	: 20-30 Gram
PRINTING	
9.	As per approved design multi colour printing of Badge.
PACKINGS	
10. Type of Packing	: Poly Bags (School wise)
11. Pack of	: School wise

- 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 shall be rejected if the bidder submits more than one sample in the bid document.
- The Purchase Committee constituted for printing and supply of ID Card of the District Project Office will evaluate the Technical & Financial BID. The Bidder who meets the requirements specified in the Technical Bid will only be considered for participating in the Financial Bid. Financial Bid of the technically disqualified bidders will not be opened.
- The technically qualified bidder quoting lowest price in the financial bid shall be considered for award of contract.

7. 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 15.12.25 by 5:00 PM (in all working days) addressed to **District Education Officer-cum-DPC, Samagra Shiksha, Nuapada, CT School Campus, Behind Mini Stadium, Nuapada-766105, Odisha** only by **Speed Post**. The Authority is not responsible for any postal delay. No other mode of submission of bid shall be entertained.
- 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 will be deemed to be rejected.
- The Technical bids shall be opened on the scheduled date and time at 11:00 AM/PM in the Office Chamber of DPC, Samagra Shiksha, Nuapada in the presence

of the representatives of the bidders (With authorization Letter and ID Proof), if any, who wants to remain present on the spot at that time.

- (d) The Financial Bid of only those bidders will be opened whose Technical Bids are found in order. The date, time & place of opening of Financial BID will be communicated after evaluation of Technical BID.

8. Acceptance or Rejection of the Bids:

- (a) The Tender Inviting Authority (TIA) – District Education Officer-cum-DPC, Samagra Shiksha, Nuapada 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.

9. Award of Contract:

- a) The contract will be awarded to the Bidder/s substantially responsive to the Bid document & offered lowest evaluated cost.

10. Signing of Contract:

- a) The successful bidder/s whose bid has been accepted will sign an agreement with the TIA (District Education Officer-cum-DPC, Samagra Shiksha, Nuapada) within 05 days of issue of the work order.
- b) Failure by the Bidder to comply with the requirement of above-mentioned clause, the offer shall be rejected and the Bidder shall have no claim further.

11. Performance Security Deposit:

- a) 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, Nuapada branch in favour of **District Project Coordinator, Samagra Shiksha, Nuapada** payable at Nuapada 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.

12. The information to be printed in ID card must be as per prescribed design and contained to be given along with order.

13. **Durability:** Teachers ID Card should last up to 3 years. Guarantee for Letters, Photo, Logos. Printing dual sided Thermal/ Fused PVC card.

14. Teachers/Students Data (for those ID cards will be made) to be provided by the 08nos of PM-SHRI Schools under Nuapada District.

15. 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.

16. The printed ID card must be delivered at school point as per order given by the undersigned to selected bidder.

17. Order for supply will be placed in bulk as per requirement, which are approximately **4120 (Four Thousand One Hundred Twenty)** nos. of ID Card and **4120 (Four Thousand One Hundred Twenty)** nos. of PM SHRI-Badges. The number may be increase/decrease as per actual requirement.

18. Printing must be offset process using eco-friendly ink (I.S.O/I.S. I) standard.

19. 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.

20. Following documents must be enclosed with the Technical Bid application:

- i. GST Registration Certificate and up to date clearance.
- ii. PAN Card.
- iii. Valid Tax clearance 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 UDYAM Registration 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 against the Bid With No.
- v. Duly filled in, signed & sealed Tech-1, Tech-2, and Tech-3 & Tech-4 formats.
- vi. The intending Bidder shall have to provide Undertaking on Rs.100/- Non-Judicial 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 or any other unethical business practices or any other reason. Bidder should not be under liquidation, court receivership or similar proceedings /should not be bankrupted. Bidder to upload undertaking Rs.100/- Non-Judicial stamp paper to this effect with bid.

21. 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 5 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. TDS will be charged as per the Income Tax rule.
- vi. Conditional tender is not acceptable and will be out rightly rejected.
- vii. 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.
- viii. Printing and supply of ID Cards and badges must be completed within 20 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.
- ix. The office of the firm should be located in Odisha, so that immediate replacement of defective materials can be done.
- 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 Nuapada.

xii. The undersigned reserves every right to accept/reject/cancel in full/part of any tender without assigning any reason thereof.

[Handwritten Signature]
27.11.25

**District Education Officer-cum-DPC,
Samagra Shiksha, Nuapada**

COVERING LETTER
(ON BIDDER/S'S LETTER HEAD)
[Location, Date]

To
The District Education Officer-cum-DPC,
Samagra Shiksha, Nuapada.

Subject: **Printing & supply of Identity Cards and PM SHRI Badges, 2025-26 of 08 nos of PM SHRI Schools.**

Madam/Sir,

I/We, the undersigned, request you to participate in the selection process towards Printing & supply of Identity Cards and PM SHRI Badges, 2025-26 for the students of 08 nos of PM SHRI Schools in accordance with Tender Call Notice No. _____ / dtd: _____ 2025. 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(District Education Officer-cum-DPC, Samagra Shiksha, Nuapada) 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:
Date:

BIDDER/S'S OFFICIAL SIGNATORY
Name & Designation with Rubber Stamp

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	
6	Bid processing fee Details Amount: Rs.2,000/-	
7	EMD details- For Rs.16,480/-	
8	GSTIN under Odisha GST (OGST Act)	
9	PAN	
10	Turn Over Certificates with UDIN	
11	Confirm to carry out assignments as per the scope of work of the Bid Document	
12	Confirm to accept all the terms and conditions as specified in the Bid Document	

Place:

Date:

BIDDER/S'S OFFICIAL SIGNATORY
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	Valid AadharUdyog Registration		
2	Proof of Office in the State of Odisha		
3	Valid PAN		
4	Valid GST Registration Certificate Under Odisha GST (OGST Act)		
5	Turn Over Certificates with UDIN		
6	Filed Income Tax Return for the Assessment Year 2023-24, 2024-25 & 2025-26.		
7	DD/Banker's cheque amounting to Rs.2,000/- as bid processing fee		
8	EMD in shape of Demand Draft / Bankerscheque		
9	Duly filled, signed & sealed Tech-1, Tech-2, Tech-3 & Tech-4 formats.		
10	Sample Items as per specification of Tender Doc duly signed & sealed mentioning the Brand as well as name of the manufacturer.		
11	Proof of experience for Printing and Supply of Identity Cards & Badges		
11	Duly filled in FIN-1 & FIN-2 Form		

Place:
Date:

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

(In Bidder's letter Head)

[Location, Date]

To
**The District Education Officer-cum-DPC,
Samagra Shiksha, Nuapada**

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 certified that I have not committed any offence-
(a)- under the prevention of corruption Act, 1988; or
(b)- The Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a thread to public health as part execution of a public procurement contract.
(c)- I have not been debarred by any central/state government organization/bodies for the last three years.
3. I/we have carefully read and understood all the terms and conditions of the BID document and undertake to abide by them.
4. 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.
5. 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.
6. 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

COVERING LETTER
(In Bidder's Letter Head)

[Location, Date]

To

The District Education Officer-cum-DPC,
Samagra Shiksha, Nuapada.

Subject: Printing & supply of Identity Cards and Badges, 2025-26 for teachers and students of 08 nos of PM SHRI Schools –FINANCIAL PROPOSAL.

Madam/Sir

I, the undersigned, offer to print & supply of Identity Cards and Badges, 2025-26 for teachers and students of 08 nos of PM SHRI Schools 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 cost of GST, all other charges, transportation cost & delivery of the complete material at School/Blockpoint. 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.

(In Bidder's Letter Head)

Rate per Identity Cards & Badges & Approximate Quantity	Approximate Quantity	Amount Including GST, all other charges, transportation cost & delivery per unit	
		In Figure	In Word
1		2	3
Cost of one set of Identity Card	4120 nos		
Cost of one Badge	4120 nos		

The rate per set of Identity Card & Badges is inclusive of cost of Printing Supply & Delivery of the complete material at PM SHRI Schools (Detail list of Schools will be informed to successful bidder). The Successful bidder supply the materials at school Point

NB: The rate per one set of Identity Cards & Badges may be quoted up to two decimal points.

Place:

Date:

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

PROPOSED PM-SHRI LOGO



PROPOSED ID CARD SAMPLES

