



OFFICE OF THE DISTRICT PROJECT COORDINATOR  
SAMAGRA SIKSHYA, SUBARNAPUR



E\_mail: [dpcsonipurssa.osepa@nic.in](mailto:dpcsonipurssa.osepa@nic.in), Ph.: 06654-220551 / 06654-220514(fax)

No - 1440

Date - 18.7.2025

**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 of Subarnapur District for the year 2024-25. The tender paper will be submitted to District Project Coordinator, Samagra Shiksha, Subarnapur latest by 02/08/2025. Details Bid documents can be down loaded from the official website <https://subarnapur.odisha.gov.in> & <https://osepa.odisha.gov.in>.

By order of Collector-cum-Chairman, Samagra Shiksha, Subarnapur

*Mus*  
18/7/2025  
DEO-cum-DPC,

Samagra Shiksha, Subarnapur

Date 18.7.2025

Memo No. 1441

Copy to Samaj/Sambad/Dharitri for information and publication of above notice in their news paper (all editions) for one day with financial limit of Rs. 4000/-.

*Mus*  
18/7/2025  
DEO-cum-DPC,

Samagra Shiksha, Subarnapur

Date 18.7.2025

Memo No. 1442

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

*Mus*  
18/7/2025  
DEO-cum-DPC,

Samagra Shiksha, Subarnapur

Date 18.7.2025

Memo No 1443

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.

*Mus*  
18/7/2025  
DEO-cum-DPC,

Samagra Shiksha, Subarnapur

Date 18.7.2025

Memo No 1444

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

*Mus*  
18/7/2025  
DEO-cum-DPC,

Samagra Shiksha, Subarnapur

Date 18.7.2025

Memo No 1445

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

*Mus*  
18/7/2025  
DEO-cum-DPC,

Samagra Shiksha, Subarnapur



OFFICE OF THE DISTRICT PROJECT COORDINATOR  
SAMAGRA SIKSHYA, SUBARNAPUR



E\_mail: [dpcsonapurssa.opepa@nic.in](mailto:dpcsonapurssa.opepa@nic.in), Ph.: 06654-220551 / 06654-220514(fax)

Tender Call Notice No. 1441

Date 18.7.2025

**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://subarnapur.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, Subarnapur through Regd. Post / Speed Post/Courier on or before 02/08/2025 (Up to 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 05/08/2025 at 11:00 AM in the Office chamber of the District Project Coordinator, Samagra Shiksha, Subarnapur 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.

By order of Collector-cum-Chairman, Samagra Shiksha, Subarnapur

  
DEO-cum-DPC  
Samagra Shiksha, Subarnapur



OFFICE OF THE DISTRICT PROJECT COORDINATOR  
SAMAGRA SIKSHYA, SUBARNAPUR



E\_mail: [dpcsonpurssa.oepa@nic.in](mailto:dpcsonpurssa.oepa@nic.in), Ph.: 06654-220551 / 06654-220514(fax)

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, Subarnapur -767017 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 19/07/2025 to 02/08/2025 (Up to 5:30 PM) during office hours (except holidays) and will be opened on dated 05/08/2025 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, Subarnapur towards cost of tender paper.
5. Earnest Money Deposit: EMD of Rs. 13,000/- (Rupees Thirteen 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, Subarnapur (Refundable).
6. Performance Security: The successful bidder shall have to deposit 5% of the Bid value in shape of Bank Draft / Demand Draft drawn at any nationalized bank in favour of District Project Coordinator, Samagra Shiksha, Subarnapur payable at Subarnapur at



OFFICE OF THE DISTRICT PROJECT COORDINATOR  
SAMAGRA SIKSHYA, SUBARNAPUR



E\_mail: [dpcsonepurssa.opepa@nic.in](mailto:dpcsonepurssa.opepa@nic.in), Ph.: 06654-220551 / 06654-220514(fax)

- the time of executing agreement with the undersigned. The same will be refunded without interest after completion of contract in all respect.
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 08 nos of PM-SHRI Schools under Subarnapur 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 4359 (Four Thousand Three Hundred Fifty Nine) 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. The cost of PM SHRI Logo Badge must be inclusive of all taxes and transportation cost to be supplied at school point. No extra cost to be entrained.
  15. **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. The bidder must submit the rate in prescribed format enclosed as **Annexure-B**
    - v. TDS will be charged as per the Income Tax and GST rule.
    - vi. The bidder has to submit the copy of GST registration certificate, updated return copy, PAN and latest acknowledgement of income tax returns for the financial year 2023-24, Assessment year 2024-25. Besides the above document, the tender paper submitted without EMD shall not be entertained.
    - vii. Conditional tender is not acceptable and will be out rightly 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 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.



OFFICE OF THE DISTRICT PROJECT COORDINATOR  
SAMAGRA SIKSHYA, SUBARNAPUR



E\_mail: [dpcsonapurssa.oepa@nic.in](mailto:dpcsonapurssa.oepa@nic.in), Ph.: 06654-220551 / 06654-220514(fax)

- x. All disputes relating to the contract is subject to the pecuniary jurisdiction of the Court at Subarnapur.
- xi. The Collector-cum-Chairman, Samagra Shiksha, Subarnapur reserves every right to accept/reject/cancel in full/part of any tender without assigning any reason thereof.

*Mu S*  
19/7/2016  
DEO-cum-DPC

Samagra Shiksha, Subarnapur

### PROPOSED ID CARD SAMPLES

<p>ଶିକ୍ଷା ଓ ଉଚ୍ଚଶିକ୍ଷା ବିଭାଗ, ଖଣ୍ଡଗିରି ଖଣ୍ଡଗିରି, ୯୯୯-୯୯୯୦୨୫</p> <p><b>ପରିଚୟ ପତ୍ର</b></p>  <p>୧୫</p> <p><b>ଅନିତ ପରିଚିତା</b> ଶ୍ରେଣୀ: ନବମ (କ) ରୋଲ୍ ନଂ : ୦୧ ପ୍ରଧାନଶିକ୍ଷକ</p>	<p><b>ଅନିତ ପରିଚିତା</b> ଜନ୍ମ ତାରିଖ: ୦୨.୦୭.୨୦୧୭ ପିତାଙ୍କ ନାମ: ଶ୍ରୀଧର ପରିଚିତା ମାତାଙ୍କ ନାମ: ରାମାକ୍ଷରୀ ପରିଚିତା ପୂରୋଧି : ୯୧୦୦୦୦୦୦୦୦ ଆଧାର ନଂ: ଠିକଣା:</p> <p><b>ସୂଚନା</b> ୧. ଉପରୋକ୍ତ ସୂଚନା ସର୍ବତ୍ର ଉପଯୋଗୀ ନୁହେଁ । ୨. ପରିଚୟପତ୍ରଟି ଏକାଧାରରେ ବ୍ୟବହାର କରାଯିବ ନାହିଁ । ଉପରୋକ୍ତ ସୂଚନା ବିଭିନ୍ନ ପ୍ରାଥମିକ ଶିକ୍ଷାକେନ୍ଦ୍ରରେ ବ୍ୟବହାର କରାଯିବ ନାହିଁ ।</p>
--	---



OFFICE OF THE DISTRICT PROJECT COORDINATOR  
SAMAGRA SIKSHYA, SUBARNAPUR



E\_mail: [dpcsonapurssa.opepa@nic.in](mailto:dpcsonapurssa.opepa@nic.in), Ph.: 06654-220551 / 06654-220514(fax)

**Annexure-B**

(Bidder to submit in his letter Head of Firm)

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