

**DISTRICT PROJECT OFFICE, SAMAGRA SHIKSHA, SUNDARGARH**

Letter No. 659 /TRB/Date 3/6/2020

To

The District Information Officer, (NIC)  
Sundargarh.

Sub: Hoisting of notification for printing & supply of teachers ID-Card in district website.

Sir,

With reference to the subject cited above, I am herewith enclosing the notification regarding printing & supply of teachers ID-Card for hoisting in district website for wide circulation.

Most URGENT.

Yours faithfully,

*Prakash*  
3.6.2020  
District Project Coordinator  
RTE-SS, Sundargarh

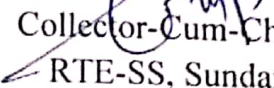
## TENDER CALL NOTICE

### TENDER FOR PRINTING AND SUPPLY OF ID CARDS

NO. 662

Dt. 03/06/2020

Sealed tenders are invited in prescribed format from the registered Off set printers/firms having valid PAN/ TAN, valid GST registration certificate, DIC registration certificate for printing and supply of Teachers ID -Card. The details of the tender call notice containing specification, requirement with term and conditions can be downloaded from district website [www.sundergarh.nin.in](http://www.sundergarh.nin.in). The sealed tender papers should be submitted to the office of the District Project Coordinator, Samagra Shiksha, Sundargarh, At/Po- Sundargarh, Pin- 770001 through registered /speed post only. The last date of receipt of tender paper is 17/06/20 up to 05.00 PM and the same will be opened in the office Chamber of Collector-Cum-Chairman, RTE-SS, Sundargarh on Dt. 18/06/20 at 04 AM/PM ✓

  
Collector-Cum-Chairman  
RTE-SS, Sundargarh

**THE TENDER SHOULD BE SUBMITTED FOLLOWING THE TERMS AND  
CONDITIONS SPECIFIED HERE UNDER:**

- 1 Quantity The tentative number of printing of Teacher's Identity card is 8363 (Appx.).  
The Quantity may increase or decrease.
- 2 Card Quality PVC Card (CR 80)
- 3 Size 85 mm X 54 mm (Portrait)
- 4 Printing Multi- Colour  
The quality of printing should be higher order, without any mistake and printing should be neat and legible.  
The printing must be Offset process using eco-friendly ink (ISO.ISI) standard.  
The printing work and day to day progress will be verified by DPC, SS, Sundargarh or SC/ST Edn. Coordinator or any other officer authorised by DPC, SS, Sundargarh.
- 5 Binding Laminated PVC card
- 6 Strap Length Size Standard
- 7 Strap Wide Size 20 mm (Minimum)
- 8 Strap Materials Cotton/ Silk
- 9 Process of Preparation Cards Hard copy (Photo & text) of ID card is available at District Project Office, RTE-SS, Sundargarh which will be provided to the selected firm.
- 10 Sample The sample of ID-Card should be submitted along with the tender documents for verification by the district purchase committee for its approval.
- 11 Delivery Delivery of Final finished materials should be made at DPO, RTE-SS, Sundargarh within **20 Days** from the date of issue of work order by dividing the materials @ block wise separately.
- 12 EMD **Rs 10,000/- (Rupees ten thousand) only** is to be deposited along with the tender in shape of demand draft in favour of District project Coordinator, Samagra Shiksha, Sundargarh. (Amount refundable without interest). The EMD money shall be forfeited in the event of withdrawal of the tender once submitted or in the case of successful bidder who fails to executed necessary agreement within the specified period and / or express their inability to supply the finished materials within the stipulated period. Besides, EMD of unsuccessful bidders will be refunded soon after finalization of the tender. No exemption certificate will be entrained from any bidders in this regards.

13 Security Deposit

The successful bidder has required to deposit 20000/- as security deposit (refundable without interest) in shape of demand draft in favour of District Project Coordinator, RTE-SS, Sundargarh. At that time of execution of agreement before issuing of work order. The security deposit shall be forfeited in case of any term and conditions of the contract are violated.

14 Rate

The rate quoted per price of ID card should be inclusive of all Taxes, Transportation Charges, DTP, Design Cost & all related expenses. The upper ceiling rate per ID-Card is 50/-.

15 Payment

**Payment will be made on the basis of followings:**

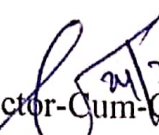
1. After smooth and complete of printing and supply of the required materials without deviating the quantity and quality and specification reserved in the tender call notice.
2. The tax deduction at source (TDS) shall be done as per provision of income Tax Act. & GST Act.
3. After submission of the ID card to the office, the same will be sent to the concerned block for verification by the Block Education Officers. If it required for correction, the selected firm will correct and again submit the particular corrected ID Card to District Project Office. For this purpose 15 days will be given for verification. After all verification and correction work is over, the payment will be made to the firm.

16 Application

1. Only one tender should be submitted by one party.
2. The envelope containing the tender should be duly mentioned as "*tender for printing and supply of ID Cards*".
3. The Collector-Cum-Chairman, RTE-SS, Sundargarh reserves the right to accept or reject any or all tenders, full or part of the tenders without assigning any reason thereof.

17 Bid

The Financial Bid and the Technical Bid will be Submitted Separately in separate envelope mentioning "Financial Bid" & "Technical Bid" on the envelope.

  
Collector-Cum-Chairman  
RTE-SS, Sundargarh

**APPLICATION FOR TECHNICAL BID**  
(To be submitted in separate sealed envelope)

**Name of the firm and Address:**

**Documents enclosed:**

- |  |           |
|--|-----------|
| 1. Photo copy of GST registration certificate: | (Yes/ No) |
| 2. Photocopy of PAN/ TAN:                      | (Yes/ No) |
| 3. Sample of ID card:                          | (Yes/ No) |
| 4. PAN No.:                                    |           |
| 5. GST Regn No. :                              |           |
| 6. EMD Details: Amount:                        |           |

D.D No./ Date.

Bank/ Branch

- |  |           |
|--|-----------|
| 7. Affidavit by the bidder as regards to black listing/ default:     | (Yes/ No) |
| 8. Experience Certificate if any as regards to similar type of work: | (Yes/ No) |

**Date:**

**Seal & Signature of the Bidder**

**APPLICATION FOR TECHNICAL BID**  
(To Be Submitted in Separate sealed envelope)

**Name of the firm and Address:**

Sl No	Type of Printing Materials	Specification	Cost of printing per ID card (In Rs.)	Total rate quoted for printing of 8363 nos. of Teachers ID card (Tentative)
1	Teachers ID Card	As per specification mentioned in the terms & conditions from SL No-2 to SL No-8.		


**N:B Rate should be quoted inclusive of all cost, taxes, transportation and duties if any.**

Date:

Seal & Signature of the Bidder

Sample Design of ID Card

← 54 mm →

  
Govt. Odisha  
School & Mass Education Department  
District: Sundargarh

Teacher's  
Passport  
Size Photo

Name: \_\_\_\_\_  
Sex: \_\_\_\_\_  
Blood Group : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Contact No. \_\_\_\_\_  
Block: \_\_\_\_\_

ADDRESS OF THE SCHOOL WITH UDISE CODE AND PIN CODE

District Magistrate & Collector,  
Sundargarh

**SAMAGRA SHIKSHA, SUNDARGARH**

↑

85 mm

↓

Strap:- Govt. Of Odisha, S & M E Deptt., Dist.: Sundargarh