



**DISTRICT PROJECT OFFICE  
SAMAGRA SHIKSHA: CUTTACK (ODISHA)**

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ସମଗ୍ର ଶିକ୍ଷା  
समग्र शिक्षा  
Samagra Shiksha

Notice No. 5245 /PIg./ 2025

Date. 24 / 10 /2025

xxiv-05/25

**Expression of Interest**

District Project Office, Samagra Shiksha, Cuttack invites Expression of Interest (EOI) from agency/supplier/manufacturer having valid PAN, GST & IT clearance, registration of firm etc. for supply of **Identity Card & Badge for PM SHRI School students & teachers under PM SHRI scheme** for the Academic session 2025-26 of Cuttack District. For details please go through the websites [www. Cuttack.odisha.gov.in/](http://www.Cuttack.odisha.gov.in/) [os@pa.odisha.Gov.in](http://os@pa.odisha.Gov.in). The bid shall be submitted through speed post & registered post only on or before 7<sup>th</sup> November, 2025 by 5.30 PM. Authority reserves the right to accept/ reject any /all bids without assigning any reason thereof.

**By Order of the Collector-cum-Chairman,SS,Cuttack.**

  
DEO-cum-DPC,SS,Cuttack.



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XXIV-25/25

**EXPRESSION OF INTEREST**  
**FOR**  
**PRINTING AND SUPPLY OF IDENTITY CARDS AND BADGES FOR STUDENTS**  
**AND TEACHERS OF PM SHRI SCHOOL UNDER CUTTACK DISTRICT**

The District Education Officer-cum-DPC, Samagra Shiksha Cuttack invites Expression of Interest (EOI) from eligible reputed bidders for printing and supply of Identity Cards and Badges for PM SHRI Schools Students & teachers for the Academic session 2025-26. The bid shall be submitted through speed post & registered post only on or before 4<sup>th</sup> November, 2025 by 5.30 PM. No other mode of submission will be entertained. The same will be opened on 12<sup>th</sup> November at 3.30 PM in Samagra Shiksha, VC Hall at Collectorate Building, Cuttack

**1. Following documents must be submitted with the Technical Bid Application.**

- a. Copy of Valid Aadhar Udyog registration Certificate.
- b. Copy of GST Registration Certificate under Odisha GST Act & up to date clearance.
- c. Copy of Shops & commercial license under establishment Act, 1956 through Labour Deptt.
- d. **Bid processing Fee of Rs.1000/- in shape of Demand Draft drawn on any Nationalized Bank in favour of District Project Coordinator, Samagra Shiksha, Cuttack (Non-refundable)**
- e. Copy of PAN card.
- f. Copy of Income Tax clearance certificate for last 3 financial years 2021-22, 2022-23 & 2023-24. ( i.e AY-2022-23, 2023-24 & 2024-25)
- g. Duly filled and signed Annexure-1, 2, 3 & 4 .
- h. Copy of Minimum average Turnover of Rs.20 lakhs during last 03 previous years with UDIN.
- i. Experience in similar type of work must be submitted.

j. Undertaking regarding that the 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.

k. **Demand Draft for Rs.20,000/-(Rupees Twenty Thousand)only drawn on any Nationalized Bank in favour of District Project Coordinator, Samagra Shiksha, Cuttack** towards EMD which is refundable without interest.

1. Variance in quantity is accepted up to 10% of the tentative requirement.
2. Quantity and specification of materials mentioned in Annexure -4 must be followed. If any deficiency found in the application form, the tender application will be out rightly rejected.
3. The right of acceptance of tender rests with Collector-cum-Chairman, SS, Cuttack who does not bind himself to accept the lowest tender. The Committee will ensure the best quality with minimum rate. Accordingly, the tender will be finalized on verification sample items with quoted price within the budget provision by the Committee.
4. The tenderer has to sign in each page of the tender paper as acknowledgement of acceptance of the terms, conditions, specifications etc.
5. One set of Sample I-card and badge as per the specification should be sent.
1. The financial bid will be opened for the bidders only after qualifying technical bidding process.
  2. TDS and other statutory dues will be deducted from bill as per rule applicable.
  3. Exemption certificate in respect of EMD & Security deposit will not be considered in any case.
  4. Payment will be made by District Education Officer-cum-DPC, Samagra Shiksha, Cuttack after delivery of materials at Block points and submission of bill in duplicate along with delivery challan duly acknowledged by Block concerned.
  5. The agreement will be executed with the successful bidder before issue of work order. If the successful firm fails to execute the contract or withdraw from the tender process after selection, the EMD of the firm will be forfeited.
  6. The successful bidder will have to deposit 5 % of total contract value as security deposit at the time of agreement. If the bidder fails to execute the work order in time, the security deposit amount will be forfeited.
  7. The bidder should **quote single price** of the items including Tax, transporting and other materials cost (DTP, Photo collection etc.). **Cost per each item should not exceed Rs.100/-. Separate rate should be quoted for each item.**
  8. Conditional Bid & overwritten bid documents will not be accepted.

9. Supply order will be issued to the selected firm for supply of materials keeping in view of Budget provision under each category. Variance in quantity is accepted up to 10% of the tentative requirement.
10. Quantity and specification of materials mentioned in Annexure -4 must be followed.
11. If any deficiency found in the application form, the tender application will be out rightly rejected.
12. The right of acceptance of tender rests with Collector-cum-Chairman, SS, Cuttack who does not bind himself to accept the lowest tender. The Committee will ensure the best quality with minimum rate. Accordingly, the tender will be finalized on verification sample items with quoted price within the budget provision by the Committee.
13. The tenderer has to sign in each page of the tender paper as acknowledgement of acceptance of the terms, conditions, specifications etc. All the required documents along with sample must be submitted to the following address:

The District Project Coordinator, SS, Cuttack, at-Collectorate Building(2<sup>nd</sup> floor, room no.49), Post-Chandini Chowk, Pin-753002, District-Cuttack, Odisha

All disputes relating to the contract is subject to the pecuniary jurisdiction of the Court at Cuttack, Odisha. Disputes relating to and arising out of supply of materials, shall be mutually sorted out by both the parties failing which decision of the Collector-cum-Chairman, SS, Cuttack will be final .

**By Order of the Collector-cum-Chairman,SS,Cuttack.**

  
**DEO-cum-DPC,SS,Cuttack.**

COVERING LETTER

*(ON BIDDER/S'S LETTER HEAD)*

*[Location, Date]*

To:

**The District Project Coordinator  
SS Cuttack**

**Subject:** Supply of Identity Cards & Badges ( 19 PM SHRI Schools ) for the academic year 2025-26

Madam/Sir,

I/We, the undersigned, request you to participate in the selection process towards Supply of Identity Cards & Badges ( 19 PM SHRI Schools ) for the academic year 2025-26 in accordance with your GeM Bid No \_\_\_\_\_ dated \_\_\_\_\_.

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 are found violated, then TIA shall without prejudice to any other right or remedy be at liberty to reject our Bid including legal action as per law.

Yours faithfully,

Place:

BIDDER/S'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp



**Bidder/s's Organisation (General Details)**

Sl No.	Description	Full Details
1	<b>Name of the Bidder/s</b>	
2	<b>Address for Communication</b> Tel : Fax: Email id :	
3	<b>Name of the authorized person signing &amp; submitting the bid on behalf of the Bidder/s:</b> Mobile No. : Email id :	
4	<b>Registration / Incorporation Details</b> Registration No: Date & Year. :	
5	<b>Local office in Odisha</b> <b>If Yes, Please furnish contact details</b>	Yes / No
6	Bid Processing Fee Details	
7	EMD details	
8	GSTIN under Odisha GST (OGST) Act	
9	PAN	
10	Confirm to carry out assignments as per the scope of work of the Bid Document	
11	Confirm to accept all the terms and conditions as specified in the Bid Document	

Place:

BIDDER/S'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp



**(In Bidder's letter Head)**

Annexure-3  
[Location, Date]

To:  
The District Project Coordinator  
SS, Cuttack

**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 offense –
  - (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 threat to public health as part of execution of a public procurement contract.
  - (c) I have not been debarred by any Central / State Government Organization/Bodies for the last 03 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**



## Annexure-4

**NB: single price should be quoted for each item in financial bid process.**

<b>DETAILED MATERIAL SPECIFICATION WITH TENTATIVE REQUIREMENT FOR SUPPLY OF IDENTITY CARD &amp; BADGE FOR PM SHRI SCHOOL STUDENTS AND TEACHERS</b>				
Sl.No	Name of the items	Specification	Approximately Total Required Quantity	Remarks
1	IDENTITY CARD	Card : PVC ID card (86mm x 54mm) Both side Multicolor printing	9509	
		Lace : Satin Lanyard 16mm (Digital Multicolor Printing) with Metal Fish Hook		
		Holder : Clear cover holder (91mm x 60mm)		
2	BADGE	Shape : 58mm round button badge (Glossy Finish) with Safety Pin Bar backside (Digital Multicolor Printing)	9509	
Material Type(s) : Stainless Steel, Plastic, Metal				

**Signature of the Tenderer**

**With date and seal**

