

DISTRICT PROJECT OFFICE, SAMAGRA SHIKSHA, PURI
(ODISHA SCHOOL EDUCATION PROGRAMME AUTHORITY(OSEPA))
(Department of School & Mass Education, Odisha)

Phone: 06752-229275

Fax: 06752-233095

Letter No: 971

File No: _____



E-mail: dpcpurissa.opepa@nic.in

prgpurissa.opepa@nic.in

Date: 15/3/21

GST No: 21AAALD1372N1DL

QUOTATION CALL NOTICE

Sealed tenders are invited in plain paper from reputed offset printers duly registered under GST & in any District Industry Center of Odisha for printing and supply of **Teachers' Identity Card** of Puri district. Quotation should be submitted in the sealed envelop duly marked "**Quotation for Printing and Supply of Teachers' Identity Card**" with the strict observance of the terms and conditions prescribed in bid document. The last date of receipt of tenders is fixed on **24.03.2021** upto 2 PM and will be opened on same day i.e. on **24.03.2021** at 4.00 p.m. in presence of the quotationers or their authorized representatives. The quotations will be received in tender box at DPO, Puri or through speed post / registered post only . The office will not be held responsible for any kind of postal delay if sent by post . The quotation paper shall accompany with all self attested documents, processing fee and EMD as stated in terms and conditions of bid document. The undersigned reserves the rights to accept or reject all or any quotation/s without assigning any reason thereof. The Bid documents along with terms and conditions will be available in the office of the undersigned on every working day during office hour on or before dt. **24.03.2021** and also available in the website www.puri.nic.in and www.osepa.in.

**By Order of Collector & Chairman,
Samagra Shiksha, Puri**


District Project Coordinator
KS Amagra Shiksha, Puri

M.R.: _____

Demand Draft / Pay Order No: _____

BID DOCUMENT
FOR PRINTING & SUPPLY
OF
“TEACHERS’ IDENTITY CARD”

Name of the Printer : _____

Address : _____

PAN No : _____

GST Clearance upto: _____

TERMS AND CONDITIONS
FOR
PRINTING AND SUPPLY OF TEACHERS' IDENTITY CARD"

1. **Quality for Printing of Supply of Teachers' Identity Card** : (Plastic in Good Quality)
Quotationer should enclosed the sample identity card with signature in permanent marker along with quotation.
2. **Color**: Multi Color.
3. **Size of the Identity Card** : 4 Inch X 2.5 Inch (Please enclose the sample quality of identity to be used). The head of the Card is semi diagonal.
4. **Quality of printing**: Letter size, Fonts & designed as per the sample & both side printing (which can be obtained from the District Project Office, Samagra Shiksha, Puri)
5. **Packaging**: Teacher' Identity Card shall be packed & be supplied by the Firm/ Press as per indent to the Block point in a sealed packet
6. **Mode of Receipt of Quotations**: District Project Office, Samagra Shiksha, Puri for receiving quotation on or before **24.03.2021** in sealed Tender box or through registered post/ speed post only.
7. **Opening of Quotation**: District Project Office, Samagra Shiksha, Puri on **24.03.2021** at 4 P.M. in the Chamber of District Project Coordinator, Samagra Shiksha, Puri
8. **Documents** : The Quotations should be submitted along with the following documents duly attested by self . Non-submission of required documents are liable to be rejected .
 - PAN Certificate
 - Updated Income Tax clearance upto the Assessment Year 2020-21
 - DIC registration certificate
 - Labour certificate issued by the Labour Commissioner /DLO
 - GST Registration Certificate
 - GST upto date clearance certificate .

9. **Cost of Paper:** Rs.2,000/- (Rupees Two Thousand) only in shape of Bank Draft / Pay Order duly pledged in favour of DPC, Sarva Shiksha Abhiyan, Puri payable at any Nationalized Bank, Puri.
10. **Deposit of EMD:** Rs.20,000/- (Rupees Twenty Thousand) only in shape of Bank Draft / Pay Order duly pledged in favour of DPC, Sarva Shiksha Abhiyan, Puri payable at any Nationalized Bank, Puri.
11. **Deposit of Performance Security :** The successful bidder shall deposit the amount of performance guarantee @5% of the contract price in form of bank Draft / Bank guarantee . The security deposit shall be forfeited in case any terms and conditions of the contract are infringed or the bidder fails to make complete supply satisfactory or complete the work in time .
12. **Obtaining of Bid document and depositing processing fee :** The bid documents will be obtained from the District Project office , SS, Puri during office hours from **16.03.2021 to 24.03.2021** except holidays on payment of Rs.2000/- (Rupees Two thousand only) (Non-refundable) and the same can also be downloaded from our website www.puri.nic.in & www.osepa.in . The Bidders are to submit their bid document in the prescribed format in the envelope duly marked “ **Quotation for Printing and supply of Teacher’s Identity Card** ” . The bidder who downloads the tender document from the website shall have to submit the document along with DD amounting to Rs.2000/- (Rupees Two Thousand only) in favour of District Project Coordinator, SSA, Puri payable at any Nationalised Bank towards cost of tender paper . The same should be sent to District Project Coordinator, Sarva Shiksha Abhiyan , LIC Colony UGME School campus , Cgandan Hazuri Road , Puri – 752001 through Regd./Speed post or drop in the sealed box so as to reach by **24.03.2021** by 2.00 p.m. . Any type of postal delay will not be entertained .
13. **Date of Completion of Printing and Supply of Teachers’ Identity Card:** The Quotationer should submit the proof document before final printing of Teacher Identity Card. Teachers’ Identity Card are to be printed & supplied as per agreement within 15 days from the date of issue of work order, failing which the security deposit will be forfeited.

14. **Rate of Printing & Packeting:** Rate of printing should included laminating, Steel clip, printed ribbon. Transportation cost to the Block point.

RATE FOR PRINTING & SUPPLY OF TEACHER'S IDENTITY CARD	Rs. _____
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15. **Date and Place of Delivery of Teachers Identity Card :** Within 15 days from the date of agreement to the block point.
16. The selected Firm / Press will have to execute **an agreement in non judicial stamp paper (Not less than 11/-)** with the DPC, Samagra Shiksha, Puri soon after the **selection and before issue of work order** to print and supply the Teachers' Identity Card as per the term and conditions mentioned in the agreement.
17. **Mode of Payment :** Payment will be made only after supply of printed " TEACHER'S IDENTITY CARD" and on submission bill with acknowledgement of receipt of supply from block point .

The authority reserves the right to cancel all or any quotation without assigning any reason thereof.


15/3/21
 District Project Coordinator
Samagra Shiksha, Puri