

Handwritten notes and signatures at the top of the page, including "Annexure - A" and "DTC".



# Standard Bidding Document

**FOR**

**Procurement of Printing and Distribution of Identity Card for Students and Teachers of 12 no. of PM SHRI Schools (2024-25) in Jajpur District**

**Notice Inviting Tender No. 308 /Dated 20/01/2025**

**OFFICE OF THE DISTRICT PROJECT COORDINATOR,  
SAMAGRASHIKSHA, JAJPUR**

1 Procurement of Printing and Distribution of Identity Card for Teachers and Students for 12 no. of PM SHRI Schools in Jajpur District for the year 2024-25

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ସମଗ୍ର ଶିକ୍ଷା  
Samagra Shiksha



## DISTRICT PROJECT OFFICE, SAMAGRA SHIKHYA, JAJPUR

No. 308/128/2025

Dated 20/01/2026

### NOTICE INVITING TENDER (NIT)

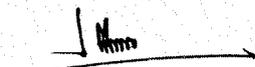
Sealed tenders are invited from the reputed & credible printers / firms / agencies for **Supply of Identity Cards & PM SHRI Logo Badge for Teachers and Students for 12 nos. of PM-SHRI Schools (2024-25) in Jajpur district** in two bid systems (Technical & Financial Bid) as detailed below.

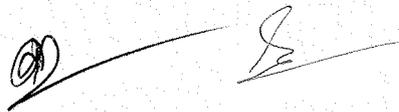
Name of the Tender	Bid processing fees	Amount of EMD	Last Date & time of receipt of Bid	Date & time of opening of Technical Bid
Supply of Identity Cards & PM SHRI Logo Badge for Teachers and Students of PM-SHRI Schools (2024-25)	Rs.3000/-	Rs.24000/-	27.01.2026 9.00pm	27.01.2026 4.00pm

The detailed BID document is available in the website [www.Jajpur.odisha.gov.in](http://www.Jajpur.odisha.gov.in) and [www.osepa.odisha.gov.in](http://www.osepa.odisha.gov.in). Interested and eligible agency / firm may download BID DOCUMENT from the above website and apply accordingly. 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.

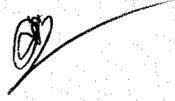
By the order of Collector, Jajpur

  
District Education Officer-cum-DPC  
SamagraShiksha, Jajpur

**IMPORTANT INFORMATION TO THE BIDDER**

S. No.	Particular	Details
1.	Tender Inviting Authority (TIA)	O/o District Project Coordinator, SamagraShiksha, At,-Baidyrajpur, Dist : Jajpur, 755007
2.	Availability of the Bid document	<a href="http://www.jajpur.odisha.gov.in">www.jajpur.odisha.gov.in</a> and <a href="http://www.osepa.odisha.gov.in">www.osepa.odisha.gov.in</a>
3.	Date of Issue of the Bid	20.01.2026
4.	Last date and time of receipt of the Bid only through speed post / registered post / courier.	27.01.2026, 2.00 PM
5.	Date & time for opening of Technical BID, Financial & sample verification.	27.01.2026, 4.00 PM
6.	Earnest Money Deposit (EMD) *(Refundable without interest)	Rs.24,000/- (Rupees thirty five thousand only)in shape of Banker Cheque / Demand Draft / Bank Guarantee
7.	Address & mode of submission of proposal	O/o District Project Coordinator, SamagraShiksha, , At-Baidyrajpur,Jajpur Town, DistJajpur, PIN 755007 <b>Mode of Submission:</b> Speed Post / Registered Post / Courier only to the address as specified above during the office hour only). Submission of proposal through other mode and late bid will be rejected.
8.	Place of Opening of Proposal:	O/o District Project Coordinator, SamagraShiksha, At,-Baidyrajpur, Dist : Jajpur, 755007
09.	Point of Delivery & Completion of supply	At the School point within 15 days from the date of work order
10.	Submission of Performance security & Signing of agreement.	within 3 days of issue of intimation letter in this regard.

  
**BID DOCUMENT**

FOR

**Supply of Identity Cards & PM SHRI Logo Badge for Teachers and Students of PM-SHRI Schools (2024-25)**

The District Project Coordinator, Samagra Shiksha, Jajpur invites bids from the reputed & credible printers / firms/ agencies for Supply of Identity Cards & PM SHRI Logo Badge for Teachers and Students of 12 nos. of PM-SHRI Schools (2024-25) in Jajpur district. The detailed terms & conditions of the above bid are as under;

The detailed specifications of Identity Cards & PM SHRI Logo Badges recommended by the committee are given below.

**SPECIFICATIONS**

**PM SHRI Identity Card**

The specifications of the PM SHRI ID Card are as follows  
ID Card Sample : Lanyards ID Card as per multicolor approved design

**TYPE**

Type of ID Card Holder : Rigid holders (Full body cover)  
Type of Lanyards : Synthetic Tape  
Type of Clip : Stainless Steel

**MATERIAL**

Material OF Id Card TO FIT (MM) : High Quality PVC (White Color)  
Material of Lanyards : Synthetic Tape

**DIMENSION**

Length of ID Card to fit (mm) : 90  
Width of ID Card(mm) : 55  
Length of Lanyards(cm) : 100  
Thickness (mm) : 4

**SHAPE & SIZE OF LANYRDS**

Size of Lanyards, Width/Diameter (mm/mm) : 15 mm/3mm  
Shape of Lanyards : Round Neck

**PHYSICAL CHARACTERISTICS**

Orientation of card holder : Vertical  
Color : Imprint color and logo on the lanyards: Pre Printed Lanyards  
Safety Mechanism: Non- Breakaway

**PRINTING**

As per approved designed both side Multicolor printing of cards and 15-20 mm multi-color printing of neck lanyards.

Language of Printing : Odia Only

**PACKINGS**

Type of Packing : Poly Bags (School wise)

Pack of : School wise

### PM SHRI LOGO BADGE

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

**TYPE OF BADGE ;** Rank Badge

#### MATERIAL & DESIGN

Shape : Circular  
Material : Brass  
Finish : Glossy with laminated  
Design/Pattern : Digital Printing  
Color : Color of PM SHRI Logo  
Attachment Mechanism: Brass Clip

#### DIMENSION

Thickness : 2 mm  
Diameter (in mm) : 45  
Weight (in mm): 25 gram (decided)

#### PRINTING

As per approved design Multicolor printing of badge.

#### PACKINGS

Type of Packing : Poly Bags (School wise)  
Pack of : School wise

### SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

#### 1. Eligibility Criteria :

The Printers /firms /agencies must have:

- (a) Valid Udyog Aadhar Registration for printing works.
- (b) Office as well as printing setup in the State of Odisha.
- (c) Valid PAN & Income Tax Return for the Financial Year, 2021-22, 2022-23 & 2023-24 i.e Assessment Year 2022-23, 2023-24 & 2024-25.
- (d) Valid GST Registration under Odisha GST (OGST) Act.
- (e) Minimum Annual Turnover Rs. 24.00 Lakhs.
- (f) Experience in Printing of ID Card /Logo/Badges in any Government/Private Organization.

#### 2. Application Procedure:

- (a) The Bid has been invited under two bid system i.e. **Technical Bid and Financial Bid**. The interested bidders are advised to submit two separate sealed envelopes super scribed "Technical Bid for Supply of Identity Cards & PM SHRI Logo Badge for Teachers and Students of PM-SHRI Schools (2024-25)". Both sealed envelopes should be kept in another sealed envelope super scribed "Tender for Supply of

A B M

Identity Cards & PM SHRI Logo Badge for Teachers and Students of PM-SHRI Schools in Jajpur District (2024-25)".

(b) **Technical Bid & Financial Bid.**

The Bidder has to fill up the Technical bid Form (Tech-1, Tech-2, Tech-3, Tech-04) & submit it with a separate envelope with all self-attested documents / papers as mentioned in para-2 (f). 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 to quote **rate per Id card and Badge separately** in the prescribed format (FIN-2). The cost **per Id card and Badge** shall include cost of printing, material as specified under specification, School wise / Class wise packing, GST and all other charges/levies/duties, transportation & delivery cost of the complete material at School point.

The tender should be addressed to Office of the District Project Coordinator, Samagra Shiksha, At-Baidyaraipur, Dist : Jajpur-755007

(c) The Bid document shall be available in website [www.Jajpur.odisha.gov.in](http://www.Jajpur.odisha.gov.in) and [www.osepa.odisha.gov.in](http://www.osepa.odisha.gov.in)

(d) **Earnest Money Deposit (EMD):** The bidder is to submit EMD amounting to **Rs.24,000/-**. The EMD (refundable - without interest), may be submitted in shape of Demand Draft from any Nationalized or scheduled bank drawn in favour of District Project Coordinator, SSA, Jajpur, payable at Jajpur Town, failing which the tender shall be rejected summarily. The EMD of the u-successful bidders shall be refunded within 30 days after award of contract. The EMD shall be forfeited in the event of withdrawal of the tender once submitted OR in case of a successful bidder who (i) fails to execute the agreement within specified period & (ii) not submitted performance security and/or express its inability to supply the finished material within the stipulated period. The EMD of successful bidder shall be refunded after receipt of Performance security.

(e) The interested Bidders are to enclose self-attested photocopies of the following valid documents /papers **in the Technical Bid envelope**. The proposal submitted without the following documents/papers shall not be considered.

- (a) Valid Aadhar Udyog Registration for printing works.
- (b) Proof of Office as well as printing setup in the State of Odisha
- (c) Valid PAN
- (d) Valid GST Registration Certificate under Odisha GST (OGST) Act.
- (e) DD/Bankers Cheque amounting to Rs.3,000/- as bid processing fee
- (f) EMD in shape of Demand Draft / Bankers Cheque / Bank Guarantee
- (g) Income Tax Return for the Financial Year, 2021-22, 2022-23 & 2023-24. i.e Assessment Year 2022-23, 2023-24 & 2024-25.
- (h) Duly filled in, signed & sealed Tech-1, Tech-2, Tech-3 & Tech-4 formats.
- (i) Sample ID Cards and Badges duly signed & sealed mentioning the Specifications as well as name of the Bidder should be submitted along with the technical bid paper.

- ↓
- (j) The Bidder must have experience in Printing of ID Card /Logo/Badges in any Government/private Organization. Proof of work orders should be enclosed.
- (k) Certificate towards minimum Annual Turnover of Rs. 24.00 Lakhs

**3. Submission & opening of Tender:**

The interested Bidders may submit the tender document complete in all respects along with EMD and other requisite documents on or before 27-01-2026, 2.50 PM (in all working days) addressed to **Office of the District Project Coordinator, Samagra Shiksha, At : Baidyarajpur, Dist : Jajpur**, only by **registered Post / Speed Post / Courier**. The Authority is not responsible for any postal delay. No other mode of submission of bid shall be entertained.

- (a) **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 is deemed to be rejected.
- (b) The Technical bids shall be opened on the scheduled date and time in the **Office of Collectorate, Jajpur** in the presence of the representatives of the bidders, if any, who wish to be present on the spot at that time.

**4. Evaluation of BID:**

- A. The Bidder who meets the requirements specified in the Technical Bid will be allowed for verification of sample for participating in the Financial Bid.
- B. Financial Bid of those technically qualified bidders whose samples meet the specification after verification will be opened. The decision of the purchase committee in this regard will be final.
- C. In case of more than one bidder quoting the lowest price, the L1 bidder will be selected on the basis of a transparent lottery system.

**5. Acceptance or Rejection of the Bids:**

- (a) The TIA 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.

**6. Performance Security Deposit:**

The selected bidder shall have to submit Performance Security Deposit of 02% of contract value in shape of Bank Guarantee (BG) drawn on any Nationalized / Scheduled Bank in favour of the **"District Project Coordinator, Samagra Shiksha, Jajpur** payable at Jajpur Town only before issue of the work order. The same shall be as per the **FORMAT-B** & its validity will be at least 30 days from the date of expiry of defect liability period.

**7. Requirement & Delivery Schedule :**

The selected firm shall supply of Identity Cards & PM SHRI Logo Badge for Teachers and Students of 12 nos. of PM-SHRI Schools (2024-25) at School point with Class-wise and school

wise packets within 15 days from the date of issue of the work order. Approximately 6798 numbers of ID Cards and 6798 numbers of Badges are required to be printed for the purpose. The above requirement may increase or decrease as per need. The total cost will be decided on the basis of actual nos. of pages printed & supplied. If any wrong entry in ID Card will found the successful Bidder will have to reprint the same without any additional cost.

#### 8. Payment terms:

- (i) **On completion of delivery at School point:** Payment will be made after receipts of following documents from the successful bidder.
  - a. Challans towards satisfactory completion of supply of quantity to concerned school point as per supply order.
  - b. Receipt of "receive & stock entry certificate" from concerned HMs.
  - c. On fulfillment of conditions of the agreement.
  - d. Four self-inking carbon copies of the GSTIN invoice as well as bank details for payment purpose.
9. 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.
10. The bid validity period is 30 days from the date of opening of the financial bid. Accordingly the bidder shall submit the Bid.
11. The TIA reserves the right to reject any or all the bids without assigning any reason thereof. The TIA also reserves the right to modify any term in the bid document at the time of execution of contract, if felt necessary.

#### 12. Resolution of Disputes:

- (a) Any dispute between the Tender Inviting Authority and the successful bidder/s should be addressed to the other party only in writing in their respective letter heads signed only by the designated signatories as in contract agreement. Both the parties shall make every effort to resolve the same amicably by mutual consultations.
- (b) If both the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, the same will be referred to by either party for conciliation to the conciliation panel. For that purpose, both the parties, shall nominate each one member, and both the nominated members shall form the Conciliation panel. In case the panel members report failure of conciliation, the matter shall be referred to arbitration, by the Arbitrator, to be nominated by the Collector cum Chairman SS Jajpur. The Collector cum Chairman, SS shall nominate an Arbitrator, whenever required or when a request is made by the successful bidder/s, after the failure of conciliation, to nominate an Arbitrator. The arbitration proceeding shall be as per the provisions of the Arbitration and Conciliation Act 1996 of India.

#### 13. Applicable Law and Jurisdiction of Courts:

- (a) The Contract shall be governed by and interpreted in accordance with the existing law of India in force.
- (b) All disputes relating to the contract is subject to the pecuniary jurisdiction of the Court at Jajpur Town.

COVERING LETTER

(ON BIDDER/S'S LETTER HEAD)

[Location, Date]

To:

The District Project Coordinator  
SamagraShiksha, Jajpur

**Subject: Supply of Identity Cards & PM SHRI Logo Badge for Teachers and Students of 12 no. of PM-SHRI Schools (2024-25) in Jajpur district.**

Madam/Sir,

I/We, the undersigned, request you to participate in the selection process towards Supply of Identity Cards & PM SHRI Logo Badge for Teachers and Students of 12 no. of PM-SHRI Schools (2024-25) in Jajpur district in accordance with your Tender Call Notice 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 **30 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.

I/We remain,

Yours faithfully,

Place:

BIDDER/S'S OFFICIAL SIGNATORY

Date:

Name &amp; 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	<b>Bid processing fee Details</b> Amount :Rs. _____/-	
7	<b>EMD details</b>	
8	<b>GSTIN under Odisha GST (OGST) Act</b>	
9	<b>PAN</b>	
10	<b>Confirmation to carry out assignments as per the scope of work of the Bid Document</b>	<b>YES</b>
11	<b>Confirmation to accept all the terms and conditions as specified in the Bid Document</b>	<b>YES</b>
12	<b>Annual Turnover</b> (Minimum Rs. 24 Lakh)	
13	<b>Previous experience in printing of ID card/logo/badges for any Govt. /private organization</b>	

Place:

BIDDER/S'S OFFICIAL SIGNATORY

Date:

Name &amp; Designation with Rubber Stamp

Tech -3

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 Udyog AadharRegistration for printing works.		
2	Proof of Office as well as printing setup in the State of Odisha		
3	valid PAN		
4	valid GST Registration Certificate under Odisha GST (OGST) Act		
5	Filed Income Tax Return for the Financial Year2021-22,2022-23& 2023-24 i.e Assessment Year2022-23, 2023-24& 2024-25.		
6	DD/Banker's cheque amounting to Rs.____/- as bid processing fee		
7	EMD in shape of Demand Draft / Banker'scheque / Bank Guarantee		
8	Duly filled insigned& sealed Tech-1,Tech-2,Tech-3 & Tech-4 formats.		
9	Sample papers duly signed & sealed mentioning the GSM as well as name of the manufacturer.		
10	Duly filled in FIN-1 & FIN-2 Form		
11	Annual Turnover (Minimum Rs. 24 Lakh)		
12	Previous experience in in printing of ID card/logo/badges for any Govt. /privateorganization		

Place:

Date:

BIDDER/S'S OFFICIAL SIGNATORY

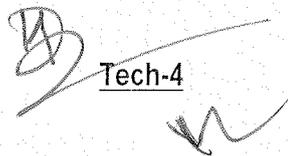
Name & Designation with Rubber Stamp/

Official Seal of the Firm.

11

Procurement of Printing and Distribution of Identity Card for Teachers and Students for 12 no. of PM SHRI Schools in Jajpur District for the year 2024-25

  
(In Bidder's letter Head)

  
Tech-4

[Location, Date]

To:

The District Project Co-ordinator  
SamagraShiksha, Jajpur

**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**

COVERING LETTER

(In Bidder's Letter Head)

FIN - 1

[Location, Date]

To

The District Project Coordinator,  
SamagraShiksha, Jajpur

**Subject: Supply of Identity Cards & PM SHRI Logo Badge for Teachers and Students for 12 no. of PM-SHRI Schools (2024-25) in Jajpur district – FINANCIAL PROPOSAL**

Madam/Sir

I, the undersigned, offer to **Supply of Identity Cards & PM SHRI Logo Badge for Teachers and Students for 12 no. of PM-SHRI Schools (2024-25) in Jajpur district** 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 School wise / Class wise packing, GST and all other charges/levies/duties, transportation cost & delivery of the complete material at School point. 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 <30> 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)

Particulars	Rate Quoted per Card and Badge(in Rs.) including GST
1	2
Id card	
Badge	
Grand Total per ID Card and Logo/Badges	

The rate per A4 size sheet is inclusive of cost of paper, printing, scanning & planning, DTP, designing, all pre-press expenses, composing, editing, binding, Subject-wise /Class-wise / School- wise / CRC- wise / Block- wise packing, all other charges/levies/duties, transportation cost &delivery of the complete material at block point.

**NB: The rate per Card / Badge may be quoted up to two decimal points.**

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

**Bank Guarantee Format for Furnishing EMD**

To,  
The District project Coordinator, Samagra Shiksha, Jajpur

**WHEREAS** \_\_\_\_\_ (Name and address of the tenderer) (hereinafter called "the Tenderer") has submitted their offer dated \_\_\_\_\_ for Supply of Identity Cards & PM SHRI Logo Badge for Teachers and Students for 12 no. of PM-SHRI Schools (2024-25) in Jajpur district against the purchaser's Notice inviting tender No. dated \_\_\_\_\_

KNOW ALL MEAN by these presents that We \_\_\_\_\_ of \_\_\_\_\_ having our registered office at \_\_\_\_\_ (hereinafter called the "Bank") are bound unto the District Project Coordinator, Samagra Shiksha \_\_\_\_\_ (hereinafter called "purchaser") in the sum of **Rs. \_\_\_\_\_/-** for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents.

Sealed with the Common Seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_ 2025

**THE CONDITIONS OF THIS OBLIGATION ARE:**

1. If the Tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this Tender.
2. If the tenderer having been notified of the acceptance of its tender by the Purchaser during the period of its validity :-
  - a) If the tenderer fails to furnish the performance security for the due performance of the contract
  - b) Fails or refuses to accept / execute the Contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser have to substantiate its demand, provided that, in its demand the purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to \_\_\_\_\_ and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

Our \_\_\_\_\_ \*branch at \_\_\_\_\_ (name and address of the \_\_\_\_\_ \*branch) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this bank guarantee only and only if you serve upon us at our \_\_\_\_\_ \*branch. A written claim or demand and received by us at our \_\_\_\_\_ \*branch on or before dated \_\_\_\_\_ otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

**(Signature of the authorized officer of the Bank)**

**(Name & designation of the officer)**

**Seal, name, date & address of the bank and address of the branch**

\*Preferably at district head quarter.

**PERFORMANCE BANK GUARANTEE FORMAT**

To,  
The District project Coordinator,  
SamagraShiksha, Jajpur

**WHEREAS** \_\_\_\_\_ (Name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract No \_\_\_\_\_ dated \_\_\_\_\_ for Supply of Identity Cards & PM SHRI Logo Badge for Teachers and Students for 12 no. of PM-SHRI Schools (2024-25) in Jajpur district (herein after called "the contract").

**AND WHEREAS** it has been stipulated by you in the said contract that \_\_\_ the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

**AND WHEREAS** we have agreed to give the supplier such a bank guarantee;

**NOW THEREFORE** we hereby affirm that we are guarantors and responsible to you, on behalf of the Consultant, up to a total of \_\_\_\_\_ (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the consultant to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified there in.

We hereby waive the necessity of your demanding the said debt from the consultant before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the consultant shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the \_\_\_\_\_ day of \_\_\_\_\_, <Year>

Our branch at \* \_\_\_\_\_ (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our \_\_\_\_\_\*branch a written claim or demand and received by us at our \_\_\_\_\_\*branch on or before Dt. \_\_\_\_\_ Otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....  
(Signature of the authorized officer of the Bank)

Name and designation of the officer

.....  
Seal, name & address of the Bank & Branch

\*Preferably at district head quarter.

*(Handwritten marks and signatures at the bottom of the page)*

*[Handwritten signature]*

*[Handwritten signature]*

### PROPOSED ID CARD SAMPLES

**ପିନ୍ଧୁ ଶ୍ରୀ ସରକାରୀ ନଗର ବିଳାସପୁର, ନାୟାଗଡ଼ପୁର**  
ନାୟାଗଡ଼ପୁର, ୯୯୦-୨୫୨୦୨୫

**ପରିଚୟ ପତ୍ର**

**ଅନିତ ପରିତ୍ରା**  
ଜନ୍ମ ତାରିଖ: ୦୨.୦୭.୨୦୧୭  
ପିତାଙ୍କ ନାମ: ଶ୍ରୀଧର ପରିତ୍ରା  
ମାତାଙ୍କ ନାମ: ସାତାଜନି ପରିତ୍ରା  
ବୃତ୍ତନାମ : ୯୧୦୦୦୦୦୦  
ଆଧାର ନଂ:  
ଠିକଣା:

**ଅନିତ ପରିତ୍ରା**  
ଶ୍ରେଣୀ: ନବମ (କ)  
ରୋଲ୍ ନଂ : ୦୧  
ପ୍ରଧାନଶିକ୍ଷକ

**ଶୁଚନା**

- ନିବନ୍ଧନପରେ ପ୍ରତ୍ୟେକ ପାଇଁ ପରିଚୟପତ୍ର ନିତାନ୍ତ ସରକାରୀ।
- ପରିଚୟପତ୍ର କିମ୍ପାକାରୀଙ୍କ ଦ୍ୱାରା ନିତାନ୍ତର କାର୍ଯ୍ୟକାରୀ କରାଯାଇ ନପାରିବ।

ପରିଚୟ ପତ୍ରର ପ୍ରକାର ଓ ବ୍ୟବହାର ନିୟମାବଳୀରେ ନିର୍ଦ୍ଧାରିତ ଅଟେ।

*[Handwritten signature]* *[Handwritten signature]* *[Handwritten signature]*

✓

W/ 21/1/20

st

**PROPOSED PM SHRI STATE LOGO**



John

st

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