

OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR, BOUDH  
DEPARTMENT OF MISSION SHAKTI, BOUDH

Date: 26.07.2026

No.: - 2941

QUOTATION CALL NOTICE

Sealed quotations are hereby invited from registered firms / printing presses / authorized dealers having valid GSTIN and PAN for the design, printing, and supply of **Identity Cards (I-Cards)** for the **Community Support Staff (CSS)** under Mission Shakti, Boudh.

The sealed quotation completed in all respect addressed to the "CDO-cum-EO, Zilla Parishad (Mission Shakti), Boudh-762014" should reach by General Post or Speed Post/Courier/by hand on or **before 21.7.26 at 01.00 PM** and will be opened in the same day at 4.00 PM at the office chamber of the undersigned in presence of the Bidders or their authorized representatives. The Tender received after due date and time will not be considered.

The undersigned reserves the right to accept/reject/modify/cancel any or entire quotation(s) at any stage without assigning any reason thereof.

**Technical Specifications & Quantity**

- The Identity Card shall be made of durable High Quality PVC material with thickness of 0.8mm with laminated finish suitable of field-level use. (Glossy/Matte finish, Multicolor printing on both sides).
- Card size shall conform to 5.5mm by 8.5mm.
- High-resolution recent photograph of the CSS shall be mandatorily printed
- Unique serial number shall be assigned to prevent duplication.
- A good quality transparent, rigid and scratch-resistant acrylic card holder case shall be provided for all-weather protection and greater durability of the card.

**Lanyard Specifications.**

- The Identity Card shall be accompanied by a durable premium polyester/nylon lanyard (20 mm) of high tensile strength, suitable for regular field use.
- The colour of the lanyard shall be according to the specifics as given point no.2(Design Layout)
- A sturdy material hook-grade detachable clasp shall be provided for secure attachment
- **Holder:** Hard transparent acrylic/plastic protective card casing

**Security Features.**

- Tamper-proof printing with Micro-text.
- Provision for emergency contact details on the reverse side
- **Estimated Quantity: 800 Units** (Subject to minor variations based on actual staff strength).

**Terms & Conditions**

1. The envelope containing the financial and technical bids must be strictly sealed and superscribed with: "**Quotation for Procurement of I-Cards for Community Support Staff (CSS) - Mission Shakti, Boudh**".
2. The participating firm must submit self-attested copies of their **GST Registration Certificate, PAN Card**, and a physical sample of the proposed PVC card and lanyard quality along with the quotation.
3. The price quoted must be per unit and inclusive of all applicable taxes (GST), design setup charges, data formatting, and delivery to the destination office.

4. The delivery must be completed within **07** days from the date of issuance of the formal work order.
5. The undersigned reserves the right to accept or reject any or all quotations without assigning any reason thereof.

1. Bid Price: -

- A) The transportation charges will also be included in the Bid Price.  
B) All Taxes, duties and other levies payable by the Bidder under the contract shall be included in the Bid Price.

2. Each Bidder shall submit one quotation as per the enclosed Quotation Format.

3. Validity of Quotation: -

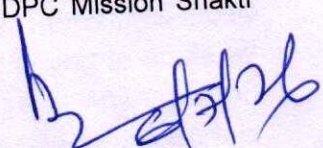
Quotation shall be valid for a period not less than 60days after the deadline date as specified in the quotation.

4. Evaluation of Quotations: -

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which (a) are properly signed and (b) confirm to the terms, conditions and specifications. The Quotations will be evaluated for all the items together given in the Quotation format.

**While submitting the bid, the bidders should submit the following documents**

- i. Registration Certificate of Firm/Agency
  - ii. Copy of GST Registration Certificate
  - iii. Copy of PAN
  - iv. Copy of latest GST deposit challan.
5. Payment shall be made through bank transfer after delivery of the goods on submission of the bills and vouchers.
  6. Any legal dispute arising out of this is subject to Boudh district jurisdiction only.
  7. The 1<sup>st</sup> Lowest Bidder cannot claim to supply, as the above items will be purchased as per the specification.
  8. The Bidder has to submit the Technical Bid and Financial Bid separately. The Bidder has to quote the rate in the Financial Bid as per the given format without any overwriting. The Financial Bid should be duly signed and sealed in a separate cover. For any queries Contact DPC Mission Shakti Boudh – 9438504898.

  
CDO-cum-EO

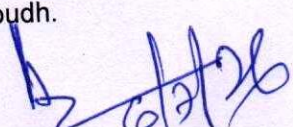
Zilla Parishad, Boudh

Memo No 295 // MISSION SHAKTI, Dated 06/07/26

Copy to the DeGM, Boudh for information with a request to hoist the Bid Document in District Portal for wide publicity.

Copy to the PA to collector for kind information of the Collector, Boudh.

Copy to the Notice Board.

  
CDO-cum-EO

Zilla Parishad, Boudh

## EVALUATION (Technical Bid)

1	Name of the firm/ Agency:	
2	Full Address: Telephone/Mobile No. Email address:	
3	Registration Certificate of the Firm/Agency:	
4	GSTIN Registration Certificate (Self attested copy to be enclosed)	
5	PAN Number (Self attested copy to be enclosed)	
6	Upto date GST clearance Certificate/Latest GST Deposit Challan (enclose self attested copy)	

### DECLARATION

I/We hereby declare that all the statement(s) made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or any other figure inflated or misleading at any stage or I am/ we are not satisfying the eligibility criteria prescribed in the relative notice, my bid is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid by MISSION SHAKTI, Boudh. In case of any lapse on my/our part which may affect the performance of the job or the quality of the work is found substandard or the service or response is found poor, proportionate value may be deducted from my bills as deemed to be proper by the competent authority.

Place:

Date :

***Signature of the Bidder with seal***

## EVALUATION (Financial Bid)

SI No.	Name of the Item	Price per Unit	Total Price (Including Transportation & all Taxes)
1	Identity Cards for Community Support Staff (CSS)		

Total quotation price (including all taxes and other charges as applicable)

(Rupees.....)

...

.....) in words.

We agree to supply the above materials in accordance with the technical specification for the amount mentioned above within 7 days from receipt of the supply order.

Place:

Date:

**Signature of the Bidder With seal**

**Date:**