

JAWAHAR VIDYA MANDIR, SHYAMALI, RANCHI-2
INVITATION TO TENDER

Ref: JVM/OT-7/2025-26

Date 21.01.2026

Sub: Supply of Students Identity Card in Jawahar Vidya Mandir, Shyamali.

DESCRIPTION OF WORK.	SUPPLY OF :- 1)STUDENTS' IDENTITY CARD COMPLETED IN ALL RESPECT AS PER OUR SAMPLE DESIGNING AND PRINTING OF STUDENTS I. CARD SINGLE SIDE PASTING WITH CARD HOLDER ALONG WITH MULTICOLORED HOUSE WISE SATIN PRINTED RIBBON WITH ENGRAVING JAWAHAR VIDYA MANDIR SHYAMALI, RANCHI AND SCHOOL LOGO) 2) SOFT COPIES OF THE STUDENT'S PHOTOGRAPH PASSPORT SIZE OF CLASS IX AND XI ENSURING THAT EACH PHOTO INCLUDING THE STUDENTS NAME AND THE DATE OF PHOTOGRAPHY.(PHOTOGRAPH IN JPEG FORMAT AND FILE SIZE NOT EXCEEDING 40 KB).
LAST DATE, TIME AND PLACE OF RECEIPT OF TENDER.	ON OR BEFORE 04.02.2026 BY 12.00 NOON IN OFFICE
DATE & TIME OF OPENING OF TENDER.	04.02.2026 AT 12.30 PM IN JVM SHYAMALI, RANCHI
COST OF TENDER DOCUMENT .	Rs. 500/- (FIVE HUNDRED ONLY)
REFERENCE NO. OF TENDER .	JVM/OT-07/2025-26

Dear Sir,

We have pleasure in enclosing herewith the tender documents as detailed below related to supply of Student's Identity Card, in JVM Shyamali and would invite you to submit your best offers in sealed cover so as to reach us on or before the due date and time as mentioned above.

- i) Annexure-I : Instruction to tender
- ii) Annexure-II : Technical and commercial
- iii) Annexure-III : Price format of Students Identity Card.

Thanking you,

Yours faithfully,
For Jawahar Vidya Mandir Shyamali

Jana 21/01/2026
(Samarjit Jana)
Principal

Page 1 of 5

Samarjit Jana
Principal
Jawahar Vidya Mandir
Shyamali, Ranchi - 2.
Aff. No.- 3430004 (66230)

ANNEXURE-I

(Instruction of tender)

1.0 SUBMISSION OF TENDER:

- 1.1 Only that party can participate in tender enquiry who has GST NUMBER.
- 1.2 Tenderer should have experience at least three year for supply of Identity card, Please attached the same as for sample with purchase order copies.
- 1.3 Third party bidder is not allowed.
- 1.4 Tender shall be submitted in separate sealed cover, in two parts, as mentioned below.

1.2 Part-I :TECHNO COMMERCIAL BID (Unpriced)

Part-1 of the offer shall contain a copy of the complete invitation to Tender duly signed and stamped by the bidders as a token of acceptance to the terms and conditions of the invitation of Tender. Submit your sample of Identity Card (with complete as Card, Holder, strip and clip).

1.3 Part-II: PRICE BID

The price bid shall be submitted in the prescribed format enclosed at Annexure-III. Both sealed envelopes viz Part-I and Part-II shall be put in a separate sealed cover which shall superscribe "Tender Number & date" The sealed cover containing sealed Part-I & Part-II envelopes shall be sent to the following address.

Principal
Jawahar Vidya Mandir Shyamali,
P.O. Doranda, Dist. Ranchi-834 02

- 1.4 JVM reserves the right to accept any bid or reject any or all bids without assigning any reason thereof.
- 1.5 Offers not submitted as per the requirement of JVM as indicated in the "Invitation to Tender" are likely to be rejected.
- 1.6. The techno-commercial bid will be opened in presence of the bidders representative on 04.02.2026 at 12.30 pm. Bidders are requested to depute their authorized representative.
- 1.7 Price bid will be opened only for techno-commercially eligible tenderer .
- 1.8 Price evaluation criteria: - Overall L1 bidder will be evaluated.

pages 2 of 5

Sana
21/01/2026
Samarjit Jana
Principal
Jawahar Vidya Mandir
Shyamali, Ranchi - 2.
Aff. No.- 3430004 (66230)

2.0 **SCOPE OF WORK:-**

- 2.1 Data collection and proof checking of each and every student from L.KG to Std. XII to be done by the party with the help of Section I/c and Class Teachers within summer vacation.
- 2.2 Photograph of every student of the aforesaid classes to be taken by the party.
- 2.3 Identity Card completed in all respect is to be provided along with multicolored house wise Satin printed ribbon.
- 2.4 Soft copy of the Passport size photograph alongwith particulars of the students to be provided to the incharge of concerned department/Section I/c. Photograph Passport size of Class IX and XI ensuring that each Photo including the Students Name and the Date of Photography. (PHOTOGRAPH IN JPEG FORMAT AND FILE SIZE NOT).

Terms and Conditions :-

3.0 **Cost of Tender Document:-**

The tender (techno-commercial part-I) must be accompanied by Cost of Tender Document, which is **non-refundable**, in the form of a Demand Draft/At Par Cheque drawn on any Nationalized Bank in favor of Jawahar Vidya Mandir, Ranchi for a value of Rs. 500/- (Rupees Five hundred only). Tender not accompanied by cost of Tender shall be liable for rejection.

4.0 **Validity of Rates:**

The rate quoted by the tenderer shall remain valid for a period of 1 (one year) . It shall come into force from the date of issue of the work order by JVM Shyamali.

5.0 **Payment Terms:**

100% payment shall be released within 20 days after supply of Identity Card on submission of bill along with receipted challan and certified copy from concerned deptt. of the School.

6.0 **Time Schedule:**

- 6.1 The successful tender shall be required to complete the supply Identity card within 4(four) weeks from date of final verification of data failing to which a penalty of Rs.50/ per day will be deducted from the bill.
- 6.2 In the event the supplied Identity card is not conforming to the ordering specification and approved card, the Identity card so supplied will be rejected without paying any price compensation. The decision of JVM in this regard will be final.

pages 3 of 5


Samarjit Jana
Principal
Jawahar Vidya Mandir
Shyamali, Ranchi - 2.
Aff. No. - 3430004 (66230)

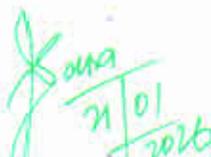
Annexure -II

Technical - Commercial Bid

SI no.	General requirement:-	Conformation
1	Submit your sample of STUDENTS' IDENTITY CARD COMPLETED IN ALL RESPECT AS PER OUR SAMPLE..	
2	The party should have at least three years experience of supply of Identity card, and submit one sample of printed Identity Card alongwith Purchase order copies.	
3	Please quote your rates inclusive of GST.	
4	Submit the copy of pan card.	
5	Mentioned the GST No. & attached copy of GST.	
6	Consent regarding Validity of tender for a period of one year.	
7	Payment shall be released within 20 days.	
8	For all manufacturing and supply of Identity card F.O.R (Jawahar Vidya Mandir, Shyamali,Ranchi.	
9	Successful tenderer shall be required to complete the manufacturing and supply . The Identity cards within 4 weeks from date of verification of Data.	
10	Details of cost of tender document: a) Amount : b) Demand Draft no.: c) Date of issue: d) Name of issuing Bank:	

This is to certify that I / We before signing this tender have read and fully understood about the requirement of the Student's Identity card for JVM Shyamali, Ranchi

Signature of the tenderer with Seal


Samarjit Jana
Principal
Jawahar Vidya Mandir
Shyamali, Ranchi - 2.
Aff. No. - 3430004 (66230)

JAWAHAR VIDYA MANDIR, SHYAMALI, RANCHI-2

Ref: JVM/OT-07/2025-26

Date 21.01.2026
Annexure –III

PRICE FORMAT

S.No	Name of items	Qty.	Unit	Rate	% of GST	Total unit price
1.	Identity Card completed in all respect as per our sample. SUPPLY OF STUDENTS' IDENTITY CARD COMPLETED IN ALL RESPECT AS PER OUR SAMPLE DESIGNING AND PRINTING OF STUDENTS I.CARD SINGLE SIDE PASTING WITH CARD HOLDER & MULTICOLOR LANYARD WITH NAME AND DATE ON PHOTOGRAPH FOR UPLOADING . ALONG WITH MULTICOLORED HOUSE WISE SATIN PRINTED RIBBON WITH ENAGRAVING JAWAHAR VIDYA MANDIR SHYAMALI, RANCHI	6000 pcs. approx.	1 set (one set)			
2.	SOFT COPIES OF THE STUDENT'S PHOTOGRAPH PASSPORT SIZE OF CLASS IX AND XI ENSURING THAT EACH PHOTO INCLUDING THE STUDENTS NAME AND THE DATE OF PHOTOGRAPHY.(PHOTOGRAPH IN JPEG FORMAT AND FILE SIZE NOT EXCEEDING 40 KB)	1200 pcs.				

Name of firm:

GST No.

Name of proprietor:

Signature :

Mob. No.