OFFICE OF THE DISTRICT & SESSIONS JUDGE, KAMRUP (METRO), GUWAHATI

"NOTICE INVITING TENDER"

For Making And Supply of PVC Identity Cards

Dated: 23.12.2025

Sealed Tender affixing Court fee stamps of Rs. 8.25 (Non-refundable) are invited from interested eligible, reputed firms/ agencies/ PVC card manufacturers and printers for empanelment of one vendor/ agency/ firm for "**Making and Supply of Graphic Quality PVC Cards with Holder and Lanyard**" of the make and model as specified below, for issuance of official identity cards to all the staffs and officials of the establishment of the undersigned.

The tender/ quotation should reach the Office of the undersigned on or before **12.01.2026.**

Interested bidders/ agencies/ vendors are advised to peruse the "Terms & Conditions" governing the "Notice Inviting Tender", and, thoroughly examine the complete tender document before submission of bids/ tenders.

Interested bidders/ agencies/ vendors agencies may also contact the office of the undersigned during office hours, for any other clarifications and queries.

Interested bidders agencies/ vendors may also visit **http://kamrupmetro.dcourts.gov.in**, for downloading the copy of the tender and, terms and conditions governing the selection process.

Interested bidders agencies/ vendors are advised to visit the website of the office of the undersigned regularly to obtain all the information regarding the procedure followed, and, orders issued by the undersigned, as regards the selection of the successful bidder.

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23/12/25

(Shri Gautam Baruah)
District & Sessions Judge,
Kamrup (Metro), Guwahati
District & Sessions Judge
Kamrup (M), Guwahati

Annexures: 1. Details and Specification of the subject matter of procurement

2. Terms & Conditions governing the "Notice Inviting Tender".

3. Indicative Photo Specimen of the PVC Identity Card (for reference)

Memo No. DJK/STN/ 17991 -94 /E, dated 23/12/24

Copy forwarded for information and necessary action to:-

1) The Directorate of Information & Public Relations, Dispur, Guwahati -6 (Janasanyog) Govt. of Assam, Guwahati with a request to publish the abridged version of the "**Notice Inviting Tender**" in two leading newspapers.
2) Systems Officer, O/O The District & Sessions Judge, Kamrup (Metro), He is directed to upload the complete "**Notice Inviting Tender**" in the Official website of the Kamrup (Metro) District Judiciary.
3) The Head Administrative Officer, O/O The District & Sessions Judge, Kamrup (Metro), for fixation of the "Notice Inviting Tender" in all the Notice Boards of this Establishment.
4) Office File

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Annexure – 1

OFFICE OF THE DISTRICT & SESSIONS JUDGE, KAMRUP (METRO), GUWAHATI

Schedule to the Invitation of Tender

Sl. No.	Particulars	Date
1.	Name of work	Making and Supply of Graphic Quality PVC Identity Cards with double sided printing along with card holder and customized and printed lanyard/ neck band
2.	Date of issuance of Tender	**23.12.2025**
3.	Time & last date of submission of tender	**12.01.2026 (5.00 P. M.)**
4.	Date of opening of tender	**17.01.2026 (Tentative)**
5.	Place of opening of Tender	Office of the District & Sessions Judge, Kamrup (Metro), Guwahati

DETAILS OF SPECIFICATION OF IDENTITY CARD TO BE PROVIDED :-

Sl No.	Make and Model of ID card to be provided	Size Of PVC Identity card	MATERIAL	Thickness of card	Base colour of Card material
1.	Digital Laminated Graphic Quality Identity card (with vertical orientation)	Standard size 85 mm x 55 mm	PVC Laminate (High Quality with glossy Finish)	0.8 mm (30 mil)	White

Specification of Design and Printing :- The design and layout of the Identity card shall be finalized by the office administration with the selected bidder/ tenderer, after the selection procedure of the bidding exercise is concluded, but, before the issuance of work order.

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The following parameters are to be included in the design and layout of the identity card :-

FRONT SIDE :-

1. Name of the Establishment
2. State Emblem Logo and State Seal of the Govt. of Assam printed on it.
3. Coloured Photograph – Clear Photograph of the employee with clarity of at least 600 x 600 pixels
4. Name of the employee
5. Designation of the employee
6. Seal and Signature of the issuing authority.
7. Issuing number of the Employee Identity Card

BACK SIDE :-

1. Date of Birth of the employee
2. Date of Joining in this establishment by the employee
3. Contact Address
4. Blood Group of the employee
5. Contact Number
6. Instructions issued for handling of the Identity card.

PRINTING TECHNOLOGY :- The Identity Cards are required to be made with High-Quality Colour Printing using Inkjet printers.

Specification of Card Holder with Steel clip / hook and lanyard

Sl No.	Make and Model of PVC card holder and Lanyard to be provided	Size	MATERIAL	Colour	Other Features
1.	Rigid PVC Card Holder with protective plastic panel in the front	Card Holder should be perfect to hold PVC card with maximum card insert size of 86 mm X 55 mm with width 0.8 mm, slide ejections that minimize sliding friction.	Premium Quality Metallic Holder (preferably Aluminum)	Blue	Painted or coated with Anodization process for prevention of corrosion

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2.	**Neck Lanyard fitted with steel J-Hook**	The lanyard should be 36 inch in length, 20 mm in width and 1.4 mm in thickness.	**Made with Nylon/ Satin silk**	**Blue**	Both side sublimated with single colour printing with the name of the establishment and logo of the State Emblem imprinted

N. B. 1) The bidders/ tenderers should provide the sample(s) of the Identity Card, offered by them along with the quotation submitted by them.

2) Rates may be quoted by a single bidder for more than one models / specimen of identity cards.

3) The photo sample given in Annexure III of this "Notice Inviting Tender" is for reference and is only indicative of the type of identity card this establishment seeks to procure through this bidding exercise.

PERIOD OF CONTRACT

The contract/ agreement for making and supply of "PVC Identity Card" of all employees of this establishment, shall initially be for a period of 1 (One) year, starting from the date of execution of agreement with the successful bidder, till the conclusion of one year, as calculated from such date. The establishment of the undersigned reserves the right to curtail or to extend the validity of contract/ agreement, on the same rates and terms and conditions, at the discretion of the undersigned, which is subject to satisfactory delivery / response from the selected bidder/ vendor.

SUBMISSION OF TENDER/ QUOTATION -

The intending firms/ vendors/ agencies are required to submit their tender/ quotation along with the following details :-

1. Name and Address of the firm/ vendor/ agency, along with contact details.
2. Registered owner of the firm.
3. Number of years in Operation of the firm/ vendor
4. Brief details of Clients (if any) to whom supply of PVC Identity cards had been completed.
5. The bidders/ tenderers shall submit the copy of PAN, TIN/ GST registration details, etc. along with their bid/ tender.
6. One complete sample of the Blank PVC identity card, along with Card Holder and Lanyard, offered by the vendor, for which rate is quoted by the bidder/ tenderer.
7. Details / Specification of the model and sample offered by the bidder/ vendor.
8. Price Bid (As per format enclosed.)

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RATE :-

The rate for making and supplying the identity card is to be quoted by the tenderer/ service provider on **Per Unit basis**, which shall include all expenses whatsoever, that the bidder/ contractor may be required to incur, for supplying the finished product completed in all respects. The rate quoted shall be inclusive of all the material, printing costs, and taxes, which are required to be borne by the bidder/ tenderer/ service provider.
TDS will be deducted as per provisions laid down in Income Tax Act, 1961, CGST Act, 2017.

N B. :- 1) **The bidders/ tenderers are required to take into consideration, all the costs to be borne for customized printing of the PVC identity cards, as per design and layout finalized after consultation with the office administration of the establishment of the undersigned.**

Format of Price Bid

(To be provided on the letterhead of the firm / agency)

Particulars of Identity Card (including model number)	Rate per Unit (in Rupees) without GST	Rate per Unit (in Rupees) inclusive of GST
Digitally Printed PVC Identity Card along with metal card holder and nylon / satin silk lanyard		

N.B. The rate quoted shall include all expenses whatsoever, that the bidder / contractor may be required to incur, for making and supplying the finished product complete in all respects.

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Annexure - II

General Terms & Conditions :-

1) All registered Firms / vendors/ agencies having their Offices within the territory of Guwahati Municipality, and, having prior experience in supply of PVC identity cards to any Govt./ Semi-Govt. /Central Autonomous bodies / any other public sector organization, are entitled to submit quotations/ bids.

2) Tenders/ Quotations with the details as sought for, and, duly signed by the owner/ authorized representative and stamped with the official seal of the firm, with contact details provided, must be submitted in a sealed envelope within the stipulated time, and accompany with it, the following documents :-
   a .Company/ Firm Registration certificate,
   b. Trade License, PAN Card,
   c. GST Registration certificate, GST return/ clearance document.
   d. Tax clearance/ return filing certificate (If any).
   e. Documents to demonstrate work experience of the bidder of having supplied Identity cards to any institution/

   The sealed envelope shall be superscribed on the top as "Quotation/ Tender for Making and Supply of Graphic Quality PVC Laminate Identity Cards" and shall be addressed to the "Office of The District & Sessions Judge, Kamrup (Metro), Guwahati"

3) The bidder/ tenderer is mandatorily required to enclose the sample of the complete "PVC Identity card" along with the holder and lanyard offered by him, and specify the description of the quality of the card viz. Material, dimension etc., after taking into consideration the detailed specifications of the PVC Identity card, as laid down in the tender document, and the indicative design/ photo specimen provided in "Annexure III". The design/ photo specimen given in the "Annexure III" is provided for reference and offering a general understanding to the bidders, regarding the type of identity card sought to be procured by this establishment.

4) The sample of "PVC Identity Card" offered by the bidders/ tenderers should match the specifications/ parameters laid down in the tender document. The design template, and layout of the "PVC Identity card" shall be required to be customized and finalized by the selected bidder in consultation of the office administration, after necessary order/ communication regarding its selection is issued by the undersigned. The selected bidder/ vendor/ contractor shall submit the draft of the design template and layout, which shall be approved by the office administration, and only after finalization of the specifications and design parameters, and, the issuance of work order, the selected bidder shall proceed to make and print the identity cards.

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5) The bidders/ tenderers are required to quote their "**Rate per unit**" (both in figure and in words), for making and supplying the PVC Identity cards in the Price Bid format. The rate quoted shall include all expenses whatsoever, that the selected bidder/vendor/ contractor may be required to incur, for making and supplying the finished product to this establishment, and the bidder must ensure that the price quoted covers all the material cost, printing expenses and any other incidental expenses that the selected bidder/vendor/ agency shall incur to make and supply the "Graphic Quality PVC Identity cards" with customized printing on both sides completed in all respects. Further the rates would be inclusive of all taxes including GST. However, break up of the GST is to be shown separately against the rate quoted.

It is the responsibility of bidder to clearly identify and take into consideration all costs associated with the making and supply of the PVC Identity card offered by him, as per specifications laid down in this "Tender Document" and quote his rate in the Price Bid format provided herein, stating the "price per unit" excluding taxes and levies, and also by including taxes and levies, in the appropriate columns of the price bid format.
The undersigned shall not be liable to reimburse anything more than the quoted price for the supply of the finished product, except any increase in statutory levies/ taxes affected by the Govt.

6) <u>SCHEDULE OF REQUIREMENT / SUPPLY :-</u>

a) Approximate initial requirement for PVC Identity cards shall be for all the current staff strength of 150 employees of this establishment. The actual quantity of PVC identity cards to be supplied during the contract period may increase, based on the requirement which may arise subsequently.

b) Delivery & Warranty Period.

Delivery :- The selected bidder shall have to print the Identity Cards by incorporating the design specifications and data, as provided by the office administration, on PVC cards made of high-quality PVC (polyvinyl chloride) or composite materials, ensuring durability and print compatibility, and, supply the same within 25 days from the date of issue of Purchase Order (PO) / Letter of Award (LoA) / Work Order (WO).

Return of defective stock :- Defective cards identified while initializing or within warranty period should be replaced by the bidder. Any printing defects/ mistakes on the part of the supplier are also liable to be replaced by the selected bidder.

Warranty :- Warranty on PVC Cards should be for a period of 12 Months, during which the supplier should undertake to replace any identity card, where the customized printing is found to have substantially worn out or deteriorated, before the elapse of one year.

The items should be delivered to the office of the undersigned.

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7) The per unit rate quoted by the bidder/ tenderer for supplying the PVC Identity card shall remain fixed during the entire period of the contract / agreement.

8) After selection of the lowest bidder, the agency/ vendor shall be required to execute an agreement with the establishment of the undersigned, as per the terms and conditions stipulated in this tender document. The agreement / contract entered into with the successful bidder may be further extended for such period, as may be deemed to be necessary, at the discretion of the undersigned, after due intimation and, taking into consideration the readiness of the service provider/ vendor/ owner to accept the same.

9) The Contract/ Agreement will be for the period of 1 (One) year, starting from the date of execution of agreement with the successful bidder, till the conclusion of one year as calculated from such date, and, the rates quoted by such bidder/ tenderer / agency to supply the Graphic Quality PVC Identity Cards (at the quoted price) shall be deemed to remain open, for the period of one year.
In case the selected bidder/ Contractor wants to discontinue the contract/ agreement for any reason, before completion of the stipulated period, the bidder/ firm/ agency shall give two months advance notice to to the undersigned, after making a prayer for termination of agreement/ contract to the undersigned.

10) The firms/ vendors/ bidders having prior experience of making and supplying PVC Identity cards to any Govt. Departments / PSUs / other reputed organizations / institutions shall be given preference. Relaxation may be provided in this regard to eligible and suitable bidders/ tenderers.

11) The selected vendor/ bidder shall not assign, transfer, pledge or subcontract the design/ manufacture/ supply of PVC Identity card to any other firm / entity.

12) The criteria for evaluation as laid down under Section 14 of The Assam Public Procurement Act, 2017 shall be followed, and the lowest substantially responsive priced bid/ quotation which meet the eligibility criteria, as well as the other requirements laid down in the bid documents, shall be considered as the most suitable bid, in keeping with Section 14 of the Act. The lowest "price bid" including applicable taxes shall accordingly be declared as L1/ lowest bid for consideration of Award of work or for any negotiation (if the need so arises), provided it fulfills the all other criteria as laid down in the tender document.

13) Notwithstanding the above, the undersigned reserves the right to accept any quotation, or reject any, or all quotations, at any time, without assigning any reason thereof. The lowest rate may not be the sole criteria for assessment/ selection of the successful bidder, and, other factors benefiting the undersigned, such as model and quality of the sample of the PVC Identity card offered, prior experience, reputation, financial soundness of the participating vendor etc. of the bidders/ tenderers shall be taken into careful consideration, before arriving at a final decision.



14) The undersigned also reserves the right to negotiate any aspect of the proposed procurement and the bid submitted, with the L1 (lowest) bidder, or any other participating bidder, whose sample and model offered is found to be suitable/ fulfill the specifications by the office administration.

15) The undersigned may reject the tender/ bid that is considered to be substantially non responsive, in respect of the the details sought for from the prospective bidders which inter alia include :-

(i) Non submission of product details/ description along with complete sample of the Identity Card offered by the bidder/ vendor

(ii) Non-submission of price bid

(iii) Non submission of documents/ credentials as stipulated in the tender document.

A Responsive bid shall be deemed to be one that conforms to all the terms, conditions, and specifications of the tender Documents without material deviations, exceptions, objections, conditionality or reservation.

16) The undersigned reserves the right to terminate the contract/ work order with the selected vendor/ agency/ firm , within the period of its validity, and subsequently call for fresh tenders, if the selected bidder/ contractor fails to deliver any or all of the services satisfactorily, and/or fails to perform any other obligation (s) under the contract and/ or neglects to comply with any directions issued by the office administration. The undersigned also reserves the right to withdraw / relax any of the terms and conditions mentioned in this tender document.

17) The Undersigned reserves the right to cancel the entire process of calling of tenders at any stage, without assigning any reasons thereof.

18) Quotations deemed to be incomplete by the undersigned in any respect, and those submitted after the stipulated time will summarily be rejected. Conditional Tenders are liable to be rejected.

19) The selected bidder/ tenderer shall ensure that the PVC Identity cards to be made and supplied by the selected bidder are to the exact specifications laid down in this tender document and design parameters finalized by the office administration after conclusion of the selection process of the successful bidder. In case the PVC Identity Cards supplied by the selected bidder, is not as per the design and specifications, finalized by the office administration of the establishment of the undersigned, or suffers from material deficiencies, the undersigned reserves the right to alter/ modify or terminate the contract / work order by giving "*termination notice*" to the selected bidder firm/ contractor/ agency.

20) The office of the undersigned shall endeavor to clear the payment of the monthly bills raised and submitted, against the services provided, within reasonable time, subject to availability of funds. The following shall be required to be submitted for payment to be settled in the name of the selected firm/ agency :-

a) Bills in triplicate showing details of break up of prices charged against the respective qunatities of Identity Cards supplied.

b) Bank Account Details.

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21) The selected bidder/ contractor shall ensure full compliance with various Tax Laws of India, with regard to the contract/ agreement entered into with this establishment, and shall be solely responsible for the same.

22) The contract may be terminated on any of the following contingencies:-
   a) On the expiry of the period of contract/ work order.
   b) The undersigned reserves the right to issue a termination notice at any time during the currency of the contract period, in case the make and quality of the "PVC Identity card" made and supplied by the selected firm/ vendor are not found to be satisfactory, and, in conformity with the specifications and design finalized by the office administration.
   c) In case the selected bidder/ vendor/ agency fails to deliver the finished product within the delivery schedule laid down in this tender document.
   c) For committing breach of any of the terms and conditions of the contract by the selected bidder/ firm/ vendor.
   e) In the event of the vendor/ firm/ agency is being blacklisted by competent authority of the State/ Central Govt., or being declared insolvent by competent Court of law.

23) The tentative date of opening of Quotations/ bids submitted by intending suppliers has been fixed on **17.01.2026,** after the conclusion of the stipulated tendering period. However, the same is subject to change, in the event of the arising of unforeseen exigencies and urgent judicial and administrative work in the office of the undersigned. The tenderers / bidders may correspond with the office of the undersigned, or, access the official website of this establishment, for obtaining information regarding the exact date of opening of bids submitted, and the final decision arrived at regarding selection of the successful bidder.

24) The decision of the undersigned, shall be final and binding in all respects. with regard to any subsequent question/ dispute that may arise in respect of the criteria followed for evaluation and selection of the successful bidder / tenderer, or in connection with any other matter regarding the empanelment cum procurement exercise conducted by this establishment.

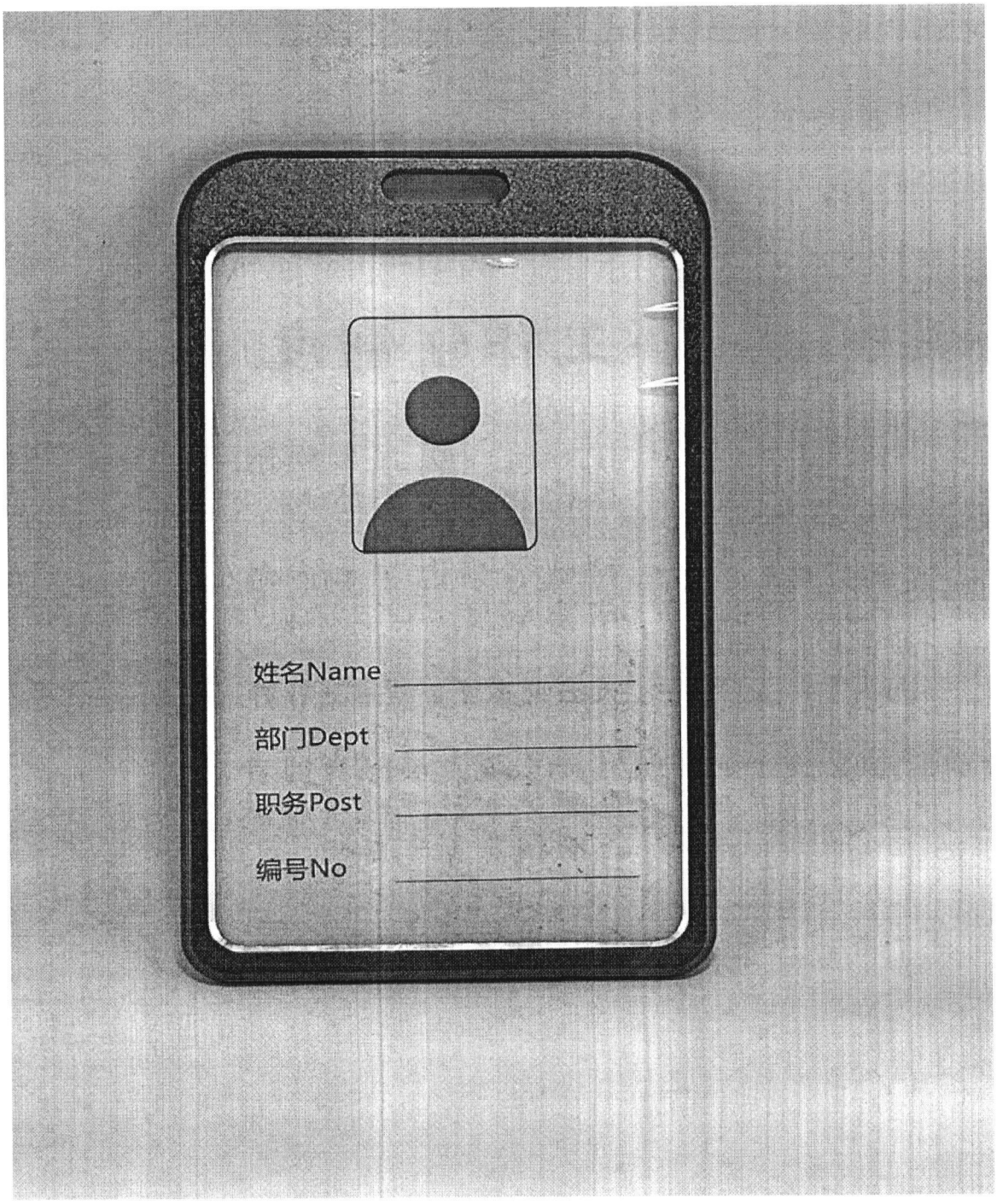
25) The bidder/ tenderer should not have ever been blacklisted by any State / Central Government Department/ PSU/ Agency in the past, for breach of general or specific conditions of contract, fraudulent, unethical or corrupt business practices.

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Annexure III



The sample provide in this image is only for reference only, and, is indicative of the type of Identity card proposed to be procured.

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