

Roc.No.131/B3/2025

Dated: 24.02.2025

Sir/Madam,

Sub: TNSRLM - 2024-25 - Issuing Aadhaar
authenticated ID cards to Self Help Group
members - reg.

Ref Connected records

The Tamil Nadu Corporation for Development of Women is an aegis organisation anchoring various poverty alleviation and livelihood missions working for the improvement of poor, marginalised and vulnerable in both rural and urban areas. TNCDW plays a vital role in strengthening the capacity of SHGs and federating them at Panchayat, Block and District level.

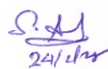
It has been proposed to issue 1000 identity cards to the SHG members on the occasion of International Women's Day, 8th March 2025.

Hence, you are requested to submit the rate cost quotations for printing of 1000 identity cards. The sealed quotations addressed to Managing Director, TNCDW, 1st floor, Annai Teresa Women Complex, Nungambakkam High Road, Chennai-34 should be reached on or before 28.02.2025.

The terms of reference are herewith enclosed for printing of 1000 SHG member ID cards.

Encl: Terms of Reference

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24/2/25

Sd/-
Managing Director

Additional Director
TNCDW

Quotation Template

1. Name of the Firm/Agency :
2. Complete postal Address :

3. Name of the Contact Person & :
Mobile No :
E-Mail ID :
4. Financial Quote :

SI.No	Description	No.of ID cards	Cost for printing one single ID card (in Rs.)
1	Identity Cards for SHG members	1000	

Note:

1. Payment will be released after receiving final output as per the specification and received the Hard copy of the ID cards.
2. Including of all applicable Tax.

Terms of Reference

Engagement of Agency for Printing and Supply of ID Cards for SHG Members under the Tamil Nadu Corporation for Development of Women(TNCDW)

1. Background:

The **Tamil Nadu Corporation for Development of Women (TNCDW)** was established with the primary objective of social and economic empowerment of women through entrepreneurship, to identify industries suitable for women, to undertake marketing activities of products manufactured by women and encourage women to form SHGs through training and credit facilities. The Tamil Nadu Corporation for Development of Women is an aegis organisation anchoring various poverty alleviation and livelihood missions working for the improvement of poor, marginalised and vulnerable in both rural and urban areas. TNCDW was under the administrative control of Social Welfare Department from inception till 2006. In July 2006, the Corporation was brought under the administrative Development control and of Panchayat Rural Raj Department in order to bring about greater synergy and better co-ordination while implementing various schemes for Self Help Groups and effective convergence at the grass root level with Panchayati Raj Institutions. The Tamil Nadu Corporation for Development of Women fostered the Self- Help Group (SHG) movement for overall development of women by instilling a sense of bonding, confidence and self-reliance through Community based organisations (CBOs) like Panchayat Level Federations (PLFs) and Block Level Federations (BLFs).

2. Objectives:

- **Identification & Recognition** – To provide official identification cards to SHG members, ensuring their formal recognition under TNCDW programs.

- **Financial Inclusion** – To facilitate easier access to banking services, government schemes, financial benefits and other associated benefits.
- **Standardization & Uniformity** – To ensure uniformity in the design, quality, and durability of ID cards across all SHGs formed under TNCDW.
- **Efficient Data Management** – To streamline member records and enhance database accuracy for tracking participation and program impact.
- **Enhanced Access to Welfare Benefits** – To enable SHG members to avail various government and institutional benefits seamlessly.
- **Security & Authenticity** – To prevent unauthorized use and duplication of SHG credentials by incorporating security features such as QR codes, holograms, or digital authentication.

3. Scope of Work:

- i. The Successful Bidder will have to print the ID card by 4th March 2025. It is the sole responsibility of the vendor to plan well in advance for the printing in such a manner that all the cards are delivered within the stipulated time.
- ii. All other arrangements for printing of cards would have to be done by the Successful Bidder based on the data given to him in files through online.
- iii. A quantity of 1000 ID cards needs to be printed.

4. Security data:

- i. Ensuring Security of electronic data provided by the Managing Director, TNCDW is of paramount importance, in addition to the standard guidelines issued by the Governments.
- ii. The Service Provider has to comply with the existing

Information Security.

- iii. The Service Provider shall ensure the confidentiality, integrity and availability of TNCDW related data and services.

5. Specification for the card:

- i. Card Type: All ID cards will be printed on PVC card with colour photographs.
- ii. Card Size: 8.6 cm horizontal and 5.4 cm vertical with variation permissible of plus or minus 5%.
- iii. Thickness: 0.8 mm
- iv. Material and Finish: - High quality matte finish PVC card
- v. Data Printing: - Multicolour Dynamic data printing.
- vi. Security features:- Microtext pattern
- vii. Personalization:

- **Front:**

- a. Logo of Government of Tamil Nadu & Kalaingar Photo
- b. Hon'ble Chief Minister Photo
- c. Colour Photo of the SHG Member – [3.2 cm (vertical) x 2.4 cm (horizontal – stamp size)].
- d. SHG ID number of the member to be printed in numbers
- e. Name of the SHG member in Tamil.
- f. Name of the SHG in Tamil
- g. SHG member Joining Date

- **Back:**

- a. Name of the SHG member in English
- b. Date of birth.
- c. Ration card number
- d. CMCHIS number

- e. Valid upto
- f. Blood Group
- g. QR code
- h. Address
- i. Contact Number
- j. Terms & Conditions

- viii. Technology to be used: Digital Printing using digital printer.
- ix. Design of the Cards: Design of the Cards: Open, workable card artwork file will be provided by TNCDW.
- x. Good quality photograph will be provided and it is the responsibility of the successful bidder to print photographs as given in PDF form which shouldn't fade for minimum of 3 years.
- xi. Variable data will be provided in pdf or any other mutually agreed format.
- xii. The printed cards should be segregated and supplied on March 4th 2025.
- xiii. Successful Bidder should share the detailed process flow of ID Card printing and supply work execution to TNCDW. There should be automated process to ensure 100% accuracy.
- xiv. Before starting printing and supply of ID card as per the specifications given above, the Successful Bidder will have the sample(s) approved from TNCDW. Sample should be given on 3rd March 2025.
- xv. The Successful Bidder has to coordinate with the Head office during the execution of the work as per the contract.
- xvi. Dispatch of ID Cards as per the schedule submitted.

6. Delivery:

- i. The Successful Bidder is responsible for the compliance of all statutory payments in connection with the printing and

supply of ID Cards.

- ii. The Successful Bidder shall send the status report in the format prescribed in such intervals as may be required by MD/CEO from time to time till the execution of the entire order.
- iii. The printed cards should be segregated and supplied SI. No. wise. No additional payment will be allowed towards packing and delivery of the cards to the office specified.

7. Eligibility Criteria:

The Bidder(s) should meet the following eligibility criteria to participate in the Tender and should enclose documentary proof to fulfill the eligibility requirements for the Technical Bid.

No.	Eligibility Conditions	Documentary Proof to be submitted
1.	The bidder should be a Company registered in India under the Companies Act for the past three years (or) a Partnership Firm registered in India under the Partnership Act.	a) Certificate of incorporation/ partnership registration should be submitted
2.	a) The bidder should be in business of printing and supply of PVC cards with personalization at least for the past 3 years.	a) Copy of work order dated before 31/03/2024 obtained from the customer or agreement signed dated before 31/03/2024 with the customer for printing and supply of PVC cards with security features and personalization should be submitted.
3.	a) b)The Bidder should be in the business of printing and supply of PVC ID cards with personalization at least the last 3 years and should have an average annual turnover of Rs.5 lakhs and above in the last three audited financial years (2021-2022, 2022-23, 2023- 24).	a) Certificate from the Chartered Accountant should be enclosed with positive net worth in the two financial years of last three financial years (i.e.,2021-2022, 2022-23, 2023- 24).
4.	The Prime Bidder should have executed at least One Single Work Order/Agreement for printing of 1 Lakh PVC ID Cards either with Public Sector Undertaking / Government / Banks (or) to any other single corporate entity directly in any one of the last three financial years 2022-23, 2023- 24, 2024-2025.	Copy of the Work orders/Agreements and satisfactory completion certificate from the customers. In case the work has been executed for a Corporate Entity, the Annual Report including Balance sheet and Profit & Loss accounts for the last three audited years of the Corporate entity should also be submitted.

No.	Eligibility Conditions	Documentary Proof to be submitted
5	The Prime Bidder should have executed at least One Single Work Order/Agreement for printing of 1 Lakh PVC ID Cards either with Public Sector Undertaking / Government / Banks (or) to any other single corporate entity directly in any one of the last three financial years 2022-23, 2023- 24, 2024-2025.	Copy of the Work orders/Agreements and satisfactory completion certificate from the customers. In case the work has been executed for a Corporate Entity, the Annual Report including Balance sheet and Profit & Loss accounts for the last three audited years of the Corporate entity should also be submitted.
6	The Prime Bidder should have previous experience of printing and supply of PVC ID Card with Variable data as per specification of TNCDW	Copy of the Work orders/Agreements and satisfactory completion certificate from the customers should be attached.
7	The Prime Bidder should not have been black Listed by any of the Government Departments / PSU.	Declaration undertaking should be submitted
8	The Prime Bidder should have been registered for Goods and Services Tax	The bidder should enclose the Registration Certificate for Goods and Services Tax (GST) (Registered on or Before 1.7.2017) and also submit GSTR-3b for the last six months.
9	The Prime Bidder should submit 5 Nos. of printed sample cards along with a Technical Bid as per the requirement of this tender.	5 Nos. of samples as per requirement.
10	The Prime Bidder should have registered office in Tamil Nadu.	The rental agreement, rent receipt or telephone bills should be submitted.

No.	Eligibility Conditions	Documentary Proof to be submitted
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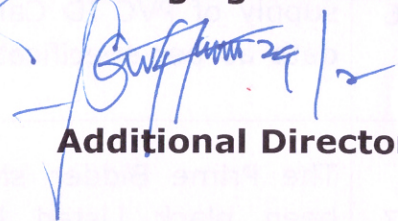
Important Note:

Bidders should ensure that they have submitted all the required proof documents as specified in the Tender document without fail. Bids received without supporting documents to prove their Eligibility are liable for rejection.

//True Copy//

Sd/-
22/12/22

**Sd/-
Managing Director**



Additional Director