



Mechanical Engineering Department
Electrical Division, Administrative Building,
Panambur, Mangalore-575010, Karnataka
Phone- 0824-2887748,

नव मंगलूर पत्तन प्राधिकरण
New Mangalore Port Authority
(पोत परिवहन और जलमार्ग मंत्रालय)
(Ministry of Ports, Shipping & Waterways)

यांत्रिक अभियांत्रिकी विभाग,
विद्युत प्रभाग, प्रशासनिक भवन
पनम्बूर, मंगलूर - ५७५ ०१०, कर्नाटक
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सं./No. EE-I/Techcell/I/2022-23/06/08

दिनांक/Date: 24.08.2022

To,

Sir,

Sub: - Supply and printing of ID cards of employees of New Mangalore Port Authority on rate contract basis for a period of 5 years – Quotation invited – Reg.

Quotations in sealed cover superscribed as "Supply and printing of ID cards of employees of New Mangalore Port Authority on rate contract basis for a period of 5 years" addressed to Executive Engineer (Elec.), Electrical Division, Administrative Building, New Mangalore Port Authority, Panambur, Mangalore-575010 are invited in accordance with the instructions to the tenderer, Terms & Conditions as detailed below, which may please be submitted not later than 3:00 PM on or before 01.09.2022. Quotations will be opened on the same day at 3:00 PM in the presence of the tenderers, who wish to be present.

Part-I Preparation of one time ID cards

Sl No	Description	Qty	Rate in Figure (Rs)	Rate in Words	Amount (Rs)
Part-I Supply and printing of one time ID cards					
1.	Supply and printing of ID cards of NMPA employees on a good quality PVC 1 k smart card including printing of the required credentials/details/logos etc. on front and back side of the card as per specifications.	500 Nos.			
2.	Supply of metal card holder and lanyard with required printing as per specifications	500 Nos.			

Part-II Supply and printing of ID cards/card holder/lanyard on rate contract basis					
3.	Supply and printing of ID cards of NMPA employees on a good quality PVC 1 k smart card including printing of the required credentials/details/logos etc. on front and back side of the card as per specifications.				
a.	First Year	100 Nos.			
b.	Second Year	100 Nos.			
c.	Third Year	100 Nos.			
d.	Forth Year	100 Nos.			
e.	Fifth Year	100 Nos.			
4.	Supply of additional card holder and lanyard as per specifications	100 Nos.			
	Total (excluding GST)				

- **GST will be paid extra**

Terms & Conditions:

1. The rate quoted shall be firm and exclusive of applicable Tax. Applicable Tax will be paid on submission of documentary evidence.
2. The Quantity mentioned above are indicative only which may increase or decrease as per actual requirement.
3. The successful bidder has to submit the sample printed ID card in four different ribbon colour, card holder and lanyard for approval.
4. The ribbon colour of the ID cards shall be as detailed below
 - (e) The Chairman, Dy Chairman & HODs in **Blue Colour (Font : #A8D5FF)**
 - (f) All the other officers(Class I&II) in **Green Colour (Font : #D1FFC5)**
 - (g) All class III&IV Employees in **Brown Colour (Font : #FFD3B6)**
 - (h) RCHW workers in **Dark Yellow Colour (Font : #F6F2B8)**
5. Please note that no advance payment will be made. The payment will be made based on the actual quantity of ID cards printed and supplied.
6. Master Data in excel sheet format and Photo will be provided to successful bidder for preparation of the ID cards.
7. The designs of the Identity Card and particulars are the sole property of the NMPA, which will be shared with the successful bidder after awarding of the work.
8. The I.D cards should be of premium quality and printing shall be long lasting. If it is observed that after short span of time (within 6 months) the printed texts and logos are blurred, the same shall be replaced by the new one free of cost.
9. Successful bidders shall submit the sample of the ID cards in four colours with card holder and lanyard for approval.

10. The one time bulk preparation of ID cards shall be completed within **30 days** from the date of data provided by the NMPA. However, the requirement as per rate contract on yearly basis, ID cards shall be prepared and submitted to NMPA within 7 days from the date of the data submitted by NMPA.

11. Specifications:-

A. Identity Card:

- i. Identity Card Size : Vertical Rectangular shape (86mm x 54mm x 0.76mm) with rounded 2.8 mm radius corner.
- ii. Identity Card Type: Double sided.
- iii. Identity Card Material: PVC fusing.
- iv. Identity Card Colour: White (Multicolour printing on both sides)
- v. Identity Card Surface Finish: Glossy/Matt.
- vi. Identity Card Printing Type: Digital Printing.

B. Card Holder:

Card holder should be perfect to hold PVC 1 k smart card with maximum card insert size of 86mm x 54 mm x 0.76mm, slide ejections that minimum sliding friction. Metal Card Holder with front and back transparent acrylic sheet. Colour: as per requirement


C. Lanyard:

The Lanyard should be 36 Inch in length, 20 mm in width and 1.4 mm in thickness (Minimum 4 Colours, Colours decided by NMPA). The stuff should be polyester. Digital printing on Lanyard as per NMPA requirement.

D. Data Printing requirement:

Each Card should contain the following field;
Photo, Name of the Employee, Designation, Date of Birth, Employee code, Blood Group, Sign of Authorize Signatory and card holder, Contact number in case the Emergency, Residential Address, Department Name, Date of issue and validity, Identification mark, Aadhar no, Instructions, QR Code, 3d Hologram as per requirement, State emblem in golden Color and NMPA LOGO

Seal and Sign of Bidder


24/8/2022
Executive Engineer (E)
NMPA