



GOVERNMENT OF WEST BENGAL
OFFICE OF THE MEDICAL SUPERINTENDENT-CUM-VICE PRINCIPAL
MALDA MEDICAL COLLEGE AND HOSPITAL, MALDA
English Bazar, Malda, West Bengal — 732101
Email: msvpmlmch@gmail.com

Memo No: MMCH/MMCH/5353

Dated: 10/07/2026

NOTICE INVITING QUOTATION

FOR THE SELECTION OF AN AGENCY FOR DATABASE MANAGEMENT, INSTANT PHOTO-CAPTURING, AND PRINTING OF BOTH-SIDE OFFICIAL COLOR-CODED PHOTO IDENTITY CARDS WITH LANYARDS, HOLDERS, AND SS 304 CLIPS FOR HEALTHCARE PERSONNEL AT MALDA MEDICAL COLLEGE & HOSPITAL.

The Medical Superintendent-cum-Vice Principal (MSVP), Malda Medical College & Hospital (MMCH), Malda, invites online bids from competent, experienced, and resourceful IT/Printing infrastructure agencies for providing instant picture capturing, signature uploading, database management, and printing of official color-coded photo identity cards along with lanyards, holders, and stainless steel clips. This is in strict compliance with Swasthya Bhawan Order Memo No: WBMSC/MISC/3028/26/M/1323 dated 25/05/2026.

SECTION I: TABLE OF IMPORTANT DATES

Sl. No.	Particulars	Date & Time
1	Date of uploading of Quotation	11.07.2026
2	Bid Submission Start Date	11.07.2026
3	Bid Submission Closing Date & Time	11.07.2026
4	Last Date for Submission of Physical Samples (MSVP Office)	22.07.2026
5	Technical Bid Opening Date (Bid-A)	22.07.2026
6	Technically Qualified Bidders	To be notified online
7	Opening of Financial Bid (Bid-B /)	To be notified online

SECTION II: SCOPE OF WORK & TECHNICAL SPECIFICATIONS

1. Core Responsibilities & Material Specifications:

- **Technical Setup:** The agency must establish on-site registration desks equipped with high-resolution instant picture capturing systems and digital signature scanning pads at MMCH.
- **Database Management:** Compile, clean, and manage the secure database of all employees according to the format prescribed by the Department of Health & Family Welfare.
- **Card Dimensions & Printing:** High-quality, durable PVC cards (CR80 standard, 30 mil thicknesses) with gloss finish and tamper-proof lamination. The cards must be printed on both sides with a pre-punched hole at the top center for attachment.
- **Graphic Pattern & Layout:** The layout must mirror the official Swasthya Bhawan specimen layouts verbatim, including fields for Name, Designation, Discipline, Category, Employee Signature, D.O.B., Blood Group, Phone Number, Unique ID Number, and Head of the Institution Signature.

Handwritten signature

M.S.V.P.

2. Physical Accessories (As per Specimen Attachments):

- Lanyard (Inclusive with Card): High-quality printed lanyards matching the designated category color code.
- Card Holder: Clear, durable plastic/acrylic card holders designed to fit the CR80 card perfectly, as per the attached specimen.
- Clip: High-quality, rust-proof SS 304 (or equivalent grade) stainless steel secure attachment clips, matching the attached specimen.

3. Mandatory Category Wise Color Coding and Tentative Quantity Requirements:

The card layouts, printing specifications, and lanyard colors must strictly match the state-mandated guidelines. Per specific operational assessments at MMCH, the category breakdown is provided below. Please note that the final requirement quantities may vary by up to plus or minus 20% (+/- 20%) based on real-time on-site verification and enrollment data:

Group	Category	Color Coding	Tentative Qty	Variance Range (+/- 20%)
A	Group "A" Officer	Mustard Yellow	11	9 – 13
B	Doctor	Purple	93	74 – 112
C	Nurse	Brown	661	529 – 793
D	Medical Technologist	Orange	140	112 – 168
E	Administration	Black	30	24 – 36
F	Para-Medical	Bottle Green	16	13 – 19
G	GDA	Deep Maroon	67	54 – 80
I	Pharmacist	Bottle Green	9	7 – 11

**Note: Outsourced personnel (Group H) are excluded from this tender, as their respective agencies will provide their cards directly under distinct contractual scopes.*

SECTION III: ELIGIBILITY, TECHNICAL CRITERIA & PHYSICAL EVALUATION (BID-A)

Bidders must upload scanned PDF copies of the following documents in the Non-Statutory/Technical folder:

1. Legal Status: Valid Trade License, Certificate of Incorporation/Partnership Deed, and Power of Attorney for the authorized signatory.
2. Tax Compliance: PAN Card, IT Returns filed for the last three financial years, GST Registration Certificate, and the latest filed GST return.
3. Financial Turnover: Minimum average annual turnover of Rs. 3.00 Lakhs during the last three consecutive audited financial years, certified by a Chartered Accountant with a valid UDIN.
4. Experience Credentials: Completion certificate of at least one similar work involving identity card database compilation and printing in a Government Medical College/Hospital or Corporate body within the last 3 financial years.
5. Non-Blacklisting: A valid, notarized affidavit on a Rs. 10/- Non-Judicial Stamp Paper declaring that the firm has not been blacklisted or debarred by any State/Central Government department or PSU within the last two years.
6. MANDATORY PHYSICAL PRODUCT EVALUATION: Bidders MUST physically submit one sample set (1 Both-side printed PVC card with a hole, 1 printed lanyard, 1 card holder, and 1 SS 304 stainless steel clip) matching the official specimens (Annexure A) to the MSVP office prior to the closing date specified in Section I. Bids without completely verified and approved physical product samples will be technically disqualified during the preliminary verification stage.

SECTION IV: FINANCIAL BIDDING & PAYMENT COMPLIANCE (BID-B)

7. Price Bidding (4-Part Structure): The Bill of Quantities (BOQ) has been designed to capture separated unit line items. Bidders must quote basic rates for the following four distinct categories in the layout provided offline:
- Category 1: Rate for One Both-Side Printed PVC Card (with hole) (Separate Rate).
 - Category 2: Rate for One Printed Lanyard (Separate Rate).
 - Category 3: Rate for One Card Holder (Separate Rate).
 - Category 4: Rate for One SS 304 Stainless Steel Clip (Separate Rate).
- (Note: The L1 vendor selection will be evaluated based on the sum of the rates quoted for the PVC Card and the Printed Lanyard (Category 1 + Category 2). Bidders must provide individual rates for the Card Holder and Clip. Unit rates must be inclusive of GST.
8. Performance Security Deposit & Release: The successful L1 bidder must submit a Performance Security equivalent to 10% of the total calculated contract value in the form of a Bank Guarantee from a Nationalized Bank within 7 working days of receiving the Letter of Intent (LOI). The Performance Security shall be dynamically retained for the full duration of the contract and will be released, without any interest, upon the successful completion of all deployment obligations, final delivery, and written acceptance of the items by the hospital authority.
9. Project Completion Deadline: Due to the urgent, time-bound mandate from the Department of Health & Family Welfare, the selected vendor must complete the entirely finalized database setup, secure capture, and card distribution within 10 calendar days from the placement of the final institutional work order.

SECTION V: MANDATORY DOCUMENT CHECKLIST

Index No.	Required Document / Statutory Component	Folder / Cover Name	Compliance (Yes/No)
2	Valid Trade License (Latest Financial Year)	Non-Statutory / Technical	
5	PAN Card Copy	Non-Statutory / Technical	
6	Income Tax Returns (ITR) for the last 3 consecutive Financial Years	Non-Statutory / Technical	
7	GST Registration Certificate & Latest Filed GST Return GSTR-3B/1	Non-Statutory / Technical	
8	CA-Certified Annual Turnover Certificate highlighting Avg. Rs. 3.00 Lakhs (with UDIN)	Non-Statutory / Technical	
9	Work Completion Certificate (Similar Identity Card Database & Printing project in Govt MCH/Hospital/Corporate body within last 3 FYs)	Non-Statutory / Technical	
10	Notarized Non-Blacklisting Affidavit (on Rs. 10/- Non-Judicial Stamp Paper)	Non-Statutory / Technical	
11	Proof of Physical Sample Submission to MSVP Office (Receipt/Challan Acknowledgement)	Non-Statutory / Technical	

Medical Superintendent-cum-Vice Principal
Malda Medical College & Hospital, Malda

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ANNEXURE - A: OFFICIAL SPECIMEN ACCESSORIES AND LAYOUTS

Bidders must strictly adhere to the designs, dimensional mapping, physical materials, and punch constraints shown in the official technical specimens below when formulating technical sample submissions and fulfilling standard supply execution terms.

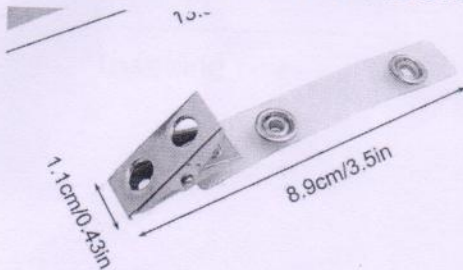
Pic 1: High-Resolution Premium Printed Lanyard Specimen



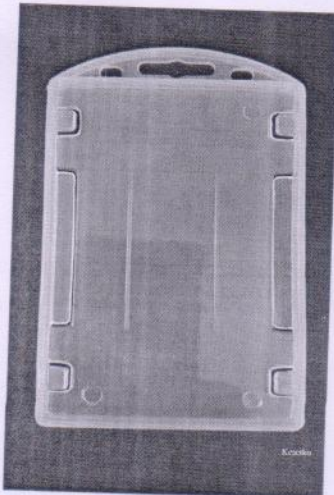
Pic 2: Dual-Side PVC Identity Card with Top-Center Punch Hole Specimen



Pic 3: Rust-Proof Secure SS 304 Grade Stainless Steel Clip Specimen



Pic 4: Premium Heavy-Duty Transparent Rigid Polycarbonate Card Holder Specimen



M.S.V.P.
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Malda Medical College & Hospital
Malda

(QUOTATION APPLICATION FORM)

To

The M.S.V.P

MMC&H, Malda

Sub:- Submission or rate your invited Memo No

Sir,

As per your invited Memo No-
are submitting our best possible rate.

Dated-

we

ESSENTIAL EQUIPMENTS:-

Sl No.	Item Name	Unit	Rate should be quoted including all charges
1	Category 1: Rate for One Both-Side Printed PVC Card (with hole) (Separate Rate). • Category 2: Rate for One Printed Lanyard (Separate Rate). • Category 3: Rate for One Card Holder (Separate Rate). • Category 4: Rate for One SS 304 Stainless Steel Clip (Separate Rate).	Per Set	

Thanking You

Respectfully


M.S.V.P.
Malda Medical College & Hospital
Malda