

No.D4/Bio-Metric/2022/S

Dated :20.10.2022.

**QUOTATION INVITED IN TWO COVER BASIS**

Sub: Quotation are invited for supply of (1K MI Fare ID Cards readable in Bio LYNX-M9 reader), Card Holder and Lanyards for employees and Port Users of Cochin Port Authority

---

Sealed quotations are invited for photography, design, printing and supply of ID Cards with card holders and Lanyards readable in Bio LYNX-M9 reader. The envelope containing the quotations should reach the Secretary, Cochin Port Authority, Cochin : 682 009 on or before 3.00PM. The quotation will be opened on 4.00 PM on 01.11.2022 in presence of the authorized representative of bidder (if any present).

**I. Type of Card**

Quotations are invited for supply of (i) 1025 nos. PVC ID cards-Portrait Format (1K Mifare Card) for regular employees (ii) 158 nos. of ID cards- Portrait Format (1K Mifare Fare Card) for contract employees-10cm proximity with Unique Identification Number Facility to block (invalidate) the card temporarily or permanently (iii) 21 Nos Leave reserve pool- Portrait format (iv) 6 Nos canteen workers- Portrait Format and (v) 1000 Nos Port Users-PVC Card-Landscape Format (Non-MI Card).

**Technical Specification of ID Card**

- Hard Fiber Made
  - Provision to attach to Lanyard
  - Holder Card Size 8.5 cm length x 5.3 cm breadth
  - White Transparent pouch type
  - For using with Portrait Orientation ID Card for employees & Landscape Orientation for Port Users.
- A. One sample card holder, material to attach lanyard and Lanyard printing the matter to be submitted along with the bid. The Bid without sample will be summarily rejected.

**II. Eligibility Criteria**

Quotation are invited from the firms in the field having at least two years' experience in preparation and supply of ID Cards/holders and lanyards. The Company should have their office and card making facility in Ernakulam City.

- B. New cards shall be replaced free of cost by the successful firm for any error (text, photo or sensing) in the card supplied, within one month from supply of the same.
- C. The rates quoted by the firm should be valid for a period of (5) five years and the cards should be delivered at the Port office by the vendor within 3 days of order, during the above period.



### **III. Text/Logo/photo to be included in the Front Side of the Card**

- i. The heading shall be Cochin Port Authority under Ministry of Ports, Shipping and Waterways, Govt. of India.
- ii. The photograph of employees/Port Users may be taken by the vendor at the Port premises based on a mutually agreed schedule. The employees/Port Users who are not able to take photograph in the prescribed day will submit their passport size photograph through the respective Offices or else the photograph of such employees as already available in the existing system will be provided by CoPA
- iii. Background: The current back ground colours of the photograph for different categories may be retained. For Regular employees/Contract Employees (Red Background) and Port Users (Blue Background). The samples of existing cards are available with HR Division of Cochin Port Authority for reference.
- iv. Other text to be included - Name of the Employee, Designation, Staff No, Department, validity of the card and signature of the issuing Authority.
- v. Traffic Manager will be the Issuing Authority for the cards to the Port Users and Secretary will be the issuing Authority in respect of the employees.

### **IV. Back side of the Card**

- i. Blood Group
- ii. Date of Issue
- iii. Instructions (surrender of card in case of retirement to department concerned /loss of card to be reported to 04842582124 – HR Division of Cochin Port Authority)
- iv. For Port users – slot for printing Hologram stickers to be provided. The sticker will be pasted by CoPA at the appropriate slot provided at the back side of the card to indicate the validity, which is normally one year. On renewal of the card the hologram alone will be replaced.
- v. In case of loss or surrender of card of Port Users the same has to be reported to Pass Section of Traffic Department 0484-2582155.

### **V. Holders & Lanyards**

- i. The colour of the Lanyard may be in line with the background colour of the cards.
- ii. The Lanyard may be printed on both sides with 'Cochin Port Authority under Ministry of Ports, Shipping and Waterways' Govt. of India with CoPA logo in between.

### **VI Samples**

The samples of card, card holder, lanyards are available in the office of the Secretary, CoPA for reference. The samples available with the CoPA may be verified by the bidder before submission of their quotation.

### **VII General Terms & Condition**

- a. The bidder should carefully go through the terms and conditions and specifications of items for which offers are called for.
- b. Offers are to be furnished clearly and no overwriting and correction and additions are permitted. Incomplete / ambiguous offers will be rejected.
- c. Price quoted should be valid for a period of 5 years from date of issue of Letter of Acceptances. Enhancement of rates whatever reasons will not be allowed. Withdrawal from quotation after it is accepted or failure to make the supply within the stipulated delivery period will entail cancellation of the order and forfeiture of EMD/Security Deposit.

- d. Percentage of GST payable is to be indicated in the price part, which will be paid by CoPA.
- e. COPA terms of payment are 100% within 30 days of receipt and acceptance of material. The bidder may confirm that the terms of payment are acceptable.
- f. Material / Product offered shall conform to CoPA specifications.
- g. The quantity of items to be supplied may vary according to the actual requirement at the time of placing order.
- h. **Security Deposit** :- The successful bidder must remit a Security Deposit of 3% of the contract value by way of DD/Bankers Cheque from Nationalized Bank or Scheduled Bank towards satisfactory performance of the contract and for enforcement of agreed performance guarantee as per the Guarantee clauses. The Security Deposit should be initially valid till completion of supplies and later revalidated to cover the guarantee period indicated in the clause above.
- i. **Force Majeure condition** :- Should failure in performance of the contract or part thereof arise from war, insurrection, restraint imposed by Government, Act of Legislature or other statutory authority or illegal strike, riot, legal lock out, flood, fire explosion, act of God or any inevitable or unforeseen event beyond human control which may be construed as reasonable ground for an extension of time. CoPA may allow such additional time as is mutually agreed, to be justified by the circumstances of the case. The occurrence / cessation of force majeure situation is to be informed with documentary evidence within 15 days from the date of occurrence/cessation.
- j. **Liquidated Damages** :- In case of delay in supply of ordered materials beyond the stipulated delivery period, supplier is to pay LD a sum equivalent to ½% (Half percent) per week or part of the week of the order value in the case of materials delayed, subject to a maximum of 10% of the order value
- k. if the supplier fails to supply the items ordered within the delivery date or violated any terms and condition, the purchase order, CoPA shall have following right (i) to terminate the contract within 15 days (ii) to initiate alternative procurement action at the risk and cost of the supplier.
- l. **Guarantee** :- The goods material supplied shall be guaranteed for satisfactory performance for 12 months from the date of supply against the faulty design, defective materials, and bad workmanship. The supplier should supply and provide free of cost immediately any part found to be defective for the above reasons during the guarantee period.
- m. CoPA does not bind itself to accept the lowest or any offer but reserves to itself the right to reject any or all or a part of any tender at its discretion.
- n. Deviations, if any in the offer submitted from that of quotation enquiry in any form, should be clearly furnished in a separate document titled as 'List of Deviations' failing which it will be presumed that all the terms and conditions are acceptable.
- o. **Exemption** will be provided to MSME registered firms and National Small Industries Corporations (NSIC) / Micro and Small Enterprises holding a valid NSIC certificate.
- p. The bidder should have a valid PAN/GST Registration Number. Copy of the same shall be furnished.
- q. The bidder shall submit the price offer in Form A in sealed envelope.
- r. The selected vendor should ensure that the personnel data of the employee/port users of CoPA are made available to the bidder for making of Identity Cards is not disclosed to any third party. Any violation of data privacy would dealt in accordance with the law in force.

- s. **Payment** : No advance payment will be made. 100% payment shall be made against supply of full quantity of materials to the satisfaction of CoPA and submission of invoice.
- t. In case of doubt or technical specifications or on terms & conditions stipulated above, please do contact Asst. Secretary, D Section, 5<sup>th</sup> Floor, New Administration Building, Cochin Port Authority, North End, Willingdon Island. (Ph : 04842582116) on any working days.
- u. **Settlement of Disputes** – In case of any disputes arises between the vendor and CoPA, the matter shall be referred to the Chairperson, Cochin Port Authority whose decision shall be final and binding to all parties.

Sd/-  
SECRETARY