



GOVERNMENT OF WEST BENGAL
Department of Health & Family Welfare
OFFICE OF THE MEDICAL SUPERINTENDENT CUM VICE PRINCIPAL
Malda Medical College & Hospital, English Bazar, Malda
E-mail: msvpmldmch@gmail.com

NIT NO: MSVP/e-NIT/03/MLDMCH-2026-2027

Dated: 03/06/2026

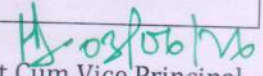
NOTICE INVITING e-TENDER (e-NIT) FOR THE SELECTION OF AN AGENCY FOR DATABASE MANAGEMENT, INSTANT PHOTO-CAPTURING, AND PRINTING OF OFFICIAL COLOR-CODED PHOTO IDENTITY CARDS FOR HEALTHCARE PERSONNEL AT MALDA MEDICAL COLLEGE & HOSPITAL.

The Medical Superintendent-cum-Vice Principal (MSVP), Malda Medical College & Hospital (MMCH), Malda, invites online percentage rate/item rate 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. This is in strict compliance with Swasthya Bhawan Order Memo No: WBMSC/MISC/3028/26/M/1323 dated 25/05/2026.

Bidders must submit their proposals online through the Government of West Bengal e-procurement portal (<https://wbtenders.gov.in>). No offline or physical bids will be accepted.

SECTION I: TABLE OF IMPORTANT DATES

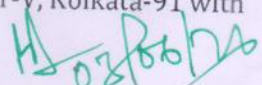
Event	Date & Time
Date of uploading of e-NIT & Other Documents (Online)	03.06.2026 at 06:00 PM
Online Documents Download Start Date	03.06.2026 at 06:00 PM
Online Bid Submission Start Date	04.06.2026 at 10:00 AM
Online Bid Submission Closing Date & Time	11.06.2026 at 05:00 PM
Online Technical Bid Opening Date (Bid-A)	15.06.2026 at 10:00 AM
Uploading list of Technically Qualified Bidders	To be notified online
Opening of Financial Bid (Bid-B / BOQ)	To be notified online


Medical Superintendent Cum Vice Principal
Malda Medical College & Hospital, Malda
Dated: 03/06/2026

NIT NO: MSVP/e-NIT/03/MLDMCH-2026-2027

Copy forwarded kind information & necessary action please to the:-

- DME, Govt. of West Bengal, Dept. H&FW, Swasthya Bhawan, Saltlake, Sector-V, Kolkata-91.
- DHS, Govt. of West Bengal, Dept. H&FW, Swasthya Bhawan, Saltlake, Sector-V, Kolkata-91.
- Principal, Malda Medical College.
- District Magistrate, Malda
- Superintendent of Police, Malda.
- Addl. District Magistrate (Health), Malda.
- Addl. Medical Superintendent, Malda MC&H.
- Deputy Superintendent (N/M), Malda MC&H.
- Accounts Officer, Malda MC&H.
- Nursing Superintendent, Malda MC&H.
- All Assistant Superintendents (NM), Malda MC&H.
- DIO NIC, with request to upload the same in the district website.
- The In-Charge, IT Cell, Dept. H&FW, Swasthya Bhawan, Saltlake, Sector-V, Kolkata-91 with request to upload the same in the department's website.


Medical Superintendent Cum Vice Principal
Malda Medical College & Hospital, Malda

SECTION II: SCOPE OF WORK & TECHNICAL SPECIFICATIONS

1. Core Responsibilities of the Awarded Vendor:

- 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 and Material: PVC card, size 58mm x 86 mm, both sides printed, and water resistant.
- Neck Lanyards & Holders: Digitally printed lanyards (both sides printed), 20 mm width, equipped with dog hook and heat pasting, along with a normal card holder.
- Graphic Pattern & Layout: The layout must mirror the official Department 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.

2. Mandatory Category Wise Color Coding:

The card layouts and lanyard/border colors must strictly match the following state-mandated specifications:

- A - Group "A" Officer: Mustard Yellow (e.g., Principal, MSVP, Superintendent).
- B - Doctor: Purple (e.g., Professor, MO, RMO, PGT, House Staff).
- C - Nurse: Brown (e.g., Nursing Superintendent, DNS, Sister-In-Charge, Staff Nurse).
- D - Technologist: Orange (e.g., MT Radiology, Lab, CCU).
- E - Administration: Black (e.g., Accounts Officer, LDC, Facility Manager).
- F - Para-Medical: Bottle Green (e.g., Counselor, Physiotherapist, Dietitian).
- G - GDA: Deep Maroon (e.g., Guard, Ward Boy, Attendant).
- I - Pharmacist: Bottle Green (e.g., Pharmacist Grade I, II, III).

Note on Excluded Personnel (Outsource Staff Group H): As per Swasthya Bhawan instructions, external outsourcing vendors providing outsourced manpower (e.g., contractual security/housekeeping) must issue their own cards directly. Such cards will not bear the Government Logo or specify "Government of West Bengal", and are entirely outside the financial scope of this specific institutional printing tender.

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

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

- Legal Status: Valid Trade License, Certificate of Incorporation/Partnership Deed, and Power of Attorney for the authorized signatory.
- Tax Compliance: PAN Card, IT Returns filed for the last three financial years, GST Registration Certificate, and the latest filed GST return.
- Financial Turnover: Minimum average annual turnover of Rs. 10.00 Lakhs during the last three consecutive audited financial years, certified by a Chartered Accountant with a valid UDIN.
- 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.
- 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.

HS

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

- Earnest Money Deposit (EMD): A mandatory EMD of Rs. 5,000/- (Rupees Five Thousand only) must be paid online via the ICICI Bank Payment Gateway portal (Net Banking or NEFT/RTGS) as per West Bengal Finance Department Memo No. 3975-F(Y).
- Price Bidding via BOQ: Bidders must quote an all-inclusive rate per complete card printed (including database capture, lamination, and on-site deployment costs) inside the downloaded Excel Bill of Quantities (BOQ) column marked for basic price. Rates must be exclusive of GST, which will be paid separately as applicable.
- Performance Security Deposit: 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).
- Project Completion Deadline: Due to the time-bound mandate from the Department of Health & Family Welfare, the selected vendor must complete the entirely finalized database setup and card distribution within 10 calendar days from the placement of the final work order.

SECTION V: BIDDERS CHECKLIST & STRICT INDEXING CRITERIA

Bidders must strictly organize, index, and upload their Technical Bid (Bid-A) documents according to the checklist below. It is mandatory for bidders to provide a clearly typed Index Page at the beginning of their technical upload, mapping each required document to its specific page number in the compiled PDF. **Bids submitted without proper indexing and corresponding page numbers may be summarily rejected.**

Index No.	Required Document / Statutory Component	Folder / Cover Name	Page No.	Compliance (Yes/No)
1	Online EMD Payment Receipt (Rs. 5,000/-) or Exemption Certificate	Statutory / Fee Cover		
2	Valid Trade License (Latest Financial Year)	Non-Statutory / Technical		
3	Certificate of Incorporation / Partnership Deed / LLP Document	Non-Statutory / Technical		
4	Power of Attorney for Authorized Signatory (If applicable)	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. 10.00 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		

Note: Failure to upload any of the indexed components, missing page numbers, or misplacing statutory elements into wrong folders will lead to immediate technical disqualification during the preliminary verification stage.

Handwritten signature/initials in green ink.

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

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF HEALTH & FAMILY WELFARE
SWASTHYA BHAWAN
BLOCK GN29, SECTOR-V, SALT LAKE CITY
KOLKATA- 700091

Memo No: WBMSC/MISC/3028/26/M/1323

Date: 25/05/2026

To : (i) The Principal / MSVP of Medical College and Hospitals (All excluding SSKM, NRS , Calcutta Medical MCH , Calcutta National MCH, R G Kar MCH and its 11 annexure)
(ii) CMOH (All districts)
(iii) Superintendent of All SDH/SSH/ SGH/Mental Hospitals

Subject: Implementation of Official Photo ID card for deployed health care personnel

As per the instructions of the higher authority, it has been decided to issue official ID cards with specific colour codes for deployed health care personnel working in Hospitals/Institutions and Medical Colleges. This initiative will help maintain professional appearance, discipline and proper identification among all deployed personnel. The process has been already initiated at Kolkata based 5 Medical college and Hospitals and annexure hospitals. Now, for the rest of Medical College & Hospitals same may be executed from facility end.

1. An agency/ agencies must be selected with proper technical support like: instant picture capturing and signature uploading system alongwithcollecting the database. The said agency/agencies to hand over I- card.
2. The employees are categorized in the following manner A) Group A Officer B) Doctor C) Nurse D) Technologist E) Administration F) Para-medical G) GDA H) Out Sourcing. The ID cards will be provided with distinct colour codes for respected categories as per specimen enclosed.
3. This total process will be under supervision of CMOH for all district facilities and Principal /MSPV for MCHs and annexure hospital in a time bound manner.
4. **The expenditure will be borne by the individual hospitals /MCHs.**
5. The MSVPs and CMOH of all district are requested to issue an official instruction to all local out sourcing agencies engaged by the district/ facility for providing manpower services to facilities shall ensure compliance with these guidelines (Pattern & Colour

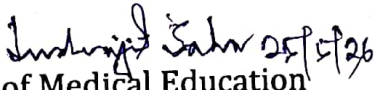
Code) and arrange ID cards (without Government Logo and no mentioned government of west Bengal or H&FW and issuing authority will be authority of concerned agency) for their deployed employees. The cost of the ID cards will be borne by the respective agencies. (H:- Outsource Staff)

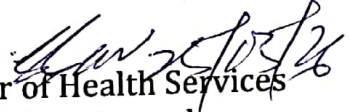
ID card number will be like: Agency code / facility code/ unique no

Your cooperation in this matter is highly solicited for successful implementation of the project. The entire process is to be completed by 10th june,2026.

Encloser :-

- A) Excel Format. (Category list, Outsource Staff)
- B) Data Base Format (Of all categories)
- C) Colour Code of Specimen copy


Director of Medical Education
Govt. of West Bengal

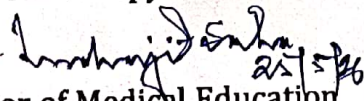

Director of Health Services
Govt. of West Bengal


Memo No: *WBMSC / MISL / 3028 / 26 / M / 1323 / 1 (6)*

Date: *25/05/2026*

Copy forwarded to information & take necessary action to:

1. The Principal Secretary, Dept. of Health & Family Welfare, Govt. of West Bengal, Swasthy Bhavan
2. Sr. Special Secretary, MD, WBMSC, Dept. of Health & Family Welfare, Govt. of West Bengal, Swasthy Bhavan
3. Additional Secretary, GM, WBMSC, Dept. of Health & Family Welfare, Govt. of West Bengal, Swasthy Bhavan
4. Principal / MSVP of 5 MCH (SSKM, NRS ,Calcutta Medical MCH , Calcutta National MCH, R G Kar MCH and its 11 annexure are not comes under this order)
5. IT cell, Swasthaya Bhawan & WBMSC
6. Office Copy


Director of Medical Education
Service Govt. of West Bengal


Director of Health
Govt. of West Bengal

Category of the Employee = A - Group A Officer (Mustard Yellow), B - Doctors (Purple), C - Nurse/Brown, D - Technologist(Orange), E - Administration(Black), F - Para medical (Bottle Green), G - GDA/ Deep Maroon, H - Outsource staff (Blue), I - Pharmacist (Bottle Green)

CATEGORY - DOCTORS		CATEGORY - NURSE		CATEGORY - MEDICAL TECHNOLOGIST		CATEGORY - ADMINISTRATION		CATEGORY - PARA MEDICAL		GDA		GROUP A OFFICER	
Designation	DEPARTMENT	Designation		Designation		Designation		Designation		Designation		Designation	
Professor	General Medicine	Nursing Superintendent		MT RD GR - III		Account Officer		Family Planning Counsellor		Others		Director	
Associate professor	General Surgery	Joint Nursing Superintendent		MT LAB GR - III		Account Personnel		Mental Health Counsellor		Other		Principal	
Assistant professor	Pediatric Medicine	Deputy Nursing Superintendent		MT CCU GR - III		LDC		Physiotherapist		Sweepers		M/SVP	
BMO	Pediatric Surgery	Sister In charge GR (II)		MT OT GR - III		UDC		Addressee Counsellor		Gardener		Superintendent	
SG/Bond	Pathology	Principal Nursing Officer		MT Dilytis GR - III		Head Clerk		ICTC Counsellor		Others		Dy-Superintendent (NM)	
PGT	Radiology	Senior Nursing Tutor		MT Perfusionist GR III		Facility Manager GR - I		Rehabilitation Counsellor				Assistant Superintendent (NM)- I	
House Staff	Surgical Oncology	Sister Tutor		MT RT GR - III		Facility Manager GR - II		Nutritional Counsellor/Therapist				Assistant Superintendent (NM)- II	
Enhance	Endocrinology	Staff Nurse GR III		MT EEG GR - III		Facility Manager GR - III		Dietitian				Physicist - cum- RSSO	
Medical Officer	Critical care Medicine	PHN		MT EEG GR - III		Administrative Officer		Ophthalmic Assistant				Clinical Psychologist	
Specialist	Psychiatry/Psychology	Others		MT Cash Lab GR III		Others		Others				Account Officer	
Others	Gynaec & Obs			MT TEG GR III								Additional Medical Superintendent-I	
	Haematology			MT Lab, GR - I								Additional Medical Superintendent-II	
	Orthopedics			MT Lab, GR - II								Additional Medical Superintendent-III	
	Ophthalmology			Others								Superintendent, PG Polyclinic	
	ENT											Police surgeon, RPH	
	Neuro Medicine											Other	
	Biochemistry												
	Epidemiology												
	Forensic Medicine												
	Dermatology												
	Dentistry												
	Ayuh												
	Homeopathy												
	Community Medicine												
	Anatomy												
	Pharmacology												
	Head Neck Surgery												
	Gastro Medicine												
	Gastro Surgery												
	Urology												
	CVS												
	PMR												
	Plastic Surgery												
	Neonatology												
	Once Pathology												
	Neuro Surgery												
	Nephrology												
	Cardiology												
	Cardiac Anesthesiology												
	Physiology												
	Radiotherapy												
	Anesthesiology												
	Respiratory Medicine												
	Pulmonary Medicine												
	Microbiology												
	Others												



GOVT. OF WEST BENGAL
DEPARTMENT OF HEALTH AND FAMILY WELFARE

**Medical College & Hospital,
Kolkata**



NAME : _____

DESIGNATION : MT RD GR - III

DISCIPLINE : _____

CATEGORY : MEDICAL TECNOLOGIST

Employee
Signature

Head of the Institution
Signature



GOVT. OF WEST BENGAL
DEPARTMENT OF HEALTH AND FAMILY WELFARE

**Medical College & Hospital,
Kolkata**

**88, College Street, College Square, Kolkata,
West Bengal-700073**

D.O.B :

Blood Group :

Ph No. :

I'D Number : HFW/MCHK/0000/2026-27



This card is the property of Government of West Bengal. it us issued for official use **only** and must be carried at **all** times. if found, please return to the address below.

Note: Please submit this I'd card to the office before leaving the institute.



GOVT. OF WEST BENGAL
DEPARTMENT OF HEALTH AND FAMILY WELFARE

**Medical College & Hospital,
Kolkata**



NAME : _____

DESIGNATION : ACCOUNT PERSONAL

DISCIPLINE : _____

CATEGORY : ADMINISTRATION

Employee
Signature

Head of the Institution
Signature



GOVT. OF WEST BENGAL
DEPARTMENT OF HEALTH AND FAMILY WELFARE

**Medical College & Hospital,
Kolkata**

88, College Street, College Square, Kolkata,
West Bengal-700073

D.O.B :

Blood Group :

Ph No. :

I'D Number : HFV/MCHK/0000/2026-27



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GOVT. OF WEST BENGAL
DEPARTMENT OF HEALTH AND FAMILY WELFARE

**Medical College & Hospital,
Kolkata**



NAME : _____

DESIGNATION : NURSING SUPERINTENDENT

DISCIPLINE : _____

CATEGORY : NURSE

Employee
Signature

Head of the Institution
Signature



GOVT. OF WEST BENGAL
DEPARTMENT OF HEALTH AND FAMILY WELFARE

**Medical College & Hospital,
Kolkata**

88, College Street, College Square, Kolkata,
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D.O.B :

Blood Group :

Ph No. :

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**Medical College & Hospital,
Kolkata**



NAME : _____

DESIGNATION : PHARMACIST GR - III

DISCIPLINE : _____

CATEGORY : PARA MEDICAL

Employee
Signature

Head of the Institution
Signature



GOVT. OF WEST BENGAL
DEPARTMENT OF HEALTH AND FAMILY WELFARE

**Medical College & Hospital,
Kolkata**

88, College Street, College Square, Kolkata,
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D.O.B :

Blood Group :

Ph No. :

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GOVT. OF WEST BENGAL
DEPARTMENT OF HEALTH AND FAMILY WELFARE

**Medical College & Hospital,
Kolkata**



NAME : _____

DESIGNATION : DRIVER

DISCIPLINE : _____

CATEGORY : GDA

Employee
Signature

Head of the Institution
Signature



GOVT. OF WEST BENGAL
DEPARTMENT OF HEALTH AND FAMILY WELFARE

**Medical College & Hospital,
Kolkata**

88, College Street, College Square, Kolkata,
West Bengal-700073

D.O.B :

Blood Group :

Ph No. :

I'D Number : HFV/MCHK/0000/2026-27



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GOVT. OF WEST BENGAL
DEPARTMENT OF HEALTH AND FAMILY WELFARE

**Medical College & Hospital,
Kolkata**



NAME : _____
DESIGNATION : PROFESSOR
DISCIPLINE : GENERAL MEDICINE
CATEGORY : DOCTOR

Employee
Signature

Head of the Institution
Signature

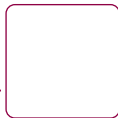


GOVT. OF WEST BENGAL
DEPARTMENT OF HEALTH AND FAMILY WELFARE

**Medical College & Hospital,
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88, College Street, College Square, Kolkata,
West Bengal-700073

D.O.B :
Blood Group :
Ph No. :
I'D Number : HFV/MCHK/0000/2026-27



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GOVT. OF WEST BENGAL
DEPARTMENT OF HEALTH AND FAMILY WELFARE

**Medical College & Hospital,
Kolkata**



NAME : -----
DESIGNATION : PRINCIPAL
DISCIPLINE : -----
CATEGORY : GROUP "A" OFFICER

Employee
Signature

Head of the Institution
Signature



GOVT. OF WEST BENGAL
DEPARTMENT OF HEALTH AND FAMILY WELFARE

**Medical College & Hospital,
Kolkata**

88, College Street, College Square, Kolkata,
West Bengal-700073

D.O.B :
Blood Group :
Ph No. :
I'D Number : HFW/MCHK/0000/2026-27



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