

Specification for Printing of the Office Identity Card of the Disaster Management Center.

Print size - Should be encompasses with common identity cards which conveniently fit in a wallet or badge-holder.

- Card Dimensions: **3 3/8" x 2 1/8** (85.6mm x 54mm), without bleed
- Card Thickness: **30mil** (0.76mm), without bleed

- I. **Material** - CR80 cards (standard PVC)
 - **Surface** – Glossy
- II. **Printing** - Four-color with best Quality and Laminate
- III. **Design** – The DMC is required to provide a design sample, and the selected supplier should be responsible for designing and separating the colors.
- IV. **Employee Photographs** - The DMC is required to submit photographs of the officers, names, designations, signatures, and DMC logo as appropriate.
- V. **Number of copies** - The DMC has the authority to make the decision.
- VI. **Durability** - ID cards made of quality and durable materials and require one year warranty, if any damage caused by any fault of the supplier should reprint free of charge.
- VII. **Neck Lanyard Keychain ID card Holder** – The supplier should provide an Office Neck Lanyard Keychain ID card Holder (Plastic) that is compatible with ID cards.
- VIII. DMC should select the color of the keychain's neck lanyard keychain, and the name and logo should be printed on it.
- IX. The accuracy of data and information needs to be verified by a relevant officer or a supervised unit before printing. And
- X. The Director General of the Disaster Management Centre must approve the final design before printing.