

National Gallery Modern Art

Jaipur House, India Gate, New Delhi -110003

TENDER NOTICE - Inviting Quotations

Dated: 20/07/2021

Tender No. C(S) - 02 (Publication)/2021-22/NGMA

Subject: Inviting Quotations for Printing and supplying of catalogue on Upendra Maharathi

1.0 Brief Information of National Gallery of Modern Art:

Inaugurated during the first decade of the Independence of India, the National Gallery of Modern Art opened in March 1954. The choice of Jaipur House, one of the premier edifices of Lutyens" Delhi, signified the envisaged high profile of the institution. Designed by architect Charles G Bloomfield, as a residence for the Maharaja of Jaipur, the butterfly-shaped building with a central dome was built in 1936. It was styled after a concept of the Central Hexagon visualized by Sir Edwin Lutyens. Along with buildings designed for other princely potentates like Bikaner and Hyderabad, Jaipur House girded the India Gate circle. NGMA is the premier institution of its kind in India. It is run and administered as a subordinate office to the Department of Culture, Government of India. The NGMA has two branches one at Mumbai and the other at Bengaluru. NGMA with 17,000 works (approximately) is a repository of the cultural ethos of the country and showcases the most significantly changing art forms through the passage of the last hundred and fifty years starting from 1857 in the field of Visual arts.

2.0 Scope of Work:

A prestigious book of NGMA comprising of 244 pages of printed text interspersed with colour painting images and cover case. Text pages / picture, end pages, aqueous coating are to be printed in four colours on 160 gsm Fine textured Rough Indian make printing paper. The outer hard bound on 2.5 mm Kappa Board and PLC of Geltex/Bukram will also be printed four process colours with aqueous coating.

Interested parties are requested to submit quotations in sealed envelope within Twenty one (21) days of the publication of this notice to the following.

Dr. Jyoti Tokas

Curator and Head of Office

National Gallery of Modern Art, New Delhi

TERMS AND CONDITION

01. Bidders Eligibility Criteria:

a) Bidder should be registered establishment and should be authorized supplier/ service provider of the quoted item/ work and should submit the relevant documents/certificates.

b) Bidder should have experience of supplying such items and will have to furnish details of previous supplies.

c) Bidder shall provide all relevant records required i.e. Income Tax Return Certificate/PAN, Commercial Tax Clearance/V.A.T. Certificate And other taxes (whichever applied)

d) The intended tenderer should also have successfully completed at least five similar works during the last three years in a Government Organization/PSUs/Museum /Gallery of repute. For establishing the same, the bidder should submit copies of work orders issued on them as well as copies of work completion certificates of the same work.

e) The bidder should have registered an office and/or authorized branch/office in Delhi-NCR area.

f) The bidder should provide documentary proof for the above in the form of a work order / supply order / contract document / testimonial.

g) Even though the bidders meet the above qualifying criteria, they are subject to be disqualified if they have:

i. Made misleading or false representation in the forms, statements and attachments submitted in proof of the qualification requirements; and/or

ii. Record for poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures etc.

f) The bidder should have PAN/TAN/GST/TIN registration in their name.

g) The bidder should have executed a single order of at least Rs.15 lakhs in the last three years.

h) The average annual turnover of the bidder should be at least Rs. 20 lakhs in the last three years.

i) It should not have been blacklisted by any Government organization.

j) Bidders should have the experience of large scale in-house printing of publications, catalogue, portfolio, big size reproductions, greeting cards, etc., by Offset Printing Process, Binding and Packing in government / public sector undertakings.

k) Timely submission of quality work is the important condition of the contract, failing which the Director General (NGMA) deserves the absolute right to cancel the work order, without giving any reason and appointing a new agency.

l) NGMA holds exhibitions of National/International Artists/Sculptors/Architects of world fame and these exhibitions are inaugurated and visited by international dignitaries. Therefore the printing work of NGMA being of international standards requires world class quality of printing and time bound execution even in utmost adverse circumstances. Therefore, the firms/agencies must have suitable infrastructure to print and deliver as per NGMA quality norms. Low quality and sub standard printing will be rightly rejected at Agency/Firm cost and the Agency/Firm can be black listed. No compensation will be paid for the rejected material.

m) This Office shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by the contractor during the course of their performing the functions/ duties or for payment towards any compensation.

n) In case the supplier is not able to deliver/supply the Material/goods as per the requirement by the competent authority of NGMA for which the order has been placed within the stipulated period, the supply order shall be cancelled and earnest money / security deposit would be forfeited.

o) In special cases the order should be executed within one week i.e. the items should be delivered to NATIONAL GALLERY OF MODERN ART within one week of the placing of order.

p) This office reserves the right to award the contract or part thereof to one or more tenderers whose rate may not necessarily be the lowest. The decision of Director General, NGMA, New Delhi in this regard shall be final and binding.

q) NGMA, reserves the right to increase or decrease the quantities at any point of time depending upon the exigencies.

r) The consignment of items shall have to be delivered at the premises of National Gallery of Modern Art at Jaipur House, India Gate, New Delhi free of cost and the rates quoted should be inclusive of packing, forwarding and delivery at NGMA.

s) The material used for production of these items should be of high quality and no substandard items/ articles would not be acceptable. Samples of catalogue, reproductions and other publication material and its packing material, etc., can be seen at NGMA on demand.

t) The tenderer shall submit the dummy of the items and obtain approval of the Director General (NGMA) before going in for final production / printing.

u) Time bound supply of any quantity as per the specifications is the essence of the contract, items may be required at short notice also.

v) The requisite payment shall be released after due delivery of the items at NGMA in good condition and no advance amount shall be payable on order. Tax deduction at source (TDS) will be levied as per Rule.

w) The printer shall take every care to see that no part of the work falls into unauthorized hands. The work should be executed in security conditions. All proofs, trial copies, spare copies, copies printed in excess or copies otherwise spoiled must under no circumstances be thrown away, passed on to any other persons, sold or destroyed. All such material should be returned to the National Gallery of Modern Art, New Delhi along with the printed copies. No

cost on such material will be paid to the supplier. In the event of such a material having been sold, destroyed/passed on to another party or misused or otherwise not returned, the Director (NGMA) would be competent to impose a penalty of Rs. 50,000/- (Rupees Fifty Thousand only) and further he/she will be at liberty to recover from the printer's bill or from any other money due to the printer without prejudice to any other rights of the Government of India.

x) The rates quoted should be all inclusive, including charges for colour corrections / scanning, provisions for preparation of EPSON / digital proof before final printing, packing and delivery of consignment at the premises of NGMA, New Delhi.

y) The NGMA reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Director General, NGMA in this regard shall be final and binding on all.

02. Delivery Place:

Bidder will supply and deliver the materials in requisite number at the office of **“National Gallery of Modern Art, Delhi”**

03. Submission of Quotations/Bid:

- a) Establishment Registration Certificate
- b) Current Return of Income Tax.
- c) Commercial Tax clearance Certificate
- d) Bid Security Declaration Form (Annexure 'B')
- e) Details of Work Experience.

i) The Financial part (Part – II) of the bid shall consist of only Rate/Price in Proforma supplied with the IFQ on the company's / Firm's letter pad. All the column and requisite information must be filled in the prescribed format. Bidder must quote the item wise.

ii) Award of contract on the basis of lowest evaluated price for which the bidder must quote the rate per item. Bidder must quote the rate of all items.

05. Validity Quotation:

Quotation shall remain valid for a period not less than 90 days after the deadline date specified for submission.

06. Evaluation of Quotation:

The purchaser will evaluate and compare quotations determined to be substantially responsive i.e.

- a) Are properly signed
- b) Confirm of terms, conditions, specifications and qualifications conditions.

07. Award of Contract:

The purchaser will award the contract to the bidder whose quotations has been determined to be substantially responsive, and who has offered the lowest evaluated quoted price.

7.1 Notwithstanding the above, the purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.

7.2 The bidder whose bid is accepted will be notified of the award of contract by the purchaser. The terms of the accepted offer shall be incorporated in the supply order. The validity period May be extended by the purchaser by another 15 day in exceptional cases.

08. Other Terms and Conditions:

a) The NGMA reserves the right to preponed /postponed/cancelled the bid, the bidder will have to abide with the decision.

b) Payment shall be made after the supply and submission of bills which will be subject to satisfactory supply (certified by the committee constituted for the purpose). Personnel In charge will certify the quality and quantity of the items supplied/work done as per specifications and recommend accordingly the extent of payment.

c) Quotation may be submitted on the printed letter head of the bidder in the prescribed format supplied with IFQ.

d) No payment will be made for any damage of goods supplied.

e) Liquidated damages provisions for damages shall be included of the contract when delays in delivery of goods, completion of work or failure of the goods or work to meet performance requirements would result in extra cost, or loss of revenue or loss of other benefits to the implementing agency.

f) The successful bidder will be bound with an agreement terms specified by NGMA.

Sealed quotations received till then will be opened in the office **10.08.2021 at 11:00 AM**.

We look forward to receiving your quotations and thank you for your interest in this project.

ANNEXURE-'A'

Catalogue – Upendra Maharathi

Size: 225x300 mm

Orientation: Vertical

Images : 255 (approx.)

System work & processing : Perfect colour correction of images of paintings / photograph, etc., will be done by the Printer on system by a qualified person and thereafter colour Epson proof of all pictures and after that jumble colour machine proof required for approval.

No. of Pages: 248 pages + 8 end Pages + Hardcase + PLC

Inside pages and end pages : 160 gsm Fine Textured Rough Indian make Printing Paper

Printing of text pages and end pages: 4x4 color printing + aqueous coating

Hardcase : Hardcase made of 2.5 mm Original Kappa Board

PLC : 120 gsm Geltex/Bukram

Printing of PLC : 4x0 color printing + aqueous coating

Jacket : 160 gsm Fine Textured Rough Indian make Printing Paper

Printing of PLC : 4x0 color printing + aqueous coating

Binding: Section Sewing +Hardcase made of 2.5 mm Original Kappa Board & PLC paste upon with high quality silk head & tail bands. The binding to be done of high quality standard. The Section Sewing to be done is on Aster/Kolbus automatic sewing machine with very fine needle holes. High quality gauge need to be holding the book block. Hard case to be made on machine and hard case to be fix very neatly.

Foiling / Embossing : On Hardcase paster (Gold/silver)

Special Feature: Anti Scratch, aqueous/anilox online coating on all pages.

Packing : Each book is to be wrapped / packed in suitable size thick 55 micron sealking.

Note : Sample papers of the same need to be submitted along with the quotation / tender for the approval.

Note :

i) *Printing and fabrication should be carried out to high quality close tolerances, supported by stringent in-house quality inspection to ensure fabrication results of superior quality.*

ii) *Perfect colour correction of images of paintings / photographs, etc., will be done by the Printer on system by a qualified person and thereafter colourEpson proof of all pictures and after that jumble colour machine proof required for approval.*

iii) *Each book is to be wrapped / packed in suitable size thick 55 micron sealking.*

iv) *Printer will have to check each copy thoroughly before packing / dispatch and will ensure that all copies are free from any printing / binding or any other defect. Printers should also certify that all bulk copies printed and supplied conform in respect of quality / papers and matches to sample copies submitted in this office.*

ANNEXURE-‘B’

Performa For “Commercial bid”

(To be types on your firm’s letterhead)

I/ We hereby quote below our rates for printing of Upendar Maharathi Catalogue /
Book 1000 copies on priority basis as per specification given in quotation enquiry.

Rs _____ + GST (as applicable) (Rupees _____

_____ + GST as applicable)

Additional / Reduce per 8 pages if required. Rs _____ + GST (as applicable)

(Rupees _____ + GST as applicable)

Signature of the authorized person

Date:

Name and address of the firm

Place: New Delhi

Company Seal

ANNEXURE-‘C’

Bid Security Declaration Form

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

ANNEXTURE-'D'

CHECK LIST FOR BIDDERS/APPLICANTS

1. The Bidder should ensure that all documents and papers submitted in this BID are fully authenticated by the authorized signatory under his signature with official seal wherever applicable.
2. The following documents form should be submitted with BID:

Sl.No	Documents to be submitted	Documents submitted	Y/N	Documents Submitted
1.	All pages of this BID document should be duly signed by the authorized signatory as a token of acceptance of all terms and conditions by the bidder. Any other document submitted by the bidder should also be signed by the authorized signatory			Pager No. at which Document attached
2.	Signatory indicating experience of supplying such items and working with Govt. Ministries/ Departments / PSUs, etc.			
3.	General Power of attorney in favor of the signatory signing the BID documents. It is not required in case of proprietary firm if the Proprietor himself signs the documents.			
4.	Attested copy of Article or Memorandum of Association or Partnership deed or proprietorship registration as the case may be.			
5.	The bidder should have registered an office and/or authorized branch/office in Delhi-NCR area.			
6.	The bidder should have executed a single order of at least Rs. 25 lakhs in the last three years.			
7.	The average annual turnover of the bidder should be at least Rs. 10-15 lakhs in the last three years.			
8.	Attested copy of VAT/CST/Service TAX Registration number, if applicable.			
9.	Attested Copy of PAN/Number.			
10.	Attested copy of return for last month/quarter as the case may be submitted towards Central and State Sales Tax/VAT if applicable.			
11.	Bank Account No. of the firm with IFS code & Bank Branch Name			
12.	Bid Security Declaration			

Signature of the Bidder