

**No. C-11012/2013-14/NGMA
National Gallery of Modern Art
Jaipur House, New Delhi-110003**

July 3, 2013

NOTICE INVITING QUOTATIONS

Title: Printing and Supply of Invitation cards.

National Gallery of Modern Art (NGMA, New Delhi, formed in 1954 is a premier Museum of Modern Art in the Country. It has two branches at Mumbai and Bengaluru. NGMA maintains a State-of-the Art Museum at Jaipur House showcasing the best of modern and contemporary Indian Art. NGMA regularly organize Art and Art related exhibitions, seminars and various other functions and events at its premises at Jaipur House, New Delhi.

The Director, NGMA therefore invites quotations from reputed printers for Printing and Supply of Invitation Cards of various sizes as per the specifications, terms and conditions indicated below:-

Terms and conditions of contract:-


1. The responding tenderers should have undertaken similar job and be capable of Printing and supplying the Invitation Cards at short notice.
2. The tenderers should have the requisite TIN, PAN, VAT and service Tax registration numbers as required under relevant Rules.
3. The payments for the supply will be effected through Electronic Transfer and the tenderers are required to furnish their Bank account details as and when necessary.
4. 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 at their own cost and the rates quoted shall be inclusive of packing, forwarding and delivery at NGMA, New Delhi.
5. 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.
6. The material used for Printing of the Invitation Cards should be of high quality and no substandard items/ articles would be acceptable.
7. The images of Art works, text etc. for printing on the Cards would be supplied by NGMA.



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8. Tenderers may submit samples of Articles/materials used along with their quotations.
9. Rates quoted should be exclusive of Taxes and levies.
10. Taxes and levies as applicable shall be indicated separately.
11. The rates quoted shall remain valid at-least for a period of One Year from the date of award of work.
12. The Specifications for Production of Invitation Card is indicated in the enclosed "Annexure 'A'".
13. The Tenderer may indicate their item rate quotations against each item as indicated in the enclosed Annexure 'A'.
14. The rates quoted should be all inclusive including charges for Colour Correction / Scanning, provisions for preparation of EPSON/ digital proof and submission of machine proof for approval before final printing and delivery of consignment at the Premises of NGMA.
15. The tenderer shall submit the dummy of the Invitation Cards and obtain the approval of the Director, National Gallery of Modern Art, New Delhi before going in for final printing.
16. The intending tenderers are requested to furnish their item-rate quotations in the prescribed format (Annexure – 'A') in a sealed cover superscribing "Quotations for Printing of Invitation Cards" addressed to the Director, National Gallery of Modern Art, Jaipur House, India Gate, New Delhi, so as to reach him on or before 20th July, 2013.
17. Quotations received after the due date of 20th July, 2013 will not be entertained.




Director
National Gallery of Modern Art
New Delhi

**NATIONAL GALLERY OF MODERN ART
JAIPUR HOUSE, INDIA GATE, NEW DELHI-110003.**

BID DOCUMENT

S.NO.	Description of Item	Rate	
		Cards with paper Envelope	Cards with silking envelopes
1.	Printing and supply of Invitation Cards.		
	Size : 8"x8" (Open size 8"x16") Job : Invitation Card Process : Offset Printing : 4 x4 color printing + coating on both side. Card : 300 gsm One side textured and one side coated card Envelope : 120 gsm Matching paper for envelope. Card will be inserted in Envelope or good quality self sticking plastic (Silking) envelopes and then delivered in NGMA		
(i)	For 1000 Invitation Cards		
(ii)	For 2000 Invitation Cards		
(iii)	For 3000 Invitation Cards		
(iv)	For 4000 Invitation Cards		
2.	Size : 8"x8" (Open size 8"x16") Job : Invitation Card Process : Offset Printing : 4 x4 color printing + coating on both side. Card : 270 gsm IRIS SG White card Envelope : 120 gsm Matching paper for envelope. Card will be inserted in Envelope or good quality self sticking plastic (Silking) envelopes and then delivered in NGMA		
(i)	For 1000 Invitation Cards		
(ii)	For 2000 Invitation Cards		
(iii)	For 3000 Invitation Cards		
(iv)	For 4000 Invitation Cards		



3.	Size : 8"x8" (Open size 8"x8") Job : Invitation Card Process : Offset Printing : 4 x4 color printing + coating on both side. Card : 300 gsm One side textured and one side coated card Envelope : 120 gsm Matching paper for envelope. Card will be inserted in Envelope or good quality self sticking plastic (Silking) envelopes and then delivered in NGMA		
(i)	For 1000 Invitation Cards		
(ii)	For 2000 Invitation Cards		
(iii)	For 3000 Invitation Cards		
(iv)	For 4000 Invitation Cards		
4.	Size : 8"x8" (Open size 8"x8") Job : Invitation Card Process : Offset Printing : 4 x4 color printing + coating on both side. Card : 270 gsm IRIS SG White card Envelope : 120 gsm Matching paper for envelope. Card will be inserted in Envelope or good quality self sticking plastic (Silking) envelopes and then delivered in NGMA		
(i)	For 1000 Invitation Cards		
(ii)	For 2000 Invitation Cards		
(iii)	For 3000 Invitation Cards		
(iv)	For 4000 Invitation Cards		
5.	Size : 6.75"x6.75" (Open size 6.75"x13.5") Job : Invitation Card Process : Offset Printing : 4 x4 color printing + coating on both side. Card : 300 gsm One side textured and one side coated card Envelope : 120 gsm Matching paper for envelope. Card will be inserted in Envelope or good quality self sticking plastic (Silking) envelopes and then delivered in NGMA		
(i)	For 1000 Invitation Cards		
(ii)	For 2000 Invitation Cards		
(iii)	For 3000 Invitation Cards		
(iv)	For 4000 Invitation Cards		



6.	Size : 6.75"x6.75" (Open size 6.75"x13.5") Job : Invitation Card Process : Offset Printing : 4 x4 color printing + coating on both side. Card : 270 gsm IRIS SG White card Envelope : 120 gsm Matching paper for envelope Card will be inserted in Envelope or good quality self sticking plastic (Silking) envelopes and then delivered in NGMA		
(i)	For 1000 Invitation Cards		
(ii)	For 2000 Invitation Cards		
(iii)	For 3000 Invitation Cards		
(iv)	For 4000 Invitation Cards		
7.	Size : 7"x7" (Open size 7"x14") Job : Invitation Card Process : Offset Printing : 4 x4 color printing + coating on both side. Card : 300 gsm One side textured and one side coated card Envelope : 120 gsm Matching paper for envelope Card will be inserted in Envelope or good quality self sticking plastic (Silking) envelopes and then delivered in NGMA		
(i)	For 1000 Invitation Cards		
(ii)	For 2000 Invitation Cards		
(iii)	For 3000 Invitation Cards		
(iv)	For 4000 Invitation Cards		
8.	Size : 7"x7" (Open size 7"x14") Job : Invitation Card Process : Offset Printing : 4 x4 color printing + coating on both side. Card : 270 gsm IRIS SG White card Envelope : 120 gsm Matching paper for envelope Card will be inserted in Envelope or good quality self sticking plastic (Silking) envelopes and then delivered in NGMA		
(i)	For 1000 Invitation Cards		
(ii)	For 2000 Invitation Cards		
(iii)	For 3000 Invitation Cards		
(iv)	For 4000 Invitation Cards		



9.	Size : 7"x7" Job : Invitation Card Process : Offset Printing : 4 x4 color printing + coating on both side. Card : 300 gsm One side textured and one side coated card Envelope : 120 gsm Matching paper for envelope. Card will be inserted in Envelope or good quality self sticking plastic (Silking) envelopes and then delivered in NGMA		
(i)	For 1000 Invitation Cards		
(ii)	For 2000 Invitation Cards		
(iii)	For 3000 Invitation Cards		
(iv)	For 4000 Invitation Cards		
10.	Size : 7"x7" Job : Invitation Card Process : Offset Printing : 4 x4 color printing + coating on both side. Card : 270 gsm IRIS SG White card Envelope : 120 gsm Matching paper for envelope. Card will be inserted in Envelope or good quality self sticking plastic (Silking) envelopes and then delivered in NGMA.		
(i)	For 1000 Invitation Cards		
(ii)	For 2000 Invitation Cards		
(iii)	For 3000 Invitation Cards		
(iv)	For 4000 Invitation Cards		
11.	Size : 5"x7" (Open size 5"x14") Job : Invitation Card Process : Offset Printing : 4 x4 color printing + coating on both side. Card : 300 gsm One side textured and one side coated card Envelope : 120 gsm Matching paper for envelope. Card will be inserted in Envelope or good quality self sticking plastic (Silking) envelopes and then delivered in NGMA		
(i)	For 1000 Invitation Cards		
(ii)	For 2000 Invitation Cards		
(iii)	For 3000 Invitation Cards		
(iv)	For 4000 Invitation Cards		



12.	Size : 57"x7" (Open size 5"x14") Job : Invitation Card Process : Offset Printing : 4 x4 color printing + coating on both side. Card : 270 gsm IRIS SG White card Envelope : 120 gsm Matching paper for envelope Card will be inserted in Envelope or good quality self sticking plastic (Silking) envelopes and Then delivered in NGMA		
(i)	For 1000 Invitation Cards		
(ii)	For 2000 Invitation Cards		
(iii)	For 3000 Invitation Cards		
(iv)	For 4000 Invitation Cards		
13.	Job : Exhibition Poster Process : Digital Printing : 4 x0 color printing + coating Size : 17"x24" Paper : 170 gsm Magno Matt paper		
(i)	For 200		
(ii)	For 300		
(iii)	For 500		
14.	Job : Exhibition Poster Process : Digital Printing : 4 x0 color printing + coating Size : 17"x24" Paper : 160 gsm IRIS SG White paper		
(i)		For 200	
(ii)		For 300	
(iii)		For 500	

Note:-

Necessary picture scanning and correction on system is to be done by the printer. Epson & Digital proofs will be required before art work is approved and thereafter machine proof will be required before going for printing.

Highest quality of workmanship will be insisted upon. Job is to be completed within 2 days from the time of placing the order and will be delivered at NGMA Office.



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