

No. NGMA/BLR/113/2018-19/7637

11th March 2019

Quotation notice for Printing Materials

Sealed quotations are invited for the items of print material including the cost of material and labour for empanelment at NGMA, Bengaluru for the financial year 2019-20, for its printing activity, which is being outsourced based on the requirement.

Reputed printing establishment are requested to submit their best quote for the purpose of empanelment in the proforma enclosed as Annexure A. Detailed terms & conditions are furnished at Annexure B and copy of the undertaking at Annexure C.

Representatives of reputed Printing agencies may visit NGMA, Bengaluru and meet the Administrative officer on any working day with prior appointment, if required, in order to quote for consideration to empanelment of Printing.

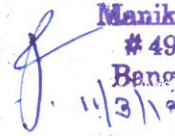
The sealed quotations should be addressed to the Director, National Gallery of Modern Art Bengaluru, #49, Manikyavelu Mansion, Palace Road, Bangalore-560 052 and should reach this office not later than 25.03.2019, 02.00pm positively. The sealed cover should be superscribed as "Quotation for the Printing of "collaterals for exhibition and other regular consumables for the artist".

The quotations shall be opened at 04.00pm on 25.03.2019 in the Conference Room of NGMA Bengaluru.



Director
NGMA, BENGALURU

Director
National Gallery of Modern Art
Manikyavelu Mansion,
49, Palace Road,
Bangalore - 560 052



Annexure A
Part - I

Name of the Bidder/Authorized Agent if applicable _____

Contact No.(M) _____ (Land lines) _____

E-mail id _____ Fax No. _____

Sl. No.	Details of documents enclose	Yes/No
1	Income tax filling proof and PAN No. submit self-attested copy of filling income tax return for financial year 2016-17 and 2017-18, along with self-attested. copy of valid Permanent Account Number (PAN).	
2	GST – self attested copy of enrolment number	
3	Address of the firm co. with Telephone No	
4	Name of the Proprietor/Partner/Director (as the case may be)	
5	Name(s) of the existing customer(s) if any, the list may be provided	
6	Name, type, made and year of the machines/computer used in printing services (for all sizes).	

Signature of the authorised person
Name of the printing establishment
Address :

Telephone No.:
Email Id:
GST Registration No.:

Annexure A
Part II

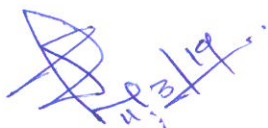
Sl No.	Particulars	Descriptions	No. of sets/ copies	Cost of such No. of. Copies		GST if any	Remarks if any
				Rs.	Words		
1.	Portfolios	Printing of portfolio cover/ envelop with four color printing on both sides. Each cover/ envelop/ folder containing six individual one side four color printed leefs/sheet. The printing material includes text and images. The printing to be executed as per the specification given below. a. Paper to be used for individual sheets inside the cover: ITC cyber excel 350 gsm boards with online aqueous coating. b. Cover folder: ITC cyber excel 320 gsm four colours printing with online aqueous coating. c. Size of the portfolio: 19" x 14". d. Quantity: 250nos, 500 nos and 1000 Nos *Quotation for 500 no. and 1000 no. to be presented					
2.	Two Fold Brochures (Exhibition, Programme, information)	Back to back four colour offset printing. The printing material includes text and images. Paper: 170 gsm Matte Art/ Special recycle paper. Size: 12" x 9" Quantity: 500 Nos and 1000 Nos *Quotation for 500 no and 1000 no to be presented					
3.	One fold Invitation Cards with cover envelop for exhibitions	Back to back four colour offset printing with matt lamination. The printing material includes text and images. Paper: 300 gsm Imported Art Card/ Recycle board/ paper.					
	a) 7" X 12"	Quantity: 500 Nos or 1000 Nos *Quotation for 500 no. and 1000 no. to be presented					
	b) 7" X 10"	Quantity: 500 Nos or 1000 Nos *Quotation for 500 no. and 1000 no. to be presented					
4.	Envelop	Four colour printing. The printing material includes text and images. Paper: 120 gsm SS Paper Size: 7.5" X 6.5" single colour Quantity: 500 Nos or 1000					

		Nos *Quotation for 500 no. and 1000 no. to be presented					
5.	Exhibition Posters	Four Colour digital printing one side. The printing material includes text and images. Paper: 300 gsm Imported Art Card Size: 12.6" X 19.2" per poster 40 nos					
6.	a) 8 Picture post card in a set along with envelop	One side multicolour printing on 200 gsm recycled natural white card with aqueous coating. Size: 6" X 4" Quantity: 500 Nos or 1000 Nos *Quotation for 500 no. and 1000 no. to be presented					
	b) Envelope Size: 7" X 5"	230 gsm brown paper with die punching and medium thickness PVC plastic film for window pasting Quantity: 500 Nos or 1000 Nos *Quotation for 500 no. and 1000 no. to be presented					
7.	NGMA Two Fold Brochures	Back to back offset multi-colour printing. The printing material includes text and images. Paper: 130 gsm on recycled natural white card Size: 11.693" X 8.268" Quantity: 1000 Nos or 5000 Nos *Quotation for 1000 no. and 5000 no. to be presented					
8.	NGMA Posters (big)	Single side offset four colour printing with aqueous coating. Paper: 170 gsm Matte Art Paper Size: 35" X 22" Quantity: 100 Nos or 200 Nos *Quotation for 100 no. and 200 no. to be presented					
9.	NGMA Posters (small)	Single side offset four colour printing with aqueous coating. Paper: 170 gsm Matte Art Paper Size: 22" X 17" Quantity: 100 Nos or 200Nos *Quotation for 100 no. and 200 no. to be presented					
10.	Two fold greeting Card with Envelope	Single side offset four colour printing with aqueous coating. Paper: 170 gsm Matte Art Paper Size: 5.5" X 8" Quantity: 100 Nos or 200Nos Envelope – Suitable size – Suitable according to the size of the card, SS Paper. *Quotation for 100 no. and 200 no. to be presented					

11.	Book mark with tag	Back to back offset multi-colour printing. The Printing material includes text and images. Paper: 130 gsm on recycled natural white card Size: 2" X 7" Quantity: 500 Nos					
12.	Printing of Booklet (one fold booklet)	Back to back offset multi-colour printing. The Printing material includes text and images. Paper: 130 gsm on recycled natural white card Size: 4inch x 6inch with a minimum of 20pages (art paper)/ 10 sheets, glossy or matt finish, folded with greasing & pinned booklet. Quantity: 500 Nos					
13.	Printing of Office Letter pad	Standard A4 size 100 pages Four colour printing on bond sheet of 300gsm.					
14	Printing of DO Letter pad	Standard A4 size 100 pages Four colour printing on bond sheet of 300gsm. The Ministry logo need to be embossed and gold foil coated.					
15.	Printing of Visiting Cards	Standard 100nos Size 3.5inches x 2inches Special natural white recycled paper and The Ministry logo need to be embossed and gold foil coated.					
16.	Banner	Standard size as per requirement of NGMA, Bengaluru. With eco solvent four colour printing on recyclable cloth material. With delivery & fixing to the structure at the site. Rate to be quoted at Sq. Ft.					
17	3 and 5mm sun board	Inject direct printing on sun board in black & white or Colour.					

❖ A proof copy should be always submitted for verification of the content for any edits to the NGMA, B office before printing the quantity of supply.


11/3/19


11/3/19

Signature of the authorised person
Name of the printing establishment
Address :

Telephone No.:
Email Id:
GST Registration No.:

Annexure B
GENERAL TERMS AND CONDITIONS

1. The bidder must have the sufficient capacity of printing machinery, complete infrastructure including labour for carrying out the work. He will not be allowed to delegate / transfer/outsource/assign his/ her contract or part thereof to some other party to the disadvantage to this office. If required, the team of officers from NGMA, Bengaluru may visit to the unit for spot inspection.
2. The competent authority of this office reserves the right of placing order for all work as per requirement to one or more contractor at the approved lowest rates.
3. No increase in quoted price will be allowed during the validity of the contract.
4. No advance payment will be made. TDS applicable will be deducted as per rules.
5. The quotation received by the due date and time will only be considered and the tenders received after the due date and time will be rejected without assigning any reason.
6. The responsibility for delivering the printed material and any other related jobs to the office within the required period will be that of the firm. No separate payment will be made for transport vehicle & materials.
7. The competent authority of this office has full right to accept or reject in part or any or all the quotation without assigning any reason and also to cancel the order at any time. The bidder will have no right to claim any loss / damages etc. on cancellation of the supply order.
8. The competent authority of this office shall not be responsible for any loss/damage caused to machinery equipments / operators.
9. The bidder will provide sample prints (of different sizes, as per official requirement) on official functions, meetings and other such occasions based on the order given to the bidder.
10. The rates towards the prints should be inclusive of assignment charges etc., if any
11. NGMA, Bengaluru will not pay for the conveyance, equipment charges etc. if any, for covering any assignment.
12. Agencies would require delivering the printed material at the NGMA, Bengaluru office within given time of the assignment covered based on the requirement of NGMA, Bengaluru.
13. The offer should be submitted by reputed agency having at least 5 years' experience in undertaking jobs in questions- certificate / job order in this regard to be submitted along with technical bid.
14. The offer should also enclose the list of at least 03 names of the reputed organization including Govt. clients for which printing jobs have been undertaken by the agency.
15. Application by those firms who do not submit performance certificates from their previous or present clients are liable to be rejected.
16. Each page of the application should be signed. The application shall be signed by person/persons on behalf of the organization having necessary authorization/Power of Attorney to do so. (Certified copies to be enclosed).
17. Applications containing false, incomplete and/or inadequate information are liable to be rejected. Also mere fulfillment of the eligibility criteria does not guarantee selection.
18. The concern Company/Firm which stand black listed/Banned either by Tender Inviting Authority or Govt. of India or by any other State Government or its procurement agency, on the date of bid submission, shall not be eligible to participate in the quote.
19. The Company/Firm shall indemnify, defend and hold NGMA, Bengaluru, its officers, directors, employees and other related parties harmless from and against any and all liabilities, damages, losses, expenses, claims, demands, suits, fines, or judgments that includes reasonable attorney's fees, cost and expenses, incidental thereto, which may be suffered by, accrued against, by reason of any claim arising out of or relating to any act or error or omission, or misconduct of the Company/Firm, its officers, directors, agents, employees or subcontractors.
20. Canvassing in any form in connection with pre-qualification is strictly prohibited and the application of such person/organization that resort to canvassing will be liable to rejection.
21. The proof of experience must be attached with the quotation/Application.

22. Registration with Printers Association of India is necessary (self-certified copy to be attached in technical bid).
23. The NGMA, Bengaluru reserves the right not to make payment for printing material found to be dim, defective or otherwise considered unsuitable.
24. The printer has to turn up at the designated place at a short notice, if required, (within two hours) of the notice/information for assigning a printing work if required.
25. There should be independent telephone connection and mobile phone with the printer of the firm so that he could be contacted, whenever necessary.
26. The responsibility for delivering the printing material on any other related jobs to the organization namely NGMA, B within the required period will be that of the printing firm.
27. The organization namely NGMA, B would not be responsible to help the hired printer in getting the printing materials on concessional rates or be liable to enhance the rate of contract in the event of imposition of any taxes, on the printing material, during the year of contract.
28. The Contract can be extended for a period of one year with same and terms and conditions on mutual consent of both the parties.
29. The rate of the successful Bidder will be valid up to one year from the date of acceptance of the contract i.e 01.04.2019.
30. The printed material should be delivered as per the requirement of NGMA, Bengaluru at the office of National Gallery of Modern Art, Bengaluru #49, Manikyavelu Mansion, Palace Road, Bengaluru – 560052. No transportation charges will be paid.
31. In case of any dispute regarding service, the decision for Director, NGMA, Bengaluru shall be final & binding.
32. The quote will be valid for the one years which can be extended one more year on mutual consent of both the parties. NGMA, Bengaluru reserves the right to terminate or cancel the contract at any stage or time without assigning any reason.
33. If any dispute arises, Director, NGMA, Bengaluru can appoint an arbitrator and decision of Director, NGMA, Bengaluru will be final
34. The submission of quotation will bind the tenderer to accept all conditions specified herein.
35. The Director, NGMA Bengaluru, is not bound to accept the lowest quotation or any other quotation or assign any reason for rejecting any or all the quotations. The Director reserves the right for accepting the whole or any part of the quotation and the Director's decision in the matter shall be final and binding.
36. The rates should be mentioned in figures as well as in words exclusive of taxes. GST and other taxes if any should be indicated separately and shall be payable as per applicable rates.
37. Printed material shall be submitted (final copies) after obtaining the approval of the Director or any other officer assigned for this purpose the draft copy.
38. Delivery schedule

Photography/Videography		
1.	Giving first proof of the Printing material	Within six days of approving and handing over the visual & printing material.
2.	Second proof / final proof of the Printing material.	Within two days of handing over the edited proofs.
3.	Final submission of printed product	Within two days of handing over final proof.

39. No advance payment shall be made by this office.
40. Payment will be made only after complete delivery of the printed matter ordered & acceptance from NGMA. The agency should provide the credit bill along with bank details for online transmission of eligible funds.
41. The Successful printing agency will be required to give an undertaking to NGMA, Bengaluru on a Non-Judicial stamp paper of Rs.100/- (Rupees Hundred Only) as mentioned in Annexure C.

42. The printing agency is bound to comply with all legal formalities, obligations and statutory requirement as per the law of land. The printed material generated by NGMA, Bengaluru is the property of NGMA, Bengaluru and has copy right with it. Any use or misuse of these printed material will deemed as breach of contract. Director NGMA, Bengaluru is liable to take any action including punitive/legal as deemed fit and will be binding on the printing agency.

Director
NGMA, BENGALURU

Signature of the authorised person

Name of the firm

Address :

Telephone No.:

Email Id:

GST Registration No.:

PAN Number:

Stamp of the firm

Annexure C

NOTE: Undertaking must be submitted only on a non-judicial stamp paper of Rs.100/-(Rs. One hundred only).

UNDERTAKING

To

The Director,
National Gallery of Modern Art,
#49, Manikyavelu Mansion,
Palace Road,
Bengaluru – 560 052.

Sir/Madam,

1. I-----Proprietor/partner/Director/Authorized Signatory of M/s-----certify that I have gone through the terms and conditions mentioned and undertake to comply with them. The rates quoted by me are valid and binding on me if accepted for the duration contract period.
2. I, the undersigned hereby bind myself to NGMA, Bengaluru for providing goods and services of printing, during the period under contract period commencing from the date 01.04.2019 and valid for one year.
3. That the services provided would be satisfactory as per requirement of the organization and the decision of NGMA, Bengaluru shall be final and binding on me.
4. The conditions herein contained shall form part or and shall be taken as included in the agreement to be entered into or treated as agreement itself of the discretion of NGMA, Bengaluru
5. I/We declare that my /our firm has not been blacklisted/ debarred by any of the department of Government of India. If blacklisted or debarred in the past, they have revoked the same.
6. I/We also submit that our firm /principal has no vigilance case /CBI case pending against us/our principal.
7. I/We undertake that I have not submitted any false documents with the tender.
8. All the printing material, etc. will be the property of NGMA, Bengaluru and has copy right with NGMA, Bengaluru. Any use or misuse of these printing material will deemed as breach of contract. Director NGMA, Bengaluru is liable to take any action including punitive/legal as deemed fit and will be binding on us, namely photographer/videographer.

Affirmation

I pledge and solemnly affirm that the information submitted in tender documents is true to the best of my knowledge and belief. I further I pledge and solemnly affirm that nothing has been concealed by me and if anything comes to the notice of the corporation during the validity of Quote period,

NGMA, Bengaluru will have full authority as it deems fit, which may amount to rejection of tender without assigning any reason.

DATE

Place:
Date:

Signature of the Printing agency
Stamp of the firm

