

**No. C-11011/2013-14/NGMA
National Gallery of Modern Art
Jaipur House, New Delhi-110003**

July 3, 2013

NOTICE INVITING QUOTATIONS

Title: Production and Supply of Souvenir items.

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 maintains a well stocked Art Shop offering various types of souvenir items for the benefit of the visitors.

In order to replenish and augment the stock of the Art Shop, Director, National Gallery of Modern Art invites item-wise quotations from reputed manufacturers/suppliers for production and supply of various souvenir items on urgent basis. The details of items proposed to be procured and specifications thereof are indicated in the enclosures as Annexure – 'A'. The intending manufacturers/suppliers may quote their competitive item-rates in the proforma attached as Annexure – 'B'.

Terms and conditions of contract:-


1. The responding tenderers should have undertaken similar job in the recent past for any reputable Gallery / Museums of comparable standing and shall be capable of producing and supplying the items at short notice. A list of similar job undertaken previously and the details of their clients may be attached with the Quotation.
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.



1/2

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 production of the souvenir items should be of high quality and no substandard items/ articles would be acceptable.
7. The images of Art works, write-up of Artist and any text etc. for printing on the souvenirs or on its packaging would be supplied by NGMA.
8. Samples of various souvenirs items, card-board box etc. Produced by NGMA on earlier occasions can be seen at the Art Shop of NGMA on request.
9. Tenderers may submit samples of Articles/materials used along with their quotations.
10. Rates quoted should be exclusive of Taxes and levies.
11. Taxes and levies as applicable shall be indicated separately.
12. The rates quoted shall remain valid at-least for a period of One Year from the date of award of work.
13. The quantity indicated at Annexure – ‘B’ is for initial order and the successful bidder can expect repeat orders depending on the quality of the items and its marketability.
14. The tenderer shall submit the dummy of the items ordered for procurement and obtain the approval of the Director, National Gallery of Modern Art, New Delhi before going in for final production.
15. The intending tenderers are requested to furnish their item-rate quotations in the prescribed format (Annexure – ‘B’) in a sealed cover superscribing “Quotations for souvenir items” 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.
16. 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

Specifications for souvenir items

Ceramic Coffee Mug :-

			<u>Height</u>	<u>Diameter</u>	
				<u>Top</u>	<u>Bottom</u>
(i)	Size (1)	-	9.0 cms.	8.0 cms.	8.0 cms.
	Size (2)	-	10.0 cms.	7.5 cms.	7.5 cms.
(ii)	Colour	-	White		
(iii)	Printing	-	4 colour printing of Art works and NGMA logo by heat process.		
(iv)	Grade	-	Super White Grade A		
(v)	Capacity	-	Approx 300 ml.		
(vi)	Packaging	-	Best quality Card-board box with transparent window on one side duly printed with image of art works and NGMA logo for packing two mugs.		
(vii)	Descriptive Card	-	Card size 3 ½” x 2” either on recycled paper or on art matt card with single colour printing on both sides and good quality coloured thread duly tied to each souvenir mugs.		

2. Coaster (Set of Four)

- (i) Size - 9.0 x 9.0 cms. (With rounded corners)
- (ii) Thickness - 6 to 7mm (minimum)
- (iii) Material - MDF/Acrylic
- (iv) Printing - Four colour printing
- (v) Packaging - Each set is packed in good quality Card-board box with transparent window on one side duly printed with the logo/ address of NGMA appropriately on the other side.



3. Fridge Magnet (Set of two) :-

- (i) Size - 6.0 x 9.0 cms. (With rounded corners)
- (ii) Thickness - 3-3.5 mm (minimum)
- (iii) Material - MDF / Plastic
- (iv) Printing - Four Colour printing with lamination
- (v) Packing - Each set packed in card-board box with transparent window on one side duly printed with the logo address of NGMA appropriately on the other side.

4. Paper weight :-

- (i) Size - 6.0 x 6.0 cms. (With rounded corners)
- (ii) Material - Acrylic
- (iii) Thickness - 20 mm (minimum)
- (iv) Printing - Top - Four colour printing of Art work in between.
Bottom- Milky sheet duly printed with NGMA logo and address
- (v) Packing - Each Set packed in card-board box with transparent window on one side duly printed with the logo and address of NGMA on the other side.

5. Carry Bags :-

- (i) Size - (a) 50.0 x 38 cms.
(b) 38.0 x 30 cms.
- (ii) Material - a) Canvas cloth
b) Jute fabric
- (iii) Printing - Four colour on canvas and single colour on Jute fabric
- (iv) Handle - Appropriate handle of same material duly stitched.
- (v) Packing - Each bag packed in good quality self sticking poly Envelopes



6. Scarfs :-

- (i) Size - 75 x 75 cms
- (ii) Material - Chiffon/Silk/Crepe.
- (iii) Printing - Four Colour
- (iv) Packing - Each Scarf Packed in best quality Card-board box with transparent window on one side and single colour printing of NGMA logo/ captions on the other side.

7. Mouse Pad :-

- (i) Size - 24 x 19.0 cms.
- (ii) Material - Foam based rubber/plastic sheet.
- (iii) Printing - Four colour printing to be directly printed on the foam by heat process. Pasting of single colour NGMA logo and address on the bottom side.
- (iv) Packing - Each pad packed in good quality self adhesive plastic sleeve.



Quotations/BIDS

<u>Sl. No.</u>	<u>Items</u>	<u>Unit</u>	<u>Quality for initial order</u>	<u>Rate per unit</u>
(1)	(2)	(3)	(4)	(5)
1.	Ceramic Mugs of the following size with 4 colour printing, packing as per specifications complete in all respects.			
(i)	Size : Height – 9.0 cms. Dia – 8.0 cms. (Top & Bottom)	Each	1000 Nos.	
(ii)	Size : Height – 10.0 cms. Dia – 7.5 cms. (Top & Bottom)	Each	1000 Nos.	
2.	Set of 4 Coasters Coaster size 9.0 x 9.0 cms., 6 to 7mm (minimum) thickness MDF/Acrylic material printing and packing as per specification complete in all respects			
(i)	With MDF material	Set of 4 (Four)	300 Sets	
(ii)	With Acrylic material	Set of 4 (Four)	300 Sets	
3.	Set of 2 Fridge Magnet Fridge Magnet size 6.0 x 9.0 cms. with 3 to 3.5mm thickness with printing & packing complete in all respects as per specifications.	Set of 2 (Two)	250 Sets	
4.	Paper Weight Acrylic Paper weight 6.0 x 6.0 cms. with 20mm (minimum) thickness with printing and packing as per specifications complete in all respects.	Each	500 Nos.	
5.	Carry Bag Canvas/Jute fabric Carry Bags with printing and packing as per specifications complete in all respects.			



(a)	<u>Canvas Cloth Bags</u> Size : 50.0 x 38.0 cms.	Each	200 Nos.	
	Size : 38.0 x 30 cms.	Each	200 Nos.	
(b)	<u>Jute Fabric Carry Bags</u> Size : 50.0 x 38.0 cms.	Each	200 Nos.	
	Size : 38.0 x 30 cms.	Each	200 Nos.	
6	<u>Scarfs</u> Scarf of Chiffon / Silk / Crepe in the size of 75 x 75 cms. with printing and packing as per specification complete in all respect. (i) Chiffon (ii) Silk (iii) Crepes	Each Each Each	100 Nos. 100 Nos. 100 Nos.	
7.	<u>Mouse Pad</u> 24 x 19 cms. foam based rubber / plastic sheet mouse pad printing in four colour directly on foam with NGMA logo as per specification.	Each	100 Nos.	

