

**No. C-11013/2013-14/NGMA
National Gallery of Modern Art
Jaipur House, New Delhi-110003**

July 3, 2013

NOTICE INVITING QUOTATIONS

Title: Production and Supply of Catalogues, Portfolios, Leaflets etc.

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 Directorate of Printing / DAVP Empanelled Class 'A' Printers for Printing and Supply of Catalogues, Portfolios leaflets etc. of various sizes as per the specifications, terms and conditions indicated below:-


Terms and conditions of contract:-

1. Only those printers who are enlisted as Class 'A' Printers by the Directorate of Printing / DAVP need respond. The responding tenders may attach a copy of the letter of empanelment along-with the Quotations.
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 Articles / items should be of high quality and no substandard items/ articles would be acceptable.



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7. The images of Art works, text etc. for printing would be supplied by NGMA.
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 and Printing of Catalogue, Portfolio etc. are 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, Packing and delivery of consignment at the premises of NGMA.
15. The tenderer shall submit the dummy of the items 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 and Supply of Catalogues, Portfolios, leaflets etc." 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



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

PROFORMA

BID DOCUMENT FOR PRINTING AND SUPPLY OF CATALOGUES, PORTFOLIO,
LEAFLETS ETC.

S. No.	Description & Specification	Qty.	Rate
1.	<u>Catalogue - I</u> Size : 22.5 cm x 29.5 cm Paper : Cover: 350 gsm Natural Evolution, Text: 170 gsm Imported Art Paper (Magno Matte only) Cover Leaf : Semi Transparent Paper of Conqueror brand (as per sample at NGMA office) Images : 54 (approx.) No. of Pages: 40 + 4 cover pages Printing : 4 to 5 colours on Cover and images (as per design and requirement for the perfect colour reproduction of pictures) Special Feature: Anti Scratch, matte pearl aqueous varnish on cover and inside pages. Binding : Section Sewing + Perfect binding with die creasing on cover.		
(i)		500 Nos	
(ii)		1000 Nos	
(iii)		1500 Nos	
(iv)		2000 Nos	
1 (a)	Charges for Additional pages of text + images	Per pages	
2.	<u>Catalogue - II</u> Size : 22.5 cm x 29.5 cm Paper : Cover: 350 gsm Natural Evolution, Text: 170 gsm Imported Art Paper (Magno Matte only) Cover Leaf : Semi Transparent Paper of Conqueror brand (as per sample at NGMA office)		



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	Images : 50 (approx.) Pages : 60 + 4 cover pages Printing : 4 to 5 colours on Cover and images (as per design and requirement for the perfect colour reproduction of pictures) Special Feature: Anti Scratch, matte pearl aqueous varnish on cover and inside pages. Binding : Section Sewing + Perfect binding with die creasing on cover.		
(i)		500 Nos	
(ii)		1000 Nos	
(iii)		1500 Nos	
(iv)		2000 Nos	
2 (a)	Charges for Additional pages of text + images	Per pages	
3.	Catalogue - III Size : 22.5 cm x 29.5 cm Paper : Cover: 350 gsm Natural Evolution, Text: 170 gsm Imported Art Paper (Matte only) Cover Leaf : Semi Transparent Paper of Conqueror brand (as per sample at NGMA office) Images : 80 (approx.) No. of Pages : 92 + 4 cover pages Printing : 4 to 5 colours on Cover and images (as per design and requirement for the perfect colour reproduction of pictures) Special Feature: Anti Scratch, matte pearl aqueous varnish on cover and inside pages. Binding : Section Sewing + Perfect binding with die creasing on cover.		
(i)		500 Nos	
(ii)		1000 Nos	
(iii)		1500 Nos	
(iv)		2000 Nos	
3 (a)	Charges for Additional pages of text + images	Per pages	



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4.	Catalogue - IV Size : 22.5 cm x 29.5 cm Paper : Cover: 350 gsm Natural Evolution, Text: 170 gsm Imported Art Paper (Magno Matte only) Cover Leaf : Semi Transparent Paper of Conqueror brand (as per sample at NGMA office) Images : 150 (approx.) No. of Pages : 124 + 4 cover pages Printing : 4 to 5 colours on Cover and images (as per design and requirement for the perfect colour reproduction of pictures) Special Feature: Anti Scratch, matte pearl aqueous varnish on cover and inside pages. Binding : Section Sewing + Perfect binding with die creasing on cover.		
(i)		500 Nos	
(ii)		1000 Nos	
(iii)		1500 Nos	
(iv)		2000 Nos	
4 (a)	Charges for Additional pages of text + images	Per pages	
5.	Catalogue - V Size : 28.2 cm x 30.8 cm Paper : Cover: 350 gsm Natural Evolution, Text: 170 gsm Imported Art Paper (Magno Matte only) Cover Leaf : Semi Transparent Paper of Conqueror brand (as per sample at NGMA office) Images : 51 (approx.) No. of Pages : 62 + 4 cover pages Printing : 4 to 5 colours on Cover and images (as per design and requirement for the perfect colour reproduction of pictures) Special Feature: Anti Scratch, matte pearl aqueous varnish on cover and inside pages.		



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	Binding : Section Sewing + Perfect binding with die creasing on cover.		
(i)		500 Nos	
(ii)		1000 Nos	
(iii)		1500 Nos	
(iv)		2000 Nos	
5 (a)	Charges for Additional pages of text + images	Per pages	
6.	Catalogue – VI Size : 7" x 9.75" (Portrait/Landscape) Paper Cover : 270 gsm Natural evolution Inside : 145 gsm Natural evolution Text : 6000 words (Approx.) Images : 140-50 images (approx) No. of : 96 + 4 cover pages Pages Printing : 4 color printing, any special colours in addition (including metallic colour) Special : Anti scratch, matte finish, aqueous varnish on all pages Binding : Section Sewing + Perfect binding with creasing on cover		
(i)		For 500	
(ii)		For 1000	
(iii)		For 1500	
(iv)		For 2000	
6 (a)	Charges for Additional pages of text + images	Per pages	
6 (b)	Additional Charges for Hard Bound Cover with Duct Jacket and Hard Bound case for outer cover of book. Document case will be made from imported board with laminated Art Paper passed around it having 4 colour printing.	Each	
7.	Catalogue – VII Size : 7" x 9.75" (Portrait/Landscape) Paper Cover : 270 gsm Natural evolution Inside : 145 gsm Natural evolution Text : 6000 words (Approx.) Images : 140-50 images (approx) No. of : 146+4 cover pages Pages Printing : 4 color printing, any special colours in addition (including metallic colour)		



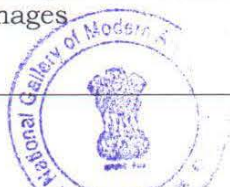
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	Special : Anti scratch, matte finish, aqueous varnish on all pages. Binding : Section Sewing + Perfect binding with creasing on cover		
(i)		For 500	
(ii)		For 1000	
(iii)		For 1500	
(iv)		For 2000	
7 (a)	Charges for Additional pages of text + images	Per pages	
7 (b)	Additional Charges for Hard Bound Cover with Duct Jacket and Hard Bound case for outer cover of book. Document case will be made from imported board with laminated Art Paper passed around it having 4 colour printing.	Each	
8.	A5 Rubber band journals (Brown cloth cover) Size : A5 (Plain) 200 pages – Plain of 120 gsm Natural Shade High Bulk paper 12 color separators with Printing of 24 art images with matte pearl aqueous varnish on both sides (12 x 2 – 24 pages) 4 color spread artwork for end papers matching rubber band for enclosing 5-10 mm thick elastic made from silk/nylon. The Rubber band shall be attached to the back of the cover in a near manner through die punched holes. 2.5mm imported board Binding hardbound		
(i)		For 500	
(ii)		For 1000	
(iii)		For 2000	
8 (a)	Charges for Additional pages of text + images to be quoted separately.		
9.	A5 Rubber band journals (Brown cloth cover) Size : A5 (Ruled) 200 pages – Plain of 120 gsm Natural Shade High Bulk paper 12 color separators with Printing of 24 art images with matte pearl aqueous varnish on both sides (12 x 2 – 24 pages)		



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	4 color spread artwork for end papers matching rubber band for enclosing 5-10 mm thick elastic made from silk/nylon. The Rubber band shall be attached to the back of the cover in a neat manner through die punched holes. 2.5mm imported board Binding hardbound		
(i)		For 500	
(ii)		For 1000	
(iii)		For 2000	
9 (a)	Charges for Additional pages of text + images to be quoted separately.	Per pages	
10.	8" x 8" Wiro Journals Size : 8 x 8" Imported boards 130 gsm art paper for cover pasting with velvet matte thermal lamination 256 pages of 120gsm Natural Shade high bulk paper 15 color separators with Printing of 30 art images with matte pearl aqueous varnish on both sides (15 x 2 – 30 pages) of 260 gsm print enhancement Iris Paper Black Wiro Binding		
(i)		For 1000	
(ii)		For 2000	
(iii)		For 5000	
(iv)	Charges for Additional pages		
10 (a)	Charges for Additional pages of text + images	10 pages	
11.	NGMA Leaflet Open Size : Width – 23.0 cm Height – 15.0 cm Closed Size : W – 11.5 cm H – 15.0 cm Cover Pages : 4 Color : 4+4 Cover Paper : Imported matt 170 gsm Art paper Inside Pages : 36 Paper : Imported matt 130gsm Art paper Fabrication : Centre Stitch Coating : Pearl finish aqueous coating / Varnish		
(i)		5000 Nos	
(ii)		10000 Nos	
(iii)		15000 Nos	
11 (a)	Charges for Additional pages of text + images	Per pages	



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12.	<u>Exhibition Booklet for Distribution</u> Open Size : Width - 23.0 cm Height - 15.0 cm Closed Size : W - 11.5 cm H - 15.0 cm Cover Pages : 4 Color : 4+4 Cover Paper : Imported matt 170 gsm Art paper Inside Pages : 16 Paper : Imported matt 130gsm Art paper Fabrication : Centre Stitch Coating : Pearl finish aqueous coating / Varnish		
(i)		1000 Nos	
(ii)		2000 Nos	
(iii)		2500 Nos	
(iv)		3500 Nos.	
12 (a)	Charges for Additional pages of text + images	Per pages	
13.	<u>Colour Reproduction</u> Size : 22" x 35" Printing : (4+0) Offset multi colour throughout on one side of the paper. Paper : 170 GSM imported Art paper mat finish Binding : Each sheet to be cut Separately and packed in carton of 100 each.		
(i)		1000 per kind	
(ii)		1500 per kind	
(iii)		2000 per kind	
14.	<u>Colour Reproduction - Small</u> Size : 17" x 24" Printing : (4+0) Offset multi colour throughout on one side of the paper. Paper : 170 GSM imported Art paper mat finish. Binding : Each sheet to be cut Separately and packed in carton of 100 each.		
(i)		1000 per kind	
(ii)		1500 per kind	
(iii)		2000 per kind	



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15.	<u>Portfolio (With Cover and 6 leafs inside)</u> <u>a) Portfolio cover</u> Size : 15" x 20" finished Open size 30x20 inch + Spine and Pocket Colour : 4 + 0 Paper : 300 gsm ITC pearl graphi card. Fabrication : Die cutting, creasing & Shrink wrapping after inserting printed posters. Coating : Pearl finish aqueous Coating / Varnish <u>b) Inside sheets</u> Size : 14" x 19" Colour : 4+0 Paper : 300gsm ITC pearl graphic Card Qty. : 6 kinds Fabrication : Cut to size Coating : Pearl finish aqueous coating / varnish		
(i)		1000 per kind	
(ii)		1500 per kind	
(iii)		2000 per kind	
16.	<u>Portfolio Big (With Cover and 6 leafs inside)</u> <u>Portfolio Envelope</u> Size : 18" x 21" Finished Open size 36x21 inch + spine and pocket. Colour : 4 + 0 Paper : 300 GSM ITC Pearl Graphic Card Proofing Cost: As per set basis Fabrication : Die Cutting, creasing, Pasting Shrink wrapping after inserting printed posters. Coating : Pearl finish aqueous Coating / Varnish <u>Inside leaf</u> Size : 17" x 20" Colour : 4 + 0 Paper : 300 GSM ITC Pearl Graphic Card		



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	Fabrication : Cut to size Coating : Pearl finish aqueous Coating / Varnish		
(i)		1000 per kind	
(ii)		1500 per kind	
(iii)		2000 per kind	
(iv)		3000 per kind	
17.	<u>Greeting Cards</u> Size : 5.5"x4" folded 5.5" x8" Open Printing : (4+0) Offset multi colour on front side and single colour on back side. Paper : 300 GSM imported Plastic coated art card. Binding : Each to cut separately with a crease at the centre using die creasing technique for better accuracy.		
(i)		1000 Nos.	
(ii)		1500 Nos.	
(iii)		2000 Nos.	
18.	<u>Greeting Cards with coloured envelope</u> Size : 5.5"x4" folded 5.5" x8" Open Printing : (4+0) Offset multi colour on front side and single colour on back side. Paper : 300 GSM imported Plastic coated art card. Binding : Each to cut separately with a crease at the centre.		
(i)		1000 Nos.	
(ii)		1500 Nos.	
(iii)		2000 Nos.	



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Important Note for all jobs-

Pre-press Job-

1. Image correction and submission of true colour machine proofs for approval before final colour scheme approved. Images should get matched with the actual paintings. NGMA, if need be, shall facilitate the Printer to view the actual paintings at NGMA premises for undertaking colour corrections of the images.
2. File correction, putting cut marks, preparing high resolution PDF from open files provided by designer hired by NGMA.

Printing Job-

1. High Quality CTP reproduction and offset printing using CPC machines with online aqueous coating.

Binding Job-

1. Binding of book to be done using only imported summer fit board for hard case binding.
2. For perfect binding, machine with separate side glue to be used with special care that the unlamented covers should not get dirty.
3. Packing of Catalogue, Portfolios and Journals to be done individually shrink rapped or packed using self seal polythene envelope.



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