NOTICE INVITING TENDER

Tender No. C(S) - 01 (Publication)/2021-22/NGMA

Name of the Work: "ANNUAL RATE CONTRACT (ARC) FOR DIGITAL PRINTING OF DISPLAY AND PUBLICITY MATERIALS AT NATIONAL GALLERY OF MODERN ART, NEW DELHI."

E-tenders are invited by National Gallery of Modern Art, Ministry of Culture, Jaipur House, India Gate, New Delhi under Two Bid System i.e. Technical Bid and Financial Bid from reputed & experienced agencies for Annual Rate Contract (ARC) for printing, supply and installation of display and publicity materials, as and when required basis, at the National Gallery of Modern Art, New Delhi..

SCHEDULE:

01	Publishing of Tender at CPPP Site	18.02.20021	1800 hours
02	Commencement of Downloading of Tender document	18.02.2021	1900 hours
03	Last Date of Submission of E-Tender	24.02.2021	1600 hours
04	Opening of Technical Bid	25.02.2021	1600 hours
05	Opening of Financial Bid	To be decided	

1. Tender document can be downloaded from Central Public Procurement Portal (CPPP) website "http:// eprocure.gov.in"
2. Visit of the Campus: Bidders are advised to visit the National Gallery of Modern Art premises and ascertain the nature and quantum of work before tendering.
3. Submission of the Bid: This Tender is an e-Tender; bids are to be submitted through CPP Portal (**http://eprocure.gov.in**) only. Bids submitted in physical forms will be summarily rejected,
4. Details of Bid Security Declaration, submission of tender, etc. are indicated in the tender document.
5. The online bid both Technical (Techno-Commercial) Bid and Financial bid duly furnished in Cover –I and Cover-II respectively should be uploaded by the due date and time as per the above schedule. The responsibility to ensure the same lies with the bidders.
6. NGMA reserves the right to amend / withdraw any of the terms and conditions in the EOI Documents or to reject any or all EOIs without giving any notice or assigning any reason. NGMA also reserves the right to accept or reject any or all tenders in full or part without assigning any reason whatsoever. NGMA shall also not be bound to accept merely the lowest tender but the creative aspects and technical suitability, capability and superiority of the concepts and designs/ designing experience /technology interface/system etc. shall be of prime consideration for selection of the Designer or Designer Firm.

Shashi Bala

Dr. Shashi Bala

(Curator, In-charge- Publication)

National Gallery of Modern Art

New Delhi

Date: 18.02.2021

General Information and Instructions

1. The instructions given herein will be strictly binding on the bidders and deviation, if any will make the tender or tenders liable to be considered invalid. Tenders incorporating additional conditions by the bidder are liable for rejection.

2. Bids shall be submitted online only at CPPP website: https://eprocure.gov.in/eprocure/app Manual bids shall not be accepted.

3. The instructions given in "Instruction for Online Bid Submission" should be strictly followed during submission of the Bid.

4. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing the size of the scanned document.

5. Validity of Bids: The Bids should remain valid for 90 days from the date of opening of the financial bid.

6. Rejection of Bids: Canvassing by the Bidder(s) in any form, unsolicited letter and post- tender correction may invoke summarily rejection of their bid(s). Conditional tenders will also be rejected. Non-compliance of applicable General Information and Instructions will disqualify the Bid.

7. The Bidders should have a Digital Signature Certificate (DSC) for filling up the Bids. The person signing the tender documents should be authorized for submitting the online e-tender.

8. The Bidders shall fill up the Prescribed Format for submission of Technical (Techno-commercial) Bid as per "Annexure-B" format duly signed by the authorized signatory. The person signing the tender document should be authorised for submitting the online e-tender.

9. The Financial Bid shall be filled in and signed by the authorized signatory online as per format "Annexure-C" available at Central Public Procurement Portal e-tender system website http://eprocure.gov.in/eprocure/app . Off line Financial Bid shall not be accepted.

10. Tender must be uploaded in two separate covers marked Cover-1 (Technical Bid) and Cover-2 (Financial Bid/BOQ).The contents of Cover-1 and Cover-2 shall be as follows:-

Cover-1

i) "Technical (Techno-Commercial) Bid" (as per Annexure-B format) duly filled in and digitally signed with an official stamp.

ii) All relevant documents related to "Technical (Techno-commercial) Bid" as per "Annexure-B".

iii) Work experience of similar types of projects of printing, supply and installation of display and publicity materials.

iv) The scanned copy of "Scope of Work, Terms & Conditions etc. (Annexure-A)" duly signed by the Authorized Signatory with official stamp as a token of acceptance of the same by the bidders.

Cover-2

The "Financial Bid (BOQ)" (as per Detailed Scope of Work) consolidated the monthly amount for designated work duly signed by the authorised signatory with official stamp.

The Cover-1, i.e. Technical (Techno-commercial) Bid shall be opened by NGMA at the first instance and evaluated by the competent authority. At the second stage, the Cover-2 containing Financial Bid of only techno-commercially acceptable offers shall be opened for further evaluation and ranking before awarding the contract.

Instructions for Online Bid Submission

1. The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

2. More information useful for submitting online bids on the CPP Portal may be obtained at https://eprocure.gov.in/eprocure/app

A. REGISTRATION

1. Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: https://eprocure.gov.in/eprocure/app) by clicking on the link "Online Bidders Enrolment" on the CPP Portal which is free of charge.

2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.) with their profile.

5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.

6. Bidders may then log-in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

B. SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the CPP Portal to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective „My Tenders" folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document.

3. The bidders should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification / help from the Helpdesk.

C. PREPARATION OF BIDS

1. Bidders should take into account the original e-NIT/EOI and any subsequent corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the documents that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidders, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing the size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such

standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or 'Other Important Documents' area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for the bid submission process.

D. SUBMISSION OF BIDS

1. Bidders should log-into the site well in advance for bid submission so that they can upload the bid in time, i.e. on or before the bid submission time. Bidders will be responsible for any delay due to other issues.
2. The bidders have to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidders should submit the "Bid Security Declaration" (annexure D) as per the instructions specified in the tender document.
4. The server time (which is displayed on the bidders" dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
5. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
6. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
7. Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message and a bid summary will be displayed with the bid number and the date & time of submission of the bid with all other relevant details.
8. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

E. ASSISTANCE TO BIDDERS

1. Any enquiries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal helpdesk. The contact number for the helpdesk is 1800 233 7315.

TENDER NO. C(S) - 01 (Publication)/2021-22/NGMA

OPEN TENDER FOR

ANNUAL RATE CONTRACT (ARC) FOR DIGITAL PRINTING OF DISPLAY AND PUBLICITY MATERIALS AT NATIONAL GALLERY OF MODERN ART, NEW DELHI

1.0 Brief of NATIONAL GALLERY OF MODERN ART

National Gallery of Modern Art, New Delhi, Ministry of Culture, Government of India invites offers/bids from reputed and experienced agencies in the business of dealing with **digital printing for publicity items for entering into Annual Rate Contract (ARC) for** supply of items as per pre-approved Technical Specifications and Samples at NATIONAL GALLERY OF MODERN ART, Jaipur House, India Gate, New Delhi.

2.0 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 visualised 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 significant changing art forms through the passage of the last hundred and fifty years starting from 1857 in the field of Visual arts. Today NGMA is visited by over 225.000 people every year.

3.0 Tenure of Contract:

The tenure of the supply contract shall be initially for a period of **One (1) year**. The tenure can be extended for a further period of one (1) year, on successful performance of the supplier and on mutually agreeable terms & conditions.

4.0 Bidders Eligibility Criteria:

a) The bidder should be in the business of similar work of digital printing for the last three years and should have in house infrastructure for the work. 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.

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

c) NGMA may inspect any of those at its discretion to verify the credentials of the bidder for the qualifying works indicated above for which the Bidder shall provide references (including Referee names and contact details) in respect of the projects implemented.

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

e) 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. 3 lakhs in the last three years.

h) The average annual turnover of the bidder should be at least Rs. 10 lakhs in the last three years

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

j) 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.

k) Legal dispute, if any, would be subject to the Delhi jurisdiction.

l) Performance Security Deposit: The successful bidder shall deposit 3% of the Bid value as Performance Security Deposit in the form of Bank Guarantee / Fixed Deposit

Receipt drawn in favour of the Drawing and Disbursing Officer, National Gallery of Modern Art, New Delhi, in order to safeguard the interest of the department in all respect. The security deposit shall remain valid for a period of 90 days beyond the date of completion of all contractual obligations of the successful bidder. The Security deposit will be forfeited in case non-compliance of the terms and conditions of the Tender Document.

m) Bid Security Declaration Form (Annexure 'D') should be submitted with the documents

n) Documentary evidence should be given in support of the above.

5.0 Instructions to Bidders:

a) Mode of Tendering: e-Tendering through Central Public Procurement Portal (CPPP)

b) Validity of Bids: 90 (Ninety) days from the date of opening of tender.

c) The tenders are invited under two bid system i.e. Technical Bid and Financial Bid.

d) The successful Tenderer will have to deposit a Performance Security Deposit for a sum of 3% of the estimated annual order value within 15 days of the receipt of the formal order or Letter of Acceptance (LOA).

e) Estimated annual order value is about Rs. 15 lakhs (Fifteen Lakhs only).

f) All entries in the tender form should be legible and filled clearly. If the space for furnishing of information is insufficient, a separate sheet may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the Technical Bid Application must be signed by the person authorized to sign the tender bids.

g) The Technical Bid shall be opened first on the scheduled date and time, in the office of H Head of Officer, NATIONAL GALLERY OF MODERN ART, New Delhi in the presence of the representatives of the Company/Firm/Agency, if any, who wish to be present on the spot at that time. The Technical Bids shall be evaluated by a Tender Committee.

h) Financial bids of technically qualified, eligible bidders, meeting all the requisite criteria only shall be opened on a date and place to be notified later in CPPP site.

i) The bidder shall submit the Technical & Financial bids as per the format enclosed at Annexure –B&C. Failure to submit bids as per format will be summarily rejected.

j) 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.

k) Cutting/overwriting etc. in the Financial Bids will not be accepted.

l) Bidders may please quote their unconditional rates strictly as per schedule of goods enclosed for the period of (ARC) annual rate contract.

m) 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.

n) 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.

o) Contact Details: Administrative Officer, NATIONAL GALLERY OF MODERN ART, Jaipur House, India Gate, New Delhi-110001.

6.0 Mode of Operating the Supply Contract and Payment Terms:

NATIONAL GALLERY OF MODERN ART shall place work order to the successful bidder/contractor for work/supply of items. The Contractor should supply the items in requisite quantity as indicated in the purchase order **as a when required basis**. The Bidder/Contractor shall raise a bill along with supply for release payment. The Payment shall be released only after receipt and acceptance of supplied ordered items in good condition at NATIONAL GALLERY OF MODERN ART, New Delhi.

7.0 Terms & Conditions of the Contract:

A General:

1. The tenderer shall abide by the details furnished by it to this office, while submitting the tender or at any subsequent stage. In case any of the documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of contract, making the tenderer liable for legal action besides the termination / cancellation of contract, legal action for damages at the sole discretion of the Director General, NATIONAL GALLERY OF

MODERN ART, New Delhi and in such eventuality, the Earnest Money Deposit shall be liable to be forfeited.

2. The contracting Company/Firm/Agency/Supplier shall not be allowed to transfer, assign, pledge or sub-contract /Sub-letting its rights and liabilities under this contract to any other agency without the prior written consent of this Office.

3. Financial bids of only those tenderers who are declared technically qualified shall be further evaluated by the Technical Evaluation Committee.

4. The Office of Director General, NATIONAL GALLERY OF MODERN ART, New Delhi reserves the right to terminate the contract by giving one month's notice.

5. Failure by the contractor to comply with any statutory requirements and/or the terms of the agreement during the period of contract will result in termination of the contract and subsequent disqualification from participation in any future tender of the department.

6. 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.

7. 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.

8. Payment will be released after submission of Bill in duplicate alongwith delivery challan. The payments for the supply will be effected through Electronic Transfer / RGTS and the tenderers are required to furnish their Bank Details, as and where necessary.

9. The images and designs, etc., would be supplied by NGMA.

10. 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.

11. Successful bidder should be capable of producing and supplying the items at short notice.

B. Fraud and Corrupt Practices:

1. The applicant and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the contrary contained herein, this Office (NATIONAL GALLERY OF MODERN ART) may reject any application without being liable in any manner whatsoever to the applicant if it

determines that the applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process.

2. Without prejudice to the rights of this Office under Clause (i) herein above, if an applicant is found by this Office to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice etc.

C. Legal:

1. The contractor shall also be liable for depositing all taxes, levies, cess, etc. on account of service rendered by it to concerned tax collection authorities from the time to time as per extant rules and regulations on the matter.

2. The supplier/contractor shall maintain all statutory registers under the applicable laws. The contractor shall produce the same, on demand, to the concerned authority of this Office or any other authority under Law.

3. The Tax Deduction at Source (T.D.S.) shall be deducted, as and when applicable, as per the provisions of Income Tax Act, as amended from time to time and a certificate to this effect shall be provided to the contractor/supplier by this Office.

4. In case, the contractor fails to comply with any statutory/ taxation liability under appropriate law and as a result thereof this Office is put to any loss/ obligation, monetary or otherwise, this Office (NATIONAL GALLERY OF MODERN ART) will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Agency, to the extent of the loss or obligation in monetary terms.

D. Financial

1. Tender will be decided on the basis of lowest financial offer to NATIONAL GALLERY OF MODERN ART among technically eligible bidders. Depending upon the extent of financial offers received, NATIONAL GALLERY OF MODERN ART deserves the right to split the quantity of items among bidders.

2. The successful tenderer will have to deposit a Performance Security Deposit for a sum as mentioned in the instructions to the bidder at the time of placing the work order within 15 days of the receipt of the formal order.

3. The Performance Security Deposit should remain valid for a period of Six months or 180 days beyond the date of completion of all the contractual obligations of the supplier, whichever is later. This Office will not pay any interest on the Performance Security Deposit.

4. In case of breach of any terms and conditions stipulated in the contract, the Performance Security Deposit of the contractor will be liable to be forfeited by this Office besides annulment of the contract.

E. Others

1. All disputes arising out of this contract shall be subject to the jurisdiction of Courts of New Delhi. However, no dispute shall be taken by either of the parties to the contract, to any court of law without first referring it to an Arbitrator, who will be appointed by Director General, NATIONAL GALLERY OF MODERN ART, New Delhi.

2. NATIONAL GALLERY OF MODERN ART, New Delhi reserves the right to withdraw/ relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.

3. NATIONAL GALLERY OF MODERN ART reserves the right to call for any further information from bidder(s).

4. Notwithstanding above, NATIONAL GALLERY OF MODERN ART deserves the right to reject any or all offer (s) /bid (s) without assigning any reason. No representation in this regard (rejection of offers/bids) will be entertained by NATIONAL GALLERY OF MODERN ART.

5. NATIONAL GALLERY OF MODERN ART reserves the right to spilt the quantity among successful bidders.

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ANNEXURE-'A'

List of Items & Technical specification and Quantity details are as below:

S. No.	Items	Technical Specification	Estimated maximum quantity during contract period
1.	Labels, Captions, Wall Texts. Of various sizes as per requirement.	Digital printed in vinyl with matt finish laminated, pasted on 5mm sun boards.	2,000 sq. feet
2.	Labels – A4 / A5 size (Designing, typing, cut to size as per design)	Digital printed in vinyl with matt finish laminated, pasted on 5mm sun boards.	500 Nos.
3.	Labels – 3x5cms. (Designing, typing, cut to size as per design)	Digital printed in vinyl with matt finish laminated, pasted on 5mm sun boards.	2000 Nos.
4.	Labels, Captions, Wall Texts. Of various sizes as per requirement.	Digital printed in vinyl with matt finish laminated, duly laser cutting including pasting and fixing, as per the requirements	5,000 sq. feet
5.	Outdoor Signage (8x15 feet)	Digitally printed on flex (STAR) with frame / without frame	50 Nos.

6.	Outside Banners (5x8 feet)	Digitally printed on flex (STAR) with frame / without frame	50 Nos.
7.	Outside Banners (7x11 feet)	Digitally printed on flex (STAR) with frame / without frame	50 Nos.
8.	Standee (2.6x6 feet)	Digitally printed on flex (STAR) with frame / without frame	100 Nos.
9.	Backdrop Banners (5x12 feet)	Digitally printed on flex (STAR) with frame / without frame	20 Nos.
10.	Banners (Size- 10 feet X 27 feet)	Digital UV printing on flex STAR without frame duly stich 2" nefa on both sides and 5"/7"on top and bottom to hold the GI pipe for vertical installation from rooftop. banner	50 no
11.	Stainless steel labels or Name plate (Size- 8 inch x 11 inch or A5 size)	Stainless Steel with metallic finish	200 no
12.	Translides printing	Supply and Printing of art works on specialized imported Translides material (as per the approved sample) using high end digital / plotter machine with the original inks.	100 nos.

13.	Canvas Printing (Running length 15 feet and more, height up to 12 feet)	Material: Digitally printed FABRIC. 190 gsm. 0.20 mm thickness, Coated Polyester, Warp 1100N/Weft 850N, Maximum width 3 meters x Length as per requirement EFI Vutek 8 colors UV Digital Printer.	5,000 sq. feet
14.	Digital Poster (A3/A4 Size)	Digital print on 300 gsm matt / textured paper on Minolta Machine, lazer cut to size,	2000 Nos.
15.	Digital Invitation Card (A5 size)	Digital print on 300 gsm textured paper, both side printing, individually packed in sealking envelope, lazer cut, as per design requirement.	5000 Nos.
16.	Backlit Outdoor glow sign board	Supply and installation of Single sided back-lit Signage including providing & fixing structural steel frame made out of medium duty 25mm square pipe section, red oxide primer with two coat of synthetic enamel painting, providing & fixing 26 gauge powder coted MS Sheet top, bottom & sides, echo solvent printing on 3M Lumina	10 Nos.

		backlit flex, high quality LED lights with all fittings complete as per drawing and specification.	
17..	Acrylic Labels/ Captions/Wall Texts	Acrylic labels / captions / wall text duly laser cut including pasting and fixing, as per the requirements	1,000 sq. feet

****The quantities given above are tentative and can be increased / decreased as per actual need / requirement.**

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ANNEXURE – 'B'

TECHNICAL BID

Sl. No.	Details	Details	Page Nos.
		(to be filled by the bidders)	
	General Information		
1.	Name and Full Address of the bidder with Tel. No, E-mail & Fax Number (s) and Contact person		
2.	Status of the bidder: - Company / Partnership Firm/ Proprietorship firm – Please specify		
3.	In case of Company – please enclose Memorandum and Articles of Association along with certificates of incorporation, if company is a public limited then the certificate for commencement of business also to be enclosed.	Submitted/ Not Submitted	

4.	In case of Partnership Firm – please enclose Certificate of Registration under the Partnership Act, 1932, along with valid partnership deed.	Submitted/ Not Submitted	
5.	In case of Proprietorship or Individual – please enclose a declaration on the letterhead	Submitted/ Not Submitted	
6.	Compliance of statutory laws – please i) Copy of PAN card ii) Copy of Registration Certificate under GST	Submitted/ Not Submitted	
7.	The bidder should be in the business of similar work of digital printing for the last three years and should have in house infrastructure for the work.	Submitted/ Not Submitted	
8.	The bidder should have executed a single order of at least Rs. 3 lakhs in the last three years.	Submitted/ Not Submitted	
9.	The average annual turnover of the bidder should be at least Rs. 10 lakhs in the last three years.	Submitted/ Not Submitted	
10.	The bidder should have registered an office and/or authorized branch/office in Delhi-NCR area.	Submitted/ Not Submitted	

11.	It should not have been blacklisted by any Government organization.	Submitted/ Not Submitted	
12.	A list of similar jobs undertaken and the details of their clients including galleries / museums may be attached with the Quotation.	Submitted/ Not Submitted	

Date:

Official Seal **Signature of the Tenderer/**

Constituted Attorney

Note: -

1) The Technical bids received shall be evaluated on the basis of eligibility criteria.
2) Non submission of any of the documents listed in 'Mandatory Criteria', mentioned above, shall lead to summarily rejection of the offer. No further correspondence in this regard will be made. However, clarification may be asked on the 'General Information' mentioned above.

DECLARATION

1. I/We, ---------- Son / Daughter / Wife of Shri----------
Proprietor /Director/Authorized signatory of ....the Company/Firm/Agency, mentioned above, is competent to sign this declaration and execute this tender document;

2. I/We have carefully read and understood all the terms and conditions of the tender and undertake to abide to them;

3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am/ are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

4. I/ We _____ do hereby declare that the entries made in the above are true to the best of my / our knowledge and also that we shall be found by the acts of my 'our duly constituted attorney.

5. I/ we hereby understand that the submission of offers / bids does not guarantee awarding the work. I/ We further understand that in case of any information submitted by me / us being found to be incorrect either before or even after the award of license, NATIONAL GALLERY OF MODERN ART will have the right to summarily reject the bid, cancel the License or revoke the same with forfeiture of EMD / Security Deposit and license fee including debarment for a period of 3 years at any time without assigning any reason whatsoever.

_____

(Signature of Applicant (s)

Name _____
Date:

Seal
Address:

TENDER NO. C(S) - 01 (Publication)/2021-22/NGMA

"ANNUAL RATE CONTRACT (ARC) FOR DIGITAL PRINTING OF DISPLAY AND PUBLICITY MATERIALS AT NATIONAL GALLERY OF MODERN ART, NEW DELHI."

ANNEXURE – 'C'

FINANCIAL BID

1. Name of Company/ Firm/ Agency with Address :

2. Details of Earnest Money Deposit:d Amount : ---------- D.D./P.0.No. -------- ---& Date: ---------- Drawn on ---------- (Bank)

3. **Rate Schedule as per following details:**

S. No.	Items	Technical Specification	Quoted Rates
1.	Labels, Captions, Wall Texts. Of various sizes as per requirement.	Digital printed in vinyl with matt finish laminated, pasted on 5mm sun boards.	_____/- Per Sq.ft.
2.	Labels – A4 / A5 size (Designing, typing, cut to size as per design)	Digital printed in vinyl with matt finish laminated, pasted on 5mm sun boards.	_____/- Each
3.	Labels – 3x5cms. (Designing, typing, cut to size as per design)	Digital printed in vinyl with matt finish laminated, pasted on 5mm sun boards.	_____/- Each
4.	Labels, Captions, Wall Texts. Of various sizes as per requirement.	Digital printed in vinyl with matt finish laminated, duly laser	_____/- Per Sq.ft.

		cutting including pasting and fixing, as per the requirements	
5.	Outdoor Signage (8x15 feet)	Digitally printed on flex (STAR) with frame / without frame	_____/- Per Sq.ft.
6.	Outside Banners (5x8 feet)	Digitally printed on flex (STAR) with frame / without frame	_____/- Per Sq.ft.
7.	Outside Banners (7x11 feet)	Digitally printed on flex (STAR) with frame / without frame	_____/- Per Sq.ft.
8.	Standee (2.6x6 feet)	Digitally printed on flex (STAR) with frame / without frame	_____/- Per Sq.ft.
9.	Backdrop Banners (5x12 feet)	Digitally printed on flex (STAR) with frame / without frame	_____/- Per Sq.ft.
10.	Banners (Size- 10 feet X 27 feet)	Digital UV printing on flex STAR without frame duly stich 2" nefa on both sides and 5"/7"on top and bottom to hold the GI pipe for vertical installation from rooftop. banner	_____/- Per Sq.ft.
11.	Stainless steel labels or Name plate (Size- 8 inch x 11 inch or A5 size)	Stainless Steel with metallic finish	_____/- Each

12.	Translides printing	Supply and Printing of art works on specialized imported Translides material (as per the approved sample) using high end digital / plotter machine with the original inks.	_____/- Per Sq.ft.
13.	Canvas Printing (Running length 15 feet and more, height up to 12 feet)	Material: Digitally printed FABRIC. 190 gsm. 0.20 mm thickness, Coated Polyester, Warp 1100N/Weft 850N, Maximum width 3 meters x Length as per requirement EFI Vutek 8 colors UV Digital Printer.	_____/- Per Sq.ft.
14.	Digital Poster (A3/A4 Size)	Digital print on 300 gsm matt / textured paper on Minolta Machine, lazer cut to size,	_____/- Each
15.	Digital Invitation Card (A5 size)	Digital print on 300 gsm textured paper, both side printing, individually packed in sealking envelope, lazer cut, as per design requirement.	_____/- Each

16.	Backlit Outdoor glow sign board	Supply and installation of Single sided back-lit Signage including providing & fixing structural steel frame made out of medium duty 25mm square pipe section, red oxide primer with two coat of synthetic enamel painting, providing & fixing 26 gauge powder coted MS Sheet top, bottom & sides, echo solvent printing on 3M Lumina backlit flex, high quality LED lights with all fittings complete as per drawing and specification.	_____/- Per sq.ft.
17.	Acrylic Labels/ Captions/Wall Texts	Acrylic labels / captions / wall text duly laser cut including pasting and fixing, as per the requirements	_____/- Per Sq.ft.

a) Technical Specifications and estimated annual order quantity shall be as per Annexure-A.

b) The rate quoted for the items should be inclusive of all charges (i.e. GST, other taxes, levies, transportation, packing, insurance at delivery site). No additional charges shall be paid. The quoted rate shall remain unchanged during the entire contract period.

c) NATIONAL GALLERY OF MODERN ART reserves the right to award for all items or part thereof.

Signature of authorized person

Full Name: **Date:**

Seal: **Place:**

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ANNEXURE – 'D'

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 he 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)