

F. No. C-11004/2015/NGMA

National Gallery of Modern Art
(Ministry of Culture)
Jaipur House, New Delhi – 110003
Ph. 91-011-23384640 ; 23382835
www.ngmaindia.gov.in

Tender Notice for Rate - contract for
Printing and Supply of Invitation Cards and Exhibition Posters

NGMA invites Tender for Rate- contract for from reputed and experienced firm / consortium of firms of repute. Those who have executed similar job / work for any reputable Gallery / Museums of comparable standing in the past, would be preferred.

National Gallery of Modern Art is a subordinate office of Ministry of Culture, Government of India and is a premier Institute of Modern & Contemporary Art in India. During the exhibitions NGMA brought out invitation Cards and exhibition posters for wide publicity and invite the VVIPs and other eminent guests on the occasion.

The Rate-Contract for printing and supply of Invitation cards and exhibition posters at NGMA will initially be for a period of one year which could be extended by the Competent Authority upon satisfactory completion and on mutually agreed terms & conditions. The quotation in the prescribed proforma may please be addressed to the Director, National Gallery of Modern Art, Jaipur House, New Delhi. Interested bidders may submit their bids either in the Tender Box kept at Gate No. 1 or through Speed Post within 15 days from publication of this Tender.

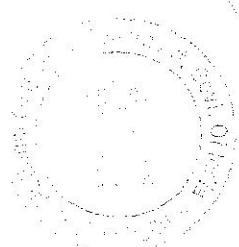
The bid documents containing the specifications, terms & conditions etc., can be obtained against cash payment / DD (in favour of Director, NGMA payable at New Delhi) only of cost of tender form, i.e. Rs. 500/- (Non- refundable) on or before 07.09.2015 up to **01:00 PM** during working hours from the office of NGMA. The tender documents directly downloaded from the website, must be attached with a draft of the tender cost in favour of director, NGMA, New Delhi payable at New Delhi. The tender documents are available on the following website www.eprocure.gov.in and www.ngmaindia.gov.in.

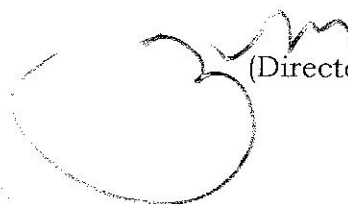
The bids will be opened by the Tender Committee at a time convenient to the NGMA in the presence of the participating bidders who may like to be present.

The last date for submission is 07.09.2015 at 3.00 pm.

Place: NGMA, New Delhi

Date: 24.08.2015




(Director)

No. C-11004/2015/NGMA
National Gallery of Modern Art
Jaipur House, India Gate,
New Delhi – 1100 03.

August 24, 2015

TENDER NOTICE

Sub : **Rate - Contract for Printing and Supplying of Invitation Cards and Exhibition Posters**

Back Ground

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 organizes Art and art related exhibitions, seminars and various other functions and events at its premises at Jaipur House, New Delhi. NGMA distributes invitation cards to VVIPs and other eminent guests on the occasion.

The Director, National Gallery of Modern Art invites quotations for **Rate - Contract for** from reputed agencies empanelled with Museums of repute / Art Galleries / Government organizations / PSUs for Printing and Supplying of Invitation Cards, exhibition Posters, etc., to the NGMA, New Delhi as per specifications. The details of items proposed to be published and specifications thereof are indicated in the Scope of work. The intending manufacturers/suppliers may quote their competitive item-rates in the proforma attached as Annexure – 'A'.

A. Scope of Work (SOW)

Printing, publication and Supplying of Invitation Cards on IRIS SG White Card / Textured coated paper with paper envelopes / plastic adhesive envelopes duly packed in different size. Details are as here under :-

<u>S. No.</u>	<u>Description of Item</u>
1.	Printing, publication 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.

	<p>Card : 300 gsm One side textured and one side coated card / 270 gsm IRIS SG White card</p> <p>Envelope : 120 gsm Matching paper for envelope. Card will be inserted in Envelope and then delivered in NGMA</p>
2.	<p>Size : 6.75"x6.75" (Open size 6.75"x13.5")</p> <p>Job : Invitation Card</p> <p>Process : Offset</p> <p>Printing : 4 x4 color printing + coating on both side.</p> <p>Card : 300 gsm One side textured and one side coated card / 270 gsm IRIS SG White card</p> <p>Envelope : 120 gsm Matching paper for envelope. Card will be inserted in Envelope and then delivered in NGMA</p>
3.	<p>Size : 7"x7" (Open size 7"x14")</p> <p>Job : Invitation Card</p> <p>Process : Offset</p> <p>Printing : 4 x4 color printing + coating on both side.</p> <p>Card : 300 gsm One side textured and one side coated card / 270 gsm IRIS SG White card</p> <p>Envelope : 120 gsm Matching paper for envelope. Card will be inserted in Envelope and then delivered in NGMA</p>
4.	<p>Size : 7"x7"</p> <p>Job : Invitation Card</p> <p>Process : Offset</p> <p>Printing : 4 x4 color printing + coating on both side.</p> <p>Card : 300 gsm One side textured and one side coated card / 270 gsm IRIS SG White card</p> <p>Envelope : 120 gsm Matching paper for envelope. Card will be inserted in Envelope and then delivered in NGMA</p>
5.	<p>Size : 5"x7" (Open size 5"x14")</p> <p>Job : Invitation Card</p> <p>Process : Offset</p> <p>Printing : 4 x4 color printing + coating on both side.</p> <p>Card : 300 gsm One side textured and one side coated card / 270 gsm IRIS SG White card</p> <p>Envelope : 120 gsm Matching paper for envelope. Card will be inserted in Envelope and then delivered in NGMA</p>
6.	<p>Job : Exhibition Poster</p> <p>Process : Digital</p>

	Printing	: 4 x0 color printing + coating
	Size	: 17"x24"
	Paper	: 170 gsm Magno Matt paper / 160 gsm IRIS SG White paper

B. Eligibility criteria for bidding

The responding bidders should have experience of atleast five years in the field. Those who have undertaken similar job for reputed Galleries / Museums of comparable standing in the past would be preferred. Successful bidder should be capable of producing and supplying the items at short notice also. A list of similar jobs undertaken and the details of their clients including galleries / museums may be attached with the Quotation.

The tenderers should have the requisite Registration no. , TIN, PAN, VAT and service Tax registrations as required under relevant laws. A copy of each of the registrations shall be attached with the Technical Bid.

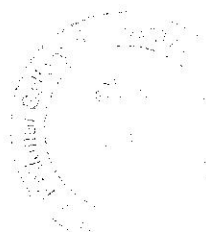
The turnover of the company should not be less than 50 Lakhs / year for last three Financial Years duly certified by C.A. Attested photocopy of balance - sheet and Profit & Loss account for the last three years may be enclosed with technical bid.

Performance Security Deposit : The Successful bidder shall deposit an amount of Rs. 25,000/- (Rupees Twenty Five Thousand only) 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, 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.

The firm should not have been black listed by any Central Govt. / State Govt., an undertaking to be provided along with the proposal.

The Rates quoted should be all inclusive including charges for colour corrections / scanning, provision 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, New Delhi.

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 are quoted should be inclusive of packing, forwarding and delivery at NGMA.



The Rate- Contract will initially be for a period of one year extendable by another year by mutual consent. Rate-contract may be terminated any time without assigning any reason. Rates quoted should be **exclusive** of Taxes and levies.

Taxes and levies as applicable shall be indicated separately.

Epson & Digital proofs will be required before art work approved then machine proof required for printing Card.

Highest quality of workmanship will be insisted upon.

Director , NGMA , may at his discretion visit the office of a successful bidder before award of work-order.

The technical bids will be opened by the Tender Committee at a time convenient to the NGMA in the presence of the participating bidders who may like to be present.

The Tenderer shall certify and sign on each and every page of Tender Document including Terms & Conditions (Annexure – 'A' at the bottom left hand corner and also will sign wherever required in the tender Document with seal of the firm / agency.

The conditional bids shall not be considered and will outrightly rejected.

The NGMA reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason ; even the lowest tender does not necessarily qualify for the order. The decision of the Director (NGMA) in this regard shall be final and binding on all.

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

C. Deliverables

The material used for production of the invitation cards should be of high quality and no substandard items / articles would be acceptable. Samples of various invitation cards, posters, earlier produced can be seen at NGMA on demand.



The tenderer shall submit the dummy / digital prints of the invitation cards / posters ordered for procurement and obtain the approval of the Director, National Gallery of Modern Art, New Delhi before going in for final production.

Time bound supply of entire quantity as per the specifications mentioned under Scope of Work.

D. Payment Terms

The payment to the agency will be considered only after timely delivery of entire quantity duly recommended by the officer concerned from NGMA.

No request of Advance Payment will be considered.

Payment will be released after submission of Bill in triplicate along with Delivery Challan.

The payments for the supply will be effected through Electronic Transfer/ RGETS and the tenderers are required to furnish their Bank account details as and where necessary.

E. How to Apply

The Tenders should be submitted in two sealed covers :

The first sealed cover should be superscribed "Technical Bid" and should contain the requisite proof of past experience of similar work, Samples, signed copy of tender document as acceptance of terms and conditions, undertaking stating that the firm is not blacklisted/ delisted by any other Govt. Dept. in the past. Technical bid should be kept in a separate sealed cover..

The second sealed envelope superscribed 'Price Bid' should contain only rates.

Both the sealed covers should be placed in the main sealed envelope superscribed "Tender for **Printing and supply of Invitation Cards and exhibition posters**". This should be addressed to the Director, National Gallery of Modern Art, Jaipur House, India Gate, New Delhi and should be submitted either in the tender Box kept at Gate No. 1 or by Speed Post on or before 7th September 2015 at 3.00 pm.

Quotations received after the due date i.e., 7th September 2015 at 3.00 pm will not be entertained.

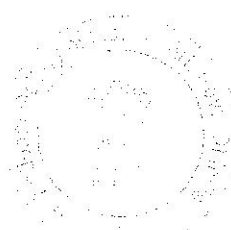
(Director)

FINANCIAL BID

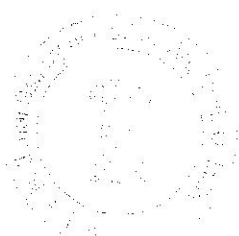
Annexure – 'B'

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

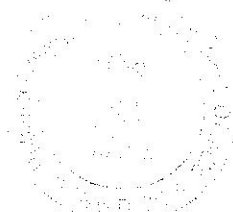
S.NO.	Description of Item	Rate	
		Cards with 120 gsm matching paper Envelope	Cards with silking envelopes
1.	Printing, publication and supply of Invitation Cards.		
	Size : 8"x8" (Open size 8"x16") Job : Invitation Card Process : Offset Printing : 4 x4 color printing + coating on both side. Card : 300 gsm One side textured and one side coated card Packing : Card will be inserted in Envelope and then delivered to NGMA Proof : Machine proof for approval before final print run.		
(i)	For 1000 Invitation Cards		
(ii)	For 2000 Invitation Cards		
(iii)	For 3000 Invitation Cards		
(iv)	For 4000 Invitation Cards		
(v)	For 5000 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 Packing : Card will be inserted in Envelope and then delivered to NGMA Proof : Machine proof for approval before final print run.		
(i)	For 1000 Invitation Cards		
(ii)	For 2000 Invitation Cards		
(iii)	For 3000 Invitation Cards		
(iv)	For 4000 Invitation Cards		
(v)	For 5000 Invitation Cards		
3.	Size : 8"x8" (Open size 8"x8") Job : Invitation Card Process : Offset Printing : 4 x4 color printing + coating		



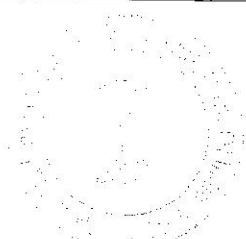
	<p>on both side.</p> <p>Card : 300 gsm One side textured and one side coated card</p> <p>Packing : Card will be inserted in Envelope and then delivered to NGMA</p> <p>Proof : Machine proof for approval before final print run.</p>		
(i)	For 1000 Invitation Cards		
(ii)	For 2000 Invitation Cards		
(iii)	For 3000 Invitation Cards		
(iv)	For 4000 Invitation Cards		
(v)	For 5000 Invitation Cards		
4.	<p>Size : 8"x8" (Open size 8"x8")</p> <p>Job : Invitation Card</p> <p>Process : Offset</p> <p>Printing : 4 x4 color printing + coating on both side.</p> <p>Card : 270 gsm IRIS SG White card</p> <p>Packing : Card will be inserted in Envelope and then delivered to NGMA</p> <p>Proof : Machine proof for approval before final print run.</p>		
(i)	For 1000 Invitation Cards		
(ii)	For 2000 Invitation Cards		
(iii)	For 3000 Invitation Cards		
(iv)	For 4000 Invitation Cards		
(v)	For 5000 Invitation Cards		
5.	<p>Size : 6.75"x6.75" (Open size 6.75"x13.5")</p> <p>Job : Invitation Card</p> <p>Process : Offset</p> <p>Printing : 4 x4 color printing + coating on both side.</p> <p>Card : 300 gsm One side textured and one side coated card</p> <p>Packing : Card will be inserted in Envelope and then delivered to NGMA</p> <p>Proof : Machine proof for approval before final print run.</p>		
(i)	For 1000 Invitation Cards		
(ii)	For 2000 Invitation Cards		
(iii)	For 3000 Invitation Cards		
(iv)	For 4000 Invitation Cards		
(v)	For 5000 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 Packing : Card will be inserted in Envelope and then delivered to NGMA Proof : Machine proof for approval before final print run.		
(i)	For 1000 Invitation Cards		
(ii)	For 2000 Invitation Cards		
(iii)	For 3000 Invitation Cards		
(iv)	For 4000 Invitation Cards		
(v)	For 5000 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 Packing : Card will be inserted in Envelope and then delivered to NGMA Proof : Machine proof for approval before final print run.		
(i)	For 1000 Invitation Cards		
(ii)	For 2000 Invitation Cards		
(iii)	For 3000 Invitation Cards		
(iv)	For 4000 Invitation Cards		
(v)	For 5000 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 Packing : Card will be inserted in envel- pe and then delivered to NGMA Proof : Machine proof for approval before final print run.		
(i)	For 1000 Invitation Cards		
(ii)	For 2000 Invitation Cards		
(iii)	For 3000 Invitation Cards		
(iv)	For 4000 Invitation Cards		



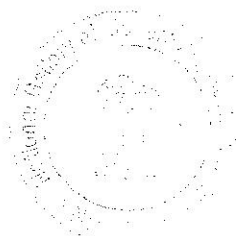
(v)	For 5000 Invitation Cards		
9.	Size : 7"x7" Job : Invitation Card Process : Offset Printing : 4 x4 color printing + coating on both side. Card : 300 gsm One side textured and one side coated card Packing : Card will be inserted in Envelope and then delivered to NGMA Proof : Machine proof for approval before final print run.		
(i)	For 1000 Invitation Cards		
(ii)	For 2000 Invitation Cards		
(iii)	For 3000 Invitation Cards		
(iv)	For 4000 Invitation Cards		
(v)	For 5000 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 Packing : Card will be inserted in Envelope and then delivered to NGMA Proof : Machine proof for approval before final print run.		
(i)	For 1000 Invitation Cards		
(ii)	For 2000 Invitation Cards		
(iii)	For 3000 Invitation Cards		
(iv)	For 4000 Invitation Cards		
(v)	For 5000 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 Packing : Card will be inserted in Envelope and then delivered to NGMA Proof : Machine proof for approval before final print run.		
(i)	For 1000 Invitation Cards		
(ii)	For 2000 Invitation Cards		



(iii)	For 3000 Invitation Cards		
(iv)	For 4000 Invitation Cards		
(v)	For 5000 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 Packing : Card will be inserted in Envelope and then delivered to NGMA Proof : Machine proof for approval before final print run.		
(i)	For 1000 Invitation Cards		
(ii)	For 2000 Invitation Cards		
(iii)	For 3000 Invitation Cards		
(iv)	For 4000 Invitation Cards		
(v)	For 5000 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 :-

- Artwork will be prepared by the agency. Necessary picture scanning and correction on system is to be done by the printer.
- 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.
- The Rates quoted should be all inclusive including charges for colour corrections / scanning, provision 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, New Delhi.



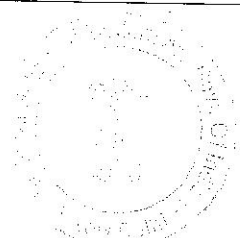
TECHNICAL BID

F. No. C-11004/2014-15/NGMA

National Gallery of Modern Art
(Ministry of Culture)
Jaipur House, New Delhi – 110003
Ph. 91-011-23384640 ; 23382835
www.ngmaindia.gov.in

**Technical bid for Printing and Supply of
Invitation Cards and Exhibition Posters**

1)	Name of the firm and Registration no.	:	
2)	Address	:	
3)	Head Office	:	
4)	Status/Constitution (proprietary, private ltd. etc)	:	
5)	Owner /Founder	:	
6)	Support Contacts	:	
7)	Staff strength and capabilities	:	
8)	Turn over for the last 3 years (attached certified copy)		2011-2012 : _____ 2012-2013 : _____ 2013-2014 : _____



9)	Experience/Domain expertise (annexure I – attached work orders / completion certificates)	:	
10)	PAN number	:	
11)	TAN number	:	
12)	TIN number Attachment: (a) Annexure I (b) Annexure II and other applicable registration no.	:	

Annexure-I

Tender Notice for Rate-contract for Printing and supplying of Invitation Cards and Exhibition posters for the exhibitions at NGMA, New Delhi.

Details of experience :

Sr No.	Name of Company / firm / Art Gallery	Name of project / Exhibition	Detail and value of workdone
1.			
2.			
3.			
4.			
5.			
6.			
7.			

