

F. No. C-11005/2018-19/NGMA  
National Gallery of Modern Art  
(Ministry of Culture)  
Jaipur House, New Delhi - 110003  
Ph. 91-011-23382835; 23384640  
[www.ngmaindia.gov.in](http://www.ngmaindia.gov.in)

**Tender Notice for Printing and supplying of Flex banners, digital prints and other exhibition aids for branding and promotion of NGMA**

NGMA, New Delhi invites sealed tender under two bid systems from reputed and experienced firm / consortium of firms of repute for printing of digital flex banners, digital canvas, backdrops, standees and other exhibitions aids for branding, promotion and setting up exhibitions at NGMA. Those, who have executed similar job / work for any reputable Gallery / Museums of comparable standing in the past.

Sr. No.	Description	Last Date of uploading / submission
1.	Printing and supplying of Flex banners, digital prints, vinyl cut and other exhibition aids for branding and promotion of NGMA	01.11.2018 at 3.00 pm

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. 200/- (Non-refundable) on or before 01.11.2018 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](http://www.eprocure.gov.in) and [www.ngmaindia.gov.in](http://www.ngmaindia.gov.in).

The Rate Contract will initially be for a period of one year extendable by mutual consent. The quotation in the prescribed proforma may please be addressed to the Director, National Gallery of Modern Art, Jaipur House, New Delhi so as to reach us on or before 1<sup>st</sup> November 2018 at 3.00 pm.

Vendors who are interested to submit their bid can do so by following the terms and conditions mentioned in this document. The technical specifications are mentioned in the attached annexures.

Place : NGMA, New Delhi

Date : 18-10-2018

  
(Ritu Sharma)  
Director

**C-11005/2018-19/NGMA**  
**National Gallery of Modern Art**  
(Ministry of Culture, Govt. of India)  
**Jaipur House, New Delhi-110003**

**October 17, 2018**

**NOTICE INVITING QUOTATIONS**

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. The main objectives of the NGMA are to create sensitivity, awareness, and understanding among the public and organize exhibitions of visual and contemporary art of India and abroad. Besides organizing exhibitions, NGMA also maintains a State-of-the Art Museum at Jaipur House show casing the best of modern and contemporary Indian Art. During the exhibitions NGMA brought out banners, backdrop, standees, vinyl cuts and other exhibition aids.

Director, National Gallery of Modern Art, New Delhi invites sealed tender under two bid systems from reputed and experienced firm / consortium of firms of repute for printing of digital flex banners, digital canvas, backdrops, standees and other exhibitions aids for branding, promotion and setting up exhibitions at NGMA on urgent basis.

The intending manufactures/ supplies may quote their competitive item-rates in the proforma attached as Annexure - 'B'.

**Terms and conditions of contract:-**

- (1) The responding bidders should have experience of at least two / three years in the field.
- (2) The intending tenderer should also have successfully completed at least five similar works during the last three years in a reputed Art Galleries / international Museum.
- (3) 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.

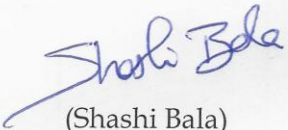
- (4) A list of similar jobs undertaken and the details of their clients including galleries / museums may be attached with the Quotation.
- (5) Quotation without the desired experience/cliental list will not be entertained.
- (6) Successful bidder should be capable of producing and supplying the items at short notice.
- (7) The tenderers should have the requisite Registration no. GST, 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.
- (8) **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, 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.
- (9) It should not have been blacklisted by any Government organization.
- (10) 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.
- (11) 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.
- (12) Payment will be released after submission of Bill in duplicate alongwith delivery challan. The payments for the supply will effected through Electronic Transfer / RGTS and the tenderers are required to furnish their Bank Details, as and where necessary.
- (13) The material used for production of the banners, backdrop, vinyl and other exhibition aids should be of high quality and no substandard items/ articles would be acceptable.

- (14) The images of Art works, write-up of Artist and any text etc. for printing on the flex, vinyl, sunboards etc., would be supplied by NGMA.
- (15) Samples of various earlier produced big size banners, backdrop and sunboards, etc., can be seen at NGMA on demand.
- (16) The Rate- Contract will initially be for a period of one year extendable by another year by mutual consent.
- (17) Taxes and levies as applicable shall be indicated separately.
- (18) The tenderer shall submit the final design of the items ordered and obtain the approval of the O/o. Director, National Gallery of Modern Art, New Delhi before going in for final production.
- (19) The Tenders should be submitted in One Big size envelope containing two separate sealed envelopes of the followings:-
  - a) The first sealed cover should be superscribed "Technical Bid" and should contain Annexure - 'A' & 'B' along with supporting documents.
  - b) The second sealed envelope superscribed 'Price Bid' should contain only rates.
  - c) Both the sealed covers should be placed in the main sealed envelope superscribed "**Printing and supplying of Flex banners, digital prints, vinyl cut and other exhibition aids for branding and promotion of NGMA**".

*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 1<sup>st</sup> November 2018 at 3.00 pm.*

19. Quotations received after the due date i.e., 1<sup>st</sup> November 2018 at 3.00 pm will not be entertained.
20. 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.

19. 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.
20. This office reserves the right to award the contract or part thereof to one or more Tenderers whose rate may not necessarily be the lowest. The decision of Director (NGMA), New Delhi in this regard shall be final and binding.
21. 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.
22. Termination Clause: The contract can be terminated anytime without assigning any reason / notice by the NGMA.



(Shashi Bala)

Curator

National Gallery of Modern Art

New Delhi

## PRICE BID

National Gallery of Modern Art  
Jaipur House, New Delhi-110003

Quotations for Printing and supplying of Flex banners, digital prints, vinyl cut and other exhibition aids for branding and promotion of NGMA

S.No.	Description of works	Unit	Rate
(1)	(2)	(3)	(4)
1.	Supplying of imported quality Star / LG / 3 M make Outdoor flex banners (for Banners, Outdoor Panels, window panels, etc.) with 4+0 colour printing (4 pass) of images of art works and text etc., by HP UV printer as per design.	Per Sq.Ft.	
2.	Banner stitching with nylon tape 2" along with the left and right side of the flex backdrop (25'x10') vertically and installation of the backdrop from roof top with the help of pipe and GI wire ( As per sample available in the NGMA).	Per Sq. Ft.	
3.	Supplying of imported quality Star/LG make Indoor flex banners (for backdrop, standee, etc.) with 4+0 colour printing of images of art works and text etc., , as per design.	Per Sq.Ft.	
4.	Supply and printing of Canvas of international quality 340 gsm using UV ink, matt finished with protected spray and colour water resistant using Epson machine, as per sample.	Per Sq. Ft.	
5.	Supply and printing of Digital printing directly on 5-7mm sunboard using UV ink with fuji machine duly flash cute with esko router with dry matt lamination and mounting on 5/7mm forex board.	Per Sq Ft.	
6.	Supply & Printing of Digital Exhibition Poster on 300 gsm textured paper in A3 size paper complete with cut to size, as per the design.	Each	

<b>S.No.</b>	<b>Description of works</b>	<b>Unit</b>	<b>Rate</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>
7.	Supply & Printing of Digital Exhibition Poster on 300 gsm textured paper in A4 size paper complete with cut to size, as per the design.	Each	
8.	Supply & Printing of Digital Invitation Card on A5 size photo glossy paper of 300 gsm along with silking envelope.	Each	
9.	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.	
10.	Supply and printing of Digitally printed captions on A4/A5 directly on 3 mm sunboard using UV ink with fuji machine duly flash cute with esko router, duly dry matt laminated.	Each	
11.	Supply, designing, typing and printing of 3x5 cm. size captions duly printed and pasted on forex board, cut to size, as per design.	Each	
12.	Supply and printing on smooth fine art paper using high end digital Epson machine with the original inks.	Per Sq. Ft.	
13.	Supply and printing of Outdoor backlit flex glow sign with digital printing.	Per Sq. Ft.	
14.	Supply and printing of Outdoor backlit vinyl glow sign boards, as per design.	Per Sq. Ft.	
15.	Supply and printing of high quality digital print directly on acrylic sheet using flat bed printing process.	Per Sq. Ft.	
16.	Supply and printing of high quality digital print directly on cloth using flat bed printing process.	Per Sq. Ft.	
17.	Supply and printing on 5/10 mm glass using flat bed technique, laser cutting, as per design.	Per Sq. Ft.	

**TECHNICAL BID**

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1)	Name of the firm	:	
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 2 years (attached certified copy)		2016-17 : _____ 2017-18 : _____
9)	GST Number	:	
10)	PAN number	:	



11)	TAN number	:	
12)	TIN number Attachment: (a) Annexure I (b) Annexure II	:	
13)	Experience in handling Domestic/ International Exhibitions during the last 2 years in the Museum of Repute / Reputable Art Gallery. (Attached certified copy)		
	<ul style="list-style-type: none"> <li>a) Name of the Museum</li> <li>b) Nature and type of work executed.</li> <li>c) Description of various exhibition aids / related job undertaken.</li> <li>d) Cost involved</li> <li>e) Time frame</li> <li>f) Attach work orders/ appreciation/ satisfactory performance letters issued by the concerned Museum of Repute / Reputable Art Gallery.</li> </ul>		



DECLARATION

1. I / We Shri \_\_\_\_\_ S/o. /  
D/o. /W/o. \_\_\_\_\_  
Proprietor / Director / Authorized Signatory of the agency / Firm,  
mentioned above, is competent to sign this declaration and execute this  
tender document;-
2. I have also carefully read and understood all the terms and conditions  
of the tender for *Printing and supplying of Flex banners, digital prints,  
vinyl cut and other exhibition aids for branding and promotion of  
NGMA, New Delhi* and undertake to abide by them;
3. The information / documents furnished along with the above  
application are true and authentic to the satisfaction of my knowledge  
and belief;
4. 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;
5. The firm has not been blacklisted by any Government Organization.

Date:

Signature of authorized person

Place:

Full Name: -----

Seal: