

No. C- 11011/2017-18/NGMA
National Gallery of Modern Art
(Ministry of Culture, Govt. of India)
Jaipur House, New Delhi – 110003
Ph. 91-011-23384640 ; 23382835

www.ngmaindia.gov.in

January 17, 2018

NOTICE INVITING TENDER

NGMA invites Tender for Rate- contract **under two bid system** from reputed and registered agencies **empanelled** with Directorate of Printing (DoP)/ **DAVP in Class 'A' category** for Printing and supply of Invitation Cards and Exhibition Posters who have executed similar job / work for any reputable Gallery / Museums of comparable standing in the past.

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 exhibition booklets and leaflets for distribution and wide publicity of the events / exhibitions.

The Rate-Contract for printing and supply of Booklets and Leaflets to 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 General, 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 until 5th February 2018 at 3.00 pm.

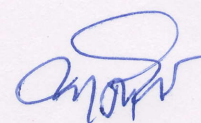
The bid documents containing the specifications, terms & conditions etc., can be obtained against cash payment / DD (in favour of Director General, NGMA payable at New Delhi) only of cost of tender form, i.e. Rs. 200/- (Non- refundable) on or before 05.02.2018 up to **01:00 PM** during working hours 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 General, 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 05.02.2018 at 3.00 pm.

Place: NGMA, New Delhi

Date: 17.01.2018



(Adwaita charan Garanayak)
Director General

Tender Cost : Rs. 200/-

No. F. C-11011/2017-18/NGMA
National Gallery of Modern Art
Government of India, Ministry of Culture
Jaipur House, New Delhi-110003

Sub : **Printing and Supplying of Booklets and Leaflets etc., to National Gallery of Modern Art (NGMA), New Delhi.**

Sealed tenders are invited under two bid system for and on behalf of the Director General, NGMA, from registered and reputed agencies empanelled with Directorate of Printing for Printing / DAVP and Supplying of **Printing and Supplying of Booklets and Leaflets etc.,** to the National Gallery of Modern Art, New Delhi as per specifications at Annexure – I and terms & Conditions at Annexure -II.

1. The agencies/firms should have been empanelled with Directorate of Printing / DAVP in the **Class 'A'** category.
2. Responding tenderer should preferably have undertaken at least five similar job during the last three financial years for any Museum of repute /Government Organization/PSUs.
3. The responding tenderer shall be capable of producing and supplying the items at short notice.
4. The bidder should have their work place located within the National Capital Territory of Delhi equipped with machine and other equipment's specified in this tender document. The said work place of a successful bidder would be inspected by the National Gallery of Modern Art before award of Rate Contract.
5. It should not have been black listed by any Government Organization.
6. Bidders should have the experience of large scale in-house printing of publications, catalogue, portfolio, big size reproductions, greeting cards, etc., by Offset Printing Process, Binding and Packing in government / public sector undertakings.
7. The intending tenderer must have financial turnover amounting to minimum **Rs. 5,00,00,000/- (Rupees Five Crores Only)** per annum during the last three consecutive Financial Years ending 2017. It should be duly audited and certified by a registered Chartered Accountant.
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, payable at Delhi from a Nationalised bank in an acceptable form safeguarding the interest of the department in all respects. 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 Tender Document.

9. NGMA holds exhibitions of National/International Artists/ Sculptors/Architects of world fame and these exhibitions are inaugurated and visited by international dignitaries. Therefore the printing work of NGMA being of international standards requires world class quality of printing and time bound execution even in utmost adverse circumstances. Therefore, the firms/agencies must have suitable infrastructure to print and deliver as per NGMA quality norms. Low quality and sub standard printing will be out rightly rejected at Agency/Firm cost and the Agency/Firm can be black listed. No compensation will be paid for the rejected material.

Therefore the firms/agencies participating in the tender process of NGMA must have the following basic minimum infrastructure in house and owned by the firm to become eligible to participate in the tender process :-

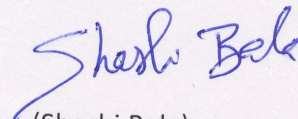
A. Pre Press Section		
1	Typesetting through DTP in Hindi/English/and other Indian Regional Languages with including designing facility.	8-10 Work Stations
	In House CTP (Computer to Plate) with upto 650 lpi	1
B. Process Section		
1	Having in house facility for Colour Scanning, System Work, colour correction, Epson proofer with computerised plate processor	1
C. Printing Section		
1	Single/Double Colour offset printing machine of A-1 Size	1
2	Four/Five Colour CPC programmed sheet fed automatic machine with online Anilox Coating facility in A-1 Size.	1
3	Four/Five Colour CPC programmed sheet fed automatic machine with online Anilox Coating facility in A-2 Size	1
D. Binding Section		
1	Automatic programmed folding machine A-1 Size.	1
2	Programmed Cutting Machine 42"	1
3	Three Knife Trimmer	1
4	Automatic Saddle Stitching 6-12 stations	1
5	Wire-o Stitching Machine	1
6	Automatic Programmed Section Sewing Machine	1
7	Programmable Perfect binding machine (4-8 clamps)	1
8	Thermal Lamination Machine	1
E. Power Backup		
1	Generator backup (Minimum 200 kva) should be available for uninterrupted supply to all machines / equipment's	1
F. Storage Space - Secured space		

10. The rates quoted shall remain valid atleast for one year from the date of award of contract. The contract/agreement is extendable by one more year subject to satisfactory performance of the agency and such amendments as mutually agreed to.
11. Terms and Conditions: As per Annexure - II.
12. Only those who fulfill the following minimum criteria may submit their bids:-
 - (a) The agencies/firms should have been empanelled with Directorate of Printing / DAVP in the Class 'A' category. Proof of such registration may be enclosed with Technical bid.
 - (b) It should have been registered with the Government authorities concerned and a copy of each of the registrations shall be attached with the bid.
 - (c) It should have PAN / TAN / TIN / Service Tax number as required under relevant Rules. Necessary documents in this regard may be attached with the bid.
 - (d) It should not have been black listed by any Government Organization.
 - (e) The intending tenderer must have financial turnover amounting to minimum Rs. 5,00,00,000/-(Rupees Five Crores Only) per annum during the last three consecutive Financial Years ending 2017. It should be duly audited and certified by a registered Chartered Accountant.
 - (f) It should be willing to take up the contract on the terms and conditions as at Annexure-II.
 - (g) The intending tenderer should also have successfully completed atleast five similar works during the last three years in a Government Organization/PSUs/Museum.
13. **The tenders should be submitted in two sealed covers:-**
 - (A) The first sealed cover should be superscribed "Technical Bid". And should contain.
 - (i) The proforma at Annexure-III & IV. duly filled in.
 - (ii) Agency profile. including previous experience of Printing & supply of Art catalogues, hard bound books, Art Portfolio, etc., for any reputed Museums of standing / Govt. Organisation / PSUs, etc.
 - (iii) Duly signed terms and conditions at Annexure- II.
 - (iv) All other required documents.
 - (B) The second sealed envelope super-scribed "Price Bid" should contain only rates (Annexure-V).
 - (C) Both the sealed covers should be placed in the main sealed envelope super-scribed "Tender for Printing and Supplying of Booklets and Leaflets etc. for NGMA, New Delhi."

This should be addressed to the Director General, 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 through Speed Post until 5th February 2018 at 3.00 pm.

14. 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.

Encls:-



(Shashi Bala)

Curator

NGMA, New Delhi

Annexure-I :- Specifications

Annexure-II :- General Terms & Conditions

Annexure-III :- Technical Bid

Annexure-IV :- Declaration

Annexure-V :- Financial Bid

To,

1. The websites of CPP Portal and NGMA.
2. As per list for postal enquiries.

ANNEXURE-I

No. F. C-11011/2017-18/NGMA
National Gallery of Modern Art
Government of India, Ministry of Culture
Jaipur House, New Delhi-110003

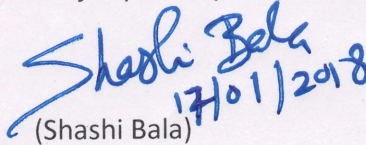
Sub : PRINTING AND SUPPLYING OF BOOKLETS AND LEAFLETS, ETC., TO NGMA, NEW DELHI.

Specifications

S. No.	Description & Specification
1.	<p>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 : Anilox online coating on all pages Note : Perfect colour correction of images of paintings / photograph, etc., will be done by the Printer on system by qualified person and thereafter colour Epson proof of all picture and after that jumble colour machine proof required for approval.</p>
2	<p>Exhibition Booklet for Distribution 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 : Magno matt 170 gsm Art paper Inside Pages : 16 Paper : Magno matt 130gsm Art paper Fabrication : Centre Stitch Coating : Anti scratch, matte finish, anilox online coating on all pages. Note : Perfect colour correction of images of paintings / photograph, etc., will be done by the Printer on system by qualified person and thereafter colour Epson proof of all picture and after that jumble colour machine proof required for approval.</p>
3.	<p>Booklet / folder for Distribution Size : 4.13x11.69" (11.5x14.8cm) Open Size : 8.27x11.69" (21x29.7cm) Color : 4+4 Paper : 130 imported matt paper Inside Pages : 16 Fabrication : Centre Stitch Coating : Anti scratch, matte finish, anilox online coating on all pages Note : Perfect colour correction of images of paintings / photograph, etc., will be done by the Printer on system by qualified person and thereafter colour Epson proof of all picture and after that jumble colour machine proof required for approval.</p>

4.	Booklet / folder for Distribution Size : 8.27x11.69" (21x29.7cm) Open Size : 11.69x16.53 (29.7x42 cm) Color : 4+4 Cover Paper : 160 gsm IRIS SG White/Rendezvous Inside Pages : 130gsm imported matt paper Inside Pages : 16 Fabrication : Centre Stitch Coating : Anti scratch, matte finish, anilox online coating on all pages Note : Perfect colour correction of images of paintings / photograph, etc., will be done by the Printer on system by qualified person and thereafter colour Epson proof of all picture and after that jumble colour machine proof required for approval.
5.	Supply, Print and fabricate NGMA docket folder Size : 34.5 x 26.25 cm Open Size : 34.5 x 52.5 cm Paper : 300-350 gsm imported brown closed board Pocket : On both sides 9.5 x 25 cm Printing : Four colour printing on front side

Note : *Printing and fabrication should be carried out to high quality close tolerances, supported by stringent in-house quality inspection to ensure fabrication results of superior quality.*


(Shashi Bala)
Curator
NGMA, New Delhi

ANNEXURE-II

No. F. C-11011/2017-18/NGMA
National Gallery of Modern Art
Government of India, Ministry of Culture
Jaipur House, New Delhi-110003

TERMS AND CONDITIONS FOR PRINTING AND SUPPLYING OF BOOKLET AND LEAFLETS, ETC., TO NGMA, NEW DELHI.

GENERAL TERMS & CONDITIONS

1. The tenderer shall certify and sign on each and every page of tender document including Terms & Conditions (Annexure-I) at the bottom left hand corner and also will sign wherever required in the tender document with seal of the firm/agency.
2. The conditional bids shall not be considered and will be out rightly rejected in very first instance.
3. 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 General, NGMA, New Delhi in this regard shall be final and binding.
4. Director General, NGMA, reserves the right to increase or decrease the quantities at any point of time depending upon the exigencies.
5. The service provider will submit the bill, in triplicate along with the delivery challan.
6. The material used for production of these items should be of high quality and no substandard items/ articles would not be acceptable. Sample of catalogue, reproductions and other publication material and its packing material, etc., can be seen at NGMA on demand.
7. The tenderer shall submit the dummy of the items and obtain approval of the Director General (NGMA) before going in for final production / printing.
8. Time bound supply of any quantity as per the specifications in Annexure – I is the essence of the contract, items may be required at short notice also.
9. The payment to the agency will be considered only after timely delivery of entire quantity in good condition and no advance amount shall be payable on order. Payment will be released after submission of Bill in triplicate along with Delivery Challan
10. The printer shall take every care to see that no part of the work falls into unauthorized hands. The work should be executed in security conditions. All proofs, trial copies, spare copies, copies printed in excess or copies otherwise spoiled must under no circumstances be thrown away, passed on to any other persons, sold or destroyed. All such material should be returned to the O/o. Director General, National Gallery of Modern Art, New Delhi along with the printed copies. No cost on such material will be paid to the supplier. In the event of such a material having been sold, destroyed/passed on to other party or

misused or otherwise not returned, the Director (NGMA) would be competent to impose a penalty of Rs. 50,000/- (Rupees Fifty Thousand only) and further he, will be at liberty to recover from the printers bill or from any other moneys due to the printer without prejudice to any other rights of the Government of India.

11. The Printer shall have PAN / TAN / TIN / Service Tax number as required under relevant Rules. Necessary documents in this regard may be attached with the bid.
12. The images of Art works, text etc., for printing would be supplied by NGMA.
13. The Printer shall have to few published samples of Articles / materials published during the last three years for any reputed Museums of standing / Govt. Organisation / PSUs.
14. Rates quoted should be exclusive of Taxes and levies.
15. Taxes and levies as applicable shall be indicated separately.
16. The rates quoted shall remain valid atleast for a period of one from the date of award of work.
17. The rates quoted should be all inclusive including charges for colour corrections / 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, New Delhi.
18. The Printer should not assign or sublet the contract or any part thereof without first having obtained permission in writing of the Director General (NGMA) which he shall be at liberty to refuse, if he thinks fit.
19. Tax deduction at source (TDS) will be levied as per Rule.
20. The payments for the supply will be effected through Electronic Transfer/ RTGS and the tenderers are required to furnish their Bank account details as and when necessary.
21. The consignment of items shall have to be 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.
22. 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. The decision of the Director General, NGMA in this regard shall be final and binding on all.
23. The Contract shall be further subject to such other terms, conditions and instructions as may be imposed / issued by the NGMA from time to time.
16. **Termination Clause:** The contract can be terminated anytime without assigning any reason / notice by the National Gallery of Modern Art.

Shashi Bala
17/01/2018

(Shashi Bala)

Curator

NGMA, New Delhi

ANNEXURE-III

No. F. C-11011/2017-18/NGMA
National Gallery of Modern Art
Government of India, Ministry of Culture
Jaipur House, New Delhi-110003

TECHINICAL BID

Sub : **PRINTING AND SUPPLYING OF BOOKLETS & LEAFLETS, ETC.,
TO NATIONAL GALLERY OF MODERN ART (NGMA), NEW DELHI.**

Note:- Self attested copies of all registrations/Licenses be enclosed.

1. Name of the Firm along with full Postal Address & Telephone Number; Name address and telephone number of the Director/Proprietors and Chief Executive of the Firm :-

2. Registration of firm with the Directorate of Printing / DAVP as Class 'A' Printer category (Enclose photocopy):-

3. PAN/TAN / Service Tax No. (Enclose photocopy) :-

4. Annual turn-over of Rs. **5,00,00,000/-** (Rs. **Five Crores** only) per annum during the last three preceding Financial Years duly certified by C.A. (Enclose Photocopy of Balance sheet and Profit & Loss A/Cs for the last three financial year).

Financial Year	Amount (Rs. In Lacs)	Remarks, if any
2014 – 2015		
2015 – 2016		
2016 – 2017		

5. Give details of the major similar contracts including at least five work orders from any reputed Museums of standing / Govt. Organisation / PSUs handled by the tendering Company/ Firm /Agency during the last three years :-

1. If the space provided is insufficient, a separate sheet may be attached
2. Copy of the work-order of the clients may be enclosed

6. The Tenderer should have the following infrastructure for Printing :-

A. Pre Press Section		
1	Typesetting through DTP in Hindi/English/and other Indian Regional Languages with including designing facility.	8-10 Work Stations
	In House CTP (Computer to Plate) with upto 650 lpi	1
B. Process Section		
1	Having in house facility for Colour Scanning, System Work, colour correction, Epson proofer with computerised plate processor	1
C. Printing Section		
1	Single/Double Colour offset printing machine of A-1 Size	1
2	Four/Five Colour CPC programmed sheet fed automatic machine with online Anilox Coating facility in A-1 Size.	1
3	Four/Five Colour CPC programmed sheet fed automatic machine with online Anilox Coating facility in A-2 Size	1
D. Binding Section		
1	Automatic programmed folding machine A-1 Size.	1
2	Programmed Cutting Machine 42"	1
3	Three Knife Trimmer	1
4	Automatic Saddle Stitching 6-12 stations	1
5	Wire-o Stitching Machine	1
6	Automatic Programmed Section Sewing Machine	1
7	Programmable Perfect binding machine (4-8 clamps)	1
8	Thermal Lamination Machine	1
E. Power Backup		
1	Generator backup (Minimum 200 kva) should be available for uninterrupted supply to all machines / equipment's	1
F. Storage Space - Secured space		

7. Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partner anywhere in India. ----- Yes/No

8. Whether a copy of the terms and conditions (Annexure-II), duly signed in token of acceptance or the same, is attached. ----- **Yes/No**
9. Declaration – See Annexure-IV.

Signature_____

Name:(In block letter) _____

Designation _____

Name and Seal of the Firm`

Date:

Place:

DECLARATION

1. I, Son I Daughter I Wife of 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 Booklets & Leaflets, etc., to National Gallery of Modern Art (NGMA), New Delhi** and undertake to abide by them;
3. The information I documents furnished along with the above application are true and authentic to the satisfaction of my knowledge and belief. I, we, am I are well aware of the fact that furnishing of any false information I fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. The firm has not been black listed by any Government Organization.

Date:

Signature of authorized person

Place:

Full Name: -----

Seal:

ANNEXURE-V

No. F. C-11011/2017-18/NGMA
National Gallery of Modern Art
Government of India, Ministry of Culture
Jaipur House, New Delhi-110003

APPLICATION-FINANCIAL BID

For Printing and Supplying of **Booklets and leaflets etc.**, to National Gallery of Modern Art (NGMA), New Delhi.

1. Name of the Firm alongwith full Postal Address & Telephone Number; Name address and telephone number of the Director/Proprietors and Chief Executive of the Firm :-

2. Firm Registration No. :-

S. No.	Description & Specification	Unit	Rate	Taxes, etc., (Pl. specify)
1.	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 : Anilox online coating on all pages Note : Perfect colour correction of images of paintings / photograph, etc., will be done by the Printer on system by qualified person and thereafter colour Epson proof of all picture and after that jumple colour machine proof required for approval.			
(i)	5000 Nos	Each		
(ii)	10000 Nos	Each		
(iii)	15000 Nos	Each		
(iv)	20000 Nos	Each		
1 (a)	Charges for Additional pages of text + images Per pages			
2	Exhibition Booklet for Distribution 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 : Magno matt 170 gsm Art paper Inside Pages : 16 Paper : Magno matt 130gsm Art paper Fabrication : Centre Stitch Coating : Anti scratch, matte finish, anilox online coating on all pages. Note : Perfect colour correction of images of paintings / photograph, etc., will be done by the Printer on system by qualified person and thereafter colour Epson proof of all picture and after that jumble colour machine proof required for approval.			
(i)	1000 Nos	Each		
(ii)	2000 Nos	Each		
(iii)	3500 Nos	Each		
(iv)	5000 Nos	Each		
2(a)	Charges for Additional pages of text + images Per Pages			
3.	Booklet / folder for Distribution Size : 4.13x11.69" (11.5x14.8cm) Open Size : 8.27x11.69" (21x29.7cm) Color : 4+4 Paper : 130 imported matt paper Inside Pages : 16 Fabrication : Centre Stitch Coating : Anti scratch, matte finish, anilox online coating on all pages Note : Perfect colour correction of images of paintings / photograph, etc., will be done by the Printer on system by qualified person and thereafter colour Epson proof of all picture and after that jumble colour machine proof required for approval.			
(i)	1000 Nos	Each		
(ii)	2000 Nos	Each		
(iii)	5000 Nos	Each		
(iv)	10000 Nos	Each		
(v)	15000 Nos	Each		
3.	Booklet / folder for Distribution Size : 8.27x11.69" (21x29.7cm) Open Size : 11.69x16.53 (29.7x42 cm) Color : 4+4 Cover Paper : 160 gsm IRIS SG White/Rendezvous Inside Pages : 130gsm imported matt paper Inside Pages : 16 Fabrication : Centre Stitch Coating : Anti scratch, matte finish, anilox online coating on all pages Note : Perfect colour correction of images of paintings / photograph, etc., will be done by the Printer on system by qualified person and thereafter colour Epson proof of all picture and after that jumble colour machine proof required for approval.			

(i)	1000 Nos	Each		
(ii)	2000 Nos	Each		
(iii)	3500 Nos	Each		
(iv)	5000 Nos	Each		
4.	Supply, Print and fabricate NGMA docket folder Size : 34.5 x 26.25 cm Open Size : 34.5 x 52.5 cm Paper : 300-350 gsm imported brown closed board Pocket : On both sides 9.5 x 25 cm Printing : Four colour printing on front side			
(i)	1000 Nos	Each		
(ii)	2000 Nos	Each		
(iii)	3000 Nos	Each		
(iv)	5000 Nos	Each		

Important Note for all jobs-

Prepress work-

1. Image correction and submission of true colour machine proofs for approval before final colour scheme are approved. Image 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 shall be provided by designer hired by NGMA.

Printing work-

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

Binding work-

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 un-laminated covers should not get dirty.
3. Packing to be done individually shrink rapped or packed using self seal polythene envelope.