F. No. C-11006/2018-19/NGMA National Gallery of Modern Art (Ministry of Culture) Jaipur House, New Delhi – 110003 Ph. 91-011-23382835; 23384640

www.ngmaindia.gov.in

<u>Tender Notice for the Printing and supplying of Memorabilia and Souvenir items for Museum Shop of NGMA, New Delhi.</u>

NGMA, New Delhi invites sealed tender under two bid systems from reputed and experienced firm / consortium of firms of repute for the Production, Printing and Supplying of various Memorabilia and Souvenir items for the Museum Shop of NGMA, New Delhi. 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 Memorabilia and Souvenir items for Museum Shop of NGMA, New Delhi.	1st November 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 and www.ngmaindia.gov.in·

The Rate-Contract will initially be for a period of one year extendable by another year 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 1st 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-11006/2018-19/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 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. Also have a stocked Art Shop offering various types of souvenir items for the benefit of the visitors. In order to replenished and augment the stock of the Art Shop.

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 Production, Printing and Supplying of various Memorabilia and Souvenir items for the Museum Shop of NGMA, New Delhi on urgent basis.

The details of items proposed to be procured and specifications thereof are indicated in the enclosures as Annexure – 'A'. The intending manufactures/ supplies may quote their competitive itemrates 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 ceramic mugs, coasters and other souvenir items should be of high quality and no substandard items/ articles would be acceptable.
- (14) The images of Art works, designs, etc., would be supplied by NGMA.
- (15) Samples of various earlier produced souvenir mugs, cover, acrylic / mdf coasters, carry bags, digital canvas prints, leather products, 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' & 'C' along with supporting documents, self attested.
 - 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 Memorabilia and Souvenir items for Museum Shop of NGMA, New Delhi".

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 1st November 2018 at 3.00 pm.

- 19. Quotations received after the due date i.e., 1st 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 wills 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

SPECIFICATIONS FOR SOUVENIR ITEMS

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

Quotations for Printing and supplying of Memorabilia and Souvenir items for Museum Shop of NGMA, New Delhi.

1. Ceramic Coffee Mug (Baking Process) :-

			<u>Height</u>	<u>Dia</u>	<u>meter</u>
				Top	Bottom
(i)	Size (1)	-	9.0 cms.	8.0 cms.	8.0 cms.
	Size (2)	-	10.0 cms.	7.5 cms.	7.5 cms.
(ii)	Colour	-	White		
(iii)	Printing	-	4 colour printi	ng of Art works a	nd NGMA
			logo in the bott	tom using <i>bakin</i>	g process only.
(iv)	Grade	-	Super White G	rade A (as per sa	mple)
(v)	Capacity	-	Approx 300 m	l.	_
(vi)	Packaging	-	Best quality (Card-board box	with transparent
			window on one	e side duly printe	ed NGMAs logo on
			the top of the c	over for packing	single mug, as per
			the sample mu	g cover.	5 O 1

2. <u>Coaster (Set of Four)</u>

MDF (i) (ii) (iii) (iv) (v) (v)	Size Thickness Material Printing Felt Packaging		9.0 x 9.0 cms. (With rounded corners) 5 to 6mm (minimum) MDF Four colour printing with UV lamination on top. Duly pasted antiskid felt Each set in packed in good quality Card-board box with transparent window on one side duly printed with the logo/ address of NGMA appropriately on the other side.
Acrv	lic - Each		
(i)	Size	-	9.0 x 9.0 cms. (With rounded corners)
(ii)	Thickness	-	7 mm (minimum)
(iii)	Material	-	Imported Acrylic Sheet
(iv)	Printing	-	Four colour printing on both sides.
(v)	Process	-	Two clear acrylic of 3 mm each with NGMA art work and its details in the middle using UV pasting and laser cutting.
(v)	Packaging	-	Each set in packed in good quality Card-board box with transparent window on one side duly printed with the logo/ address of NGMA appropriately on the other side.

3. Fridge Magnet - Acrylic

(i) Size - 6.0 x 9.0 cms. (With rounded corners)

(ii) Thickness - 7 mm (minimum)

(iii) Material - Acrylic

(iv) Printing - Four Colour printing with lamination and 4

magnets on each corner.

(v) Packing - Each set packed in card-board box with

transparent window on one side duly printed with the logo address of NGMA appropriately on the

other side.

<u>Fridge Magnet – Magnet Sheet</u>

(i) Size - 6.0 x 9.0 cms. (With rounded corners)

(ii) Thickness - 2 mm (minimum)(iii) Material - Magnet sheet

(iv) Printing - Four Colour printing with lamination on the

magnet sheet.

(v) Packing - Sealking envelope.

4. Paper weight :-

(i) Size - 6.5 x 6.5 cms. (With rounded corners)

(ii) Material - Acrylic

(iii) Thickness - 18 mm (minimum)

(iv) Printing - Top - Four colour printing of Art work in

between.

Bottom- Four colour printing - NGMA

Logo, details of work and address.

(v) Process - Two clear acrylic with NGMA art work and its

details in the middle using UV pasting and laser

cutting.

(v) Packing - Each Set packed in card-board / duplex box with

transparent window on one side duly printed with the logo and address of NGMA on the other side.

5. <u>Carry Bags :-</u>

(i) Size - (a) 50.0 x 38 cms.

(b) 38.0 x 30 cms.

(c) 30 x 40 cms.

(ii) Material - a) Canvas cloth

b) Jute fabric

c) Tote (Cloth)

(iii) Printing - Four colour on canvas and single colour on Jute

fabric and Tote (Cloth Bag) with NGMA logo.

(iv) Handle - Appropriate handle of same material duly stitched.

(v) Packing - Each bag packed in good quality self sticking poly

envelopes

6. Scarfs:

(i) Size - 75 x 75 cms

(ii) Material - Chiffon/Silk/Crepe.

(iii) Printing - Four Colour

(iv) Packing - Best quality Card-board box with transparent window on

one side and single colour printing of NGMA logo/

captions on the other side.

7. Mouse Pad:-

(i) Size - 24 x 19.0 cms.

(ii) Material - Foam based rubber/plastic sheet.

(iii) Printing - Four colour printing to be directly printed on the foam

by heat process. Pasting of single colour NGMA logo and

address on the bottom side.

(iv) Packing - Each pad packed in good quality self adhesive plastic

sleeve.

8. T-Shirts

Fabric : Polyster / Cotton (Round Neck)

Weight: 180gsm grade One

Print : Overall Digital printing with NGMA logo

Size : Large

Inputs : Image in four colour

Quantity : 500/1000

Packing : Each pad packed in good quality self adhesive plastic sleeve.

9. Pure Leather Products

Passport Holder

Size : 9.25 x 5 inches

Painting : 8 x 4 digital printing on canvas stitched on top Inside : 4 + 1 pockets on left side, 3 + 1 Pockets on right side

Material : High grade leather

Color : Tan Color

Zipper : YKK zipper on three sides Packaging : Seal King poly envelopes

Docket Folder A/4 size

Size : 10.25 x 15.25 inches

Painting: 13 x 8 inches digitally printed on canvas stitched on top

Inside : Pocket for A/4 documents

Material : High Grade Leather

Color : Tan Color

Zipper : YKK Zipper on top

Packaging : Seal King Poly Envelopes

iPad Cover

Size : 10. x 8.5 inches

Painting : 7.75 x 7 inches digitally printed on canvas stitched on top

Inside : Pocket for iPad

Material : High Grade Leather with full cover flap on top

Color : Tan Color

Packaging : Seal King Poly Envelopes

Visiting Card Holder

Size : 4×3.25 inches with top flap of 3×3.15 inches

Painting : 2.25 x 2 inches digitally printed on canvas stitched on top

Inside : Pocket for visiting cards Material : High Grade Leather

Color : Tan Color

Packaging : Seal King Poly Envelopes

Baggage Tag

Size : 5×3 inches

Painting : 3 .25 x 2 inches digitally printed on canvas stitched on top Inside : Pocket for Address Card with transparent pvc pocket

Material : High Grade Leather

Color : Tan Color

Strap : 9 inch strap with Buckle Packaging : Seal King Poly Envelopes

Journal

Size : 9×7 inches

Painting : 6.5 x 4.5 inches digitally printed on canvas stitched on top

Inside : 4 x 7 inch Pocket for inserts

Clamp : Punch paper holder

Material : High Grade Leather and Jute Fabric

Strap : 6.25 leather straps on both sides, leather corners on edges

Spine : 1 inch leather spine

Color : Tan Color

Packaging : Seal King Poly Envelopes

Wooden Wall Hangings

Size : 8 x 10 and 12x 16

Material : Wood base of 12 mm thickness

Finish : Duco Finish

Process : Laser etching of image (Vector image)

Filling : White filling

Packing: Individual packing in box and single colour printing of

NGMA logo/ captions on the other side.

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

Sl.	Items	Unit	Quality for	Rate per
No.			initial order	unit
(1)	(2)	(3)	(4)	(5)
1.	Printing and supplying of good quality Ceramic Mugs of the following size with 4 colour printing, packing as per specifications complete in all respects using baking process only, as per sample			
	available in NGMA.			
	(With Best quality Card-board box with transparent window on one side duly printed NGMAs logo on the top of the cover for packing single mug, as per the sample mug cover).			
(i)	Size: Height – 9.0 cms.	Each	500 Nos.	
	Dia -8.0 cms.			
	(Top & Bottom)	Each	1000 Nos.	
(ii)	Size: Height – 10.0 cms.	Each	500 Nos.	
	Dia – 7.5 cms.	ъ 1	1000 M	
2.	(Top & Bottom) Set of 4 Coasters - MDF	Each	1000 Nos.	
	Printing and supplying of Coaster in the size of 9.0 x 9.0 cms., 5 to 6mm (minimum) thickness MDF material printing and packing as per specification complete in all respect (as per sample available in NGMA).			
(i)	With MDF material	Set of 4 (Four)	100-500 Sets	
(ii)	With MDF material	Set of 4 (Four)	Above 500 Sets	
3.	Acrylic Coasters			
	Printing and supplying of Coaster in the size of 9.0 x 9.0 cms., 7mm (minimum) thick on imported Acrylic sheet as per specification complete in all respect. (as per sample available in NGMA)			
(i)	With Acrylic material	Each	100-500 Nos.	
(ii)	With Acrylic material	Each	Above 500 Nos.	

Sl. No.	Items	Unit	Quality for initial order	Rate per unit
(1)	(2)	(3)	(4)	(5)
4.	Fridge Magnets			
	Printing and Supplying of Fridge Magnets in the size of 6.0 x 9.0 cms. with 7 mm thick acrylic sheet with 4 round magnets on	Each	100-500 Nos.	
	each side, duly packed as per specification and as per sample available in NGMA.	Each	Above 500 Nos.	
5.	Fridge Magnets on Magnet sheet			
	Printing and Supplying of Fridge Magnets in the size of 6.0 x 9.0 cms. On the magnet sheet round cornered, individually packed	Each	100-500 Nos.	
	in sealking envelope, as per sample available in NGMA.	Each	Above 500 Nos.	
6.	Paper Weight			
	Printing and Supplying Acrylic Paper weight 6.5 x 6.5 cms. with 18mm (minimum) thickness, round cornered	Each	100-500 Nos.	
	using UV pasting and laser cutting, individually packed in card-board/duplex box with transparent window, as per specifications and as per sample available in NGMA.	Each	Above 500 Nos.	
7.	Carry Bag			
	Printing and Supplying of Canvas / Jute fabric / Tote (Cloth) Carry Bags with printing and packing as per specifications complete in all respects, as per sample available in NGMA.			
(a)	Canvas Cloth Bags			
	Size : 50.0 x 38.0 cms.	Each	200 Nos.	
	Size: 38.0 x 30 cms.	Each	200 Nos.	
(b)	Jute Fabric Carry Bags			
	Size : 50.0 x 38.0 cms.	Each	200 Nos.	
	Size: 38.0 x 30 cms.	Each	200 Nos.	
(c)	Tote Bags (Cloth)			
	Size : 50.0 x 38.0 cms.	Each	200 Nos.	
	Size: 38.0 x 30 cms.	Each	200 Nos.	

Sl. No.	Items	Unit	Quality for initial order	Rate per unit
(1)	(2)	(3)	(4)	(5)
8.	<u>Scarfs</u>			
	Printing and supplying of Scarf of Chiffon / Silk / Crepe in the size of 75 x 75 cms. with printing of art work as per specification complete in all respect.	Each Each	100-500 Nos. Above 500	
	specification complete in an respect.	Lacii	Nos.	
9.	Mouse Pad			
	Printing and supplying of Mousepad in the size of 24 x 19 cms. foam based rubber / plastic sheet mouse pad printing in four	Each	100-500 Nos.	
	colour directly on the foam with NGMA logo as per specification and as per the sample available in NGMA.	Each	Above 500 Nos.	
10.	T-Shirts (Polyster)			
	Supply of Round Neck 180 gsm grade one T-shirt Overall digital four colour printing	Each	100- 500 Nos.	
	as per design along with NGMA logo in Large size.	Each	Above 500 Nos.	
11.	T-Shirts (Cotton)			
	Supply of Round Neck 180 gsm grade one T-shirt Overall digital four colour printing	Each	100- 500 Nos.	
	as per design along with NGMA logo in Large size.	Each	Above 500 Nos.	
12.	Pure Leather Passport Holder			
	Printing and Supplying of Pure Leather Passport holder in the size of 9.25x5 inches with pockets, duly stitched digital art work on canvas, complete in all respect, strictly as per the sample available in the NGMA.	Each	50 Nos.	
13.	<u>Docket Folder</u>			
	Printing and Supplying of Pure Leather docket folder in the size of 10.25x15.25 inches for A4 size documents, duly stitched digital art work on canvas, complete in all respect, strictly as per the sample available in the NGMA.	Each	50 Nos.	

Sl. No.	Items	Unit	Quality for initial order	Rate per unit
(1)	(2)	(3)	(4)	(5)
14.	iPad Cover Printing and Supplying of Pure Leather ipad cover in the size of 10x8.5 inches, duly stitched digital art work on canvas, complete in all respect, strictly as per the sample available in the NGMA.	Each	50 Nos.	
15.	Visiting Card Holder Printing and Supplying of Pure Leather Visiting Card Holder in the size of 4x3.25 inches with top flap of 3x3.15 inches, pockets for visiting cards and cash, etc., duly stitched digital art work on canvas, complete in all respect, strictly as per the sample available in the NGMA.	Each	50 Nos.	
16.	Baggage Tag Printing and Supplying of Pure Leather Baggage Tag in the size of 5x3 inches with top flap of 3.25x2 inches, pockets for address card with transparent pvc pocket, strap, etc., duly stitched digital art work on canvas, complete in all respect, strictly as per the sample available in the NGMA.	Each	50 Nos.	
17.	Printing and Supplying of Leather Journal in the size of 9x7 inches with spine and clamp for paper holder, leather straped with high quality leather and jute fabric, duly stitched digital art work on canvas, complete in all respect, strictly as per the sample available in the NGMA.	Each	50 Nos.	
18.	Wooden Wall Hangings Printing and Supplying of Wooden wall hangings in the size 8x10 inches on 12 mm thick wood base with duco finish, laser	Each	100 Nos.	
	etching on the top with white filling, as per the specification and sample available in the NGMA.	Each	200 Nos.	
19.	Wooden Wall Hangings			
	Printing and Supplying of Wooden wall hangings in the size 12x16 inches on 12 mm thick wood base with duco finish, laser etching on the top with white filling, as per the specification and sample available in the NGMA.	Each Each	100 Nos. 200 Nos.	

TECHNICAL BID

F. No. C-11006/2018-19/NGMA National Gallery of Modern Art (Ministry of Culture, Govt. of India) <u>Jaipur House, New Delhi – 110003</u> Ph. 91-011-23384640; 23382835 <u>www.ngmaindia.gov.in</u>

<u>Tender Notice for Printing and supplying of</u> <u>Memorabilia and Souvenir Items for NGMA, New Delhi</u>

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)	
	a) Name of the Museum	
	b) Nature and type of work executed.	
	c) Description of various exhibition aids / related job undertaken.	
	d) Cost involved	
	e) Time frame	
	f) Attach work orders/ appreciation/satisfacto ry performance letters issued by the concerned Museum of Repute / Reputable Art Gallery.	

Tender Notice for Printing and supplying of Memorabilia and Souvenir Items for NGMA, New Delhi

Details of experience:

Sr.	Name of Art Gallery	Name of Exhibition	Detail and value of
No.	/ Museum of repute		work done

DECLARATION

1.	l. I / We Shri	S/o. /		
	D/o. /W/o			
	Proprietor / Director / Authorized Signatory of the mentioned above, is competent to sign this declaration	0 ,		
	tender document;-			
2.	2. I have also carefully read and understood all the terms of the tender for <i>Printing and supplying of Memoral Items for NGMA</i> , <i>New Delhi</i> and undertake to abide be	oilia and Souveni		
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 information/fabricated document would lead to rejection of my tat any stage besides liabilities towards prosecution under approlaw;			
5.	5. The firm has not been blacklisted by any Government	Organization.		
Date	Date: Signature of authorize	ed person		
Dut	Date. Digitature of dathorize	ed person		
Plac	Place: Full Name:			
	Seal:			