

National Gallery Modern Art
Jaipur House, India Gate, New Delhi -110003
TENDER NOTICE - Inviting Quotations

Dated: 18/08/2021

Tender No. C(S) -12/2021-22/NGMA

Subject: Photography and editing of the photographs of all items for the cataloguing of the E auction portal for the 3rd round of E auction

1.0 Brief of NATIONAL GALLERY OF MODERN ART

National Gallery of Modern Art, Ministry of Culture, Jaipur House, India Gate, New Delhi invites quotations from agencies for Photography and editing of the photographs of the all items for the cataloguing for the E auction portal for the 3rd round of E auction for National Gallery of Modern Art, 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 visualized 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 significantly changing art forms through the passage of the last hundred and fifty years starting from 1857 in the field of Visual arts.

3.0 Scope of Work:

To do the Photography and editing of the photographs of the all items for the cataloguing for the E auction portal for the 3rd round of E auction at NGMA, New Delhi following works are required to be done:

- i. Photography of the memento items from at least three angles.
- ii. Editing of each photograph (minimum of three images of every item).
- iii. Editing of each photograph to meet the requisite parameter decided by NIC.
- iv. Image editing would also include the naming convention as per the requirement of e-auction engine.
- v. All the edited images should be transferred (with proper folder naming as prescribed by NIC), onto any physical drive and / or Wetransfer / Google Drive.

Interested parties are requested to submit quotations in sealed envelope.

Dr. Jyoti Tokas
Curator and Head of Office
National Gallery of Modern Art, New Delhi

Photography and editing of the photographs of the all items for the cataloguing for the E auction portal for the 3rd round of E auction/ NGMA

TERMS AND CONDITION

01. Bidders Eligibility Criteria:

a) Bidder should be authorized supplier/ service provider of the quoted item/ work.
b) Bidder should have experience of supplying such items and will have to furnish details of previous supplies.

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

c) The bidder should have PAN/TAN/GST/TIN registration in their name.

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

e) 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.

f) NGMA holds an E-Auction of mementos received by Hon'ble Prime Minister of India Therefore the Photography and editing of all items work of NGMA being of standards requires by NIC. Therefore, the firms/agencies must have suitable infrastructure to photography & editing of images and deliver as per NGMA/NIC quality norms. Low quality and substandard photography and editing of images will be rightly rejected at Agency/Firm cost.

g) 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.

h) NGMA, reserves the right to increase or decrease the quantities at any point of time depending upon the exigencies.

i) The tenderer shall submit the dummy of the items and obtain approval of the Director General (NGMA) before going in for final submission.

j) Time bound supply of any quantity as per the specifications is the essence of the contract, items may be required at short notice also.

k) 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.

02. Delivery Place:

Bidder will supply and deliver the raw photographs as well as edited version of the same in the office of "**National Gallery of Modern Art, Delhi**"

03. Validity Quotation:

Quotation shall remain valid for a period not less than 30 days after the deadline can be extended for other similar jobs on the basis of mutual consultation.

04. Award of Contract:

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7.1 Notwithstanding the above, NGMA reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.

7.2 The bidder whose bid is accepted will be notified of the award of contract by NGMA. The terms of the accepted offer shall be incorporated in the supply order. The validity period May be extended by NGMA as per the case may be by mutual consultation.

05. Other Terms and Conditions:

a) The NGMA reserves the right to preponed /postponed/cancelled the bid, the bidder will have to abide with the decision.

b) Payment shall be made after the supply and submission of bills which will be subject to satisfactory supply (certified by the committee constituted for the purpose). Personnel In charge will certify the quality and quantity of the items supplied/work done as per specifications and recommend accordingly the extent of payment.

c) Quotation may be submitted on the printed letter head of the bidder in the prescribed format.

d) The successful bidder will be bound with an agreement terms specified by NGMA.

Sealed quotations received till then will be opened in the office **24.08.2021 at 11:00 AM**.

We look forward to receiving your quotations and thank you for your interest in this project.

Performa For “Commercial bid”

(To be types on your firm’s letterhead)

I/ We hereby quote below our rates for Photography and editing of the photographs of the all items for the cataloguing for the E auction portal for the 3rd round of E auction, NGMA, New Delhi priority basis as per specification given in quotation enquiry.

Rs for per click photograph

(Rupees _____ Only

Rs for editing of per image

(Rupees _____ Only

Signature of the authorized person

Date:

Name and address of the firm

Place: New Delhi

Company Seal