



राष्ट्रीय आधुनिक कला संग्रहालय  
(संस्कृति मंत्रालय, भारत सरकार)

NATIONAL GALLERY OF MODERN ART  
(Ministry of Culture, Government of India)



No. F. C-11008/2015/NGMA  
December 14, 2015

### **NOTICE INVITING TENDER**

Sealed tenders are invited under two bids system from reputed and registered agencies empanelled with Directorate of Printing / DAVP in the Class 'A' category for **Printing & supplying of Mrinalini Mukherjee Catalogue** to National Gallery of Modern Art (NGMA), New Delhi.

Interested bidders may submit their bids either in the Tender Box kept at Gate No.1 or through Speed Post before 28<sup>th</sup> December 2015 at 3.00 pm. Bids received incomplete or after due date will not be entertained.

The details of minimum eligibility criteria, experience, scope of work, specifications and the prescribed format of submission of bids etc. are available on [www.eprocure.gov.in](http://www.eprocure.gov.in) and on the Gallery's website [www.ngmaindia.gov.in](http://www.ngmaindia.gov.in).

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 28.12.2015 up to **01:00 PM** during working hours from the office of NGMA.

**LAST DATE AND TIME FOR SUBMISSION: December 28<sup>th</sup>, 2015, 3.00 PM.**



(Prof. Rajeev Lochan)  
Director

No. F. C-11008/2015/NGMA  
National Gallery of Modern Art  
Government of India, Ministry of Culture  
Jaipur House, New Delhi-110003

**Sub : Printing and Supplying of Mrinalini Mukherjee Catalogue for National Gallery of Modern Art (NGMA), New Delhi.**

Sealed tenders are invited for and on behalf of the Director, NGMA, from registered and reputed agencies empanelled Class 'A' printers with Directorate of Printing / DAVP for Printing and Supplying of **Printing and Supplying of Mrinalini Mukherjee Catalogue** for the National Gallery of Modern Art, New Delhi as per specifications at Annexure – I and terms of 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 equipments specified in this tender document. The said work place of a successful bidder would be inspected by the NGMA 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 2015. 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. 3,00,000/- (Rupees Three Lakh 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
2	In House CTP (Computer to Plate) with upto 650 lpi 1	1
C. 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	1
6	Automatic Programmed Section Sewing Machine	1
7	Programmable Perfect binding machine (4-8 clamps)	1



8	Thermal Lamination Machine 1	1
E. Power Backup		
1	Generator backup (Minimum 200 kva) should be available for uninterrupted supply to all machines / equipments	1
F. Storage Space - Secured space		1

9. The rates quoted shall remain valid atleast for one year from the date of award of contract.
10. Terms and Conditions: As per Annexure - II.
11. 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 2015. 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 at least five similar works during the said period of three years in a Government Organization/PSUs/Museum.
7. 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 and supply of art catalogues, hard bound books, art portfolio, etc., for any reputed Museums of standing / Government organization/ PSUs, etc.
  - (iii) Duly signed terms and conditions at Annexure- II.
  - (iv) All other required documents.
- (B) The second sealed envelope superscribed "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 Mrinalini Mukherjee Catalogue for NGMA, New Delhi". This should be addressed to the Restorer & DDO, 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 so as to reach the NGMA before 28<sup>th</sup> December 2015 at 3.00 pm.
8. 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:-

  
(S.P. DATTA)  
Restorer & DDO

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-11008/2015/NGMA  
National Gallery of Modern Art  
Government of India, Ministry of Culture  
Jaipur House, New Delhi-110003

**Sub : PRINTING AND SUPPLYING OF MRINALINI MUKHERJEE CATALOGUETO**  
**NGMA, NEW DELHI.**

**SPECIFICATIONS**

S.No.	Description & Specification
1.	<p>Qty. : (i) 1000 Catalogues (ii) 1500 Catalogues</p> <p>Size : 230 x 304.8 mm (Close)</p> <p>No. of page : 252 + 8 endpage</p> <p>Processing : 150-200 paintings colour corrections / modification on system &amp; colour machine proof will be done by the printer</p> <p>Text Paper : 160gsm Rendezvous Fine Paper</p> <p>End Paper : 160 gsm Rendezvous</p> <p>Printing : 4 x 4 + aqueous silk coating for both (text &amp; endpaper)</p> <p>Binding : The binding to be done of international standard as per sample available with NGMA. The Section Sewing to be done an Aster/Kolbus automatic sewing machine with very fine needle holes, imported silk head &amp; tail bands. Imported Crap Goss to be used to hold the books block to the case.</p> <p>Hard Case : Made of 3 mm Imported Kapa Board</p> <p>PLC : Imported Geltex Brand covering material light gray (silver gray)</p> <p>Colour Printing : Gold Foil at 2-3 places front and spine</p> <p>Jacket : 160gsm Rendezvous paper in open size 310 x 690mm approx (Open size)</p> <p>Printing : 4 x 0 colour + aqueous silk coating</p> <p>Packing : Each copy silking / shrink pack 10 copies in corrugated box.</p>

**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.*



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No. F. C-11008/2015/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 MRINALINI  
MUKHERJEE CATALOGUETO 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, NGMA, New Delhi in this regard shall be final and binding.
4. Director, 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 the souvenir carry bags should be of high quality and no substandard items/ articles would be acceptable. Sample of carry bag and its packing material, etc., can be seen at NGMA on demand.
7. The tenderer shall submit the dummy of the items ordered for procurement for approval before going in for final production.
8. Time bound supply of any quantity as per the specifications in Annexure – I.
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 relased after submission of Bill in triplicate alongwith 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 in no condition be thrown away, passed on to any other persons,



sold or destroyed. All such material should be returned to the O/o. Director, National Gallery of Modern Art, New Delhi along with the printed copies. No cost on such material will be paid to supplier. In the event of such a material been sold, destroyed on to other party misused or otherwise not returned, it shall be compete for the Director (NGMA) 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 (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, 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.
24. Termination Clause: The contract can be terminated anytime without assigning any reason / notice by the National Gallery of Modern Art.

(S.P. DATTA)  
Restorer & DDO  
NGMA, New Delhi



No. F. C-11008/2015/NGMA  
National Gallery of Modern Art  
Government of India, Ministry of Culture  
Jaipur House, New Delhi-110003

**TECHINICAL BID**

Sub : **PRINTING AND SUPPLYING OF MRINALINI MUKHERJEE CATALOGUETO  
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 No. (Enclose photocopy) :-  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. TIN Registration No. (Enclose photocopy) :-  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. 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
2012-13		
2013-14		
2014-15		



10/15

6. 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 :-

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(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 (please tick mark) :-

A. Pre Press Section			YES	NO
1	Typesetting through DTP in Hindi/English/and other Indian Regional Languages with including designing facility.	8-10 Work Stations		
2	In House CTP (Computer to Plate) with upto 650 lpi 1	1		
C. 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	1		
6	Automatic Programmed Section Sewing Machine	1		
7	Programmable Perfect binding machine (4-8 clamps)	1		



8	Thermal Lamination Machine 1	1		
<b>E. Power Backup</b>				
1	Generator backup (Minimum 200 kva) should be available for uninterrupted supply to all machines / equipments	1		
<b>F. Storage Space - Secured space</b>		1		

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 Mrinalini Mukherjee Catalogue** for 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.

Date:

Signature of authorized person

Place:

Full Name: -----

Seal:



**ANNEXURE-V**

No. F. C-11008/2015/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 **Mrinalini Mukherjee Catalogue** for 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 :-

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2. Firm Registration No. :-

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S.No.	Description & Specification	Qty.	Unit	Rate
1.	<p>Size : 230 x 304.8 mm (Close)</p> <p>No. of page : 252 + 8 endpage</p> <p>Processing : 150-200 paintings colour corrections / modification on system &amp; colour machine proof will be done by the printer</p> <p>Text Paper : 160gsm Rendezvous Fine Paper</p> <p>End Paper : 160 gsm Rendezvous</p> <p>Printing : 4 x 4 + aqueous silk coating for both (text &amp; endpaper)</p> <p>Binding : The binding to be done of international standard as per sample available with NGMA.</p> <p>The Section Sewing to be done an Aster/Kolbus automatic sewing machine with very fine needle holes, imported silk head &amp; tail bands. Imported</p>			



	<p>Crap Goss to be used to hold the books block to the case.</p> <p>Hard Case : Made of 3 mm Imported Kapa Board</p> <p>PLC : Imported Geltex Brand covering material light gray (silver gray)</p> <p>Colour Printing : Gold Foil at 2-3 places front and spine</p> <p>Jacket : 160gsm Rendezvous paper in open size 310 x 690mm approx (Open size)</p> <p>Printing coating : 4 x 0 colour + aqueous silk</p> <p>Packing : Each copy silking / shrink pack 10 copies in corrugated box</p>			
(i)	1000 Nos			
(ii)	1500 Nos			
1 (a)	Charges for Additional pages of text + images	Per pages		

**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 provided by designer hired by NGMA.

**Printing work-**

1. High Quality CTP reproduction and offset printing using CPC machines with online aqueous 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 unlamented covers should not get dirty.
3. Packing to be done individually shrink rapped or packed using self seal polythene envelope.

