

No. C-11019/2013-14/NGMA
National Gallery of Modern Art
Jaipur House, India Gate,
New Delhi – 1100 03.

December 31, 2013

TENDER NOTICE

Sub : **Invitation of Price Bid for Printing and Supplying of Souvenir Items**

Back Ground

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. NGMA maintains a State-of-the Art Museum at Jaipur House show casing the best of modern and contemporary Indian Art. NGMA maintains a well 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 invites items-rate quotations from reputed manufactures / suppliers for production and supply of various souvenir items on urgent basis.

A. Scope of Work (SOW)

Printing and Supplying of Souvenir Items with the following Specifications:

Job Name:- Supply of Souvenir Items

1. Tote Bags:

Size : 38 x42 cm with handle length 63 cm
Materials : Cotton Fabric
Printing : Screen Printing - Single colour on Cotton Fabric with NGMA logo
Handle : As per sample
Packing : Self sticking poly envelopes
Color : Pantone Cool Gray 10C
Quantity : 500/1000

2. Coaster : Set of Four

Size : 3.5 x 3.5 inches
Material : MDF / Foam / Acrylic
Printing : Four Colour Inputs as provided with NGMA logo
Packaging : Dupliex Box Packing
Mdf container/ Wood/ Acrylic (for set of Four Coasters)
Quantity : 500/1000



3. T-Shirts

Fabric	:	Polyster (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.

4. Cup Saucer Set

Bone China Saucer with Steel Cup

SS Cup	:	06 oz
Printing	:	Four Colour printing on Bone China Saucer With High Temperature glazing
Packaging	:	Each Set packed in Duplex box with transparent window on one side duly printed with the logo and address of NGMA on the other side.
Quantity	:	500/1000

5. Mouse Pad :-

Size	:	24 x 19.0 cms.
Material	:	Foam based rubber/plastic sheet.
Printing	:	Four colour printing to be directly printed on the foam by Sublimation process. Pasting of single colour NGMA logo and address on the bottom side.
Packing	:	Each pad packed in good quality self adhesive plastic sleeve.

6. Paper weight :-

Size	:	6.0 x 6.0 cms. (With rounded corners)
Material	:	Acrylic
Thickness	:	20 mm (minimum)
Printing	:	Top - Four colour printing of Art work in between. Bottom - Milky sheet duly printed NGMA logo and address
Packing	:	Each Set packed in Duplex box with transparent window on one side duly printed with the logo and address of NGMA on the other side.

B. Eligibility criteria for bidding

The responding tenderers should have undertaken similar job for any reputable Gallery / Museums of comparable standing in the past and shall be capable of producing and supplying the items at short notice. A list of similar job undertaken and the details of their clients may be attached with the Quotation.

The tenderers should have the requisite TIN, PAN, VAT and service Tax registration numbers as required under relevant Rules.

Previous experience of printing for Art Galleries of the same prestige as NGMA shall be given preference.

Note: The firm should not have been black listed by any Central Govt/State Govt., an undertaking to be provided along with the proposal.



C. Deliverables

The material used for production of the souvenir items should be of high quality and no substandard items/ articles would be acceptable. Samples of various souvenirs items, cardboard box used etc. can be seen at NGMA on demand.

The tenderer shall submit the dummy of the items ordered for procurement and obtain the approval of the Director, National Gallery of Modern Art, New Delhi before going in for final production.

Time bound supply of entire quantity as per the specifications mentioned under Scope of Work.

D. Payment Terms

1. The payment to the agency will be considered only after timely delivery of entire quantity duly recommended by the officer concerned from NGMA.
2. No request of Advance Payment will be considered.
3. Payment will be released after submission of Bill in triplicate along with Delivery Challan.
4. The payments for the supply will be effected through Electronic Transfer/ RGETS and the tenderers are required to furnish their Bank account details as and where necessary.

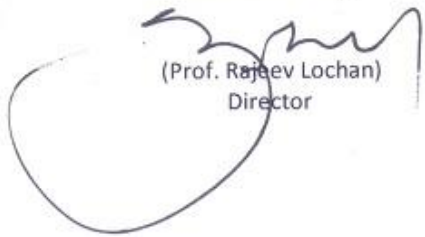
E. How to Apply

1. Technical bid should contain inter-alia the requisite proof of past experience of similar work, Samples, signed copy of tender document as acceptance of terms and conditions, undertaking stating that the firm is not blacklisted/ delisted by any other Govt. Dept. in the past. Technical bid should be kept in a separate sealed cover.
2. Financial Bid should contain the total cost along with prices of each item (taxes extra) for supply of Souvenir Items as defined in scope of work and should be kept in a separate sealed envelope.

Both the envelopes should be kept in a master envelope super scribing with "Bid for Supply & Printing of Souvenir Items".

The quotations should be addressed to **the Director, National Gallery of Modern Art, Jaipur House, India Gate, New Delhi – 110003** and should reach on or before **07.01.2014** by Speed Post or the Tender Box kept at Gate No. 1 of NGMA, New Delhi.

Yours sincerely,


(Prof. Rajeev Lochan)
Director

Annexure- 'A'

National Gallery of Modern Art
Jaipur House, India Gate,
New Delhi – 1100 03.

Quotations/BIDS

Sl. No.	Items	Unit	Rate per unit
(1)	(2)	(3)	(4)
1.	Tote Bags: Size : 38 x42 cm with handle length 63 cm Materials : Cotton Fabric Printing : Screen Printing - Single colour on Cotton Fabric with NGMA logo Handle : As per sample Packing : Self sticking poly envelopes Color : Pantone Cool Gray 10C		
(a)	500 Nos.	Each	
(b)	1000 Nos.	Each	
2	Coaster : Set of Four Size : 3.5 x 3.5 inches Material : MDF / Foam / Acrylic Printing : Four Colour Inputs as provided with NGMA logo Packaging : Dupliex Box Packing Mdf container/ Wood/ Acrylic (for set of Four Coasters)		
(a)	500 Set	Set	
(b)	1000 Set	Set	
3	T-Shirts Fabric : Polyester (Round Neck) Weight : 180gsm grade One Print : Overall Digital printing with NGMA logo Size : Large Inputs : Image in four colour		
(a)	500 Nos.	Each	
(b)	1000 Nos.	Each	
4	Cup Saucer Set Bone China Saucer with Steel Cup SS Cup : 06 oz Printing : Four Colour printing on Bone China Saucer with High Temperature glazing Packaging : Each Set packed in Duplex box with transparent window on one side duly printed with the logo and address of NGMA on the other side.		
(a)	500 Nos.	Set	
(b)	1000 Nos.	Set	

Sl. No.	Items	Unit	Rate per unit
(1)	(2)	(3)	(4)
5	Mouse Pad :- Size : 24 x 19.0 cms. Material : Foam based rubber/plastic sheet. Printing : Four colour printing to be directly printed on the foam by Sublimation process. Pasting of single colour NGMA logo and address on the bottom side. Packing : Each pad packed in good quality self adhesive plastic sleeve.		
(a)	500 Nos.	Each	
(b)	1000 Nos.	Each	
6	Paper weight :- Size : 6.0 x 6.0 cms. (With rounded corners) Material : Acrylic Thickness : 20 mm (minimum) Printing : Top - Four colour printing of Art work in between. Bottom - Milky sheet duly printed NGMA logo and address Packing : Each Set packed in Dupleix box with transparent window on one side duly printed with the logo and address of NGMA on the other side.		
(a)	500 Nos.	Each	
(b)	1000 Nos.	Each	

